

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Acting Chief, ISAS	<i>SS</i>	<i>[Signature]</i>
2.		
3. C/MWPB 815 Ames	<i>[Signature]</i>	4/28/79
4.		
5. file 57		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

*Check  
 EDM read this -  
 You might refer to it  
 in your briefing.*

STAT

**DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions**

<b>FROM: (Name, org. symbol, Agency/Post)</b>  Assistant for Information, DDA STAT 7-D-02, Hqs.	Room No.—Bldg.
	Phone No.

UNCLASSIFIED CONFIDENTIAL SECRET

### OFFICIAL ROUTING SLIP

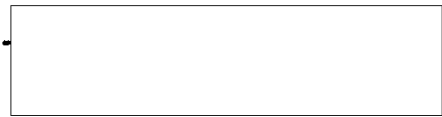
TO	NAME AND ADDRESS	DATE	INITIALS
1			
2			
3	A/DDA	3/27	(Signature)
4			
5	DDA	3/28	(Signature)
6	A/DDA	Thats	(Signature)

<input type="checkbox"/>	<b>ACTION</b>	<input type="checkbox"/>	<b>DIRECT REPLY</b>	<input type="checkbox"/>	<b>PREPARE REPLY</b>
<input type="checkbox"/>	<b>APPROVAL</b>	<input type="checkbox"/>	<b>DISPATCH</b>	<input type="checkbox"/>	<b>RECOMMENDATION</b>
<input type="checkbox"/>	<b>COMMENT</b>	<input type="checkbox"/>	<b>FILE</b>	<input type="checkbox"/>	<b>RETURN</b>
<input type="checkbox"/>	<b>CONCURRENCE</b>	<input type="checkbox"/>	<b>INFORMATION</b>	<input type="checkbox"/>	<b>SIGNATURE</b>

**Remarks:**

FYI

Agree with



This report gives C/  
micrographics a chance  
to show his wares. Not  
much other opportunity.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

USE ONLY

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT Agency Micrographics Report - 1978  
 STAT FROM: [Redacted] EXTENSION NO. [Redacted]

STAT Chief, Micrographics and Word Processing Branch, ISAS  
 815 Ames Building  
 DATE 21 February 1979

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. <span style="border: 1px solid black; padding: 2px;">[Redacted]</span> C/ISAS GG-14 Headquarters			✓	<p>3 to 4a, 4b and 5:</p> <p>This is a very extensive report which pretty well documents all anyone needs to know about the microfilm program. It has a summary at the beginning which might be more beneficial given your busy schedules.</p> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 10px auto;"></div>
2. <span style="border: 1px solid black; padding: 2px;">[Redacted]</span>				
3. <span style="border: 1px solid black; padding: 2px;">[Redacted]</span> Assistant for Information 7D02 Headquarters	22 MAR 1979		DW	
4. EO/DDA ADDA	3/26		DW	
5. <span style="border: 1px solid black; padding: 2px;">[Redacted]</span> Deputy Director for Administration	28 MAR 1979		DW	
6. <span style="border: 1px solid black; padding: 2px;">[Redacted]</span>				
7. <span style="border: 1px solid black; padding: 2px;">[Redacted]</span>				
8. <span style="border: 1px solid black; padding: 2px;">[Redacted]</span>				
9. <span style="border: 1px solid black; padding: 2px;">[Redacted]</span>				
10. <span style="border: 1px solid black; padding: 2px;">[Redacted]</span>				
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12. <span style="border: 1px solid black; padding: 2px;">[Redacted]</span>				
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14. <span style="border: 1px solid black; padding: 2px;">[Redacted]</span>				
15. <span style="border: 1px solid black; padding: 2px;">[Redacted]</span>				

STAT [Redacted]  
C/ISAS  
GG-14 Headquarters

STAT 3. [Redacted]  
Assistant for Information  
7D02 Headquarters

4. EO/DDA  
ADDA

STAT 5. [Redacted]  
Deputy Director for Administration

STAT 10. [Redacted]

DD/A Registry

79-1043

14 February 1979

MEMORANDUM FOR: Don I. Wortman  
Deputy Director for Administration

STAT FROM :   
Chief, Micrographics and Word Processing  
Branch, ISAS

SUBJECT : Agency Micrographics Report - 1978 (U)

