CANADA

DEPARTMENT OF THE SECRETARY OF STATE

OFFICE OF THE CUSTODIAN

ADDRESS ALL COMMUNICATIONS TO THE CUSTODIAN'S OFFICE

PLEASE REFER TO

FILE No.....

Victoria Bldg., 7 O'Connor St.,
Ottawa, Ontario
January 15, 1951

Rec'd Jan. 17/51
File No.
Ans.
Referred J. G. Shears

F. G. Shears, Esq.,
Director,
Office of the Custodian,
506 Royal Bank Building,
Vancouver, B. C.

Re: Microfilming and Enemy Files

Dear Mr. Shears:

Further to our correspondence herein, I wish to advise that in view of the uncertainty as to final disposition and until Peace Treaties are signed, the enemy files must be kept intact and eventually transferred to this office. Therefore, there will be no need to microfilm these. Please let me know if this is your understanding.

On the other hand, there may be some evacuee cases which have not been closed and consideration must be given to retaining the files for transfer here.

Yours very truly,

K. W. WRIGHT
CHIEF COUNSEL

KWW/JF

506 Royal Bank Bldg.,
Vancouver, B.C.,
January 18, 1951.

K.W. Wright, Esq. K.C.,
Chief Counsel,
Office of the Custodian,
Victoria Bldg.,
7 O'Connor St.,
Ottawa, Ont.

Dear Mr. Wright:

Re: Microfilming

Received your letter of the 15th. This may have been delayed on account of flying conditions as we have had rather stormy weather and high winds the last few days.

We will keep the Enemy Files intact as you advise. In any case I intended to leave these until the last, and then to have asked for instructions.

The office is now concentrating on going through evacuae files in preparation fro microfilming, and I find that it is taking somewhat more time than I anticipated. However, we are proceeding steadily.

Yours very truly,

F. G. Shears,
Director.

FGS/GN

506 Royal Bank Bldg.,
Vancouver, B.C.,
January 9, 1951.

K.W. Wright, Esq. K.C.,
Chief Counsel,
Office of the Custodian,
Victoria Bldg.,
7 O'Connor St.,
Ottawa, Ont.

Dear Mr. Wright:

Re: Microfilming

Some things will occur to us as we proceed to prepare our files for microfilming.

Release Forms in connection with the payment of awards recommended by Justice Bird. Should these Release forms be kept intact, or would it be sufficient to have them microfilmed. The space involved in keeping the original documents would be approximately,

width 10"
length 15"
height 15"

In this case you may wish to preserve the original documents.

P.S. Ross Reports. Some reports concern evacuee companies and persons. Would you consider that microfilming these together with other documents on our file would be in order? I would think that this would be satisfactory.

Kindly let us have your ruling in regard to the above two questions.

Yours very truly,

F.G. Shears,
Director.

FGS/GN

CANADA

DEPARTMENT OF THE SECRETARY OF STATE

OFFICE OF THE CUSTODIAN

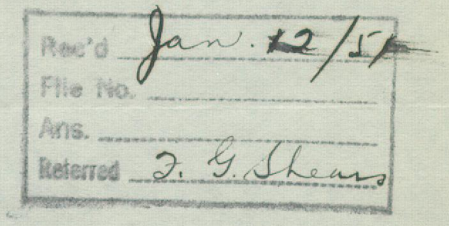
ADDRESS ALL COMMUNICATIONS TO THE CUSTODIAN'S OFFICE

PLEASE REFER TO

FILE No.....

Victoria Building,
7 O'Connor Street,
Ottawa, Ontario.

January 11th, 1951.



F. G. Shears; Esq.,
Director,
Office of the Custodian,
506 Royal Bank Building,
Vancouver, B.C.

Dear Mr. Shears:

Re: Microfilming

I have for acknowledgment your communication of the 9th instant.

With reference to the Release Forms in connection with the payment of awards recommended by Mr. Justice Bird, I wish to advise that these should be kept intact.

Insofar as the reports of P. S. Ross are concerned, it will be in order to microfilm these.

Yours very truly,

K. W. Wright,
Chief Counsel.

KWW/G

506 Royal Bank Bldg.,
Vancouver, B. C.

May 8th, 1951.

K. W. Wright, Esq., K.C.,
Chief Counsel,
Office of the Custodian,
Victoria Building,
7 O'Connor Street,
Ottawa, Ontario.

Dear Mr. Wright:

Progress

So that you may have a general idea of the progress being maintained in connection with file analysis in preparation for micro-filming I am able to report that 11,000 files have been gone over and separated, approximately 210,000 documents having been prepared for micro-filming. There would be almost three times this quantity that has been set aside to be eventually destroyed.

I have no definite report from the Eastman people as to when they will be able to have the machine shipped here but I am not pressing the matter at the present time as I feel that in the long run it will be better for us to have all or most of our documents ready before we actually start micro-filming.

There are about 5,000 evacuee files still to be gone over and there is also a large number of general files that will be required to be examined.

Claim Releases are coming in very slowly now but here again I feel there is no particular need at the moment for any pressure to be put on those who have not sent Releases in as this could be done when it becomes more urgent to have them in order to complete that phase of the work.

Yours very truly,

F. G. Shears,
Director.

FGS/js

506 Royal Bank Bldg.,
Vancouver (2), B.C.,
October 24, 1951.

K. W. Wright, Esq., K.C.,
Chief Counsel,
Office of the Custodian,
Victoria Building,
7 O'Connor St.,
Ottawa (4), Ontario.

Dear Mr. Wright: Microfilming Cheques

You have previously advised that all cancelled cheques should be preserved, but at this time I would like to bring this matter before you again.

The cancelled cheques to which are attached the requisition forms, are contained in 160 Shannon cardboard binding cases. If these are to be sent to you, they would therefore occupy a fair amount of space.

In view of the time that has elapsed since the majority of cheques were issued, and the fact of the setting up of the Claims Commission, the possibility of any further reference to paid cheques is I think, quite remote. The microfilming machine can be adjusted to photograph in rotation both sides of a document so that if the cheques were microfilmed, both the face side and the signature on the back would be available. The cheques would be microfilmed in numerical order and any further reference to a cheque would first be made through the ledger which shows the cheque number, so that the location on the film would be quite easy. It is my understanding that microfilmed records are accepted in Court as valid evidence, especially if the microfilmed document produced forms a part of a series, and possibly supported by affidavit.

With the microfilming of other documents nearing completion, I thought it would be well for this particular matter to be reviewed, as it would not take a great while to microfilm these cheques and requisitions if it were decided to do so, before we have to return the machine to the Eastman people next month.

K. W. Wright, Esq., K.C. Oct. 24, 1951.

Cheque requisitions and paid cheques concerning our No. 2 Enemy Trust Account have, as you are doubtless aware, already been forwarded to Ottawa. This letter only concerns cheques in Bank Account No. 4 which covers Evacuee Trust Accounts which of course, constitute the greatest volume, and also administration cheques in Bank Accounts Numbers 1 and 3.

It would be appreciated if you will definitely advise as soon as possible what action we should take in regard to the disposition of cheques and requisitions.

Yours very truly,

F. G. Shears,
Director.

FGS/GN

CANADA

DEPARTMENT OF THE SECRETARY OF STATE

OFFICE OF THE CUSTODIAN

ADDRESS ALL COMMUNICATIONS TO THE CUSTODIAN'S OFFICE

PLEASE REFER TO

FILE No.....

Victoria Building,
7 O'Connor Street,
Ottawa, Ontario.

January 2nd, 1951.

Jan. 3/51

F. G. Shears

F. G. Shears, Esq.,
Director,
Office of the Custodian,
506 Royal Bank Building,
Vancouver, B.C.

Dear Mr. Shears:

Re: Microfilming.

I have for acknowledgment your communication of the 27th ultimo with enclosure.

Kindly keep us advised as to developments herein.

Yours very truly,

K. W. Wright,
Chief Counsel.

KWW/G

M 44 331

December 27, 1950.

Geo. Burns, Esq.,
Eastman Photographic Materials,
Room 6 - 319 West Pender St.,
Vancouver, B.C.

Dear Mr. Burns: Re: Microfilming

Further to our several interviews with you with reference to the use of a microfilming machine, I have received specific instructions from Ottawa to proceed with this matter and to make arrangements for the rental of a machine from the Eastman Company.

I understand from you that the rental situation has been somewhat difficult but that you now believe it will be possible to secure a machine in a month or so. The date suggested in our conversation will be satisfactory and we desire that every effort be made to secure a machine for our use by the 1st of March.

From the inspection which you made of our files, you will appreciate that it is a little difficult for us to state the exact number of documents to be copied. We are proceeding however, to separate each file, setting aside those documents that will be microfilmed, and for this purpose there will likely be about 750,000 to a million documents.

We do not require the use of a "Reader" as the films will be sent to Ottawa and any reference which has to be made to these records will be done there. We require therefore, the use of a Recordax Commercial Microfilm Machine Model RE-1, and it will be appreciated if you will make this arrangement for us through your Toronto office and let us have confirmation as soon as possible.

Yours truly,

F. G. Shears,
Director.

FGS/GN

c.c. Mr. K.W. Wright, Ottawa.

506 Royal Bank Bldg.,
Vancouver, B.C.,
December 27, 1950.

K.W. Wright, Esq. K.C.,
Chief Counsel,
Office of the Custodian,
Victoria Bldg.,
7 O'Connor St.,
Ottawa, Ont.

Dear Mr. Wright:

Re: Microfilming

After receiving Mr. Mathieu's letter of December 2nd, I contacted Mr. Burns of the Eastman Company and was rather disturbed to find that the situation had changed since I first spoke to him and that he had been advised that it might not be possible to secure a microfilming machine for our use.

However, I pressed the matter and asked him to again write his head office. I have just heard from Mr. Burns and the situation appears a little brighter again for obtaining a machine about the 1st of March.

As arranged with him, I have written making a formal request for the rental of a machine and he will forward my letter to Toronto. For your information I enclose a copy of my letter, and I will keep you informed.

Thank you for your correspondence of December 19th and this will be helpful to us as we now proceed to analyse our files for this purpose.

Yours very truly,

F.G. Shears,
Director.

FGS/GN
Encl.

CANADA

DEPARTMENT OF THE SECRETARY OF STATE

OFFICE OF THE CUSTODIAN

ADDRESS ALL COMMUNICATIONS TO THE CUSTODIAN'S OFFICE

PLEASE REFER TO

FILE No.....

Victoria Bldg., 7 O'Connor St.,
Ottawa, Ontario
December 28, 1950

Rec'd Dec. 29/50
File No.
Ans.
Referred J. G. Shears

F. G. Shears, Esq.,
Director,
Office of the Custodian,
506 Royal Bank Building,
Vancouver, B. C.

Re: Microfilming

Dear Mr. Shears:

I have for acknowledgment your communication of the 22nd instant which crossed our letters to you of December 19th and 20th, 1950.

It is noted that you will be able to proceed with the task of microfilming without our putting forward specific rules. I am inclined to agree that it would be advisable to microfilm all evidence before the Commission but before reaching a decision, would appreciate further advice from you relative to the probable cost.

Kindly let us hear from you in due course.

Yours very truly,

K. W. WRIGHT
CHIEF COUNSEL

KWW/JF

506 Royal Bank Bldg.,
Vancouver, B.C.,
December 22, 1950.

K.W. Wright, Esq. K.C.,
Chief Counsel,
Office of the Custodian,
Victoria Bldg.,
7 O'Connor St.,
Ottawa, Ontario.

Dear Mr. Wright:

Re: Microfilming

I have for acknowledgment your letter of the 18th. We are in full agreement that all ledgers should be retained, and we will follow your specific instructions to preserve all cancelled cheques. In regard to the question of cheques however, it is my understanding that banks microfilm all the cheques presented to them for payment and that the microfilmed copy is acceptable in evidence. However, unless your instructions are later changed, we will preserve our cancelled cheques, which as I previously indicated, total approximately 45,000.

We note that you feel it would be advisable to microfilm some of the Commission material which we have on file, in order to avoid the possibility of searching through the mass of records you have received from Justice Department. I do not think there is any material which you have of which we do not have a copy on our files (except perhaps photos of property which the claimant sometimes put in as an exhibit). This material will therefore be dealt with on its merits as we examine each file. However, I think a policy should be established in regard to microfilming the transcript of general evidence and the evidence at the hearings. I do not think that sorting this material would be the right method; it would take considerable time and the results would still be haphazard. I think that 25,000 pages of transcript would cover all the evidence that has been given. The time occupied in microfilming this evidence would not be more than three days and the cost of the film required, only about $50.00. In thinking this matter over therefore, I would recommend that transcripts of all evidence should be microfilmed, and this would enable us to destroy this material of which there is a large bulk. In due course also the copies which you have and which form a considerable part of the contents of the boxes sent by Justice Department, could also be destroyed.

You ask for an idea of the number of cases we had under administration wherein no claims were filed. In regard to real property, the number would be approximately 600. It is a little difficult to estimate in regard to chattels but it would be around 6000, but many of these cases would only cover a relatively small amount of personal property. These files would not be particularly difficult to analyse for the purpose of deciding what material could be destroyed and what should be microfilmed.

As soon as we have agreed upon a broad outline of policy, we will proceed to analyse and separate the material on all our files. It is not my intention however, to destroy any documents at the present time, but merely separate the material, and when we have microfilmed all the documents set aside for that purpose, I will obtain a final clearance from you before we proceed to dispose of the original records.

In regard to your reference to unclosed files due to existing credit balances, the situation is fairly well clarified. In a few cases the amount on hand in current account will be sent out when Release forms are returned covering the amount payable under the claim award. There are half a dozen ex-internees who upon their release, caused some trouble at Moose Jaw, and up to the present time they have refused to accept the balances in their accounts and some have now moved and we do not have their present addresses. We made an effort to get some addresses through the "New Canadian" but the results were not very satisfactory. However, all in all the situation in regard to unclosed files need not give undue concern. We appreciate however, that material on these files should be carefully examined, so that any documents that might possibly be required should be microfilmed.

I think if you will give us your advice in regard to the types of documents we have sent to you and whether you agree that it would be wise to make a complete job of microfilming the transcripts as referred to above, we would then be able to proceed and without laying down too many hard and fast rules, we should be able to do this work in a manner which would be considered satisfactory.

Yours very truly,

F.G. S hears,
Director.

FGS/GN

CANADA

DEPARTMENT OF THE SECRETARY OF STATE

OFFICE OF THE CUSTODIAN

ADDRESS ALL COMMUNICATIONS TO THE CUSTODIAN'S OFFICE

PLEASE REFER TO

FILE No.....

Victoria Bldg., 7 O'Connor St.,
Ottawa, Ontario
December 20, 1950

Rec'd Dec 27/50
File No.
Ans.
Referred F. G. Shears

F. G. Shears, Esq.,
Director,
Office of the Custodian,
506 Royal Bank Building,
Vancouver, B. C.

Dear Mr. Shears: Re: Microfilming

Further to my communication of the 19th instant, I return herewith the following:

1. Information from the R.C.M.P. - Discard. The information appears elsewhere and duplicate could be obtained if necessary.

2. Agents' Reports on Real Property - You may discard all such material as this provided claim has been settled and release obtained. I have an idea that Agents' Reports may be useful to answer future claims.

3. Claims Commission Forms - You may discard all such material provided you have settled the claim and obtained a complete release.

4. Documents concerning the Sale of Real Property - You will note that most of this material may be discarded, provided the claim has been settled and release obtained. As to Transmissions and Deeds, copies may be obtained at the Registry Office. Receipts for Certificates of Title and Acknowledgment of Control of Property by the Purchaser should be microfilmed.

Yours very truly,

K. W. WRIGHT
CHIEF COUNSEL

KWW/JF
Encl.

CANADA

DEPARTMENT OF THE SECRETARY OF STATE

OFFICE OF THE CUSTODIAN

ADDRESS ALL COMMUNICATIONS TO THE CUSTODIAN'S OFFICE

PLEASE REFER TO

FILE No.....

Victoria Bldg., 7 O'Connor St.,
Ottawa, Ontario
December 19, 1950

Rec'd Dec. 27
File No.
Ans.
Referred J. G. Shears

F. G. Shears, Esq.,
Director,
Office of the Custodian,
506 Royal Bank Building,
Vancouver, B. C.

Re: Microfilming

Dear Mr. Shears:

Reference is made to my letter to you under yesterday's date.

I return sample documents for microfilming, as follows:

1. The J. P. Form
2. Special advertisements for sale of real property.
3. Real Property Appraisal.
4. Real Property Summaries
5. Personal Property Summaries - ~~green edge~~
6. Liability Summaries
7. Chattel Schedule
8. Auction Statements
9. Documents concerning Cameras
10. Documents concerning Motor Vehicles
11. Documents concerning Fishing Vessels

You will also find herewith other sample documents which may be discarded, as follows:

1. Certificate of Vesting.
2. Confirmation of Ownership
3. Certificate of Encumbrance.
4. Assessment and Tax Notices
5. Real Property Summary - all green form
6. Rental Statements
7. Fire Insurance Card Reports
8. Cheque Requisitions
9. Statements of Account

Four enclosures which arrived yesterday are being held for further consideration, as follows:

1. Documents concerning the sale of Real Property.
2. Agents' Reports on Real Property.
3. Information from the R.C.M.P.
4. Claims Commission Forms including Analysis of Personal Property Claim.

Yours very truly,

K. W. WRIGHT
CHIEF COUNSEL

14" x 9" x 3'-8" Transcript

CANADA

DEPARTMENT OF THE SECRETARY OF STATE

OFFICE OF THE CUSTODIAN

ADDRESS ALL COMMUNICATIONS TO THE CUSTODIAN'S OFFICE

PLEASE REFER TO

FILE No.....

Victoria Bldg., 7 O'Connor St.,
Ottawa, Ontario
December 18, 1950

Rec'd Dec. 21
File No.
Ans.
Referred J. G. Shears

F. G. Shears, Esq.,
Director,
Office of the Custodian,
506 Royal Bank Building,
Vancouver, B. C.

Dear Mr. Shears: Re: Microfilming

I have for acknowledgment your communication of the 12th instant and wish to advise that the documents referred to arrived today. I have not had an opportunity to examine these but will do so as soon as time permits.

All Ledgers should be retained and Mr. Mathieu agrees with my recommendation that all cancelled cheques should be preserved. We have numerous boxes of Commission evidence which were sent to us by Justice Department but these have not been opened. I feel that it would be advisable to microfilm some of the Commission material you have on file in order to avoid lengthy search through the mass of material sent by Justice if occasion demands. However, if this practice is adopted, that portion which is microfilmed would be kept to a minimum.

I doubt if we may lay down hard and fast rules to govern all files. Less evidence will be required for those cases which the Commissioner has dealt with. I assume you can furnish me with a close figure on the number of cases you had under administration wherein no claims were filed. More material will need to be preserved for these as action may be brought or the Government might conceivably direct that claims, if any, should be reviewed.

Then you have a series of unclosed files due to existing credit balances. I recall that you furnished information in regard to same some months ago. What is the situation today? In all of these it will be necessary to preserve material not required for files where compensation has been fixed and paid.

I will go over the documents you forwarded and write you but meantime, would be grateful if you would consider these questions and let me have your views.

Yours very truly,

K. W. WRIGHT
CHIEF COUNSEL

KWW/JF

506 Royal Bank Bldg.,
Vancouver, B.C.,
December 12, 1950.

K.W. Wright, Esq. K.C.,
Chief Counsel,
Office of the Custodian,
Victoria Building,
7 O'Connor St.,
Ottawa, Ont.

