

QUESTIONNAIRE

Survey of Government Microfilming Operations

GSA Circular No. 68, dated July 9, 1953, announced a survey of Government microfilming operations and indicated that all agencies would be requested to furnish data by questionnaire concerning their microfilming operations.

Attached are copies of the following forms, which make up this questionnaire:

(1) GSA Form T75, Microfilm Survey - Organization Unit Report, with 4 supporting schedules to be used as needed;

- Schedule A, GSA Form T75a, Microfilm Operations, self-performed or purchased.
- Schedule A-1, GSA Form T75a-1, Microfilm Operations, performed for other organization units or agencies.
- Schedule B, GSA Form T75b, Obligations, Film Inventory, and Reproduction Data.
- Schedule C, GSA Form T75c, Equipment Inventory.

In addition, the following schedules, for which no forms are provided, will be prepared as necessary by the agencies:

- Schedule D, Instructions in effect for obtaining approval of proposed microfilming projects.
- Schedule E, Instructions in effect for the guidance of microfilm operations.
- Schedule F, Standards of production for microfilming operations.

(2) GSA Form T76, Microfilm Survey - Agency Summary Sheet.

A separate GSA Form T75, Microfilm Survey - Organization Unit Report, with any necessary supporting schedules, shall be completed in accordance with instructions on the form for each organization unit within the agency, as defined below, that performed microfilming operations or had such microfilming operations performed for it during fiscal year 1953 or had an inventory of microfilm equipment on the date the questionnaire was prepared. These forms may be completed by the organization units involved, or may be completed at the Central Office of the agency, or at an intermediate level of organization, if the necessary information is available at those points.

Information from all GSA Forms T75, Microfilm Survey - Organization Unit Reports, for the agency shall be summarized on GSA Form T76, Microfilm Survey - Agency Summary Sheet. This form, together with all completed GSA Forms T75, Organization Unit Reports, and attached schedules shall be submitted not later than October 15, 1953, to the Records Management Division, National Archives and Records Service, General Services Administration, Washington 25, D. C.

Additional copies of these forms may be reproduced by the agency, or if the number required is so small as not to justify separate reproduction, additional copies may be obtained from the Records Management Division at the above address. Assistance, if needed, in filling out the questionnaire may be obtained from the Records Management Division or from the Records Management Service in any of the ten GSA Regions.

NOTE: As used in these forms, the terms listed below have the meanings indicated.

"Agency" - A Department or independent establishment of the Government.

"Organization Unit" - Any unit of organization of an agency which performs microfilming operations or which has an inventory of microfilming equipment.

"Microfilm Equipment" - Microfilm cameras, automatic feeders, enlargers, automatic film-developing and film-printing equipment and microfilm readers used in filming and inspection processes. It does NOT include microfilm readers used solely to service an existing library of microfilm reels, or splicers, rewinders, and manual type film development kits.

"Microfilm Operations" - Rearrangement of records preparatory to filming, checking of accuracy of sequence of records preparatory to filming, removing staples and mending papers preparatory to filming, insertion of special targets, filming, film developing, film inspection, retakes and splicing, carton labeling and supervision, whether performed by your organization unit, other organization units with your agency, other agencies, or by private business under contract.