1. This memorandum is for your information. (U)
2. Summary of Calendar Year 1978 Activity

The CIA Micrographics Program had another highly successful year producing almost 20 million original images. Each image represents one page of text. (U)

The Agency resources committed to the production of microforms consist of equipment valued at \$3.8 million, 15,000 square feet of floor space, and 94 man years at a cost of \$1.3 million in salaries. These resources are located in four major production facilities: NPIC in  OCR in Headquarters building, DDO in Headquarters building, and Printing and Photography Division/OL (P&PD/OL). (U)

STAT

P&PD/OL maintains a modern micrographics service bureau for the Agency. This facility is capable of producing both Source Document<sup>1</sup> and Computer Output Microform<sup>2</sup> (COM) and produces over 60 percent of the total Agency production. In addition to the production shop, P&PD has a fine Systems Staff that has done an excellent job in transforming Agency micrographics requirements into usable microform products. (U)

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<sup>1</sup>Source Document is traditional microphotography that consists of photographing a document, drawing, chart, newspaper, or other existing physical form of information.

<sup>2</sup>COM is a method of converting data from a computer to human readable language onto microfilm.

SUBJECT: Agency Micrographics Report - 1978 (U)

There are on-site micrographic operations in the Office of Finance (OF), the Office of Security (OS), and a DDS&T component due to the volume or the nature of the records being filmed. In the case of OF and OS, the filming is done on-site; however, the film is processed and duplicated by P&PD/OL. (U)

The major thrust of the micrographics activity during 1978 was to reassess the Program, to refine and improve where necessary, and to make the maximum use of the microfilm being produced. This effort was successful, resulting in better overall control of the Program and an increase in the use of the micrographics products produced by the Agency. The improvement in management comes through a better understanding of the capabilities and responsibilities of the central facility in P&PD and the NFAC, DDO, and DDS&T production facilities by managers at all levels. This understanding was brought about by the study to consolidate the production of these facilities into a centrally managed micrographics facility for the Agency. Additionally, new management controls have been established in Printing and Photography/OL that prevent unauthorized filming and eliminate duplication. (U)

Each application of record was reviewed. All ongoing authorized applications were formalized and properly documented. Applications that were improper, duplicated, or discontinued were cancelled and dropped from the inventory. All new applications must be properly documented and be in accordance with an approved Records Control Schedule. (U)

The increase in the use of microfilm is evident in the number of copies of original and duplicate microfilm produced by P&PD/OL and by the number of duplicates made for retrospective reference by the Office of Central Reference (OCR/NFAC). This increase is particularly significant in the Finished Intelligence Project (FIP). More analysts are accepting and using microfiche copies of intelligence documents. Also, microfiche copies are being disseminated to other government agencies and libraries in the private sector. (U)

For several years, the Agency has participated in major government-wide programs to provide information to the public---the Document Expediting (DOCEX) Project of the Library of Congress, the National Technical Information

SUBJECT: Agency Micrographics Report - 1978 (U)

Service (NTIS) of the U.S. Department of Commerce, and the Federal Depository Library Program of the Government Printing Office. In the past, these organizations received paper copies of the designated reports which were in turn micro-filmed for distribution in their programs. Now they receive a silver duplicate microfiche from the CIA microrepublishing program, eliminating the need to refile each document. In addition, film copies are forwarded to other agencies, including members of the Intelligence Community, again eliminating the need for these agencies to refile CIA documents. (U)

For the first time in the four years that MWPB has been collecting and reporting Agency-wide statistics, there was a decrease in the overall production of original microforms. Most of the decrease occurred in Source Document filming and was shared by P&PD, OCR, and DDO production facilities. (U)

The decrease in the Office of Finance and the DDO was caused by a reduction in the number of man hours devoted to microfilming. The OCR decrease was due to the elimination of duplication and the increased use of the P&PD/OL facility. And the decrease in P&PD was due partly to more emphasis being placed on quality control, verification, and retrospective film inspection. (U)

