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SUBJECT: (Optional)

Agency Micrographics Report - 1977

STAT FROM:	EXTENSION	NO.
C/MWPB/ISAS/DDA 815 Ames Bldg.		
STAT	DATE	
	10 July 1978	

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		

STAT 1.	C/ISAS/DDA GG-14 Headquarters	7/13/78	MB	<p>Attached is MPB's Annual Report for the year ending 31 December 1977. This report was delayed due to work being done on the consolidation study by MPB and producing components. Now that the consolidation exercise is over, we felt it appropriate to prepare this report to inform management of our activities and so that there would not be a void in our annual reporting.</p> <p>Please keep in mind when reading this report that it only covers activity through the end of calendar year 1977.</p>
STAT 2.				
STAT 3.	AI/DDA 7D02 Headquarters	13 JUL 1978	DJ	
STAT 4.				
STAT 5.	John F. Blake DDA 7D18 Headquarters	10 AUG 1978	J	
STAT 6.	ADDA	25 JUL 1978	W	
STAT 7.	E O/DDA	7/24	J	
STAT 8.				
STAT 9.	AAI/DDA	8/21	SP	
STAT 10.	A1/DDA	8/22	J	
STAT 11.				
STAT 12.	C/ISAS	9/6/78	MP	
STAT 13.				
STAT 14.	C/MWPB	9/8/78	CEW	
STAT 15.				

STAT

The summary is enough for me! The rest of leave up to you and Mark. Check + list people should be commended -

10-17 Mark, pls call Mike's note to Chuck's attention. 24 JUL 1978

STAT RM 3-62	610 USE PREVIOUS EDITIONS	<input type="checkbox"/> SECRET	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> INTERNAL USE ONLY	<input type="checkbox"/> UNCLASSIFIED
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30 June 1978

MEMORANDUM FOR: John F. Blake
Deputy Director for Administration

STAT FROM :
Chief, Micrographics Program Branch

STAT VIA :
Chief, Information Systems Analysis Staff

SUBJECT : Agency Micrographics Report - 1977

1. This memorandum is for your information.

2. Background

This report will summarize, in a concise fashion, the Agency micrographics program for calendar year 1977. Included is information on applications, production statistics, equipment purchases, and personnel data.

3. Highlights

Significant Agency micrographics activities for 1977 are as follows:

	<u>1977</u>	<u>Change from 1976</u>
New applications		
Source Document	6	
COM	40	
Cumulative Agency micrographics applications	491	
Agency Microforms Production (images)	22,623,731	+ 19.6%
Source Document images	11,495,354	+ 17.7%
COM images	11,128,377	+ 21.7%

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	<u>1977</u>	<u>Change from 1976</u>
Microfiche produced	1,074,909	+ 8.25%
Source Document microfiche	801,298	+ 4.90%
COM microfiche	273,611	+ 19.40%
Total value of Agency micrographic equipment	\$ 3,887,159	+ 3.60%
Paper avoidance (pages) attributed to COM	51,800,000	+ 8.10%
Man years for production of microforms	97	+ 1 MY
a. Staff years	68	- 12.2 MY
b. Contract years	29	+ 13.2 MY
Production personnel salary costs (staff and contract)	\$ 1,255,278	
Production space allocations	15,128 square feet	

4. Analysis

Agency microform production increased a total of 19.6% during calendar 1977, or 3,707,731 images over calendar 1976. The bulk of this increase was produced in the central facility, which was responsible for 75% of the total growth. This increase was greater in COM production than Source Document production.

During the year, the statistics collected by MPB from micrographics production components for the 1976 annual report were ultimately used in a consolidation study. The original manpower figures provided by the producing components indicated a total of 108 man years (an increase of 12 over CY 1976) devoted to micrographic production activities. As you will note in our highlights section, we indicate an increase of only one man year. This figure represents revised production personnel figures provided during the consolidation study.

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The reason given for this difference was that the personnel had other duties that would have to be carried on after the micrographic function was transferred to another component.