Dear Mr. Wright:

Re: Microfilming

You will agree I think, that it will be very desirable for us to have as clearly a defined policy as possible in regard to the type of document which may be destroyed and what should be microfilmed. The more we can fit the examination and sorting of our files into a fixed pattern, the quicker and more satisfactory will we be able to proceed, and with a maximum measure of assurance that the job is being done according to requirements.

There are a number of standard forms and documents which will be found on most files, and I think it will be a good idea for these to be considered by you. For this purpose I am sending you a sample of this type of document so that you can decide which should be filmed. I am attaching brief notes to these forms with information which may be helpful to you in reaching a decision.

The separation of correspondence will be a matter in which judgment will have to be used on the merits of each individual file. As your letter of December 7th indicates, there will be a lot of routine correspondence which need not be copied.

I have had a further talk with Mr. Burns of the Eastman Kodak and have had him call at our office and examine our files, so that he

knows what our problem is. As a result, I am not so exercised as I was at first about keeping the copying of documents down to the barest minimum. The rapidity with which documents can be fed into the machine, and the relative cost of same, makes me feel that it would not be so very serious if we erred on the side of filming a little more than might be absolutely necessary.

Mr. Burns is to let me have some information in a few days as to the definite availability of the machine for our use.

Our ledgers are about 13½" x 21" and of which we have about sixteen bound volumes, which will I assume, need to be kept. In any case, this size of sheet could not be microfilmed on the type of machine which we will be using. We have about 45,000 cancelled cheques. It would be an easy matter to microfilm these.

I am not giving any consideration to the transcript of evidence connected with the Claims Commission, as I understand that a complete record was sent to Ottawa by the Commissioner.

The return of the documents being sent to you, with your comments in regard to same, would be appreciated.

Yours very truly,

F.G. Shears,
Director.

FGS/GN

JP Form
Information from R.C.M.P.
Investigating Agent's Report
Certificate of Vesting
Real Property Summaries - Green Edge.
Summary of Real Property or interest therein - Green Form
Real Property Appraisal
Certificate of Encumbrance
Confirmation of Ownership
Assessment and Tax Notices
Fire Insurance Cards
Rental Statement
Special Ads for sale of Real Property
Personal Property Summary - Red Edge
Liabilities Summary
Chattel Schedule
Auction Statements
Statement of Account
Letters and documents concerning offer and completion of sale.
Documents concerning cameras, motor vehicles, fishing vessel.
Claims Commission claim form and our chattel analysis.
Cheque requisition.

CANADA

DEPARTMENT OF THE SECRETARY OF STATE

OFFICE OF THE CUSTODIAN

ADDRESS ALL COMMUNICATIONS TO THE CUSTODIAN'S OFFICE

PLEASE REFER TO

FILE No.....

Victoria Bldg., 7 O'Connor St.,
Ottawa, Ontario
December 7, 1950

Rec'd Dec. 8/50
File No.
Acc'n
Returned

F. G. Shears, Esq.,
Director,
Office of the Custodian,
506 Royal Bank Building,
Vancouver, B. C.

Dear Mr. Shears: Re: Microfilming

Mr. Mathieu handed me a copy of his letter to you under date of 2nd instant last Monday but due to daily meetings it has been quite impossible to attend to current matters.

I note in your letter addressed to me under date of November 9, 1950, that the Eastman Company required advance notice as to rental, therefore assume that you have already approached them in this connection. It may be some weeks before you have the equipment and this delay will afford time to settle additional claims and clarify questions as to material to be filmed.

All important correspondence and documents should be included but many letters on file may be classed as unimportant, e.g., a letter sending out a cheque and acknowledgment are of no consequence as we have the ledger records and the cheques to establish payments. Likewise follow-up letters, those complaining about delay, file copies of our ledger statements, are not important. There may be many inter-office memos which might be discarded if later correspondence furnishes sufficient information covering a particular case. We must have such a record as will permit anyone to answer questions following examination of the film, ledgers and cancelled cheques. If doubt arises as to certain material being filmed, I would adopt a policy of "better too much than too little".

I believe if you examine ten or twelve files you will then be in a position to go over these with the members of staff and instruct them as to the type of material which should be discarded. When the work gets under way I anticipate that you will wish to keep a close personal watch on the operations generally in order to make sure that evidence of essential material is being preserved.

Please let me hear from you in due course.

Yours very truly,

K. W. WRIGHT
CHIEF COUNSEL

KWW/JF

VIA AIR MAIL

AHM/L

CANADA

DEPARTMENT OF THE SECRETARY OF STATE

OFFICE OF THE CUSTODIAN

ADDRESS ALL COMMUNICATIONS TO THE CUSTODIAN'S OFFICE

PLEASE REFER TO

FILE No.....

Ottawa, December 2, 1950.

Dec. 4/50
File No.
Ans.
Referred F. G. Shears

Mr. F. G. Shears,
Director,
Office of the Custodian,
506 Royal Bank Building,
Vancouver, B. C.

Dear Mr. Shears: re Microfilming

I refer to your letter of November 9th on the question of microfilming your files and records.

I now wish to inform you that on referring the matter to Mr. Stein he has given me directions to instruct you to carry out this work. As I am not completely familiar with the contents of your files, or the records that could be microfilmed, I am asking Mr. Wright to take the matter up from here and see what can be done to expedite this work and give you sufficient directions for the elimination of unnecessary documents or papers on file. Mr. Wright is more familiar with your work and your files and I believe you will have no difficulty in following out his instructions.

Mr. Stein feels that you need not wait until you are finished with the settlement of the claims to proceed with the microfilming, but desires that this be gone ahead with as soon as possible with a view to having it completed by next spring, when you should then be in a position to transfer to Ottawa the films, the remaining files and reports, with a view to closing up shop.

It is understood, of course, that this work should be done by you and I presume the Eastman Kodak plan of rental, shown in your letter, would be the more economical. In any event Mr. Wright will be writing you further on this matter.

Yours very truly,

A. H. Mathieu

A. H. MATHIEU
Assistant Deputy Custodian

(Dictated but not read by Mr. Mathieu)

November 9, 1950.

K.W. Wright, Esq. K.C.,
Chief Counsel,
Office of the Custodian,
Victoria Building,
7 O'Connor St.,
Ottawa, Ont.

Dear Mr. Wright:

Re: Microfilming

Referring to your letter of October 11th. I have made several enquiries in regard to this matter and Remington Rand and Eastman seem to be the best services to draw upon.

Remington Rand do not supply machines on a straight rental basis. They have an arrangement for doing this work, and the cost would be approximately $5.20 per thousand images (an image could be one foolscap sheet). On the assumption that we have a million documents to copy, the approximate cost if they did all the work, would therefore be about $5,000.00.

The Eastman Kodak do have a rental arrangement, but their Mr. Geo. Burns informed me that as far as Vancouver was concerned, the rental situation was a little difficult at the present time, but that with some advance notice, he felt sure they could provide a machine, possibly bringing in one from the east. Their basis of rental is $60.00 for one month or $42.50 per month for a period of several months. The film costs $7.60 for a 200 ft. roll and this includes the processing of the film. Mr. Burns figures that a 200 ft. roll would accommodate an average of 5000 foolscap sheets. The cost of film on this basis, for a million sheets would thus be approximately $1600.00, to which must be added the actual rental of the machine, which however, is not a heavy item.

RCA 4331

Photostat Div. IV

Says Situation changed
Rochester advises
outright Sale
? warehouse

Jack Lindsay Photo Equipment
1250 West Pender
TA 2461

The Eastman arrangement therefore appears to be the most satisfactory, as the machine could be used in our own office and operated by ourselves. The quantity that can be fed into a machine daily will of course vary, but apparently when the material is all sorted and ready, something like 10,000 sheets a day could be copied.

Mr. Burns tells me that they keep close contact with rented machines, and develop films daily, so that it would be known that the copying was proceeding in a satisfactory manner.

I presume this will be a matter which you will discuss in more detail when you are here. It will be necessary to decide just what material will need to be copied. I feel that it may well amount to the million sheets referred to in this letter, or even more, depending of course on the amount of material that can be discarded.

Yours very truly,

F. G. Shears,
Director.

FGS/GN

CANADA

DEPARTMENT OF THE SECRETARY OF STATE

OFFICE OF THE CUSTODIAN

ADDRESS ALL COMMUNICATIONS TO THE CUSTODIAN'S OFFICE

PLEASE REFER TO

FILE No.....

Victoria Bldg., 7 O'Connor St.,
Ottawa, Ontario
October 11, 1950

Rec'd Oct. 13/50
File No.
Ans.
Referred J. G. S.

F. G. Shears, Esq.,
Director,
Office of the Custodian,
506 Royal Bank Building,
Vancouver, B. C.

Dear Mr. Shears:

Consideration is being given to microfilming the Vancouver files and my view is that this should be done by the Vancouver staff.

Of course there is no thought of starting this until the vast majority of the claims is settled, but you should make inquiries as to the cost and let me have an early report on the matter following a survey made by one or two Vancouver firms who would supply the equipment.

Yours very truly,

K. W. WRIGHT
CHIEF COUNSEL

Jas. Campbell
Campbell Studios 581 Granville.
$35.00 & $60 a 1000 sheets
shows do 10 000 a day

KWW/JF

Remington Rand – 663 Richards
See machine – Do not rent

9 000 00
1 000 000









Remington Rand's

COMPLETE MICROFILMING SERVICE





HOW OUR 7 POINT MICROFILMING SERVICE PUTS YOUR RECORDS *PERMANENTLY ON FILM*



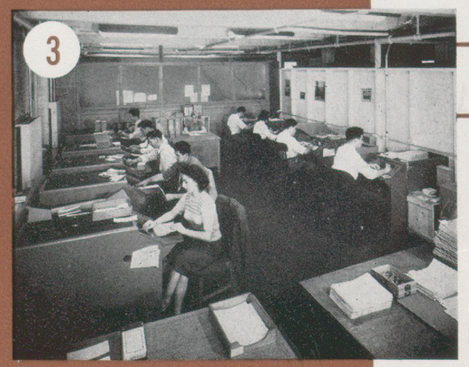
RECORDS ANALYSIS

We analyze your methods of filing and retiring records. Some must be kept in their present form. Others may be destroyed after certified microfilming, to make available valuable operating space and cut office and personnel costs. We help you plan a practical program for retiring your records; estimate how much microfilming will save. You know in advance the cost and extent of your microfilming program.



THOROUGH PREPARATION

To prevent delays and idle machine time, your records should be in proper condition for microfilming. If your records require preparation, you may decide to have your employees do the work. Or, for a small extra cost, we will remove all pins, staples, clips, binders and fasteners; repair worn or damaged records; and eliminate duplicates — all without interfering with your regular operations.



CERTIFIED MICROFILMING

Our experienced operators microfilm your records with our own equipment. We can do it right on your own premises without interrupting regular work; or you may send your records to us for filming. Constant inspections assure complete document coverage and the clearest possible images. Each roll is certified as to authenticity and intent—to help lay the foundation for possible use as legal evidence.



MICRODEX FILM INDEXING

As we microfilm your records we index them on the film just as you index them in a file drawer — by name, subject, date or number. Our exclusive Microdex system indexes the images in small, easily located groups; cuts film searching time by 90%. You refer to your microfilm records faster than to the originals. Filing sequence is permanently fixed on film; individual records cannot be misfiled or lost.



PERMANENT PROCESSING

We process your microfilm copies of records according to specifications established by the U. S. Bureau of Standards for film permanency. As a result, your records will last as long as the best grade of rag paper. Developing and drying time, temperature and chemical strength of solutions — every processing step is precision-controlled. Uniform high quality is further assured by a modern Central Control Laboratory.



THOROUGH INSPECTION

After processing has been completed, laboratory technicians test the density and resolution of every roll of film to assure you of images having the utmost sharpness and clarity. Highly trained inspectors check the rolls for completeness of coverage and accuracy of indexing. These and other precautions produce absolutely dependable microfilm records that are easy to read, and that can be referred to in seconds.

ACCURATELY MICRODEXED FOR *FAST REFERENCE*



INDEXED CARTONS

Attractive and durable, Film-a-record cartons are also designed for utmost filing efficiency. A glance at the label tells you exactly what records are filed on the roll of film, the sequence in which they are filed, and the small area of the film to be searched for any given document. Each roll of film is keyed to its own carton, each carton is keyed for a particular place in your film storage cabinet.

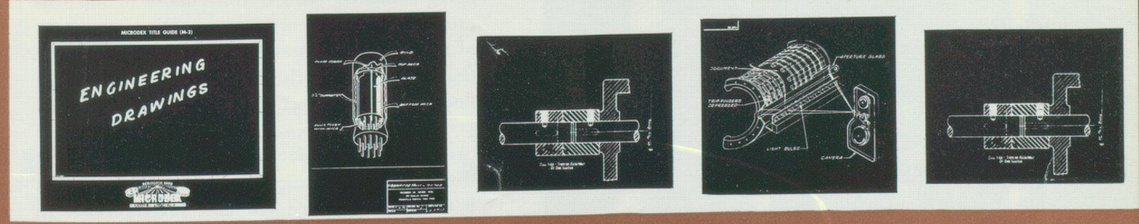
3 *TYPES OF MICROFILMING TO MEET YOUR REQUIREMENTS...*



For standard letters and legal-size business records that are referred to frequently, regular 16mm photography is recommended. You may choose either of two reductions, 17 to 1 for greatest ease of reference or 23 to 1 for more economy.



When little reference is anticipated, utmost film economy can be obtained by having them photographed down one half of the width of 16mm film, then up the other half. The fronts—or fronts and backs—of documents appear one under the other.



For microfilming ledger sheets, newspapers, blueprints and other large-size originals, 35mm photography is generally used in order that the most easily readable reproductions can be obtained.

160 FILE CABINETS REDUCED TO 1 FILM FILE

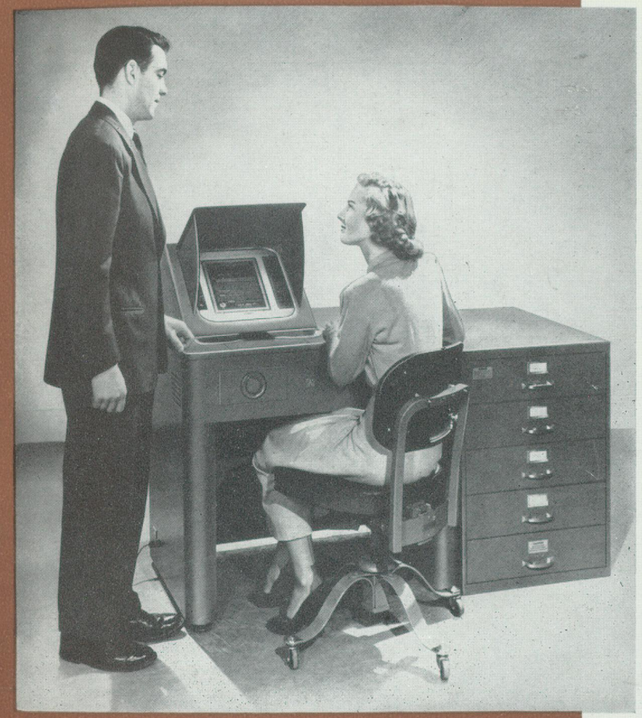




In just *one* film cabinet occupying less than 9 square feet (such as that shown at left), you can store 900 rolls of 16mm microfilm — approximately 3,000,000 letter-size records, the maximum contents of 160 standard four-drawer filing cabinets. And if you choose to have us microfilm your records up and down the strip of film using the 8mm principle, you can more than double even these tremendous savings in floor space and effect a 50% saving in film cost.

Not only does Remington Rand microfilming convert storage space to productive use, but through the Microdex system of filing-on-film it makes any record available for reference in a few seconds. Your microfilm records can be stored in either a standard or desk-height Film-a-record cabinet wherever most convenient. Constant humidity of approximately 51% is maintained as specified by the U. S. Bureau of Standards for proper microfilm storage.

PERMANENT RECORDS • *INSTANTLY AVAILABLE*



Reference to any microfilmed record is only a matter of seconds with the Film-a-record Reader-Desk.

MICRODEX indexing and the new Film-a-record Reader-Desk provide maximum speed and efficiency in record reference. Millions of records—every one of which will last as long as the best rag paper—are right at the fingertips of the operator. Within 60 seconds you can locate any desired roll of microfilm . . . load it in the electrified Film-a-record Reader-Desk . . . start the film moving across the screen at a speed of more than 100 feet per minute . . .reach the proper searching area . . . and locate the desired information.

The Reader-Desk can be loaded, adjusted and operated without leaving your chair. Film can be brought from full speed to a dead stop, or reversed, *instantly*. The rate of travel is regulated by one hand, leaving the other free for transcriptions. Documents appear on the screen at original size or larger. It is tilted at 54° for utmost visibility and coated to eliminate eye strain. For full information, call your local Remington Rand office or write us direct.

SYSTEMS DIVISION Remington Rand

BUSINESS SERVICES DEPARTMENTS

199 Bay Street, Toronto 1, Canada

Sales and Service Offices in Principal Cities of the World

REMINGTON RAND • SYSTEMS DIVISION • 199 BAY STREET, TORONTO 1, ONTARIO

EXK 654CA (F-249) Printed in U. S. A.

Types of Documents to be Destroyed

Letters covering sending of cheques, Statements of A/c. etc.

Letters asking for Title Deeds, [redacted]. Radio Receipts, etc.

Letters asking for Statements, enclosing Receipts for Specified Articles, etc.

Inter-Departmental Memos except where information of value to the file is given.

Custodians' Pink Receipts

Insurance Companies' letters enclosing Policies, Invoices, Endorsements, etc.

Custodians' letters to Municipal Clerks covering re sale of R/P.

Claims Settled (Release)
Part Proc of claims not Settled

Standard Forms only

G Shears

TYPES OF DOCUMENTS

MICROFILM

J.P. Form
Information, R.C.M.P.
If no claim
Agents' Reports

Real Property

Summaries, Green Edge
Appraisal
Special Ad
Control of Property acknowledged
Receipt of Certificate of Title

If no claim
Offers to Purchase
Replies to Offers
Statement of Adjustment, Purchaser
" " " Jap Owner
Fire Ins. Card or Pink Summary
Mortgages
Discharge of Mortgage
Leases

Personal Property

Summaries - Red Edge
Chattel Schedule - Yellow
Auction Sheet - Yellow

Specified Articles

Summary - Brown Edge

Motor Vehicles

Summary - Brown Edge
R.C.M.P. Exhibit - Canary
Registration - Blue
If no claim
Appraisal

Cameras

Summary - Brown Edge
R.C.M.P. Receipt - Canary
R.C.M.P. Exhibit - White

Fishing Vessels

appraisals
Summary - Brown Edge
J.F.V.D.C. Release

Liabilities

Summary - Green or Salmon

Claims Commission

Green Award Sheet
Defence Brief
Transcript of Evidence

Radios

Summary - Brown Edge
R.C.M.P. Receipt
R.C.M.P. Exhibit

DESTROY

cert. - Title Number must be shown

Real Property

Summary, Real Property Interests - Green sheet

Real Property Memorandum - White
Certificate of Vesting Form
Confirmation of Ownership
Certificate of Encumbrance
Assessment & Tax Notices
Rental Statements
Transmission (Mathieu etc.)
Application for registration of Charge -Blue
Application for Registration Fee Simple
Deed of Land

Cheque Requisitions - Yellow.

Statements from Ledger

Claims Commission

Claim Form
Claimant Yellow Exhibit
Analysis of Personal Property

Types of Documents (Cont'd.)