This decrease does not mean a decrease in the emphasis on microforms nor an indication that the Micrographics Program in the Agency has reached its peak. There is still a backlog of more than five million pages at Headquarters and the Agency Archives and Records Center that has been approved for filming. These projects are under way or in the final planning stages and barring personnel cuts, 1979 should be an even better year in terms of microform production. (U)

Although the statistics show a slight decrease in COM production, COM in fact had a significant increase since one application amounting to approximately two million images run in 1977 was not repeated in 1978. (U)

Members of the MWPB staff continued to participate in external governmental groups established to set standards for microform production in the Federal government. Additionally, the staff maintains a liaison with the National Archives and Records Service (NARS) and are members of and

SUBJECT: Agency Micrographics Report - 1978 (U)

actively participate in the National Micrographics Association as well as the Federal Government Micrographics Council. (U)

New developments in policy or technology are coordinated in the Agency through the Micrographics Users Group (MUG). MUG is an informal Agency group chaired by the Chief/MWPB. (U)

### 3. Statistical Highlights

	<u>1978</u>	<u>Change from 1977</u>
Ongoing Agency Micrographics Applications	335*	
Agency Microforms Production (Images)	19,259,474	-14.87%
Source Document	8,155,702	-29.05%
COM	11,103,772	0%
Microfiche Produced	1,107,962	+ 3.07%
Source Document	807,576	+ 0.78%
COM	300,386	+ 9.79%
Paper Use Avoidance (pages) Attributed to COM	63,500,000	+22.58%
Total Value of Agency Micrographic Equipment	3,771,447	+ 4.48%
Man Years for Production of Microforms	94	- 3 MY
Staff years	68	0
Contract years	26	- 3 MY
Production Space Allocations	15,128 sq. ft.	

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\*This is a new number obtained for the first time for the 1978 review. It does not include the filming by NFAC, DDO, or DDS&T facilities.

SUBJECT: Agency Micrographics Report - 1978 (U)

4. The following paragraphs describe in some detail the most significant micrographic projects undertaken by MWPB during 1978:

a. Consolidation of Agency Micrographics Production

The first mention of consolidating Agency micrographics activities was in the Office of Logistics's (OL) response to the Presidential Management Initiatives dated 16 August 1976. It also appeared as a "Key Issue" in the OL 1977 Program Call. (U)

At the request of the DDA, it was assigned as a joint Information Systems Analysis Staff (ISAS) and Printing and Photography Division (P&PD/OL) objective (Objective OL-A-14-77). A joint paper was prepared by MWPB/ISAS and P&PD/OL based on the statistics gathered by MWPB for its 1976 Annual Report to the DDA. (U)

In December 1977, a proposal for consolidating the management of all Agency micrographics production in one micrographics service facility for the Agency was made to the EAG. Except for the DDA, the EAG members were opposed to consolidation. Mr. Blake, the Acting DDCI, requested that a Task Force with a representative from each directorate and a Chairman selected by the Comptroller be convened to examine the problem in depth. After a series of meetings, the majority of the Task Force recommended that the proposed consolidation not be undertaken. In April 1978, the question was dropped from the EAG agenda. (U)

Although the consolidation was not accomplished, the preparation of the proposal and Task Force effort served a useful purpose, that senior managers now have a better understanding of the scope and complexities of the Agency's Micrographics Program and individual production organizations have a better understanding of the capabilities and responsibilities of their respective operations and how they relate to each other. (U)



SUBJECT: Agency Micrographics Report - 1978 (U)

b. Microrepublishing<sup>3</sup>

Since early 1974, the Agency has been micro-republishing some of its Intelligence Reports in a program named the Finished Intelligence Project (FIP). In the beginning, the FIP was not well coordinated, well publicized, or produced in accordance with the Federal Property Management Regulation 101-11.5, Micrographics. Since 1 October 1977, the FIP has been formalized and fully coordinated with the producing components in the Agency. (U)

For all but a very small and select group of Agency publications, a special copy, number "0," is printed and forwarded immediately to be micro-republished. Microfiche copies of these reports are available to users within 24 hours of the paper copies. In the case of the FBIS Daily Report, the microfiche is distributed simultaneously with the paper copies. (U)