5. Source Document Microfilming

During the reporting period, Source Document images accounted for 50.8% of all micro-images produced within the Agency. This was an increase of 17.7% over 1976.

We had planned to increase the Source Document filming even more by using handicapped WAE employees to assist offices in files preparation and film verification. Unfortunately, only one of the approved four WAE employees EOD'ed during the year. The others are in process and hopefully will EOD early in 1978. There are approximately eight million pages of material approved for conversion to microfilm on which filming can start as soon as this manpower becomes available.

6. Computer Output Microfilm (COM)

Computer Output Microfilm (COM) increased to 11,128,377 images. This represented 49.2% of our total original image output and an increase over 1976 COM output by 21.7%. The growth of COM within the Agency has been outpacing Source Document photography for the last three years. When we consider that COM did not start in the Agency until late 1969, the growth rate from 0 to 11 million images is remarkable.

7. Equipment Activity

During the reporting period, a new COM recorder was leased by P&PD. This unit, a DataGraphiX Auto COM, provides for quick job turn-around and complements the existing DataGraphiX 4561 COM recorder. Both units are mini-computer controlled.

During the year, P&PD held several meetings with Office of Data Processing and Office of Communications regarding a data link to transfer data between the main computer center and P&PD Building. This installation is primarily intended for use with the ETECS publications system; however, the scope has been expanded to include transfer of data for COM. This would represent a manpower savings to P&PD who currently log

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tapes in and out of the central computer facility and transport them back and forth between Headquarters and P&PD Building. Hopefully, this data link will become a reality in the near future providing easy access to COM for Delta Data terminal users.

The Bruning Op 50 microfiche duplicator leased by P&PD was purchased as an economy measure.

MPB continues its effort to recycle surplus micrographic equipment or arrange trade-in of obsolete equipment on purchases of new micrographic equipment. During 1977, these activities provided a cost avoidance of \$17,351.

8. Micropublishing

For a number of years, the Agency has had a micro-republishing program for most intelligence documents. A survey by MPB determined that the program had not reached its full potential for the following reasons:

- a. The project was not well-known to the users of Intelligence Reports.
- b. The microfiche was not verified for accuracy and completeness. Therefore, the end product was not always complete.
- c. Since there was no real demand, the project had a low priority in P&PD and there was as much as a 30-day delay between the printing of the paper copies and the distribution of microfiche.

As a result of this review, the Finished Intelligence Project (FIP) has been overhauled through coordination by MPB with P&PD and the various production components. Since 1 October 1977, all offices, with the exception of NPIC, participate fully in the FIP program. In the near future, a pilot program will be initiated with NPIC to determine if their publications can also be included.

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The new FIP process ensures that microfiche copies of all intelligence documents are available within 24 hours of the paper copy publication. For all but a very small and select group of publications prepared in the two major printing plants, a special copy numbered "0" is printed as input to this microrepublishing program. The microfiche are completely verified by P&PD within the production process to ensure they are complete and accurate. In addition, procedures established with the majority of the production components include a caveat on the inside front cover of their publication to the effect that "This publication is available in microform" and provides instructions to obtain the microform.

These efforts have caused the program to grow in terms of new items being microfilmed and increased use of microfiche by users, both in and outside the Agency, on initial and supplemental distribution. The microfiche are produced in accordance with the Standards for Microfiche Copies of Intelligence Documents, published by the DCI/IHC/Micrographics Working Group, which will increase the number of microfiche exchanged within the Intelligence Community.

Now that the FIP is fully operational and meeting all requirements of the IHC and the National Archives and Records Service (NARS), there are several actions that can be taken to eliminate both film and paper duplication at the Agency Archives. These recommendations will be made in early 1978 by MPB.

9. Retrospective Verification Project (RVP)

Unfortunately, some microfilm produced in the past was not verified or certified as a complete and accurate copy of the original document. Since occasionally in the course of production some pages are missed, the paper copies are also being retained to compensate for this possible loss of information. MPB conducted a cost analysis to determine the most economical method of retaining the information. A pilot retrospective project was conducted for 30 days. The cost per microfiche to verify was \$0.32. The cost to create a new microfiche master by P&PD in a batch mode was \$2.02.