MICROFILM

Repats

Treasury Receipt - White ?

Associations

Solicitor's Authority to represent.
Letters withdrawing Control.

Statutory Declarations

Wills

Letters of Administration

Record progress
count. (Tick sheet)



NOW YOU CAN

cut film costs in HALF

more than DOUBLE

space saving

with

Remington Rand MICROFILMING

JUST CHANGE THE FILM-A-RECORD CAMERA TO CHANGE FROM 16MM TO 8MM PHOTOGRAPHY!

SIMPLY BY CHANGING the camera in the Remington Rand Film-a-record machine, you can now record more than twice as many documents (up to 8½" wide) as ever before. And at the same time, you reduce your film cost by more than 50%.

These important benefits are made possible by a new "8mm" Film-a-record camera which can be used interchangeably with the standard 16mm camera. It exposes only one half the width of 16mm microfilm at one time. You microfilm documents through an entire 100-foot roll, then turn the film over and microfilm back through on the other half. There are no delays, no complicated adjustments. Documents are fed directly into the center of the throat of the machine, thus permitting maximum ease and speed of operation.

The new "8mm" camera will photograph *any* document up to and including 8½ inches in its smallest dimension. Documents are photographed at a reduction of 29 to 1, yet every filmed copy is sharp and clear, can easily be read when viewed on a Film-a-record Reader.



More than TWICE as many indexed documents on each roll of microfilm



Use 8MM for . . .

Any record up to 8½ inches in its smallest dimension can be satisfactorily and most economically copied with the new "8mm" Film-a-record camera. Most records are letter size (8½" x 11") or smaller. For microfilming smaller records such as checks, time cards, retail store statements and bus line tickets, the "8mm" method is particularly efficient and economical.

Use 16MM for . . .

Legal-size business records, as well as any material that must be referred to very frequently or is not too clear in its original form, should be copied with the 16mm Film-a record camera for greatest ease of reference. You may use either of two reductions, 17 to 1 or 23 to 1. The former provides maximum readability.





Use Remington Rand Film-A-Record For Ease of Operation, Faster Reference

Anyone in your office can quickly learn how to operate the Film-a-record. It is the most completely automatic microfilm machine offered today. Microdex enables you to file records right on the film by name, subject or number. And the Film-a-record Reader-Desk (note illustrations above), enables you to locate any Microdexed image on a 100-foot roll of microfilm in 60 seconds or less. The Reader-Desk, as well as the Film-a-record machine, may be leased or purchased outright.

For Further Details Contact Your Local Representative.

SALES AND SERVICE OFFICES IN PRINCIPAL CITIES OF THE WORLD

Remington Rand

THE FIRST NAME IN BUSINESS SYSTEMS

SYSTEMS DIVISION

Remington Rand Ltd.

199 BAY STREET, TORONTO 1, ONTARIO

EXK688CA (F-222)


50 BILLION RECORDS
CAN'T BE WRONG
RECORDAK

UNIVERSAL DISCOUNT CORPORATION

SMITHTOWN, U. S. A.

Mr. Geo. Burns
Eastman Processing Dept.
Room 6, 349 Westpender
Mft 4-330

First National Bank
Jamestown
Nebraska

Attention: Credit Department

Gentlemen:

Can you give us any information regarding the financial status of Thomas Avery, who formerly conducted an applience shop in your city. A customer of ours is contemplating a business connection with Mr. Avery, who

E- 5111

Job 27210

Page 10

EXPERIMENTAL SHOP ORDER
(PART LIST FOR SAMPLE)

6 samples DATE 8-3-45

NAME, MATERIAL AND SIZE	USED IN ASSEM. NO.	QUANTITY REQUIRED
T FOR FLAT OPENER CAM SHAFT	78022	1
3/32" x 5/8" STEEL EK-150-A		
R FOR FLAT OPENER SHAFT	78022	1
3/8" DIA. STEEL EK-151		
FOR ROLLER ARM SPRING SHORT	73742	1
3/16" DIA. STEEL EK-151		
D FOR ROLLER ARM	73740	1
3/8" DIA. STEEL EK-151		
LLER ARM	73740	3
1/4" x 3/8" STEEL EK-151		
OLLER	73740-1 73744-2	1
11/16" DIA. STEEL EK-151		
OCUSING SHAFT	73745	1
.0003" DIA. STEEL EK-151	73744	1

New York Times.

CITY EDITION

Copyright, 1945,

NEW YORK

ER 5, 1945.

Familiar faces from last year's squad included Doc Blanchard and Glenn Davis in the backfield; Al Nemetz and Dewitt Coulter, tackles, Dick Pitzer, veteran wingman, and Green, who will undoubtedly man one of the guard assignments. Tom McWilliams, speedy and versatile back from Mississippi State is the only name player to enter academy this year. Some likely prospects, however, are or twenty men. Most prom-

Buffalo (N. Y.), national duckpin meet in Providence (R. I.) and the women's international tourna- ent in Kansas City.

n said that "we never ves definitely more fore an event

Trust Company 20-1/2

AUGUST 1939 No. 1234

$ 1,500.00

Dollars

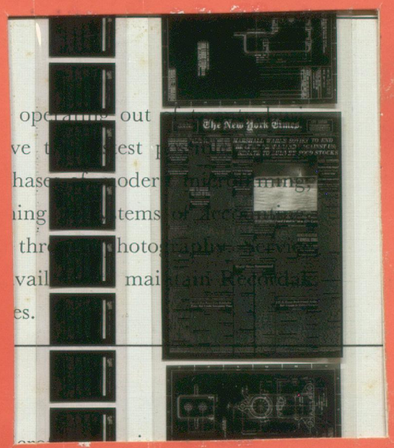
1500 AND 00 CTS

Leo P. Stricker

RECORDAK REPRODUCES CHECKS, VOUCHERS, LETTERS, LEGAL PAPERS, DRAWINGS, CHARTS, NEWSPAPERS — ALL PAPER RECORDS . . .

ON MICROFILM

• Recordak copies automatically—at great reduction and high speed. It reproduces documents, from checks to blueprints, on continuous microfilm —for quick reference, inexpensive duplication, compact storage, and maximum protection.



Business documents in single sheets and no wider than 14 inches are generally recorded on 16mm. microfilm. Bound volumes up to a page width of 18 inches and large single sheets, such as drawings, are photographed on 35mm. microfilm . . . (see next page).

Data and

of Foe's Resources

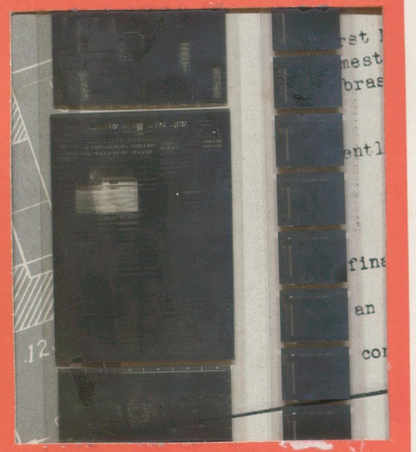
By The Associated Press.

YOKOHAMA, Japan, Wednesday, Sept. 5—Japan hoved today toward speedy and complete demobilization of her armed forces under a blunt "step on it" order from Gen. Douglas MacArthur.

In General Order No. 2 the Supreme Commander of the Allied ...ers set forth at ...day requirements ...litare prompt and ...dment of Americ... main islands of ...kyus and Korea ...rty-eighth paral-

...d the command- ...Japanese First ...person to Lieut. ...elberger, com- ...States Eighth ...rea, at a time ...d by General ...ructions con- ...erican troops ...'s zone. ...immediate- ...Marshal Gen...





As many as 3,000 business letters can be recorded on a single 100-foot roll of 16mm. microfilm. From 650 to 6,000 mechanical drawings, depending upon their size and the ratio of reduction, can be stored safely away on a 100-foot roll of 35mm. microfilm. Newspapers are microfilmed at 800 pages to a roll.

1ST

RECORDAK

ORIGINATOR OF MODERN MICROFILMING

• *A photograph can be recorded in a split second . . . it can be made a fraction of the size of the original, and then enlarged to great proportions . . . and it cannot make a mistake.*

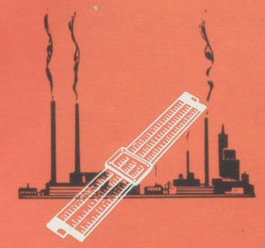
Out of these facts has come one of the greatest developments, one of the most spectacular achievements in the history of business systems and record keeping—Recordak modern systems of microfilming.

Introduced in 1928 for greater protection of banks' financial records, Recordak microfilming proved so versatile, flexible, fast, economical, and efficient that its use rapidly spread to thousands of other organizations in widely varying fields.

Annually this basic business machine records, duplicates, condenses, and protects billions of documents in the financial, business, and industrial world. Its introduction has contributed amazingly to the swifter, smoother, safer, and more efficient operation of business systems everywhere.

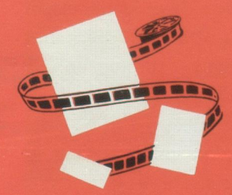
20 YEARS OF EXPERIENCE

• Recordak originated modern microfilming and pioneered its practical application to modern business systems in thousands of installations. During the years of perfecting microfilming equipment and techniques, Recordak leadership has been underlined by the introduction of successively improved photographing and film viewing machines to meet every new requirement. The cumulative technical experience gained during these twenty years is represented not only in the engineering of Recordak precision equipment, but also in the all-inclusive services which make Recordak microfilming a source of increasing value and profit to the user.









RECORDAK IS BACKED BY KODAK RESOURCES

• Recordak is a subsidiary of Eastman Kodak Company and Recordak Microfilmers, Micro-File Machines, and companion equipment are engineered and built by Kodak. The long experience of Kodak in the manufacture of film, lenses, and photographic equipment plus extensive technical knowledge are embodied in all Recordak products. Every year Kodak devotes substantial research funds to maintain the quality and performance of Recordak equipment and to experiment with new improvements and designs to meet the microfilming demands of business today.

NATION-WIDE ORGANIZATION

• Recordak is a nation-wide organization, operating out of twenty business centers—located geographically to give the fastest possible service. Field representatives, experienced in all phases of modern microfilming, stand ready to serve business in streamlining its systems of accounting, billing, recording, filing, and duplicating through photography. Service men from coast to coast are immediately available to maintain Recordak installations in efficient operation at all times.

COMPLETE LINE

• Recordak represents a complete line of microfilming, viewing, projecting, and enlarging equipment, as well as films and processing, for the varied requirements of microfilming in business and industry. Today the Recordak line of equipment consists of Commercial models for 16mm. microfilming; Micro-File models for recording large documents on 35mm. film or alternately on 16mm. film for special purposes; Film Readers for viewing both 16 and 35mm. film; Enlargers for special facsimile work; and Portable Projectors for viewing microfilm at large magnifications.

ALL-INCLUSIVE SERVICE

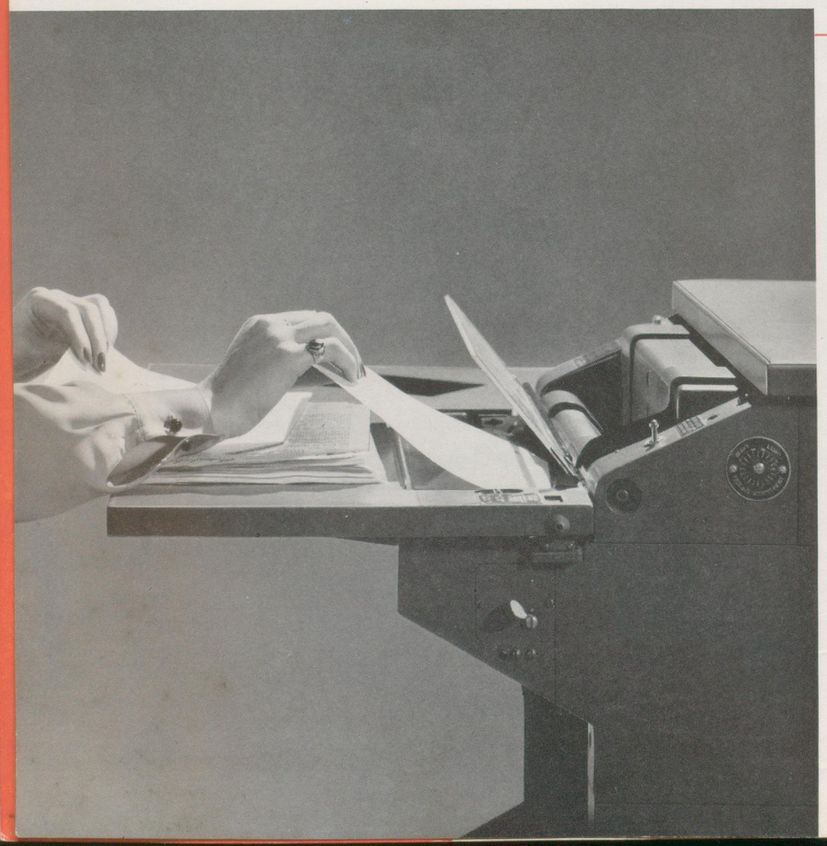
• Recordak maintains, at all its 20 branches, facilities to meet every microfilming requirement. Offices and laboratories are equipped to process Recordak Film according to the highest standards of integrity and professional skill. Duplicate film copies, positive or negative, can be made quickly and at low cost. Paper facsimile prints, enlarged from microfilm records, are also obtainable singly or in quantity, and in a wide range of sizes. Original records are photographed on microfilm at a moderate charge, based on quantity and record-size, either at a Recordak station or on the customer's premises.



RECORDAK MICROFILMING IS

Simple

Recordak is one of the simplest of all business machines to use. Anyone can operate it . . . your greenest clerk becomes an "expert" after a few minutes' practice. No knowledge of photography is necessary. The important factors of illumination, exposure, focus, and all other photographic requirements are automatically taken care of by the machine itself. There are no dials to twist, no "gadgets" to turn . . . the document actually takes its own picture. The operator simply inserts the papers and the Recordak Microfilmer does the rest. It's as easy as that.



RECORDAK MICROFILMING IS

Fast

Recordak microfilming works with the speed of photography—limited only by the operator's manual dexterity to insert the documents. In one minute over 100 checks, 60 letters, or legal-size documents can be photographed. Insurance companies photograph 20,000 card records a day. Department stores photograph 3,000 sales slips an hour. Banks photograph a whole morning's "clearings"—thousands of checks—in half an hour. Recordak microfilming is as fast as it is simple.

CANADA

DEPARTMENT OF THE SECRETARY OF STATE

OFFICE OF THE CUSTODIAN

ADDRESS ALL COMMUNICATIONS TO THE CUSTODIAN'S OFFICE

PLEASE REFER TO

FILE No.....

Victoria Building,
7 O'Connor Street,
Ottawa, 4, Ontario.

October 31st, 1951.

Rec'd Nov. 2/51
File No.
Ans.
Entered F.G. Shears

F. G. Shears, Esq.,
Director,
Office of the Custodian,
506 Royal Bank Building,
Vancouver, B.C.

Dear Mr. Shears:

Re: Microfilming Cheques.

I have for acknowledgment your communication of the 24th instant.

I enclose copy of Mr. Arpin's memoranum to Mr. Mathieu dated today, which has been approved by Mr. Mathieu and is self-explanatory.

Yours very truly,

K. W. Wright,
Chief Counsel.

KWW/G
Enc.

CANADA

DEPARTMENT OF THE SECRETARY OF STATE

OFFICE OF THE CUSTODIAN

ADDRESS ALL COMMUNICATIONS TO THE CUSTODIAN'S OFFICE

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Yours very truly,

K. W. Wright,
Chief Counsel.

KWW/G
Enc.

Approved
KWW
31/10/51

MEMORANDUM FOR MR. A. H. MATHIEU

Re: MICROFILMING
VANCOUVER OFFICE CHEQUES

I am returning you Mr. F. G. Shears' letter of October 24th and Mr. K. W. Wright's Memorandum attached to it.

During the conversation I had with you, yesterday afternoon, I expressed the opinion that the Auditor General might prefer to make his audit before the microfilming of the Vancouver cheques is completed.

I have called on Mr. A. O. Adamson this morning to obtain his views on the matter. Mr. Adamson said it will be in order to microfilm all cheques that were audited but retain all cheques paid in 1951; that is to say to retain all cheques issued in the present year 1951 and those cheques that were outstanding at the end of the year 1950 and paid in 1951.

E. Arpin,
Comptroller.

Ottawa, October 31st, 1951.

Approved
31/10/51

Form C.K. 303

TRIPLICATE

CANADIAN KODAK SALES LIMITED

Recordak Division

Withdrawal Report No. 544

Date December 21, 1951

Firm Dept. of the Secretary of State, Office of the Custodian,

Address 506 Royal Bank Bldg., Vancouver, B.C.

Attention Mr. F.G. Shears

Withdrawal from Records Dept. Mr.

Reason for withdrawal Have completed microfilming job

Cease Operation December 20, 1951. Withdrawn by G.A. Burns

Delivered

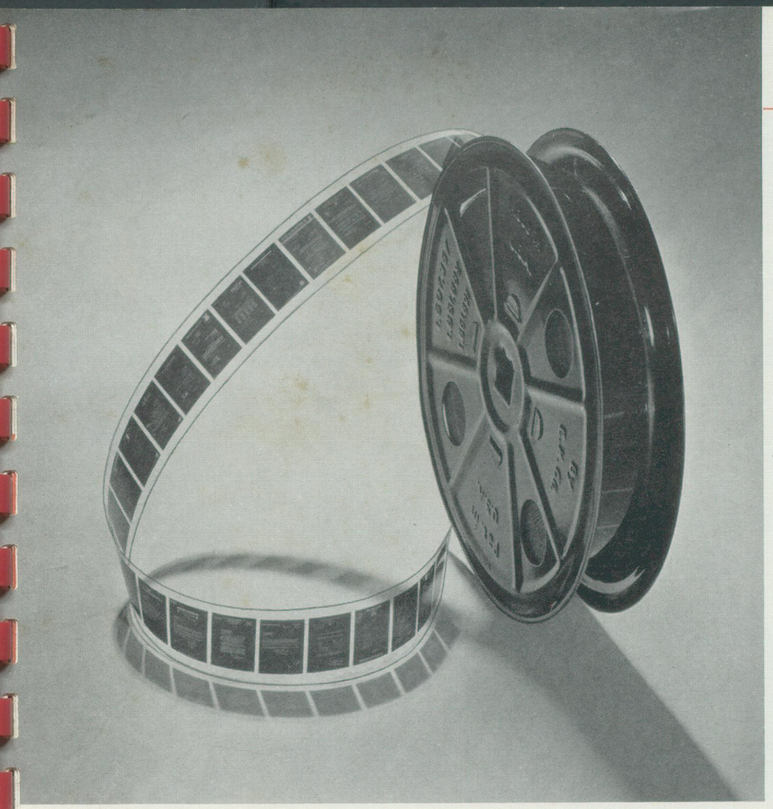
1 Microfilmer No. 256 RE-1

1 Camera No. 204 CE-1 For Above

1 Film Reader Model 6 - 4638

Final Rental Date December 20, 1951.

