

<b>COMSCINST 5210.3A</b>	<b>COG CODE N4</b>	<b>DATE 16 MAY 1979</b>
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**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
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WASHINGTON DC 20398-5540

COMSCINST 5210.3A  
M-1  
16 May 1979

COMSC INSTRUCTION 5210.3A

To: The Staff of Commander, Military Sealift Command

Subj: COMSC MICROFILMING PROGRAM

Ref: (a) COMSCINST 5440.8B

1. Purpose. To establish to COMSC Microfilming Management Program.

2. Cancellation. COMSCINST 5210.3.

3. Information

a. In accordance with reference (a), the Management Assistance Branch (M-112) is assigned the responsibility for records (paperwork) management and control. An inherent part of this assignment is the application and use of microphotography.

b. Until recently microfilm was used only for archival purposes. Today however, a properly utilized microfilm system can provide a practical and effective information system.

c. The objective of converting records to microfilm is to reduce storage space, provide file protection, reduce the cost of copying (reproduction), and furnish users with accurate records in an accelerated time frame.

d. Microfilm is produced in many different forms (microforms) including:

(1) Microfiche. A microfiche is a flat sheet of film with a number of images on the film. The film size normally is 4" x 6" and has a capacity of from 60 to 98 images or pages per sheet.

(2) Ultra-fiche. This microform is similar to microfiche except a greater reduction ratio permits up to 10,000 images (pages) to be placed on one sheet 4" x 6" in size.

(3) Roll. This type of microform is available in 16mm and 35mm roll film. The length of the roll is 100 feet and contains up to 3,000 images per roll.

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(4) Cartridge. The cartridge is similar to the roll except that it automatically threads itself into the reader. Accordingly, the time cycle to locate a specific point (page) on a cartridge is less than on a roll because the roll film must be manually threaded.

(5) Jackets. The microfilm jacket can be considered another form of microfiche. The jacket is a microform that enables the user to update a file by adding or removing a page or pages very easily.

(6) Aperture Cards. The aperture card is an EAM punch card with an aperture cutout for mounting a frame of 35mm microfilm. Aperture cards are used mainly for engineering drawings and document retrieval when the number of pages per document is eight or less.

e. One of the most important decisions in designing a practical and effective microfilm system is the selection of the proper microform(s). It should be noted however that microfilm is not a panacea for all reproduction. It should be introduced only after thorough study justifies it and then only on the basis of a well-planned system.

4. Action. The Management Assistance Branch (M-112) is assigned MSC microfilming program responsibilities which include microform(s) analysis, application, and approval. Requests for possible microfilm usage will be submitted to M-112 for review as needs arise. Office Heads and Division Directors will ensure that records (files) are purged for material that can be destroyed, transferred to the Federal Records Center, or reviewed for microfilm application as appropriate.

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J. A. BROGAN, Jr.  
Deputy Executive Director