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In addition to the obvious savings in storage cost of film over paper, there are other advantages. The producing component, as well as OCR if appropriate, receive a corrected microfiche automatically each time it is necessary to refile a document. This ensures that all who use this information in the future will receive an accurate and complete copy of the original document. The verification is conducted at the Agency Archives by a handicapped contract employee.

10. Training

During the reporting period, MPB combined their two seminars, "Introduction to Micrographics" and "Introduction to COM", into a two-day presentation. During 1977, 4 seminars were conducted with a total of 133 employees attending. The oversubscription to the "Introduction to Micrographics" seminar that occurred in the past is no longer present. This seems to indicate that the majority of people in positions dealing with micrographics have been through the training course. Possibly a realignment of the schedule may be necessary to provide for only one or two courses a year. A total of 1,251 employees have attended Agency-sponsored "Introduction to Micrographics" courses.

In addition to our introductory seminars, MPB coordinated technical training for production personnel. This technical training is conducted by the U. S. Air Force on a reimbursable basis. Three technical training seminars were conducted for 40 employees from the various Agency production facilities.

11. Microfilm Users Group (MUG)

During the year, there were several Microfilm Users Group meetings. These meetings were held to distribute information to the primary micrographic producers and users on the status of the Agency's micrographic activities. In addition, guests from various segments of the micrographic field were invited to give presentations on new developments and equipment.

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12. Standards Activity

MPB currently participates in two micrographics standards groups. These are the Information Handling Committee/Micrographics Working Group (IHC/MWG) and the National Bureau of Standards Task Group 18 (TG-18). The Information Handling Committee published its first standard during the reporting period titled Standards for Microfiche Copies of Intelligence Documents. This standard applies to all members of the Intelligence Community. Other standards are under consideration which will further ensure the interchangeability of micrographic products within the Intelligence Community.

The TG-18 standards group has not been as successful, primarily due to the objections raised by the various micrographic vendors that would be affected. Indications are that the standard will be published in early 1978.

For a number of months, the National Archives and Records Service (NARS) has been drafting a new Federal Property Management Regulation (FPMR) for micrographics activities. We have not had an opportunity to review this draft standard; however, indications are that NARS plans to tighten up all phases of micrographics activity and take a more active role in assuring that agencies have effective programs.

13. Advanced Systems

There are several areas of advanced technology that MPB monitors on a continuing basis:

a. Color Microforms:

Color microfiche has been discussed for a number of years in the Agency. We see a continued growth of color microfiche in the commercial world with applications in a variety of different fields. As quality of color microfiche improves and the processing equipment decreases in cost, we anticipate the use of color microfiche in some Agency applications.

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b. Graphic Computer Output Microfilm (COM):

Over the past two or three years, we have followed the development of graphic COM systems. We feel there are applications within the Agency that would be well-suited for graphic presentation. Financial data and personnel figures are just two of the areas we see as future applications. The data could be provided in printed form followed by a graphic presentation. Most advanced graphic COM recorders also have the capability to produce color output along with the graphics.

Interest in graphic COM and color has increased in the commercial world and we are starting to see an interest in this technology within the Agency. Color graphic capabilities could be used for production of color slides for briefing materials as well as color movies. There is already sufficient interest in the Agency in color slide preparation to encourage NFAC to explore the possibility of procuring a Geni-graphic system for their own use. While this equipment has many useful capabilities, it will not produce microfiche.

c. Word Processing/Microfilm:

3M Corporation has recently announced a software package which allows them to take the output of their word processing system and process it through their COM recorder. As word processing continues to grow, we foresee the need for this type of capability within the Agency. The trend is to integrate technologies and we view

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the "office of the future" as being built around word processors, computers, communications, and micrographics, all integrally linked into automated information systems.

d. Computer Input Microfilm (CIM):

Recent discussions with a major manufacturer of CIM hardware indicates they have no plans to introduce an inexpensive version of the Graphic I system, currently the only piece of production equipment capable of scanning microfilm and producing digital information suitable for input to a computer. While the technology has been developed, the Agency does not seem to have sufficient requirements to pursue it at this time.