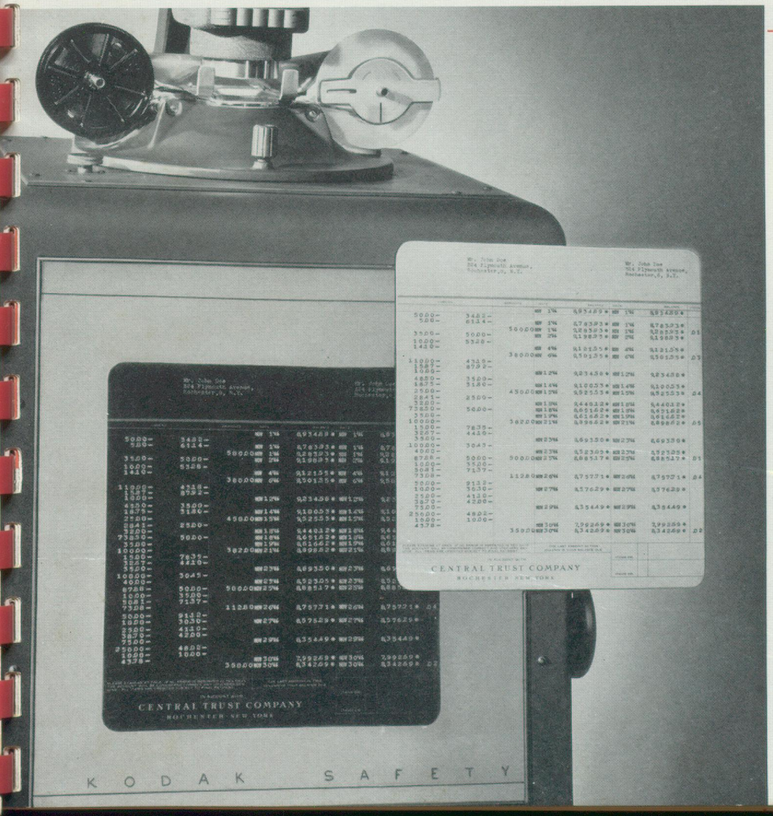
By



RECORDAK MICROFILMING IS

Economical

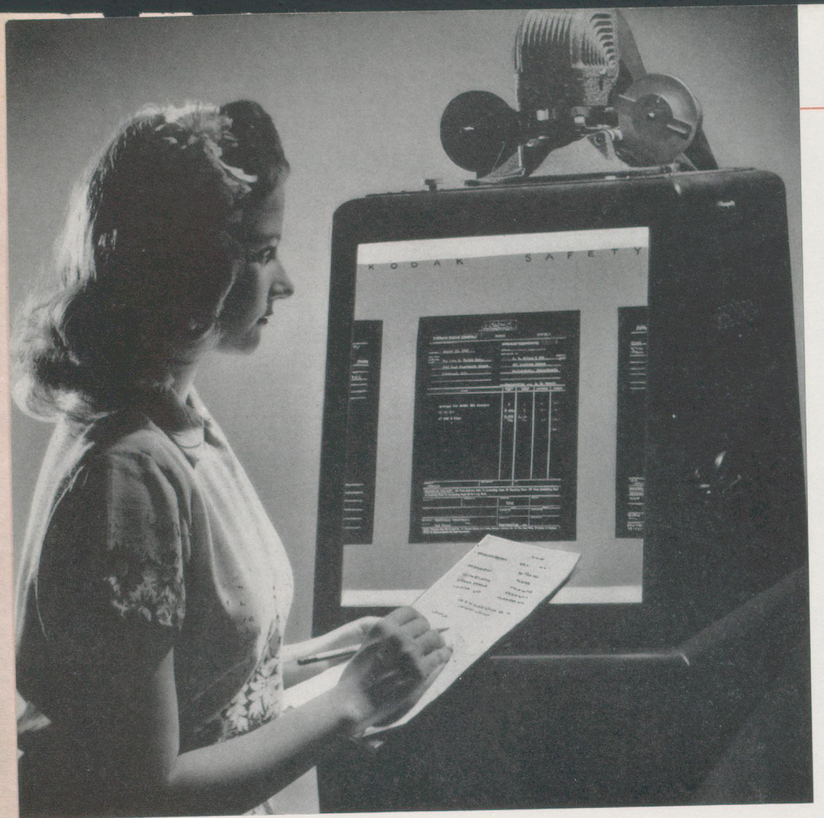
Recording with Recordak microfilming is inexpensive—100 feet of Recordak 16-millimeter Safety Film costs only $3.30, including processing. On this film you can record 7,500 checks, or 3,000 letters, waybills, or legal size documents at a cost of from 1/25 to 1/10 cent per item. You can store this roll in a space 4″ x 4″ x 1″—about the size of two packages of cigarettes. Furthermore, by recording with Recordak microfilming you effect major savings in stationery, machines, and filing cabinets. Over-all savings of 50 per cent or more are not unusual.



RECORDAK MICROFILMING IS

Accurate

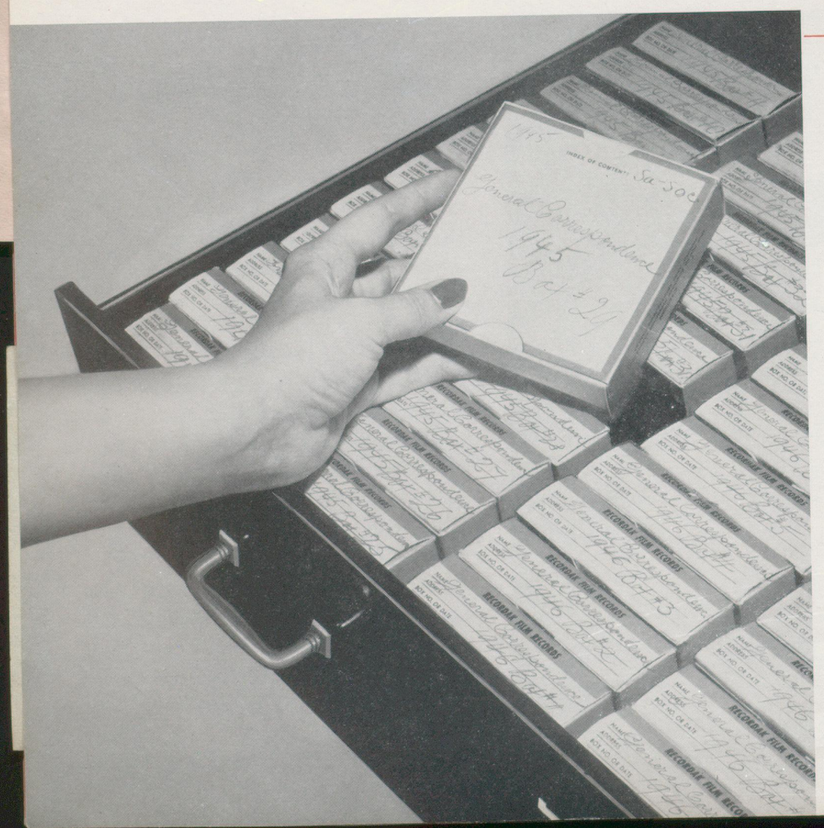
Recordak microfilming is *photographically* accurate and complete. It photographs exactly what it "sees." And its records are tamper-proof, alteration-proof, substitution-proof. Human errors, such as mistakes in copying, transposition of figures, omissions, or deletions, are eliminated. What is on the document appears on the film with no reading back, no checking necessary. It is an *exact* method. Original documents, such as checks, sales slips, and statements can be reproduced as facsimile prints to replace lost items—valuable in legal proceedings.



RECORDAK FILES ARE

Easy to Use

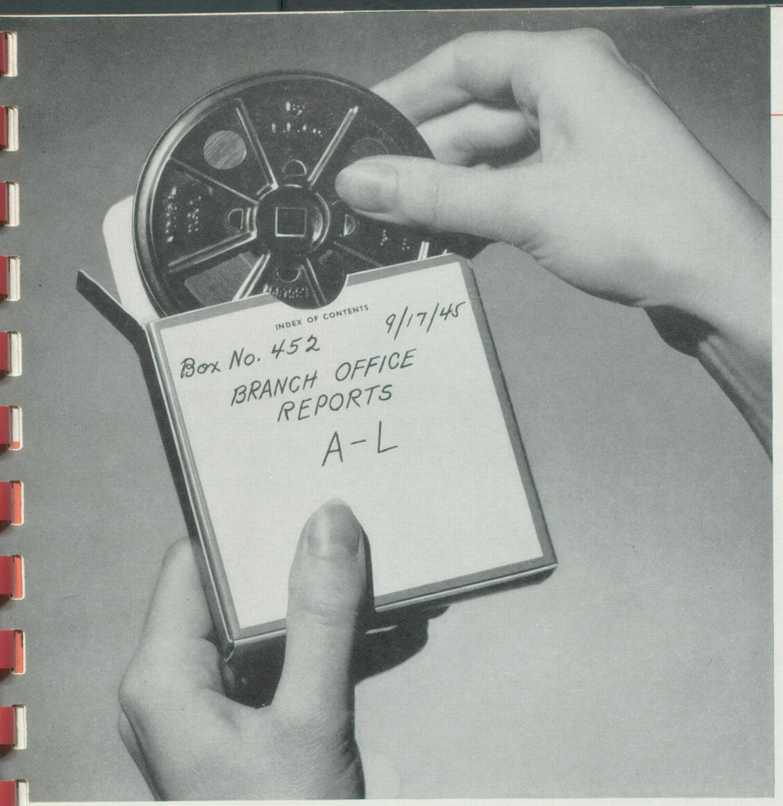
Properly indexed, Recordak files not only provide ready reference —but they are quickly and easily read and transcribed. A Recordak Film Reader projects documents as bright, clear, original-size images. Information from a particular document can be read quickly, repeated over a telephone, or copied by a typist. While normally most reference to microfilm records is for information only, exact facsimiles of any document can be made in the Recordak Reader in a matter of minutes and without the necessity of a dark room. Special Recordak Facsimile Paper is used.



RECORDAK FILES ARE

Compact

An outstanding advantage of Recordak "files-on-film" is their compactness. Bulky files are compressed to 2% of their original size, resulting in great savings in cabinets as well as floor space. The contents of 15 four-drawer letter-size file cabinets holding 250,000 documents can be recorded on 80 100-foot rolls of 16mm. Recordak Safety Film and stored in an ordinary desk drawer. A single six-drawer Recordak Film File, smaller than a four-drawer, letter-size cabinet, will hold the material ordinarily kept in 108 standard correspondence filing cabinets.



RECORDAK FILES ARE

Readily Referred to

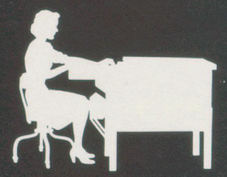
Recordak "files-on-film" are in reality a bound record. Images of individual documents, once photographed, cannot be removed, misplaced, or misfiled. The Recordak Microfilmer is equipped with changeable index markings which are photographed automatically along the edge of the film to facilitate the finding of specific documents on a Recordak Film Reader. Department stores, for example, have discovered that the film record of a sales slip can be found in less than a minute.



RECORDAK FILES ARE

Lasting

Recordak microfilming provides lasting protection for valuable records. Transferring original paper records—wills, deeds, receipts, drawings, and charts—to long-lasting "files-on-film" gives them a permanency equal to or better than the best grade of rag paper. By reducing records to a fraction of their former size, Recordak microfilming makes it possible to store them in safety deposit boxes. Department stores and banks make duplicate rolls of microfilm of sales slips and monthly statements—one roll for safekeeping in a vault, the other for use in adjustment departments.



Recordak Microfilming Answers Four Basic Business Needs . . .

• Recordak microfilming applies the speed and accuracy of photography toward the achievement of maximum economy in business systems. It also performs four functions—recording, duplicating, condensing, and protecting original business documents, plus savings in time, equipment, and space. Any one of these advantages is of sufficient value to warrant a thorough investigation of Recordak's possibilities.

RECORDAK MICROFILMING Records

Since its introduction in 1928, Recordak microfilming has caused revolutionary changes in record-making and record-keeping systems. Over 50 billion records have been made on Recordak Microfilmers, records covering every phase of human endeavor in practically every field—financial, commercial, industrial, educational, and governmental. Accounting, sales, production, distribution, engineering, legal, tax—there is scarcely a phase of business and industry where Recordak's speed, accuracy, protection, and economy have not been put to use.

Thousands of banks have made Recordak microfilming the basis of their accounting systems, maintaining Recordak "files-on-film," recording every paid item, every important document that passes through the bank. Insurance companies keep compact Recordak records of vital papers affecting a policyholder. Department stores photograph every sales slip and monthly bill—sending the originals of both to the customer. Railroads speed the departure of loaded freight trains



Many and varied kinds of business forms—checks, sales slips, monthly statements, reference cards, and stock lists—are being recorded on microfilm to save time, and speed office routine.



Federal, State, County, and Municipal offices are using Recordak microfilming for recording tax records, deeds, court records, and large, cumbersome bound volumes.

by making Recordak copies of waybills and essential shipping data. Engineering departments photograph valuable drawings—for protection against loss, fire, flood, or mutilation. Newspapers use Recordak files of their pages for reference, and distribution to libraries.

RECORDAK MICROFILMING Duplicates

Recordak microfilming is one of the fastest and most economical of all duplicating processes. It differs from ordinary methods in that the size of the duplicated image on microfilm is a minute fraction of the size of the original—an exact photographic miniature. Instead of fragile paper, the duplicate is on long-lasting Recordak Safety Film. Much smaller than a postage-stamp in size, the duplicate image—together with the high speed of Recordak microfilming—makes the cost as low as 1/25 of a cent per document—far less than other methods. Business, industry, government, newspapers, libraries, and others employ Recordak duplication for several reasons. The first is a matter of protection. Frequently, important

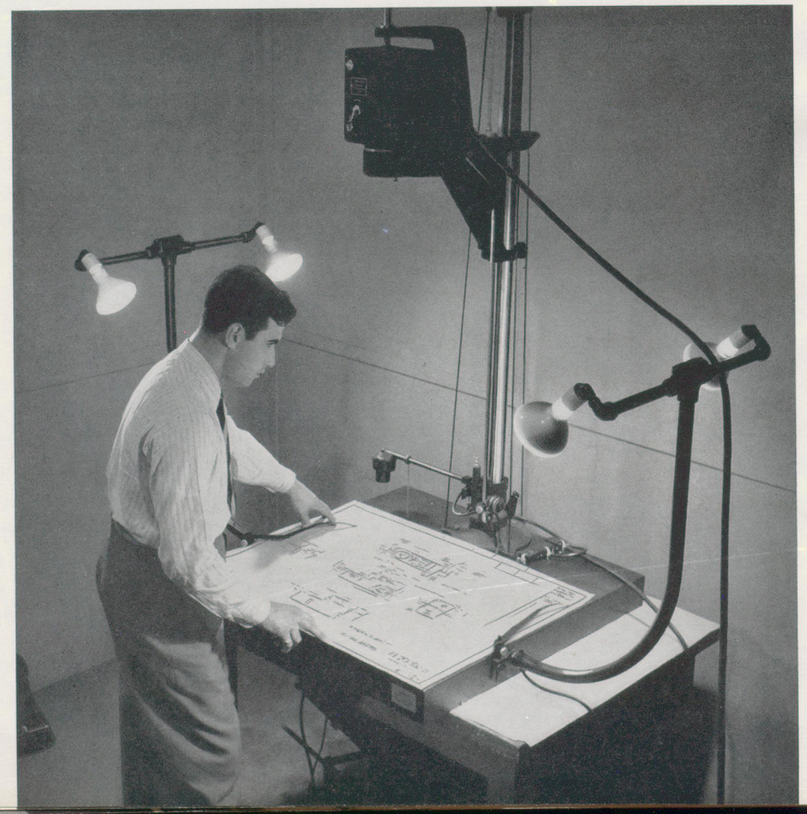
documents flow through business channels and then pass on to other hands. Checks going through banks are typical of this situation—or waybills passing through a freight transfer point—or sales slips and bills of monthly purchases sent to department store customers. In these and many similar instances, duplicate records are essential. Recordak microfilming provides those duplicates swiftly and economically, eliminating, or drastically reducing expensive posting operations.

Duplicates Make Active Files More Efficient

Another use of Recordak duplicating—and an increasingly major one as business expands and decentralizes—is the duplication of active reference files. Many different people in departments, branches, offices, plants, and warehouses of an organization frequently need the same files. Recordak provides these duplicate files on microfilm—saving time, annoyance, and expense for executives, employees, and customers. Similarly, libraries provide duplicates of rare manuscripts, books, and other data to scholars and to other libraries for reference and study.

Duplicates Assure Safe-Keeping

A third and equally important need for Recordak duplicates is to give added protection to extremely valuable original files. Engineering files of original drawings, blueprints, and specifications, can be replaced only at great expense in time and labor by ordinary methods. Duplicate sets on Recordak microfilm, easily stored in vaults, protect records against loss or damage—a practice fast becoming widespread. Facsimile prints can be made any time to replace working copies.



Recordak Micro-File Machines record large documents, such as large bound volumes and mechanical drawings, on 35mm. microfilm. Duplicate facsimile prints serve as working drawings. Old, frayed drawings can be restored directly onto sensitized tracing cloth.

Accounts receivable files are another example. To reconstruct them might be impossible. Therefore, more and more business organizations, retail establishments, and financial institutions are maintaining Recordak duplicate files—saving considerable amounts in accounts receivable insurance premiums.

RECORDAK MICROFILMING Condenses

A photograph can be made a fraction of the size of the original and then enlarged to great proportions. . . . one of the most important benefits Recordak microfilming has brought to business and industry. For as a business grows, its records multiply. They overflow file cabinets. They usurp offices, taking up valuable space, crowding desks and causing "record" headaches for executives, office managers, and file clerks.

Until the advent of Recordak microfilming no satisfactory solution had been found for this growing problem. With Recordak microfilming came a simple, inexpensive remedy—the tremendous reduction of storage space requirements by microfilming. For Recordak microfilming compresses bulky files photographically—condensing records by more than 98%, without undotting an "i" or uncrossing a "t."

Recordak microfilming makes it possible to keep a roomful of records in a single desk drawer. Recordak microfilming restores convenience to active files, brings them back from distant storage rooms and puts them in the center of things again. Recordak microfilming condenses old files—permitting the originals to be thrown away—and the microfilm copies kept as long as necessary. Thus, important records which must be immediately available for reference need not become a burdensome liability in the expense and space required for their preservation.

Recordak Microfilming Saves Thousands Annually In Rent

The savings in rent achieved by Recordak Systems mount into hundreds of thousands of dollars annually, with corresponding savings in time, convenience, and patience. Insurance companies, whose vast rows of files reach for whole city blocks, are embarking on "destruction of records" programs via Recordak Systems, releasing thousands of square feet of office space, yet providing exact facsimiles of any record no matter how old, whenever needed. A state motor vehicle bureau annually copies and condenses over 1,000,000 applications, titles, and registration cards—saves thousands of dollars that formerly went into the binding and housing of the paper records. The space so released proved sufficient to house two other state departments.

With Recordak microfilm, industry can compress as many as 60,000 irreplaceable engineering records into an ordinary safe deposit box. Condensing records also makes the transportation of records simple and easy. Duplicate sets of records can be mailed—carried—easily. During the war, a naval officer carried by hand the complete plans for a battleship—literally tons of blueprints—on Recordak microfilm.

Countless other examples could be cited. Every day, everywhere, Recordak microfilming is being used to save up to 98% of the space formerly occupied by

bulky paper files. And records so condensed can never again be misplaced, misfiled, or disarranged. They become compact "bound volumes," conveniently indexed for quick reference—each record always in sequence, quickly found with a Recordak Reader—and readily reproduced at original size as a photographic print if desired.