During this year, the FIP has continued to grow in terms of new publications being added and increased use of the microfiche by users both in and outside the Agency. DIA and other Intelligence agencies are receiving duplicate classified microfiche from this program. Microfiche of unclassified reports are distributed to the Library of Congress and other agencies outside the Intelligence Community. (U)

Silver duplicate microfiche of unclassified reports are also furnished to other agencies for further duplication for their users. The most recent and most significant achievement in this area was the acceptance of the Government Printing Office (GPO) of a silver duplicate of the FBIS Daily Reports and JPRS Translations. GPO has 300 to 400 diazo duplicates made from this silver duplicate for distribution to the Depository Libraries. These actions are saving these agencies and the taxpayer thousands of dollars in microfilming costs. Early in 1979, the Agency's field regulations will be microrepublished and distributed to the field in microfiche. (U)

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<sup>3</sup>To reissue material previously or simultaneously published in paper in microform.

SUBJECT: Agency Micrographics Report - 1978 (U)

c. Retrospective Verification of Existing Microfilm

Some of the microfilm produced in the past was not verified to assure that it is an accurate and complete copy of the original record. The paper records cannot be destroyed until it is verified with the film. The cost analysis conducted by MWPB has shown that it is more economical to verify the existing film than to refilm. (U)

Before a retrospective verification project is started, a determination is made as to whether the original project is still valid and that the film meets laboratory tests for quality and archival standards. Currently, the microfiche of the Agency's Regulations case file is being verified. There are 85 cubic feet of paper files that are being destroyed as they are verified and any necessary retakes are completed. (U)

In addition to the obvious savings in filming and storage costs, there are other advantages. Each time a retake is made, the user, in this case the Regulations Control Branch, gets a corrected microfiche. The verification is conducted at the Agency Archives by a handicapped contract employee. (U)

d. Inspection of Existing Microfilm

Because of their photographic speed, silver halide films are almost universally used for original recording of information. If properly processed and stored, silver images will last for long periods of time. (U)

The film must be fixed completely and all of the processing chemicals must be removed. Silver is also reactive to metal and combines easily with atmospheric contaminants. The gelatin coating on the film is subject to attack from bacteria, molds, and vermin. These effects on silver film are enhanced and increased by high heat and humidity. (U)

The National Archives has prescribed rigid standards for the processing, use, packaging, and storage of silver halide archival film. P&PD routinely performs laboratory testing and visual inspection of microfilm at the time it is processed. A cool room

SUBJECT: Agency Micrographics Report - 1978 (U)

with prescribed environmental conditions has been constructed at the Agency Archives and the use of the silver film is controlled. The new element is the proposed bi-annual inspection of 1 percent of existing film to assure that it is not deteriorating. (U)

During 1978, MWPB with the cooperation of the Office of Security and P&PD/OL tested 740 microfiche that were at least two years old. This pilot testing program provided us with information to develop a testing program for all Agency microfilm. It also assured us that microfilm produced by P&PD/OL during the period 1973 to 1976 is still in good condition with no apparent deterioration. (U)

e. Secure Handling and Disposal of Microfilm

The need for controls over microfilm copies of classified documents has been debated for as long as the Agency has been using film. Unfortunately, not all microfilm, particularly microfiche, has been produced and disseminated with the same controls afforded the same information in paper form, i.e., the use of copy numbers for individual accountability. (U)

Various components are taking different approaches to solving this problem. NPIC is perforating a control number into each microfiche it disseminates; OWI uses a special pen to write a number on its microfiche; and OC is experimenting with a hand numbering machine. However, there is no Agency policy or standard. (U)

MWPB has discussed this problem with OS, P&PD/OL, and users within the Agency, but always with the same result - everyone demanding a regulation that specifies a control number on microfiche before any action will be taken. MWPB and P&PD/OL analysts have done some preliminary investigation and there are ways to print copy numbers on microfiche. (U)

SUBJECT: Agency Micrographics Report - 1978 (U)

The control of microfiche has also been an agenda item at the IHC/Micrographics Working Group (IHC/MWG) meetings with about the same results. After several months of discussion, a letter is being sent to the Security Committee asking for assistance. (U)