14. Other Activities

a. Several activities of major importance to the Agency's micrographics program occurred during the year. The most significant, from the management standpoint, was a study undertaken as the result of an Office of Logistics and ISAS joint objective to review the feasibility of consolidating micrographic production activities into a central facility. Indications were that from a production standpoint, consolidation would result in savings of positions, funds, and office space. The consolidation package was presented to the EAG in December 1977. However, a decision was not made at that time and a task force was established to review the proposal and make recommendations to the EAG.

b. Our last year's report discussed a new automated document storage and retrieval system being considered for NFAC and the DDO. MPB has continued to keep abreast of this project and to comment on various segments that have Agency-wide impact. During this report period, the request for proposal was completed and sent out for bids. Only four companies submitted bids and ultimately Regan Precision Instruments was selected as the winning bidder. Negotiations have been going on with Regan on refinements to the technical specifications of the final design. This total package will cost approximately six million dollars for the two systems.

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c. In January 1977, MPB was asked to look into the Supplemental Distribution (SD) function at the Agency Records Center. Discussions were held and recommendations were made to components using the SD facilities. Although they agreed to review and decrease their holdings, most wanted to maintain some paper copies. The only office to completely eliminate paper and rely totally on microfilm for SD was FBIS. Since reference service is provided by OCR on the microfilm, this action not only reduced the storage space at the Records Center, but also reduced the daily workload in filing and servicing the eight FBIS daily reports. As a result of this review by MPB, approximately 1,500 cubic feet were destroyed and users are more aware of the availability of microfilm.

15. Summary

Overall, the Micrographics Program Branch had a very successful year in 1977. It should be noted that one staff officer was engaged full time in developing and implementing an Agency-wide Word Processing Management program. This, plus the fact that much of our micrographics effort went to reviewing and upgrading existing applications, makes the increase of almost four million images more significant. It reflects the Agency's commitment to micrographics and its increased acceptance by Agency personnel.

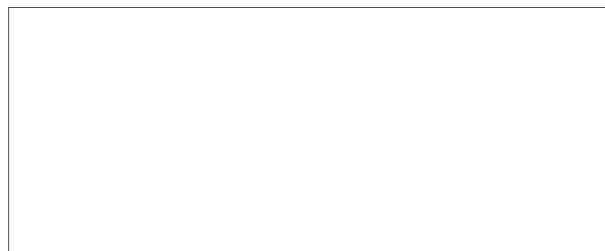
The Agency Micrographics Program had spectacular growth during the period 1973 to 1976; however, this growth was not always controlled and there were instances of duplicate filming. Through the efforts of the Microfilm Users Group (MUG) and Records Management Officers, much of this duplication has been eliminated. Also, some of the micrographics production was not properly verified and stored, particularly the permanent microfilm. All producers and users have been made aware of the requirements and progress has been made to tighten up the procedures. Changes have been brought about by better coordination between MPB and the producers and between producers and users.

While much progress has been made, there is still much to be done. We expect the National Archives and Records Service (NARS) to submit a revised Federal Property Management Regulation (FPMR) on Micrographics Management for comments early in 1978. We have worked closely with NARS on this revision and generally support the changes. The

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Agency will be in good shape as far as the new provisions requiring central management, equipment control, and quality production. The areas that we will need to work on are:
a) verification and certification of the microfilm to assure a complete and accurate copy of the original record;
b) inspection of the microfilm on a continuing basis to assure the film is not deteriorating; and c) proper storage and use of the microfilm to assure the film lasts for as long as we need the information.