RECORDAK MICROFILMING Protects

Recordak microfilming was originally introduced in 1928, as a means of protecting bank records—a device for automatically photographing documents passing through and out of the bank's hands. So successful did this new protection prove that it was not long before business and industry, whose records were as vital as a bank's, also sought the benefits of Recordak protection.

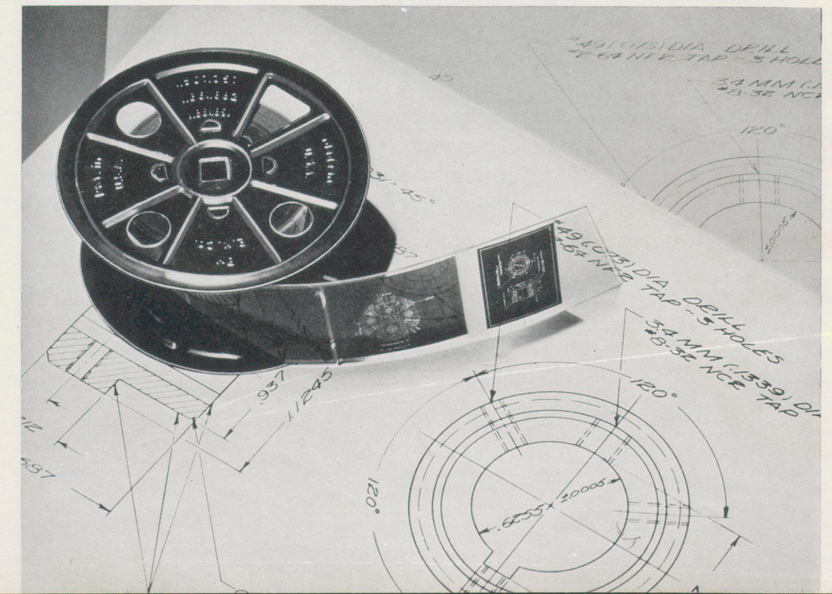
Recordak microfilming protects records in many ways. As in the case of banks, it provides a record where no other record exists. Documents flowing through business channels are speedily and accurately recorded on film.

It protects by duplication. First of all, in many installations the double Recordak film unit makes two identical photographic recordings simultaneously. One roll of film is kept for daily reference—the other retained in the security of a vault or sent to another office for safe-keeping.

There is no limit to the variety of records which can be safeguarded by Recordak Film copies, or to the flexibility of Recordak Systems whereby important records can be photographed for protection against loss or damage, or for duplication.

Some original records are so valuable—even priceless—as to make their further day-to-day use and handling a hazard to their preservation. Rare books, newspapers, manuscripts, vital statistics, historical documents—all can be duplicated with unerring accuracy and fidelity on Recordak Film, and at far less cost than would be necessary for duplication in any other way. Dual safety is provided at a single operation by two separate identical rolls.

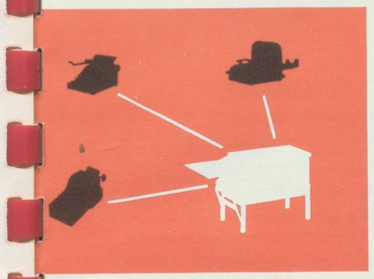
Recordak Film, in exhaustive laboratory tests, has been proved to have lasting qualities equal to those of the finest rag paper. Thus the usefulness and value of records originally imprinted on ordinary paper can be extended by many years.



The protective feature of microfilming is illustrated by the fact that from 600 to 6000 mechanical drawings can be "filed" for safe-keeping on a single 100-foot roll of 35mm. microfilm, depending upon the size of the drawing and the ratio of reduction used to photograph them.

Recordak—a Basic Business Machine

What Recordak Systems can mean to you—what they will do for you in your business—can quickly be ascertained by a survey of your present methods. For, essentially, Recordak is a basic business machine, which performs multiple services. A Recordak Microfilmer records, duplicates, condenses, and protects—four functions important in varying degrees to every business and every industry.

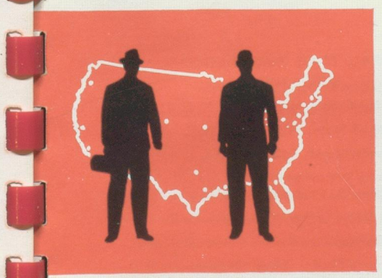


Recordak is a basic business machine—far simpler than most and, in many ways, far more useful.

Once installed Recordak microfilming will perform innumerable tasks. You will put it to work in many departments—accounting, legal, tax, sales, production, distribution and others. You will find that a Recordak Microfilmer can photograph documents of many sizes and purposes swiftly and easily, one after another with no change in the original set-up necessary. File cards, legal papers, letters, cancelled checks—these can follow one another on microfilm, without changing or altering the equipment. The machine automatically takes care of different lengths of documents, and no film is wasted—only the exact amount needed to photograph the document is used. The Recordak Microfilmer itself is completely self-contained. The machine occupies little space. You "plug" it into an electrical wall socket just as you do your other electric office equipment.

Recordak Equipment is Rented

Recordak equipment comes in commercial and technical models. The Recordak Commercial Microfilmer and its companion Film Reader are rented—not sold. The modest monthly rental—$36 per month for the combination—includes installation and complete service coast-to-coast. Recordak Micro-File Machines—used by libraries, engineering organizations, and industrial companies—are sold outright.



Nation-wide network of Recordak service and processing stations gives complete microfilming service to business and industry.

Recordak Corporation, a subsidiary of Eastman Kodak Company, is the originator of modern, high-speed microfilming. Its equipment and its services represent the combined photographic experience, resources, and research of both organizations. Offices in 20 principal cities throughout the United States maintain a complete service organization, to supervise the installation and operation of all Recordak Systems. Continuous automatic film-developing machines, which insure high quality and uniform developing of Recordak Film, provide prompt film processing—24-hour service or less in many cities. Experts of long experience in microfilming are always available for consultation. Upon request, they will make a complete survey of your present operating procedures to determine where Recordak Systems can help you most.

THOUSANDS OF ORGANIZATIONS LARGE AND SMALL ARE USING RECORDAK MICROFILMING . . .

HERE ARE SOME OF THEM



BANKS

Empire Trust Co., New York
National City Bank of New York
First National Bank of Boston, Mass.
First National Bank, Philadelphia, Pa.
Wachovia Bank & Trust Co., Winston-Salem, N. C.
Commerce Trust Co., Kansas City, Mo.
First Wisconsin National Bank, Milwaukee, Wisc.
First National Bank, Chicago, Ill.
Republic National Bank, Dallas, Tex.
Denver National Bank, Denver, Col.
United States National Bank, Portland, Ore.
American Trust Co., San Francisco, Cal.
First National Bank, Baltimore, Md.
And thousands of other well-managed banks throughout the country



INDUSTRIALS

Radio Corp. of America, New York
Timken Roller Bearing Co., Canton, Ohio
Pittsburgh Plate Glass Co., Barberton, Ohio
Servel, Inc., Evansville, Ind.
American Machine & Foundry Co., Brooklyn, N. Y.
Goulds Pumps Inc., Seneca Falls, N. Y.
Babcock & Wilcox, New York and Barberton, Ohio
General Electric Co., Schenectady, N. Y.
Recordak installations in many offices throughout the country
The Todd Co., Rochester, N. Y.
Fairbanks Morse & Co., Beloit, Wisc.
Bausch & Lomb Optical Co., Rochester, N. Y.
Bulova Watch Co., Woodside, N. Y.
American Cyanamid & Chemical Corp., New York, N. Y.
Eastman Kodak Co., Rochester, N. Y.
Parker Pen Co., Janesville, Wisc.
International Harvester Co., Chicago, Ill.
Cannon Mills, New York, N. Y.
Allis Chalmers Co., Milwaukee, Wisc.
Westinghouse Electric Corp., Pittsburgh, Pa.
Recordak installations in many offices throughout the country
Bethlehem Steel Co., Bethlehem, Pa.
Addressograph-Multigraph Corp., Cleveland, Ohio
Weston Electrical Instrument Corp., Newark, N. J.
Atlantic Refining Co., Philadelphia, Pa.
Allegheny Ludlum Steel Co., Brackenridge, Pa.
Anaconda Copper Mining Co., Butte, Montana
The Ohio Oil Co., Findlay, Ohio
Chase Brass & Copper Co., Waterbury, Conn.
Dow Chemical Company, Midland, Mich. and Pittsburgh, Cal.
The Texas Co., New York, N. Y.
Cooper Bessemer Co., Mt. Vernon, Ohio
Ludlow Valve Manufacturing Co., Troy, N. Y
Crompton & Knowles Loom Works, Worcester, Mass.
Revere Copper & Brass, Incorporated, New Bedford, Mass.



HOSPITALS

Cook County Hospital, Chicago, Ill.
Highland-Almeda County Hospital, Oakland, Cal.
University Hospitals, Cleveland, Ohio
Mayo Clinic, Rochester, Minn.
Christ Hospital, Cincinnati, Ohio
Long Beach Community Hospital, Long Beach, Cal.
Garfield Hospital, Washington, D. C.
McKeesport Hospital, McKeesport, Pa.
St. Luke's Hospital, Kansas City, Mo.
Lahey Clinic, Boston, Mass.
Roosevelt Hospital, New York, N. Y.



FEDERAL, STATE AND MUNICIPAL GOVERNMENT

Bureau of the Census, Washington, D. C.
Department of State, Washington, D. C.
Social Security Board, Baltimore, Md.
U. S. Treasury Department, Washington, D. C. and Chicago, Ill.
U. S. Navy Department, Washington, D. C.
U. S. Civil Service Commission, Washington, D. C.
Monroe County Clerk's Office, Rochester, N. Y.
Motor Vehicle-Title Division, Department of State Lansing, Mich.
Bureau of Vital Statistics, Madison, Wisc.
Department of Commerce, Washington, D. C.
Commonwealth of Massachusetts, State House, Boston, Mass.
War Department, Washington, D. C.



RETAIL STORES

Strawbridge & Clothier, Philadelphia, Pa.
Saks Fifth Avenue, New York, Chicago, and Beverly Hills, California
Milwaukee-Boston Store, Inc., Milwaukee, Wisc.
Carson, Pirie, Scott & Co., Chicago, Ill.
William Filene's Sons Co., Boston, Mass.
Gimbel Brothers, New York, Pittsburgh & Milwaukee
Woodward & Lothrop, Washington, D. C.
Joseph Horne Co., Pittsburgh, Pa.
R. H. Macy & Co., New York
Gardner-White Co., Detroit, Mich.
Broadway Department Stores, Inc., Los Angeles, Cal.
The Emporium, San Francisco, Cal.
John Wanamaker, New York and Philadelphia



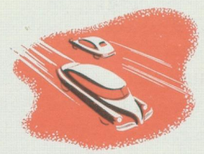
PUBLIC UTILITIES

New York Telephone Co., New York and Albany
The Western Union Telegraph Co.
Recordak installations in several cities
Consolidated Edison Co., New York
The Detroit Edison Co., Detroit, Mich.
Consolidated Gas, Electric Light & Power Co., Baltimore, Md.
Pacific Gas & Electric Co., San Francisco, Cal.
Washington Gas Light Co., Washington, D. C.
Southern California Gas Co., Los Angeles, Cal.
Pacific Telephone & Telegraph Co., San Francisco, Cal.
Tri-County Telephone Co., South Haven, Mich.



INSURANCE COMPANIES

John Hancock Life Insurance Co., Boston, Mass.
Metropolitan Life Insurance Co., New York
Lumbermen's Mutual Insurance Co., Mansfield, Ohio
Prudential Insurance Co. of America, Newark, N. J.
Occidental Life Insurance Co., Los Angeles, Cal.
Bankers Health & Life Insurance Co., Macon, Ga.
Home Life Insurance Co., New York
Massachusetts Mutual Life Insurance Co., Springfield, Mass.
New York Life Insurance Co., New York
The Mutual Life Insurance Co., New York
Kansas City Life Insurance Co., Kansas City, Mo.
Pacific Mutual Life Insurance Co., Los Angeles
Equitable Life Assurance Society, New York



AUTOMOTIVE

General Motors Corp., Detroit, Mich.
Ford Motor Co., Dearborn, Mich.
Cadillac Motor Car Division, General Motors Corp., Detroit, Mich.
Electric Auto Lite Co., Toledo, Ohio
The B. F. Goodrich Co., Akron, Ohio
Firestone Tire & Rubber Co., Akron, Ohio
Goodyear Tire & Rubber Co., Akron, Ohio



AVIATION

Curtiss Wright Corp., Propeller Division, Caldwell, N. J.
Boeing Aircraft Co., Seattle, Wash., and Wichita, Kans.
Pratt & Whitney Aircraft, East Hartford, Conn.
Lockheed Aircraft Corp., Burbank, Cal.
Bendix Aviation Corp., Brooklyn, N. Y.
Hamilton Standard Propellers, East Hartford, Conn.
Chance-Vought Aircraft Co., Stratford, Conn.
Thompson Products, Inc., Cleveland, Ohio



RAILROADS

Pennsylvania Railroad
Chesapeake & Ohio
Northern Pacific
Great Northern
The Belt Railway Co.
Chicago, Indianapolis & Louisville
Denver & Rio Grande
Wabash Railroad
Chicago, Rock Island & Pacific
Minneapolis, St. Paul, & Saulte Ste. Marie
Clinchfield Railroad
Railway Express Agency



NEWSPAPERS

The Sun, Baltimore, Md.
New York Herald Tribune, New York, N. Y.
The Philadelphia Inquirer, Philadelphia, Pa.
St. Louis Star Times, St. Louis, Mo.
Oregon Journal, Portland, Ore.
New York Times, New York, N. Y.
The Boston Globe, Boston, Mass.
New York World-Telegram, New York, N. Y.
Chicago Tribune, Chicago, Ill.
Salt Lake City Tribune, Salt Lake City, Utah
Chicago Times, Chicago, Ill.
The Providence Journal and The Evening Bulletin, Providence, R. I.



LIBRARIES

New York Public Library, New York, N. Y.
The Public Library, Boston, Mass.
Harvard University, Cambridge, Mass.
Johns Hopkins University, Silver Springs, Md.
Chicago Public Library, Chicago, Ill.
Yale University, New Haven, Conn.
Detroit Public Library, Detroit, Mich.
Massachusetts Institute of Technology, Cambridge, Mass.
Columbia University, New York, N. Y.
Illinois State Library, Springfield, Ill.
State Historical Society of Colorado, Denver, Colorado
University of California Library, Berkeley, Cal.
Houston Public Library, Houston, Texas
Library of Congress, Washington, D. C.

RECORDAK COMMERCIAL MICROFILMER

• The Recordak Commercial Microfilmer is a high-speed, automatic, photographic machine for making 16mm. microfilm records of unbound business papers—in any size up to a width of 14 inches and of unlimited length. A double camera makes two identical microfilm records of documents when duplicate records are required.

The Recordak Commercial Microfilmer is designed for quality microfilming at the lowest possible cost. Hence, every mechanical means is used to economize on the amount of film required. Basic is a control mechanism which automatically limits the film used to exactly that required by the size of an individual document. The document size therefore always determines the amount of film exposed, and the images are positioned close together on the film—reducing film consumption and cost. However, any length of document can be recorded—rolls of adding machine tape can be photographed in one continuous picture.

The use of nonperforated microfilm—introduced by Recordak—contributes further to economical operation by increasing the number of images per foot of film. Letters, for example, can be inserted side first in the machine, recording 3,000 on 100 feet of 16mm. Recordak Film—600 more than can be recorded end to end on single perforated film.

The machine will receive only one document at a time. If two documents are accidentally inserted together, the machine will stop automatically to prevent "missed" images. Another device straightens documents as they are inserted to make sure they are photographed evenly, conserving film and placing images in the correct position on a Recordak Film Reader screen.

The ease and simplicity of recording both the front and back of documents is a valuable asset of the Recordak Commercial Microfilmer which meets many microfilming needs in business today. At the side of the feeding hopper is a control switch which can be placed in three different positions. In the center position, one side of all documents is recorded—in the top position, both sides of an individual document are photographed, the machine automatically reverting to one side re-

FEATURES

REDUCTION . . . normally 24 to 1 for maximum film economy—low operating costs. Can be adapted to 19 to 1.

DOCUMENT SIZE . . . maximum width of 14 inches and unlimited length when only one side is photographed. When two sides are photographed, documents up to 14 inches in length may be accommodated.

SPEED . . . machine will photograph over 100 checks, letters, or similar documents, per minute—far exceeding the speed of an average operator.

DOUBLE-SHEET STOP . . . a signal notifies operator when two documents are inserted together and also stops the machine automatically.

AUTOMATIC TAKE-UP . . . accidental exposure, and loss of document images at beginning and end of a reel, are prevented by devices which automatically wind the film a few turns at the start and finish.

INDEX MARKING . . . by means of special indexing wheels reference data can be photographed along the edge of the film.

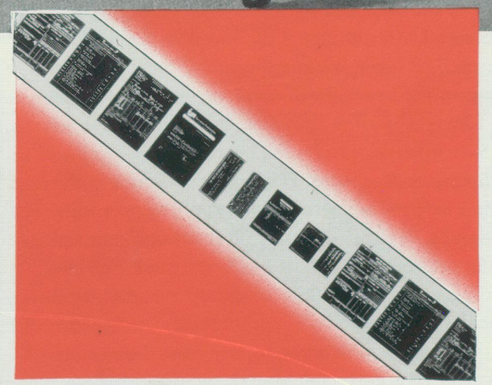
SIGNAL SYSTEM . . . a signal notifies operator if camera is set improperly, the unexposed film reel is empty, the exposed film reel is full, or if failure of film to take up occurs.

LAMP SIGNAL . . . green signal light flashes each time a document is inserted, constantly informing operator that exposure lamps are functioning. If an exposure lamp burns out, a red light automatically notifies operator.

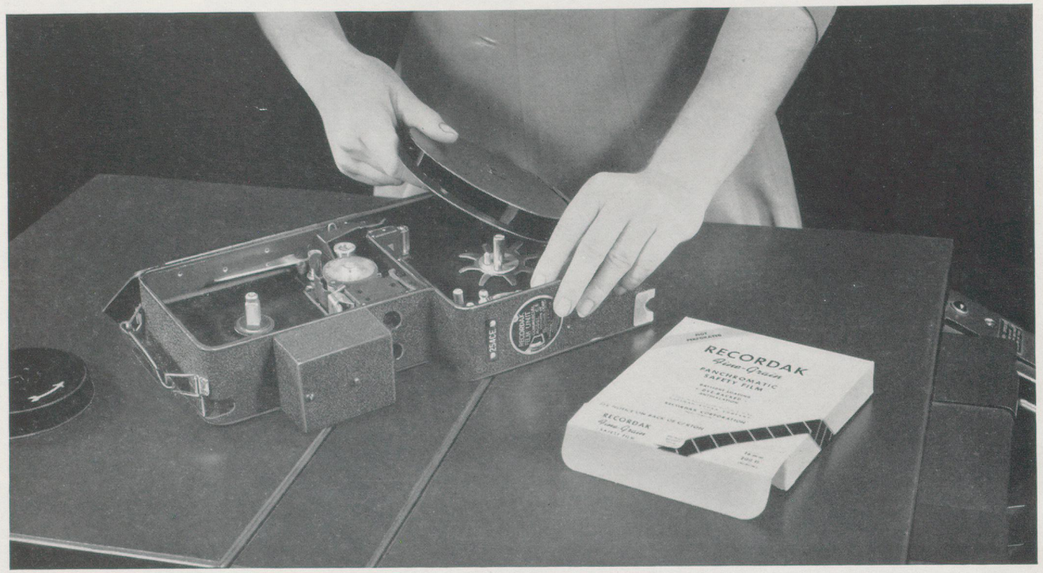
FILM . . . uses either Recordak 16mm. *Fine Grain* Panchromatic Safety Film or Recordak 16mm. *Micro-File* Panchromatic Safety Film—both embodying the quality and performance represented by years of manufacturing, research, and experience of the Eastman Kodak Company. High resolving power gives it the ability to record fine detail. Recordak Film is panchromatic and photographs all colors in proportionate contrast. Dependable Kodak uniformity makes the film particularly suitable for the reduction of large documents to images of almost microscopic sizes on microfilm. An opaque antihalation dye backing permits loading and unloading of the film unit under room lighting conditions. Any length of film can be removed whenever short strips must be processed immediately.