The discussion on the disposal of microfiche has proceeded along the same route as the control number problem. At the request of the Office of Communications (OC), a destruction kit for diazo copies of microfiche was developed in 1975. These kits have been ordered and are due any day. OC plans to immediately distribute these kits to OC field stations for the emergency destruction of diazo microfiche. MWPB is coordinating the use of this kit with the DDO and the Intelligence Community. Since this kit will only dispose of diazo film, its use must be carefully monitored. Only diazo film is now being sent to the field from Headquarters; however, some stations do their own filming and others receive film from other sources. (U)

The Document Destruction Working Group (DDWG) of the Security Committee has drafted standards for the mechanical destruction of classified documents and microforms. This draft concludes that the only reliable method for the destruction of microfilm is chemical stripping or incineration. There are no shredders available that produce particles small enough to meet minimum reassembly time requirements. (U)

STAT The disposal of film is further complicated by a government-wide requirement to recover silver from the silver original microfilm and all silver duplicates. NPIC now coordinates this effort in the Agency. There are collection points in the Agency Records Center, [redacted] and P&PD Building. Some components do not know about the silver recovery program or how to dispose of their silver film. MWPB is trying to coordinate an Agency-wide policy so that all components having silver film will know about the recovery program and the procedures for implementing it. (U)

SUBJECT: Agency Micrographics Report - 1978 (U)

f. ADSTAR Progress - Calendar Year 1978

The Automated Document Storage and Retrieval system (ADSTAR) will provide rapid input, retrieval, and display of intelligence documents in support of analytical production in NFAC and DDO operations. (U)

During 1978, the Chief/MWPB met regularly with the ADSTAR Requirements Office (ARO) providing advice and assistance on technical and records management matters. MWPB also coordinates ADSTAR with other Agency micrographic programs, such as the FIP microfiche project, and notifies the ARO of changes or requirements that may impact on the ADSTAR project. (U)

During 1978, the ADSTAR contractor (Ragen Precision Instruments) completed the systems specifications and began work on the detailed system design. Both NFAC and DDO are devoting considerable effort to purging and files maintenance on the film collections to be converted. Sites have been identified for the conversion, input, and retrieval subsystems and negotiations are under way with GSA to have these areas renovated. (U)

Other major accomplishments by the ADSTAR contractor during the year were: (1) The film conversion devices were specified, designed, and a subcontract awarded for their fabrication; (2) The image scanner was designed, successfully tested, and prepared for production; (3) The analog-to-digital logarithm was proven and made into circuitry; and (4) The output device was designed and a bench model constructed to prove the design. (U)

g. Standardization of Storage Containers

With the steady increase in the use of microfiche for reference use and archival storage, the need for suitable containers became critical. There was a need for standardization in size and format in envelopes for individual microfiche, as well as storage containers for collections of microfiche. The envelope had to have proper indicator and security markings and both the envelope and storage container had to meet the requirements for archival storage of microfiche. (U)

SUBJECT: Agency Micrographics Report - 1978 (U)

The envelope question was resolved by the Intelligence Handling Committee (IHC) when it approved a standard microfiche envelope for use throughout the Intelligence Community. Using an envelope approved for archival storage, P&PD overprints the envelopes to be used for compartmented information and disseminates them to the Intelligence Community at an annual rate of 200,000. Recently, the Office of Security approved the overprinting of envelopes for use with collateral TOP SECRET. This overprinting will provide the same information and accountability control as the Form 26 (green sheet) used on paper copies of TOP SECRET documents. (U)

MWPB searched the market for a suitable container and found nothing that fulfilled all of the Agency requirements. A container was designed by MWPB and was manufactured by the Hollinger Corporation. This container meets archival storage requirements and at the same time is inexpensive enough to use for duplicate reference files of microfiche. It provides maximum utilization of the shelving at the Agency Archives and Records Center, it can be stored in safes or on shelving in Headquarters, and can be used to retire all categories of microfiche to the Archives and Records Center. (U)

h. Supplemental Distribution:  
Film vs Paper

Historically, the Agency has maintained large quantities of its reports in the Agency Records Center for supplemental distribution. At one time, the volume consisted of more than 20,000 cubic feet. Over the years, this volume has dropped significantly due to the curtailment and elimination of programs and the transfer of others. (U)

