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VIA : Chief, Administrative Staff
Management Officer
Chief, CIA Library, OCD

14 July 1950

Microfilming Requirements

1. Microfilming projects are planned for both the Vital Records Program and for reduction of space requirements for other records. Whenever possible the filming of a specific group of records will satisfy both requirements. Since the considerations differ, these jobs may not always be tied together.

2. To complete the vital records filming in six months, a minimum of six cameras will be required. As the vital records filming will last only a few months and different types of equipment are best suited to one job but not to another, it appears best to rent Recordak equipment rather than to buy other types. Delivery of cameras from Recordak can be made within 10 days. Only two cameras have been ordered for immediate delivery. These are to be used in OCD Registers where close check on progress can be made and additional operators developed. As more operators are trained, more cameras will be added. Three cameras will be required for the Inspection and Security files, and one additional camera will be located in OCD or elsewhere as needed.

3. A special problem will be faced in the Graphic Register which must be studied and tested individually. Depending upon the outcome of these tests, it may be necessary to assign several microfilm cameras, or to use other reproduction means for this job. In any event, the Register will not be able to supply camera operators though it will be able to provide manpower for preparing material to be reproduced.

4. The Recordak Corporation will train operators whom we send to the local Corporation offices. The minimum training for camera operators as recommended by the Corporation is two days. Longer training can be given as necessary. Operators will be taught how to feed and make minor adjustments to the cameras to insure uniformity of the product. Recordak will set up the machines, will make necessary adjustments and will render necessary repair service, all within the rental costs.

5. Recordak has been cleared by Army, Navy and other agencies for processing film classified up to Secret without escort, and will process Top Secret if an agency representative remains at the laboratory. Since the Services' Reproduction shop is not equipped to process the quantity of film it is expected will be thrust upon them, it is recommended that insofar as is possible, the local Recordak processing plant be used. Recordak will be willing, however, to check the quality of our film processing against the standards of quality set by the National Bureau of Standards as these are

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net in their own laboratory.

6. The labor required to prepare records for filming will vary from one job to the next and must be determined from analysis of each job. For estimating purposes, two persons for each camera operator are considered necessary to prepare documents for filming and for return to file clerks for refiling. While this estimate contemplates the assignment of the same individuals to this work, moving from office to office as the filming work progresses, it will be entirely feasible, and probably necessary, to make use of clerks in the offices whose records are being filmed.

7. Since several days will be required to select and train camera operators, it has been arranged to establish, immediately, pilot runs of material from the Biographic and Industrial Registers, using both flat-bed and rotary cameras now on hand in the Reproduction shop. Careful production records on these runs will be made to provide important data for checking the progress of the production runs.

8. The importance of inspection of processed film immediately after processing can not be over-emphasized. In an operation by one of the Registers, two reels were checked recently out of more than 20 reels which had been produced by the Reproduction shop. This check showed extensive serious faults which will require considerable retakes because of improper camera settings and other irregularities in filming. Adequate inspection would have guarded against repetition of these difficulties. It has been estimated that for film inspection, labelling and packaging, one man-hour per reel will be required. If production of processed film is at the rate of about 10 reels a day, it would require atleast two, and preferably four persons, each working only part of the day, to perform these duties. The work is exacting and is best performed for short periods. Generally, the work will be divided among clerks in the offices whose records were filmed.

9. The problems of detailing clerks to camera operation and other tasks, of training persons for the work, and of providing supervision for microfilming work are being taken up separately with the Management Officer.

OCD: JB/clm
cc : Mgm't. Officer
Chief, CIA Lib.
Rec. Mgm't. Br. ✓

Prepared by RMB.

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