COST . . . no capital outlay—the Recordak Commercial Microfilmer is rented for only $36 a month, which includes one Recordak Film Reader Model 10. Rental cost includes full service of Recordak field organization. Film cost is $6.00 for one 200-foot roll of film. Processing charge is 30c per strip of 100 feet or less.





Unbound business papers like checks, file cards, letters, waybills, and statements are recorded by the thousands on a single 100-foot roll of unperforated 16mm. Recordak Safety Film.



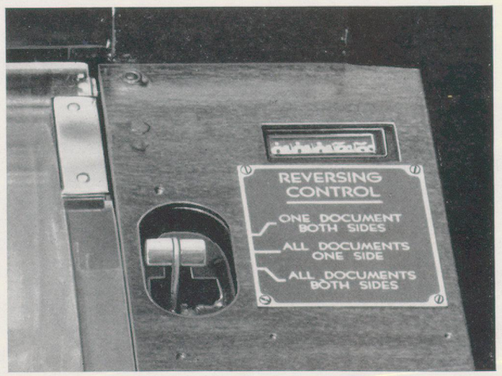
Recordak Film is inserted quickly and easily. Special dye backing permits not only loading of film under room lighting without fogging, but also the unloading of a complete roll or short strips of film for immediate processing.

cording for the next document—in the bottom position, both sides of all documents are recorded automatically. All the operator needs to do is insert each document—the machine takes care of the rest. The picture of the face of a document is immediately followed by the picture of its reverse side.

One of the outstanding features of the Recordak Commercial Microfilmer is the speed with which it operates. The speed is limited only by the ability of the operator to insert the documents—on an average of 60 letters a minute. Smaller documents, such as 3 by 5-inch cards, can be fed even faster.

Indexing of Recordak Film records is made the effortless by-product of the photographing operation by indexing devices within the Recordak Commercial Microfilmer. Provision has been made for the recording of the date, folio or group number, and of special filing symbols continuously along the edge of the film. Reference to any record or group of records is greatly facilitated by this ingenious indexing assembly which is conveniently located for finger-tip control by the operator.

In the Recordak Commercial Microfilmer then, business has a machine for microfilming which is easy to operate. A fixed focus, a fixed illumination, and a fixed aperture make it foolproof. Anyone can learn to operate it in a matter of minutes, and a system of control signals assures accurate, economical operation. Every document fed into the machine is sure to be photographed.



Reversing control provides automatic reversal, and gives flexibility essential to high efficiency in modern microfilming.

RECORDAK FILM READER • MODEL 10



• Photographing itself is only half of successful microfilming—the other half is the projection of the tiny images brightly and sharply to a size as large as the original document for easy reading, for accurate checking, and for quick reference. The Recordak Film Reader Model 10—as a companion unit for the Recordak Commercial Microfilmer—meets these requirements. Every installation of the Recordak machine includes one Model 10 Reader. In many offices, department stores, railroads, and insurance companies, the volume of reference work requires several Film Readers.

The Model 10 Reader is designed expressly for viewing 16mm. microfilm and embodies the high quality and precision manufacture, characteristic of Recordak photographic equipment. Particularly noteworthy is the special translucent screen which complements the high-resolving powers of Recordak lenses and film. Kodak

FEATURES

SCREEN . . . measures 14 by 15½ inches to accommodate full size images of large documents. Translucent type, it is made of special plastic crystals designed to give brilliant images which can be viewed by more than one person simultaneously and from a wide angle.

PROJECTION HEAD . . . can be rotated through 360 degrees to place images in vertical reading position regardless of their position on the film.

LENS . . . Kodak projection lens, especially designed for this purpose, produces clear image on screen. Optical flats hold the film firmly flat during projection, adding to sharpness of images. Focus control adjusts image for maximum clarity.

FACSIMILE PRINTS . . . paper reproductions of varying sizes can be made in a few minutes. Special Recordak Facsimile Paper eliminates need of a darkroom.

LAMP . . . uses 200-watt lamp with prefocus base to give even illumination over the entire screen area. Operates on either direct or alternating current at 100 to 125 volts. The lamp is easily replaced.

SIZE . . . requires desk space of only 20½ by 23 inches, making it a compact model—convenient to use in any office.

COST . . . no capital outlay. One Reader is included with every Recordak Commercial Microfilmer installed. Extra Readers can be rented for $5.00 a month.

research scientists have developed a new plastic crystal screen which transmits light brilliantly, sharply, and without the sparkling effects of ordinary ground-glass screens. Its wide viewing angle permits several people to read the image at the same time and with the ease of reading a printed page.

The projection head of the Model 10 Reader can be rotated through 360 degrees so that regardless of how the documents appear on the film, they can always be placed in the correct reading position on the screen. Recordak microfilm can be placed in the projection head simply and quickly and the roll of film can be advanced rapidly to provide the speedy reference required in busy offices. A roll of film can be completely advanced or rewound in a few seconds.

The condenser system of the Model 10 Reader features a heat-absorbing filter and is designed so that heat radiation is held to a harmless minimum. As a result, the film can be stopped at any image and held there for an indefinite period without fear of damage—an indispensable asset when studying reference data or transcribing notes. The projector lamp also has a prefocus base, giving more even screen illumination.

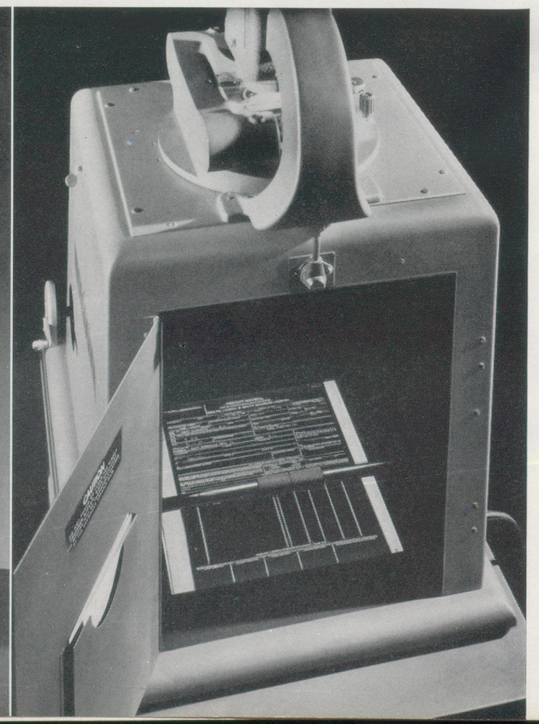
When viewing an image, two glass plates—known as optical flats—come together to hold the film firmly in focus, assuring clarity and sharpness of the projection. As the film is advanced or rewound, the optical flats separate automatically to prevent surface damage to the film. The optical flats also give added protection against heat damage to the film.

The Recordak Film Reader can also be used for making facsimile prints whenever the occasion demands. While the primary function of the Reader is for viewing microfilm, facsimile prints can be made on the spot, using special Recordak Facsimile Paper. No darkroom is required.

The Recordak Film File is designed especially for the storage of microfilm records. In the six drawers, 576 rolls of 16mm. film or 360 rolls of 35mm. film can be stored. This means that 1,728,000 letters or 4,320,000 cancelled checks (or file cards) on 16mm. film can be kept handy for quick reference in the office. For records "filed" on 35mm. film, capacity of the file is 288,000 newspaper pages or 234,000 mechanical drawings measuring 24 x 36 inches. Reference to the film records is more convenient when the Recordak Film Reader is placed on top of the file. To allow knee room when sitting to view film records, the top of the file can be pulled forward. Extension shelves on either side provide additional working space. The Recordak Film File is sold, not rented.

In some offices, occasional facsimile prints of microfilm records may be required quickly, and to fulfill this need, the Model 10 Recordak Film Reader is designed to do double duty as an enlarger. Special Recordak Facsimile Paper, which can be handled in subdued room lighting without fogging, is used for this purpose. The back of the Film Reader is equipped with a paper holder which can be adjusted to vary the magnification of the image. The size of enlargements ranges from 8 to 18 diameters, permitting a facsimile print three fourths the size of the original document. For processing the prints, a Recordak Developing kit is available for a nominal charge. It contains facsimile paper, the necessary trays, developer and fixer materials, and a blotter roll for drying the prints.





RECORDAK JUNIOR MICROFILMER

FEATURES

COMBINATION UNIT . . . The Recordak Junior Microfilmer combines the photographing and film reading units in one compact cabinet, occupying only 20 x 22 inches of desk space.

DOCUMENT SIZE . . . business papers up to 9½ x 14 inches can be photographed. Documents fastened together can be copied without the necessity of separating them. Books can also be recorded.

REDUCTION . . . Documents are photographed at a reduction of 19 to 1.

FILM CONSUMPTION . . . a guide can be adjusted to fit copy size, automatically controlling the length of film used for each exposure—prevents waste of film.

OPERATING CONTROLS . . . two trip button controls require operator to use both hands, which prevents operator's hand from obscuring any part of the document during exposure.

SIGNAL SYSTEM . . . built-in signal system warns operator of improper film loading, of full take-up reel, of empty supply reel, or of failure of film to advance properly.

VIEWING SCREEN . . . measures 14⅛ x 14⅜ inches. Has special white matte finish which gives brilliant images for easy reading—is easy to clean.

MAGNIFICATION . . . images on the reader are enlarged 23 times—20% larger than original documents.

LAMPS . . . a 150-watt prefocus base projection lamp is used for reader. Four 100-watt lamps used for microfilming are of standard size, available in any retail store.

COST . . . no capital outlay—rents for $15.00 a month. Rental cost includes full service of Recordak field organization. Film costs $6.00 for one 200-foot roll, is processed for 30c per strip of 100 feet or less.

• The Recordak Junior Microfilmer is a combination 16mm. microfilming machine and film reader designed for use in business offices where the volume of work does not require the speed of the automatic machine. Renting for only $15.00 a month, it provides economical microfilming with quality results and dependable performance.

The photographing unit and the film reading unit are contained within a single compact cabinet. The conversion of the Recordak Junior Microfilmer from a photographing machine to a film reader is accomplished by the flip of a switch and the lowering of a self-contained screen into the reading position. When not in use the screen is secured against the inside rear panel of the cabinet.

The Junior Model achieves the ultimate in microfilming economy. Consistent with its low rental is a mechanism for keeping film consumption and costs at a minimum. A movable guide-bar, aligned at the top edge of material to be photographed, not only "frames" the document for correct exposure, but also effects an adjustment in the film unit which limits the film exposed to the exact amount required to photograph that document. There is no waste of film.

Wide variety of business documents can be photographed on the Recordak Junior Microfilmer including bound volumes as well as single sheets.





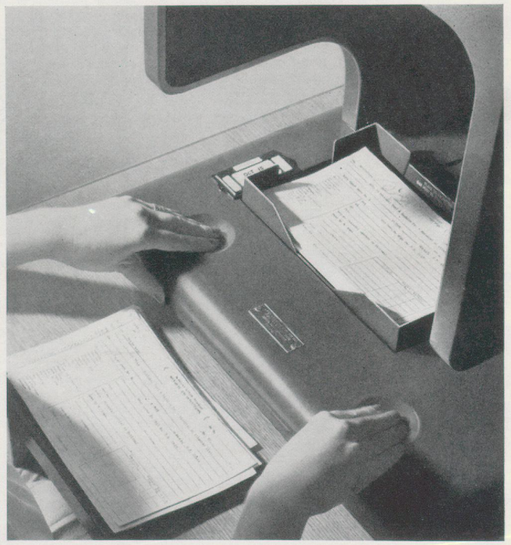
When used as a Reader, operator simply lowers the screen and flips a switch. The film is advanced, picture by picture, or at high speed by a conveniently located control at the operator's right.

When used as a reader, the Recordak Junior Microfilmer projects sharp and clearly defined images, while also protecting the film from heat damage. Images can be held on the projector for any length of time when detailed study or transcribing is desired. Two optical flats hold the film firmly in focus during projection. They separate automatically as the film is advanced or rewound, protecting the film from surface damage.

The Recordak Junior Microfilmer projects clear, brilliant images, larger than actual size, on its self-contained, specially designed screen, which measures 14⅛ x 14⅜ inches. Because of its economy and versatility the Recordak Junior Microfilmer is ideally suited, either as a self-sufficient microfilming unit, for small business organizations, or as a flexible photographing and film reading auxiliary in larger establishments.

The Recordak Junior Microfilmer is operated with two button controls. The operator must use both hands, thus preventing the chance of interfering with an exposure by reaching over the copy-table to remove a document. A good exposure is assured at every operation.

A feature of flexibility of the Recordak Junior Microfilmer is the variety of documents—up to 9½ x 14 inches in size—which can be photographed. They need not be single sheets. Papers fastened together can be placed on the copyboard, the guides adjusted, and the machine operated—a new page simply turned under with each new exposure. Both sides of documents can be photographed by the Recordak Junior Microfilmer. Card files, checks, and other small forms can be photographed front and back at top operating speed—the reverse side of one form being photographed simultaneously with the face side of the one following. An indexing device within the photographic field provides for the continuous recording of indexing data along the edge of the film.



Adjustable guide fits the document exactly and conserves film by automatically limiting the advance of film to the exact requirements. Index guide permits photographing of file and reference codes.

RECORDAK MICRO-FILE MACHINES

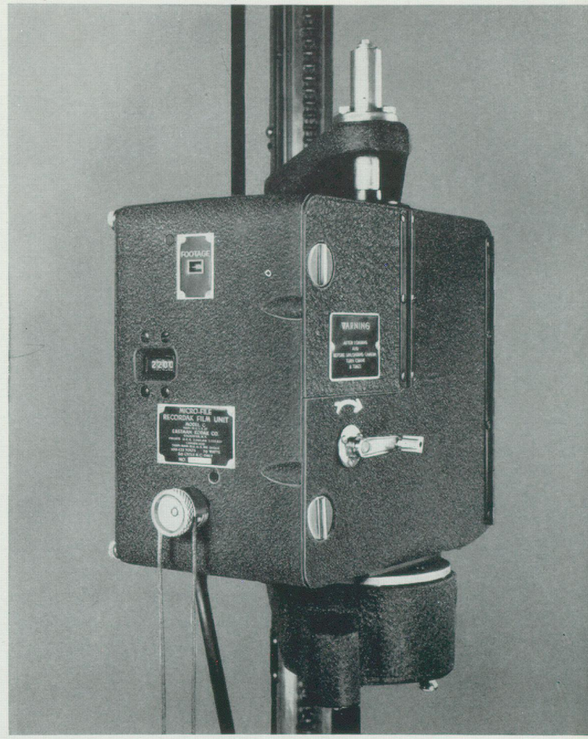
• The accurate, inexpensive reproduction of business papers as minute images on a roll of microfilm —for quick reference, to save valuable filing space, and for protection against loss and damage—is important in many fields of business and industry. The success of recording letters, file cards, and other relatively small business documents on 16mm. film led to the demand for a wider film for accommodating larger documents and large bound volumes. Recordak Micro-File Machines, using 35mm. as well as 16mm. film, solved this problem.

Recordak Micro-File equipment includes several models, each designed to cover a specific document range. A floor model records large bound volumes. A table model photographs large single sheets. A portable model is especially designed for photographing documents at various field locations.

Companion equipment includes a floor model Film Reader for viewing 35mm. or 16mm. microfilm images; an enlarger for making facsimile prints; and a portable projector.

The film unit in all Recordak Micro-File Machines is a mechanical "brain" through which the operating efficiency and high-quality results of microfilming large documents are achieved. Automatic control devices in the film unit actuate operating parts of the machine itself, producing the speed so essential to efficient and economical microfilming.

Quality performance in Recordak Micro-File Machines is also attributable to a special Ektar lens, made from the best formula that Kodak has ever developed for optical products. Recordak Micro-File models are thus equipped with the best lenses within scientific development to produce photographs of unequalled quality. This special Kodak Micro-File Ektar Lens was custom built to the finest precision requirements, giving to Recordak Micro-File Machines the ability to record documents with a quality of resolution that assures precise, clear images and sharply defined facsimile prints.



Mechanical "brain" of all Recordak Micro-File Machines is the Film Unit. Contains a Field Indicator, motor-actuated mechanisms which govern automatic operation, and safety devices to prevent improper operation.

The lens used in all Recordak Micro-File Machines is custom made from the famous Kodak Ektar formula and possesses unusually high resolving powers so essential to the exacting requirements of modern microfilming.



RECORDAK MICRO-FILE MACHINE • MODEL D

• Recordak Micro-File Machines are designed especially for photographing large and small bound volumes and single-sheet documents larger than 14 inches square. Individual documents—such as large maps, mechanical drawings, floor plans, single newspaper pages, and bound volumes, such as books, magazines, government records, corporate records, and bound newspaper volumes—are typical of these business records. Single sheets up to 37½ x 52½ inches and bound volumes with a page width up to 18 inches can be photographed at reductions of 8 to 30 diameters. Primarily, 35mm. film is used, but accessories are available for using the same equipment with 16mm. film.

Every need for microfilming large documents is met by the three different models of Recordak Micro-File Machines. Most widely used is the Model D—a moderately priced and extremely flexible unit which is adaptable to a variety of applications, as determined by document size and ratio of reduction. At normal reductions of 8 to 20 times it will photograph single-sheet documents with dimensions up to 25 x 36 inches, a range which provides for the majority of business and industrial purposes.

An accessory copyboard is available for installations in which larger size sheets up to 37½ x 52½ inches may be photographed at reductions up to 30 diameters. This is accomplished by placing the copyboard on the floor with the Micro-File Film Unit at the extreme elevation above it.

The Model D Recordak Micro-File Machine can be moved around the plant when necessary so that files which are subject to constant reference can be microfilmed on the spot. Finished in neutral gray, the Model D fits in well with the style of modern office decorations.

A basic feature of all Recordak Micro-File Machines is a set of controls which assures maximum photographic quality at minimum film cost. Typical of these is the Field Indicator, an integral part of the Film Unit. The Field Indicator is a light beam which is projected through the lens onto the copyboard. It illuminates the exact area of the document to be photographed, and is synchronized with an automatic device which exposes only the exact amount of film required. The Field Indicator also makes it possible to photograph any part of a large document without wasting film. Only a hairline of unused film separates the images as they appear in unalterable sequence on the roll of microfilm. There is, therefore, no film wastage.

The Film Unit is adjustable vertically along the supporting column, which is calibrated to show the ratio of reduction. As the Film Unit is moved up or down the column, an automatic mechanism makes a compensating adjustment of the lens so that the document on the copyboard is always in sharp focus. This automatic feature saves time and eliminates the errors of visual focusing.

Variations in paper surfaces—glossy or dull—and in the color of papers, have been provided for in the Recordak Micro-File Machines. A photoelectric exposure meter determines the light intensity and indicates the correct exposure on the control panel. The lamp voltage is then adjusted to assure the exact intensity of light required to produce a precise, clear image on the film.

