

7 March 1950

Some Notes on Microfilming

100 ft. of 16mm film can accommodate 3,000 letter-size documents @ 24:1
100 ft. of 16mm film = 1 roll occupying a box 4"x4"x1" = 16 cu.in.
3,000 documents, letter size = 1 cu. ft. approximately
1 roll of 16mm film-100 ft.-containing 3,000 letter-size
documents will occupy 1/108 cu.ft.
24,000 documents, letter size = 8 cu.ft. or 1 4-dr. letter cabinet
900 rolls of 16mm film-100 ft.ea. can be filed in 1 microfilm
cabinet - thus 2,700,000 documents - the equivalent of 112
4dr. letter size cabinets can be filed in 1 microfilm cabinet
in about 8 cu.ft. of space

Reduction ratios for microfilming vary from about 8 to 1 to 30 to 1.
Most common ratios are 17, 19, 23 and 24 diameters.

Considering the costs of preparing documents for microfilming and all
other microfilming costs, records which need be retained for less than
5 years (or up to 15 yrs. under favorable storage cost situations)
are almost invariably uneconomical for microfilming unless other benefits
in addition to savings of space and equipment, can be achieved.

Reproduction of microfilmed records can be accomplished on a continuous
enlarger-printer at the rate of about 40 ft. of paper per minute -
or the equivalent of 50 letter size documents per minute. Cards, 5"x3",
at the rate of 120 exposures per minute.

Ret'd. to basement Central. Rm. 25.
11-25-52. MAR 3 1952

Received from

GARD/TSS

(one) Griscombe Model

P.A. Beaver

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