STAT



Attachment: Production Chart

DDA/ISAS/MPB/WGR (30 June 1978)

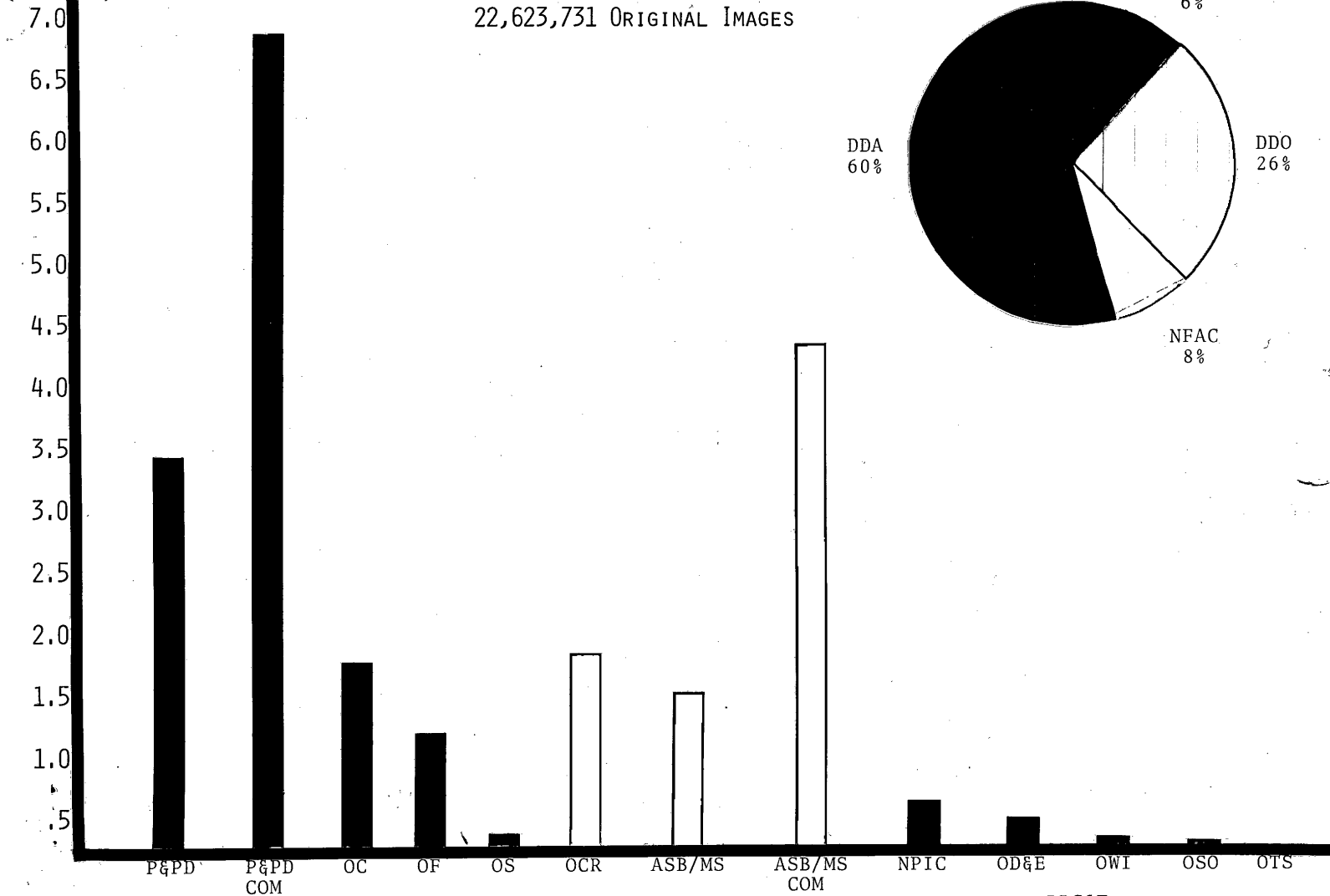
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 AGENCY MICROFORMS PRODUCTION - 1977

(INCLUDES COM)

22,623,731 ORIGINAL IMAGES

(million)



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