

Health Department, the Department of Public Improvements, and the Department of Education. GOES also recommended that the drawings of the State Roads Commission be converted to microfilm.

It was decided to begin the project by microfilming the subdivision plats of several counties stored in the Annapolis office. This series was selected in order to provide training for the camera operator and to enable us to make copies of the plats from microfilm rather than continue the photostat operation. This also permits us to supply aperture cards of the subdivision plats to the Clerks of Courts who do not have photocopy capability.

We also began to convert the approved drawings of the Fire Marshal to microfilm. The original plan was to supply this film in aperture cards to the Fire Marshal but the time required to prepare the cards convinced us to try roll film with extensive indexing. This proved satisfactory and the program is now well under way.

Two problems have been encountered in this program that severely limit the usefulness of the microfilm. The primary problem has been the poor quality of the drawings to be microfilmed. The originals are often drawn outside the State agency by contractors and consultants without uniform drafting standards. Many of these drawings are oversize and must be filmed in sections. Some are poor copies of mediocre originals and are not legible.

In addition, the State agencies that are potential users of the microfilm service have not developed a uniform numbering scheme for those drawings of mutual interest. Consequently, we might be filming the identical drawing four times for four agencies.

These problems appear solvable only through the establishment of standards of drafting for microfilm on all drawings submitted to the State and the development of a uniform identifying system that will control the problem of duplicate microfilm files. We have encouraged the agencies to set up standards but without success. Until standards are established, the engineering drawing project cannot support an active retrieval program.