In January 1977, MWPB was asked to review the remaining approximately 6,500 cubic feet with the intention of substituting the use of paper with existing microfiche for supplemental distribution. MWPB met with each major producer, asked them to review their paper holdings at the Records Center, and to increase the use of microfiche on initial and supplemental distribution. Each producer identified large volumes of their reports for disposal. This disposal action, which was completed by the Records Center on 3 October 1978, amounted to 4,500

SUBJECT: Agency Micrographics Report - 1978 (U)

cubic feet. The only office to completely eliminate the paper copies was FBIS. (U)

The increase in the number of duplicate microfiche produced by P&PD on initial distribution and the increase in the film images produced by OCR for supplemental distribution leads us to the conclusion that microfiche copies of Intelligence Reports are having an impact on the traditional storage of paper for supplemental distribution. (U)

We cannot stop here, however; there is more that can be accomplished. MWPB will continue to work with producers to increase the use of microfiche from the FIP program. Also, the paper copies going to the Records Center will have to be carefully monitored; they have a way of increasing. Another fact discovered during MWPB's review was that many offices had started keeping large quantities of paper copies at Headquarters for supplemental distribution. (U)

i. Surveys

MWPB periodically conducts surveys of ongoing applications. These surveys are conducted to assure that the application is still necessary, that it is still cost effective, and that the best available methods and equipment are being used. (U)

During 1978, three major surveys were conducted: the Office of Security's inactive case file filming program, the Foreign Broadcast Information Service's microrepublishing program, and the Use of Microfiche of Intelligence Reports in the Agency. In each instance, MWPB was able to make a major contribution to the program surveyed. (U)

The FBIS and Use of Microfiche for Intelligence Reports surveys were far reaching with many recommendations that have considerable impact on the Agency and other users of Agency information. Some of these recommendations have been adopted, some are in the process of being adopted, and others are still being studied. (U)

SUBJECT: Agency Micrographics Report - 1978 (U)

j. Micrographic Training Provided by  
the Micrographics and Word Processing  
Branch

Under the auspice of the Office of Training, MWPB conducts a two-day seminar on micrographics, "Introduction to Micrographics." This seminar is open to all Agency employees and is of particular interest to Records Management Officers, potential users of microforms, Administrative officers, and Registry personnel. It provides basic information on micrographics technology and its application to information handling problems. (U)

There were two seminars conducted during 1978. Forty-nine Agency employees ranging in grade from GS-03 to GS-15 representing the four directorates and the IC Staff attended these seminars (DDA 11, DDO 24, DDS&T 4, NFAC 9, and IC 1). (U)

In 1975, at the request of the producing components, MWPB conducted a search for technical training for production personnel. The U.S Air Force Department of Audio Visual Training at Lowry Air Force Base, Colorado, was found to provide the best and most economical training in this technology. Two Air Force instructors give the training for Agency personnel in the Chamber of Commerce Building. The only cost to the Agency is to reimburse the Air Force for the actual expenses of the instructors for the five days of the course. (U)

In 1978, this "Microphotographic Technical Training" course was held one time for nine Agency employees ranging in grade from GS-3 to GS-8 from the various production facilities (DDA 2, DDO 2, DDS&T 1, and NFAC 4). (U)

k. National Archives and  
Records Service (NARS)

MWPB maintains a liaison with the Micrographics Specialist in the Office of Records Management/NARS, as well as the manager of the micrographics production facility at the National Archives. (U)



SUBJECT: Agency Micrographics Report - 1978 (U)

In March 1978, NARS published a proposed revised Federal Property Management Regulation (FPMR) on Micrographics in the Federal Register. The major new provisions will require Federal agencies and departments to centralize micrographics management, to maintain control over micrographic equipment, and to establish procedures to increase and maintain the quality of microforms being produced. There were about twenty objections to the new FPMR, mostly from vendors whose equipment was affected by the new quality standards. All problems have now been resolved, and the revised FPMR on Micrographics has gone to the Administrator of GSA for signature. It should be published early in 1979. (U)

