

GUARDIAN ORDER

GO 1196

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Info Bureaus

CONFIDENTIAL

CIC SERIES NO. 2

Micro-film system

As a second in a series of Guardian Orders to make Guardian Offices around the planet more familiar with the CIC Branch I Bureau I WW filing and micro-film system, this Guardian Order is issued to give a brief description of the micro-film system and the standards needed to get good quality micro-film copies.

The micro-film system consists of the following equipment:

1. Rotary Camera
2. Automatic processor
3. Reader Filler
4. Jacket Reader

The particles that one wants to copy are taken to the camera and fed into the machine by means of a feeding tray at the front of the camera. The feeding tray will take particles up to 13 inches high. The particles are then returned at the bottom of the machine. After a complete roll of film has been used, the roll of film is taken out of the camera and carried to the processor where it is processed. Then once the roll has been processed, it is taken to the Reader Filler where it is loaded into jackets (the jackets are the actual file, they are 5 inches by 6 inches and hold up to 75 particle/frames). And once the film has been loaded into the appropriate jacket the jacket is filed (as per CIC Series No.1). The person, organisation, business, etc. now has a file. When someone needs to look at it, they place it in a viewer.

That is basically the micro-film system and the cycle of action in getting particles on file. Now, the standard required:

- Particles taller than 13 inches high will not feed into the machine properly. Ensure that reports are on standard size paper (to be covered more clearly in CIC Series No.3).
- Poor copies will of course reproduce poorly. Ensure that reports sent to WW are clear, written black on white. Where this is not possible, as in the case of original documents, a copy of the document should be typed and attached to the original.
- Another problem is with things written/typed on both sides of thin paper (i.e. air mail paper). When filmed, the writing from both sides shows on the film. To handle, simply use only one side of the paper. In the case of originals, handle as mentioned above by typing a copy.
- Although most colours will reproduce clearly, some don't. So to ensure best possible reproduction, use black ink on white paper.

and following these points will greatly assist in the storage and retrieval of data.

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