At any height on the support column, the Film Unit can be rotated through 360 degrees. Book pages or individual records can be photographed so that the images are either crosswise or lengthwise of the film. Less film is used when the longer dimension of each document can be photographed crosswise because more images can thus be recorded on a 100-foot roll of film.

This rotating feature is also incorporated in Recordak Film Readers, so that regardless of the positioning of images on the film, they can always be placed in a vertical position on the reader screen. Ease of reading microfilm images is therefore kept on a par with the flexibility and economy of producing them.



FEATURES

FILM UNIT . . . electric motor automatically operates shutter, advances film, and actuates a suction device which holds the film flat and in the focal plane during exposure. Can be rotated through 360 degrees to photograph documents crosswise or lengthwise of the film to obtain maximum film economy.

LENS . . . unequalled Kodak Micro-File Ektar Lens is especially designed for exacting resolution requirements of microfilming—assuring clear images on film readers and finest of definition for sharp reproduction in facsimile prints.

FIELD INDICATOR . . . a light beam through the lens precisely defines the area to be photographed, while a synchronized mechanism adjusts film advance to use only the required amount of film—no film is wasted.

EXPOSURE . . . a Photoelectric Meter determines correct exposure—indicating the illumination requirements on the control unit. The voltage is then adjusted accordingly. Four 300-watt Photoflood lamps give correct diffusion of the light. They are mounted on fixed supports to provide an even distribution of light over the entire area of the copyboard.

OPERATING SPEED . . . single-sheet documents, identical in size, can be photographed at a speed of 40 exposures a minute, if the ratio of reduction is constant.

REDUCTION RATIO . . . normal reductions are made 8 to 20 diameters. Books with pages up to 18 inches in width can be recorded one or two pages at a time. Books with pages up to 25 inches can be recorded one page at a time, lengthwise along the film by rotating the film unit 90 degrees.

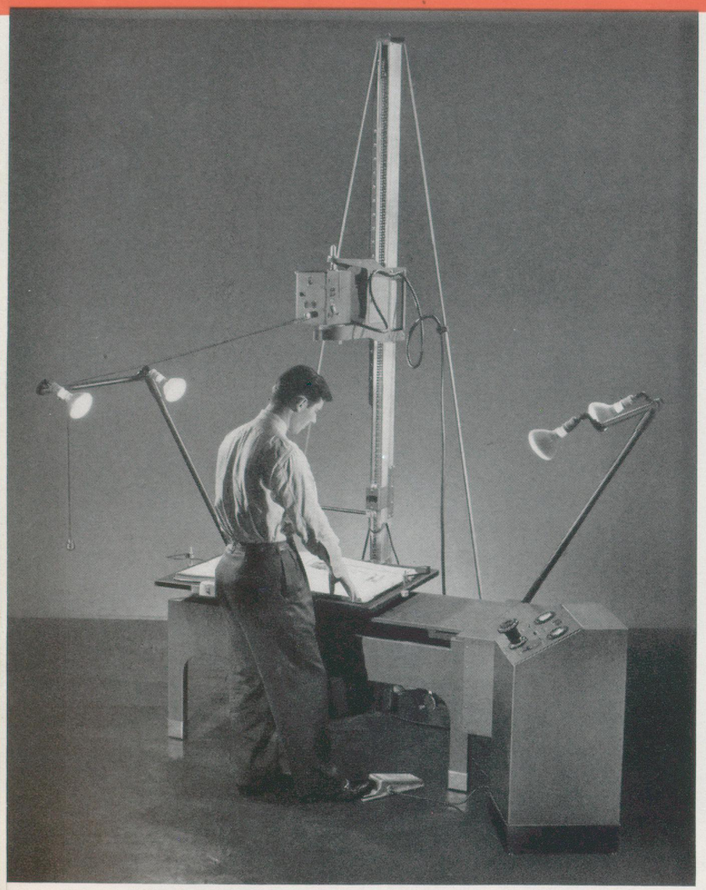
CONTROLS . . . all electrical controls are incorporated in a separate unit which stands alongside the machine. A foot-pedal switch operates the machine, leaving the hands conveniently free for handling copy. Operates on 100-125 volts, 60-cycle A. C., but may be adapted for D. C. with accessory converter.

FILM . . . uses 16 or 35mm. Recordak Micro-File Panchromatic Safety Film, assuring quality and high fidelity—the result of years of manufacturing, research, and application by Kodak. High-resolving powers permit the recording of finely detailed documents. Panchromatic, the film will photograph all colors in proportionate contrast. Uniformity of the dependable Kodak quality permits the reduction of large documents to microscopic images on microfilm. A backing of antihalation dye on the film allows loading and unloading of the film unit under normal room lighting without danger of fogging.

ACCESSORIES . . . copyboard for accommodating documents up to 37½ x 52½ inches, increasing reduction ratio from 20 to 30 times; a converter for using direct current; and conversion parts for using 16mm. film.

COST . . . see accompanying price list.

RECORDAK MICRO-FILE MACHINE • MODEL C-1



• Many business firms now using Recordak microfilming for protective purposes and for reducing filing space have found the semi-automatic Model C-1 Recordak Micro-File Machine ideal for photographing old bound volumes. In numerous instances, such bound records contain the only copies of valuable statistical information pertinent to the company's history. These original records, as well as the microfilm copies are retained for safe keeping. Hence, the Model C-1 microfilming machine is especially efficient and economical for such applications because the bound volumes can be photographed page by page, without removing the sheets from the binder.

A special, oscillating bookholder is the basic feature of the Model C-1. Each successive page of a bound volume is automatically moved into the photographic field after each exposure. As the volume oscillates from side to side, the film advances automatically, while the page is turned manually. A self-leveling device compensates for the varying thickness of an open volume, assuring sharp images.

The oscillating bookholder contributes to faster microfilming. When recording one page at a time the speed is 20 pages a minute. For two pages in a single exposure, the oscillation is eliminated and the speed is 80 pages a minute. A foot pedal controls the oscillation, leaving the hands free to turn the pages, contributing further to fast operation.

Ratio of reduction of the Model C-1 is 12 to 30 diameters. With this wide range, any bound volume, from standard book size to newspaper size and larger, can be photographed with ease. For photographing smaller volumes in quantity, accessory parts for using 16mm. film are available and provide greater economy in film costs.

FEATURES

GENERAL . . . uses same Film Unit, Lenses, Field Indicator, 16mm. conversion parts, Photoelectric Exposure Meter, Control Unit, and Recordak Micro-File Panchromatic Safety Film as described for the Model D unit on the preceding page.

REDUCTION . . . ratio of reduction is from 12 to 30 diameters.

BOOKHOLDER . . . holds both pages of bound volumes in the same plane for recording one or two pages at a single exposure. When photographing single pages, bookholder shifts automatically to bring each succeeding page into position.

COST . . . see accompanying price list.

RECORDAK MICRO-FILE MACHINE • MODEL E

• The need for a precision-built portable unit is met by the Model E Recordak Micro-File Machine. Transported in two carrying cases and easy to assemble, it takes microfilming directly to field applications, particularly in cases where documents cannot be brought to a central photographing center. Title Abstract and Insurance companies use the Model E for making copies of records in county offices. Field auditors make exact copies of records and reports at high speed for detailed analysis at a central office, thus cutting the time and cost of field auditing trips.

The cover of the larger carrying case is used as a copyboard for the Model E. It fastens to the tripod legs which hold it level and "square" with the Film Unit. Each tripod leg is calibrated identically with the reduction ratio numbers on the lens collar. Thus, when the tripod legs and lens are both set to the same calibrations, the copyboard is in the proper position and the document is in correct focus. Illumination is determined by the exposure meter—adjustable to any color variation.

Operation of the Model E is both versatile and simple. It can microfilm bound volumes or single-sheet documents. Bound documents up to 19½ x 24½ inches can be photographed at reductions of 10 to 18 diameters and at speeds up to 40 pages a minute—as many as 80 with two pages an exposure. It also photographs up to 30 diameters, by mounting the documents on the wall, and turning the Film Unit to a horizontal position. A calibrated steel tape, drawn from the Film Unit, exactly measures the distance from the document, eliminating the chance of error in visual focusing.

FEATURES

GENERAL . . . uses same Film Unit, Lenses, Field Indicator, 16mm. conversion parts, and Recordak Micro-File Panchromatic Safety Film as used for the larger Recordak Micro-File machines. A Photoelectric Exposure Meter is included. The control unit is incorporated in the traveling case.

REDUCTION . . . normal reductions are from 10 to 18 diameters, but reductions up to 30 diameters are possible by placing documents on a convenient wall and turning the Film Unit accordingly. Maximum speed is 40 exposures a minute. Amount of film advanced for each exposure is adjusted by the Field Indicator to suit copy size and provide maximum film economy.

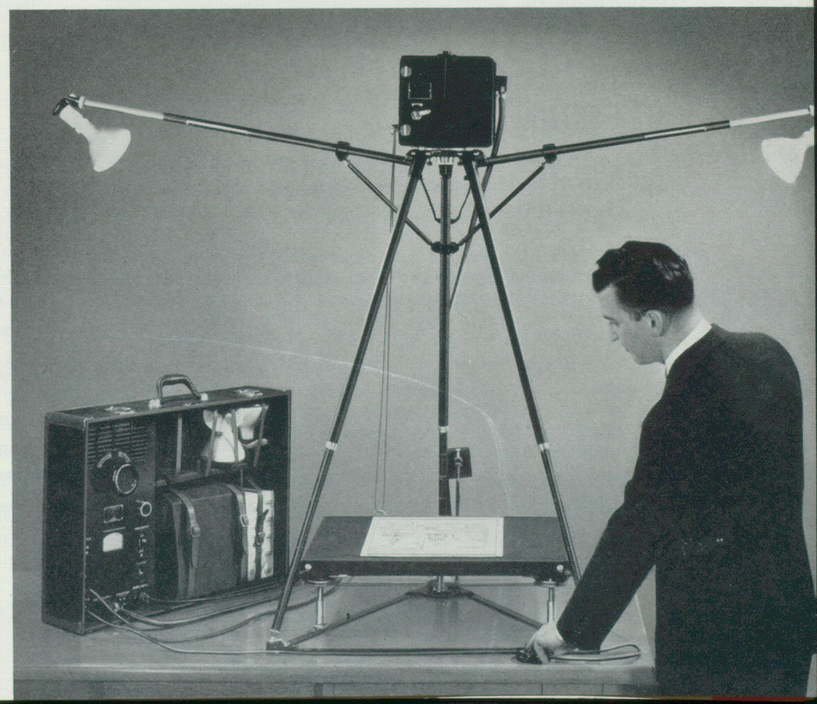
COPYHOLDER . . . can be raised or lowered for various thicknesses of bound volumes. Legs of tripod and lens of Film Unit are identically calibrated for each reduction ratio. When both are set to conform, the copy is in focus.

ILLUMINATION . . . two 300-watt, 100-volt lamps illuminate the copyboard. Their intensity is adjustable to assure proper exposure, as indicated by photoelectric meter.

PORTABILITY . . . carried in two traveling cases and assembled quickly for ready application in the field.

TRIPOD . . . a sturdy tripod rigidly supports Film Unit and copyboard during exposures. Is carried in separate case.

COST . . . see accompanying price list.



RECORDAK FILM READER • MODEL C



• The increasing use of 35mm. microfilm called for a companion film reader capable of projecting 35mm. as well as 16mm. film. The Recordak Film Reader Model C—embodying all the advances in quality engineering and design achieved by Kodak—answers this need. Provision for speedy reference, easy reading, extended viewing periods and effortless operation has been incorporated in this unit. Its range of magnification permits the viewing of either 16mm. or 35mm. microfilms on which documents have been photographed at varying reductions.

The Model C Reader is first a companion machine for the Recordak Micro-File Machines. Second, it can function on its own in places where extensive files of 16mm. and 35mm. microfilms are retained for reference purposes, although no actual microfilming work is performed on these premises. Libraries, historical societies, educational and cultural institutions which subscribe to film editions of newspapers, and retain microfilm

FEATURES

MAGNIFICATION . . . adjustable from 12 to 23 times by a movable screen. Documents reduced from 8 to 30 diameters on microfilm can be projected back to readable size. Images are continuously in focus.

SCREEN . . . measures 18 x 18 inches to accommodate projection of large documents microfilmed at low reductions. Special translucent screen of new Kodak-developed plastic crystals transmits the light brilliantly, sharply, and without the sparkling effects found in ordinary ground glass screens.

SCANNING . . . lever at operator's left moves the copy across the screen so that microfilm images can be viewed at high magnifications. Images are kept in focus automatically at all times. Scanning device expands viewing area to the equivalent of a 29 x 40-inch screen.

ROTATING HEAD . . . projector head can be rotated through 360 degrees so that image can be placed in correct reading position on screen regardless of position on film.

OPTICAL SYSTEM . . . a 200-watt, prefocus base lamp provides even illumination over entire screen area with a minimum of radiated heat. Specially designed Kodak lens further assures accuracy of projection, even illumination, and constant brightness. Has features for protecting the film against heat damage. Heat-absorbing filter in condenser system gives added protection to film.

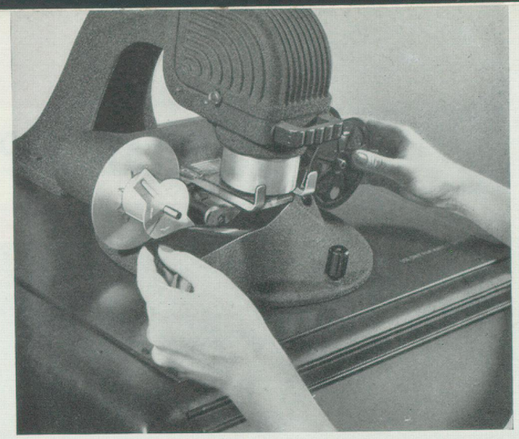
FILM PROTECTION . . . optical flats hold film in focal plane during projection. They separate automatically when film is advanced, to prevent damage, give added protection against heat, and permit one image to be viewed for any length of time without damage to the film.

EXTENSION SHELF . . . can be equipped with accessory shelf which provides a working table for note taking.

COST . . . see accompanying price list.



Adjustable screen permits image magnifications from 12 to 23 times. Scanning device brings into view any part of images of large documents.



Rolls of microfilm can be inserted easily and quickly. Quick reference to microfilm files is assured by fast winding mechanism.

copies of rare books and manuscripts have found the Recordak Film Reader Model C to be highly practical for and popular with their patrons.

Business organizations, engineering firms, and commercial establishments with many branch offices have recognized in the Recordak Film Reader Model C an especially well-designed and well-constructed unit from which years of trouble-free use can be expected.

An exclusive feature of the Model C Reader which makes it ideally suited for all kinds of viewing purposes is the unique arrangement for obtaining a wide variation in magnifications. First of all, the magnification can be varied from 12 to 23 times by adjusting the screen—the image remaining automatically in focus at all times. Second, the screen size is large—18x18 inches—to accommodate highly magnified 35mm. film images. Third, a scanning device moves the copy over the screen so that any part of the larger 35mm. film images can be viewed at high magnification. The scanning device affords all of the advantages of a much larger reader and screen, but without the excessive size and bulk of such equipment. In fact, the Recordak Film Reader Model C has a viewing area equivalent to a screen 29 x 40 inches at a fixed magnification of 23 times.

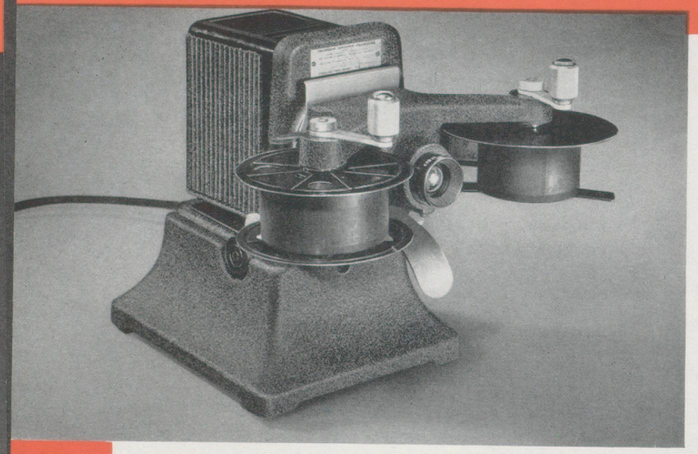
These features make the Model C Reader a flexible machine for the entire range of reductions from 8 to 30 diameters possible on Recordak Micro-File Machines. Any reduction on 16mm. film can be viewed in its entirety and 35mm. film images can be so viewed by means of the scanning device. Hence, such documents as newspapers, large mechanical drawings, and wiring diagrams—up to 37½ x 52½ inches in size—can be projected and any part of the image brought within easy view.

Another outstanding feature of the Model C Reader which contributes to easy and comfortable viewing of images is the material used in the manufacture of the special screen. A new plastic material, developed by Kodak research scientists, has the characteristic of transmitting light brilliantly, sharply, and without the sparkling effects of ordinary screens. As a result, more than one person can easily view the screen at the same time and from a wide angle.

In all applications of modern microfilming, the need of viewing a single image for a long period of time often arises. The Model C Reader provides for this contingency by safeguards which protect the film from any possible heat damage. First, the condenser system features a heat absorbing filter designed to keep heat radiation at a minimum. Second, two glass optical flats provide protection while holding the film in fixed focus. Consequently, in instances where images are held on the screen for an unlimited time, for taking notes or typing long passages, there is no danger of damage to the film by heat.

The simplicity of inserting rolls of microfilm and the speed of advancing them are features of the Model C Reader important to the efficiency of reference work. One winding wheel provides normal speed for advancing the film, picture by picture. Another wheel moves the film at high speed so that a roll of film can be rewound quickly. A roll of film 100 feet long can be rewound in the matter of a few seconds.

RECORDAK PORTABLE PROJECTOR • MODEL A



FEATURES

MAGNIFICATION . . . from 10 to 100 diameters, at distances of 2 to 20 feet, permitting use by individuals or by groups. Accommodates either 16 or 35mm. film. Magnification of 30 diameters is available at 6½ feet.

LENS . . . special Kodak Anastigmat lens gives high quality definition for the projection of large images. Operator can remain seated by the machine and satisfactorily read images at the projected distances. Elevating mechanism centers image on the screen.

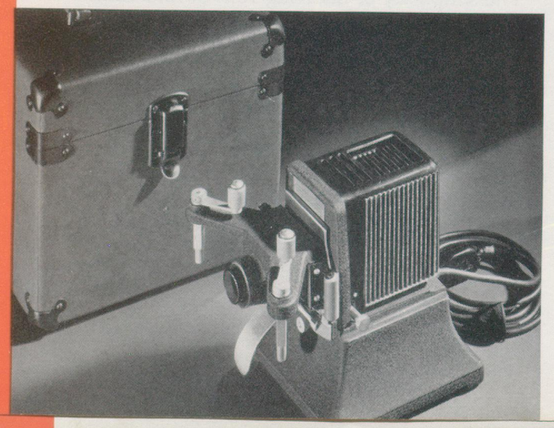
ROTATING HEAD . . . film head can be revolved through 360 degrees to project horizontal or vertical images regardless of their position on the film.

OPTICAL FLATS . . . hold film absolutely firm during projection, assuring sharp images. Bottom flat holds film in fixed position, relative to the lens. As film is advanced, it is protected from damage by releasing the top flat.

PORTABILITY . . . weighs only 12 pounds complete with carrying case. Contains space for lamps and extra reels.

