

TO: C. Schraut

DATE: December 2, 1987

FROM: C. McLaughlin *CM*

SUBJECT: CONVERSION OF 1982-1986 PAYMENT HISTROY FILES TO MICROFICHE-INT'L.
DIR. OF FINANCE

This memo summarizes our recent discussion regarding the 1982-1986 Payment History files conversion to microfiche.

Unitek Micrographics will be retained to microfilm the records and produce the fiche. The estimated cost, \$300 (see attachment), will be absorbed in your budget. This cost covers film, prepping, reprepping of documents, original and duplicate sets of fiche, and labelling.

As discussed, the procedures for filming are as follows:

1. Reports will be burst by Unitek.
2. A target sheet will be prepared by your department indicating the report title and date (see sample below) to be used as the header on the fiche.
3. The original microfiche will be stored at Carlstadt as a safeguard should the duplicate fiche be damaged.
4. Once filming is completed the hard copies (excluding the current year) will be destroyed by your department.
5. These reports will filmed on a yearly basis. The Records Management staff will follow-up with you prior to filming the documents.

Sample:

1986 Payment History Report

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Please call me on ext. 2933 upon approval of these specifications and cost estimate.

CM/ca
1582C
Attachment

cc: P. I. Cowart

2061678775

INT'L. DIR. OF FINANCE
 COST ESTIMATE
1982-1986 PAYMENT HISTORY REPORTS

UNITEK MICROGRAPHICS' RATES

			<u>Estimated Cost</u>
Film Rate	\$35.00/M	5,000 documents*	\$175.00
Master Jacket Cost (includes titles, loading)	.75 each	84	63.00
Duplicate Fiche	.25 each	84	21.00
Document Preparation**	8.50/hr.	2	<u>17.00</u>
			276.00
		8 1/4% Sales Tax	22.77
		Pick up/Delivery	10.00
		Total Estimated Cost	<u>\$308.77</u>

*Number of documents based on sample count.

**Removal and replacement of staples, clips from documents.

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