MWPB has worked closely with NARS on the development of the new standard and generally supports the changes. When the revision is published, we will amend Agency procedures accordingly. The Agency is already in compliance with most of the new provisions. The areas that will require attention are the verification of microfilm to assure that it is an accurate and complete copy of the original record and to implement a bi-annual inspection program for all microfilm records where the paper copies have been destroyed. (U)

1. Intelligence Information Handling Committee/Micrographics Working Group (IHC/MWG)

The IHC/MWG meets monthly to discuss programs and problem areas of common concern to the Intelligence Community in the production, use, and dissemination of microfilm. At least one representative from each member agency attends the monthly meeting. (U)

The Group is currently chaired by Commander [redacted] USN, from DIA. The CIA representative is [redacted] OCR/NFAC. The Chief/MWPB attends the meetings with [redacted] and other Agency officials are asked to attend from time to time when their particular expertise is needed. (U)

In 1977, the MWG published Standards for Microfiche Copies of Intelligence Documents, and in 1978 the Annex on Quality Control was published.

SUBJECT: Agency Micrographics Report - 1978 (U)

Currently the Group is coordinating with member agencies the Editorial Standards for Intelligence Documents that are going to be Microfilmed. Additionally, the Group is studying the secure handling and destruction of security classified microfilm. (U)

m. National Bureau of Standards/Federal Information Processing Standards/Output Microform Standards Group (TG-18)

Task Group 18 was formed by the Federal Information Processing Standards Coordinating and Advisory Committee (FIPSCAC) to standardize certain aspects of Computer Output Microforms to meet Federal agency needs. [redacted] MWPB staff, represents the Agency on this Task Group. (U)

In July 1978, the Task Group published the first in a series of planned standards. This standard, Computer Output Microform (COM) Formats and Reduction Ratios, 16mm and 105mm (FIPS Pub. 54), specifies the image arrangement, size, and reduction ratio for 16mm and 105mm microforms generated by Computer Output Microfilers. It is limited to systems using business-oriented fonts similar to line printer output. (U)

n. The CIA Micrographics Users Group (MUG)

The MUG is an informal Group chaired by the Chief/MWPB. The members of the Group consist of Records Management Officers, micrographics production managers, and major users. (U)

Meetings are called by the Chairman on an ad hoc basis when there are sufficient items to discuss. The meetings are used to coordinate the Agency Micrographics Program; to distribute information from the National Archives and Records Service (NARS) and the micrographics industry in general; to surface problem areas that need attention; and to coordinate training, both internal and external, for micrographics users and technicians. Occasionally, outside speakers from various segments of the micrographics industry are invited to give presentations on new developments in systems and equipment. During 1978, seven meetings were held. (U)

SUBJECT: Agency Micrographics Report - 1978 (U)

o. Equipment

During 1973, as an effort to determine the scope of micrographic activity within the Agency, a survey of both applications and equipment was undertaken. MWPB's agreement with the Office of Logistics (OL) was that once a micrographic equipment data base was developed, it would be maintained by MWPB. The data base was developed using information from the survey. During 1974, a computerized data base was developed with the assistance of the Office of Data Processing (ODP) and has since that time been maintained by MWPB. This data base includes both accountable and nonaccountable items. The total value of Agency micrographic equipment is \$3,771,447. (U)

During calendar year 1978, there was an increase to the Agency's micrographic equipment totaling \$169,041. Part of this increase was in new equipment purchases and the balance was equipment that was located overseas and had not been previously a part of the inventory. During the last DDO records survey, a questionnaire on micrographic equipment was included. The results of this survey have given us a fairly comprehensive picture of micrographic equipment world-wide in DDO field installations. (U)

For the last four years, MWPB has had a cost avoidance program which matches surplus micrographic equipment against new requirements. We maintain this program by review of PTI documents and pick up equipment which is serviceable and may have future application. The equipment is stored until requirements develop. During the four years of 1974 to 1977, cost avoidance from this activity averaged \$25,000 per year. During calendar year 1978, equipment obtained in this program was valued at \$23,800. (U)

STAT



### AGENCY MICROFORMS PRODUCTION - 1978

(INCLUDES COM)

19,259,474 ORIGINAL IMAGES