COST . . . see accompanying price list.

Compact carrying case measures 8 x 10 x 10½ inches—smaller than a portable typewriter—and weighs only 12 lbs. complete.



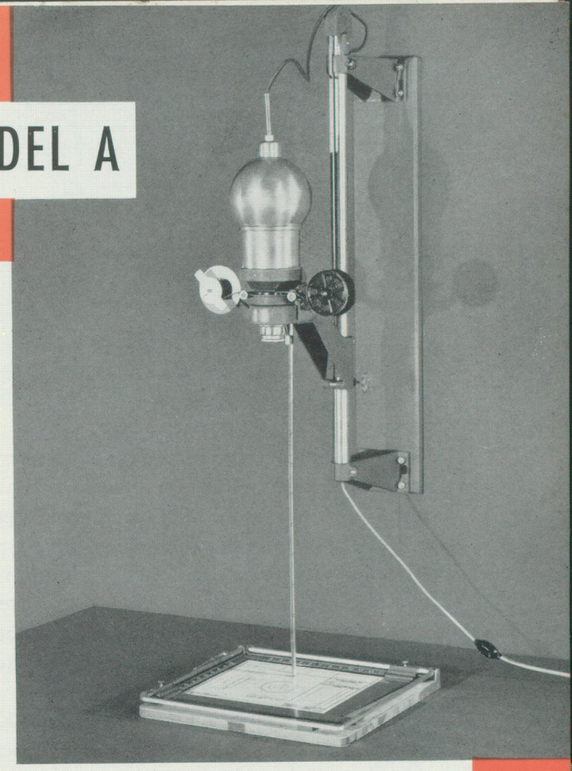
• During the war, the Armed Forces and many Federal agencies drafted Recordak Microfilming for microfilming plans and drawings of ships, airplanes, and large military equipment. Thousands of rolls of microfilm were flown to Army and Navy posts and repair bases all over the world—saving space, money, manpower, and time. Out of this global use of microfilming developed the need for a portable projector small enough for easy transportation by hand. The answer was the Recordak Portable Projector Model A, now available to business and industry for projecting microfilm on screens or on light-colored walls.

Weighing only twelve pounds, the Recordak Portable Projector is easily carried anywhere for projecting 16 or 35mm. microfilm before conference groups. It projects sharp images of drawings for detailed study and for training purposes. It may also be used for occasional reference to microfilm files in the field where larger Film Readers are not immediately accessible. Compactness and quality of performance make the Portable Projector ideal for sales and advertising presentations—eliminating the need of transporting bulky portfolios.

The optical system of the Portable Projector is precisely designed to provide a high level of illumination on the screen—unusual for an instrument of this size. It utilizes the high-resolving powers of Recordak microfilm and lenses to assure an image which is sharply defined at any reasonable projection distance. Heat-absorbing glass in the optical system protects the film so that any single image can be projected for an indefinite period.

The projection lens is a special Kodak Anastigmat Lens, especially designed to give high quality projection of large images at short distances. The operator can sit at projector and still be close enough to the screen for effortless reading because it will magnify images 30 diameters at a distance of only 6½ feet.

RECORDAK ENLARGER • MODEL A



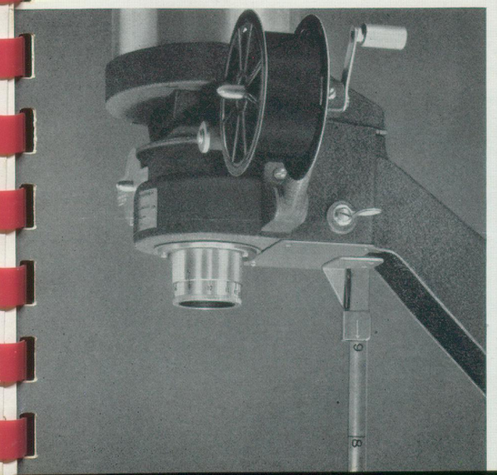
• In many business and industrial offices where Recordak microfilming is daily routine, enlargements of 16mm. and 35mm. microfilm images are frequently needed for multiple distribution. Libraries supply prints of old books and documents. Engineering organizations distribute prints of working drawings for many uses.

The Recordak Enlarger Model A is especially designed to meet the need for a precision unit capable of producing photographic facsimile prints that are the equal in clarity and sharpness of the images on Recordak Film.

An outstanding feature of the Recordak Enlarger is the precision-designed optical system, especially its Kodak Micro-File Ektar Lens—the same as used in Recordak Micro-File Machines. It has an extreme flatness of field and maximum resolving power, assuring the same qualities of sharpness in the enlargement that exist in the microfilm image. The lamp housing combines both the diffusing and the condensing types of illumination, further contributing to quality enlargements.

Compact in design, the Recordak Enlarger is easy to operate. Magnification range is 4 to 30 diameters, permitting enlargements up to 37½ x 52½ inches in size. The lens is calibrated at the factory for critically sharp focusing—sharper than is possible by the human eye.

A flexible steel tape, mounted on the lens bracket, is marked with a magnification scale corresponding to that on the lens. When drawn down until it touches the paperboard, the calibrated tape indicates the correct magnification. Adjusting the lens to the same magnification assures exact focus, and eliminates any possibility of error.



Lens and flexible steel tape are identically calibrated to eliminate chance of error in focusing and to assure facsimile prints, sharp in every detail.

FEATURES

LENS . . . uses famous Kodak Micro-File Ektar, especially designed and manufactured to the utmost precision to meet the severe requirements of modern microfilming. Produces clear enlargements of maximum uniformity and needle-sharp definition of extremely small detail up to the far corners of the print. Lens seat is precision machined with respect to focal plane, guaranteeing absolutely perpendicular projection.

MAGNIFICATION . . . ranges from 4 to 30 diameters. Steel tape, calibrated in the magnification scale identical to that on the lens, pulls out from the enlarger unit to measure correct distances. Enlargements of extreme magnification from tiny microfilm images can be made and still retain the minute detail of complex mechanical drawings.

FOCUSING . . . lens is calibrated with scale on steel tape. When lens and tape are set at same magnification, focusing is exact, eliminating errors in visual focusing.

ILLUMINATION . . . combines both diffusing and condensing types of illumination which affords best possible enlargements. Optical flats hold the film firmly in focus during exposures, assuring the sharpest of reproductions.

COST . . . see accompanying price list.

RECORDAK—FOR EVERY MICROFILMING NEED

FILM AND PROCESSING

• The pre-eminence of Recordak in the microfilming field has been built upon a record of maintaining the highest standards of quality and performance of Recordak equipment. Without a comparable quality in the film on which important records are preserved, microfilming could not have gone forward, since 1928, as the primary contribution to efficiency and economy in business record keeping which it now commands.

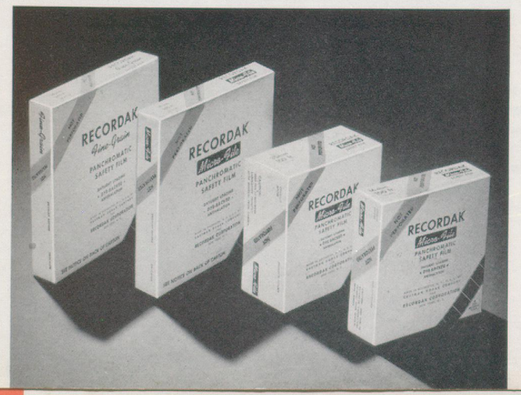
All Recordak Film is manufactured by Kodak, especially to meet the exacting requirements of microfilming operations which cover the entire field of business records. Kodak research and manufacturing facilities plus twenty years of Recordak experience with thousands of microfilming applications have combined to produce the finest, most lasting, and safest film for record-keeping that it is possible to produce. All Recordak Film is panchromatic film which faithfully reproduces varying shades and colors in proportionate contrast in a clear cut, readily identifiable picture-image. Recordak film is uniform throughout in the speed and high resolving power which are essential to the reproduction of records by the thousands per hour, down to microscopic sizes, and then enlarged back to original size or larger in projected images on a reader screen or in facsimile form.

To provide the maximum use of the film width in recording documents photographically, the Recordak *Fine-Grain* Panchromatic Safety Film and the Recordak *Micro-File* Panchromatic Safety Film, in both 16 and 35mm., are available without perforations. Many documents can be photographed with the lengthwise dimension appearing crosswise on the film. In addition, an automatic control closely "butts" the images together to provide the most effective use of the film area. These features bring maximum economy to Recordak microfilming.

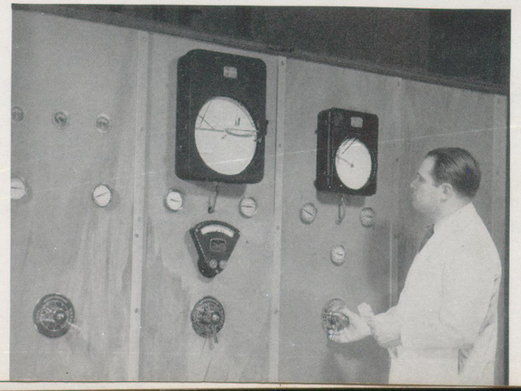
A fine grain emulsion on all Recordak Film results in a sharp photographic image. This assures fine facsimile prints with every detail clearly defined. An opaque, antihalation dye backing on the film makes it possible to load and unload the film unit under daylight conditions without danger of fogging. Thus, when immediate processing is necessary, any length of film can be removed without danger of "losing" the images.

The film base of cellulose acetate provides the safety feature of Recordak microfilm. The National Bureau of Standards, after exhaustive tests, found Recordak Film to be "as suitable for permanent records as the best grades of record papers." The Underwriters Laboratory today rates the acetate safety film with ordinary paper files in the degree of safety against loss by fire.

Recordak Safety Film is made especially by Kodak to meet the critical requirements of modern microfilming. The Fine Grain Panchromatic Film is used for microfilming in both the 16 and 35mm. equipment.



Thermostatic controls immediately indicate a fraction of a degree change in the temperature of water used in processing — an important factor in maintaining a constant temperature of the developing solutions.



Kodak Processing Methods Used

The actual recording of documents photographically is only part of the job of microfilming. The exposed images must still be preserved on the film with the best possible legibility. Ever since Recordak originated modern microfilming in 1928, it has led the field in methods of developing the film because it has had access to the processing equipment and techniques of the Eastman Kodak Company, and the latest improvements by Kodak are made immediately available to Recordak.

One of the most important factors in film processing is the temperature of the developing solutions. It must be maintained accurately and constantly within a tolerance of plus or minus one degree in order to achieve consistent results. In Recordak processing laboratories thermostatic controls are used to maintain the various solutions within the narrow temperature limits.

The criterion of quality in film processing is a constant density and contrast of the microfilm images. The developing solution is continually replenished during the day. Recordak uses sensitometric methods to maintain the formula of the solution at a constant level. Any variations are immediately detected and corrected with compensating adjustments. Identical safeguards are followed in every Recordak laboratory to assure standard processing quality throughout the country.

Long-lasting characteristics of Recordak microfilm are again the result of experience in processing technique. The film negative must be practically hypo-free to guard against the fading of the silver images with age. The U. S. Bureau of Standards requires that the residual hypo content on the film must be less than 0.005 milligram per square inch to comply with the specifications of archival quality



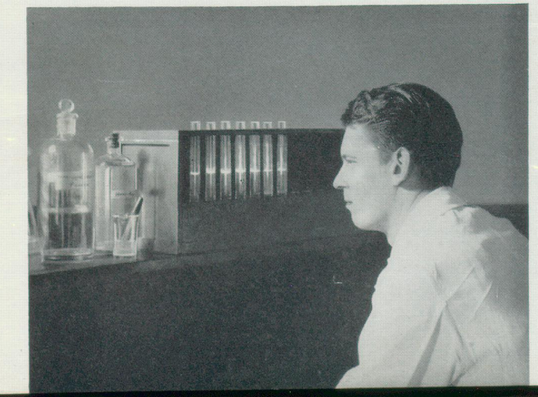
Recordak microfilm is long-lasting because scientific measures are taken to keep residual hypo on the film to less than 0.005 milligram per square inch, as required by the U. S. Bureau of Standards.

for long life. Recordak maintains this standard with special washing controls and tests the results every hour of the day.

In addition to the painstaking steps of assuring quality processing, Recordak takes the greatest of care to inspect all film as double assurance to the customer that his microfilming equipment is functioning properly. Inspectors watch for exposure quality and image position on the film. If the customer's equipment does not appear to be recording the documents satisfactorily, Recordak service supervisors are immediately notified and a serviceman is dispatched to the installation to check the equipment operation.

Most Recordak processing stations operate on night and day shifts to provide the fastest possible service to customers. As a result, service within a few hours can be provided in major cities from coast to coast. The use of automatic, continuous processing equipment contributes largely to this fast service which makes it possible for the film to move through the machines at great speeds.

Sensitometric methods are used in Recordak laboratories to maintain the chemical formula of the developing solution within narrow tolerances, thus assuring constant density and contrast of the microfilm images.



Painstaking inspection of all microfilm in Recordak laboratories gives double assurance to the customer that his microfilming equipment is functioning properly at all times.

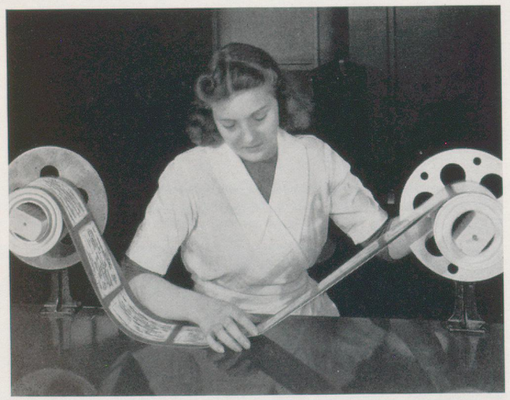


FACSIMILE SERVICE

• In the early days of Recordak microfilming, the primary purpose was to protect bank records against frauds, and, subsequently, to provide greater safeguards against loss of important documents by fire, theft, or flood. As Recordak installations spread into many and varied fields of business and industry, facsimile paper prints from 16 and 35mm. microfilm became increasingly useful.

The real value of Recordak Facsimile Service comes in the low cost, convenience, and time saved in making paper prints either in large quantities or as reproductions of individual documents involved in legal proceedings. Facsimile prints of thousands of business records, in actual size, can be produced quickly and much more economically than by any other method. Among the many business documents which lend themselves to facsimile reproduction a common one is the 3 x 5-inch reference card. File cards this size usually contain information which is also required in branch offices and widely separated locations. For example, facsimile prints of 3 x 5-inch cards, cut to exact size for filing, can be obtained at a cost of less than 2½ cents each.

The demand for large jobs of this kind has become so great that special equipment has been built in



Facsimile paper prints are inspected carefully to meet specific requirements before they are cut into individual sheets if ordered that way.



Every roll of microfilm is inspected for accuracy and quality before facsimile prints or positive film prints are made.

the Kodak laboratories at Rochester, N. Y., to process the facsimile prints with speed and quality. Today, individual orders for over 1,000,000 prints are not unusual for Recordak Facsimile Service.

Banks are requesting duplicates of signature cards for branch offices. Duplicates of checks forwarded for collection are required to replace losses. Nearly half of the states in the country today are making facsimile paper prints of income tax statements at half size, a job which totals some 2,500,000 prints every year . . . many large libraries sell facsimiles of rare reference files . . . industrial companies are making prints of all records for legal purposes, eliminating the necessity of typing duplicates . . . telephone and telegraph companies are using facsimile prints of cable records to eliminate copying for government tax records.

These and many other kinds of Recordak facsimiles utilize the art of microfilming to its fullest extent—from the time the printed word becomes a business paper and is photographed on microfilm until its duplicate in a printed facsimile takes its place in the business office to keep the wheels of industry constantly moving.

NEWSPAPER SERVICE

• In addition to facsimile prints of microfilm records on paper, Recordak laboratories are equipped to provide positive or negative film prints of complete rolls of microfilm. Newspapers are one of the largest users of this service. Positive film prints of the complete file of one New York newspaper are sold to libraries and colleges for daily reference and study. Hundreds of newspapers are now utilizing the Recordak Newspaper Service, using the negative film for permanent records, and buying an average of from one to six positive film prints for public use in their reference rooms. The master negative prints are retained under ideal atmospheric conditions in the Kodak film vault as an added service to assure safety and permanency.

Positive film prints are also being used widely by many business firms to provide branch offices, widely located factories, and scattered warehouses with master files. Stock controls are frequently duplicated this way to keep separated storage centers informed of complete inventories from day to day. Furniture stores use the same system to keep branch stores aware of available items and prevent loss of sales.



Hundreds of newspapers have their files microfilmed on this special machine in the Recordak Facsimile Service Department, Rochester, N. Y. Master file of microfilm is also kept there in a special air-conditioned safety vault.

MICROFILMING SERVICE

• Recordak Microfilming Service has a flexibility that makes it adaptable to almost any situation. In every community are business firms for which Recordak microfilming can be of inestimable value, but for which the volume or frequency of work does not require a permanent installation of Recordak equipment. In such instances, the Recordak Microfilming Service, through its twenty branch offices and processing stations in major cities throughout the country, stands ready to serve the microfilming needs of business and professional offices.

Recordak Microfilming Service is available in two different ways, either on the customer's premises or at the nearest Recordak Service Station. The choice depends upon the nature of the documents to be microfilmed and upon the frequency with which a volume of work accumulates. The more economical way is to bring the materials to the Recordak station where they can be microfilmed under ideal conditions, hence faster and less expensively. Business firms which assemble material for periodic copying at a Recordak Service Station find this the more satisfactory method. However, where documents are too large for easy movement, or must be retained for continuous reference, Recordak equipment can be brought to the place of business.

Recordak Microfilming Service brings immediate aid to business establishments in need of microfilming. However, when the volume of documents increases to a point to require regular recording, the Service can quickly be changed into a permanent Recordak installation at the customer's place of business. In many instances, firms which utilize the

Recordak Microfilming Service rent the Recordak Film Reader Model 10 or purchase a Model C Film Reader for regular reference to their microfilm records.

Recordak Microfilming Service is of especial appeal and value to lawyers and other professional men whose accumulations of important records become a problem in limited office space.

FIELD SERVICE

• Recordak Corporation backs its equipment with a national service organization—a network of twenty branch offices, service stations, and film processing laboratories. Each is staffed with experienced service men who maintain Recordak equipment and systems at highest operating efficiency in all installations. Field representatives, trained and skillful in their understanding of accounting, filing, duplicating, and billing systems, stand ready to aid all business firms in solving their operating problems through the application of Recordak modern microfilming.

So the user of Recordak microfilming equipment gets more than just a machine which photographs records at the lowest operating costs ever dreamed of in the field of office procedure. He gets, in addition, the attentive service of a closely knit organization of men whose experience in microfilming covers years of specialization.

Maintenance men are constantly on call to service equipment, keeping it in perfect operating order at all times. They are on the road regularly, traveling throughout assigned districts all over the United States to make periodic inspections, to answer service calls, and to instruct office workers in the operation of Recordak equipment.

The network of twenty branch offices and processing stations from coast to coast provides the fastest possible service in getting the film back to the customer, an important convenience where microfilm is needed quickly for reference purposes.

In Recordak Systems, then, is everything business needs in modern microfilming. Behind Recordak Microfilming stands the nationwide organization of men with the knowledge and experience to make the most of modern microfilming in every application—regardless of its kind, regardless of its size. Out of this knowledge and experience come new achievements in speed, accuracy, safety, and economy—tomorrow's standards today!

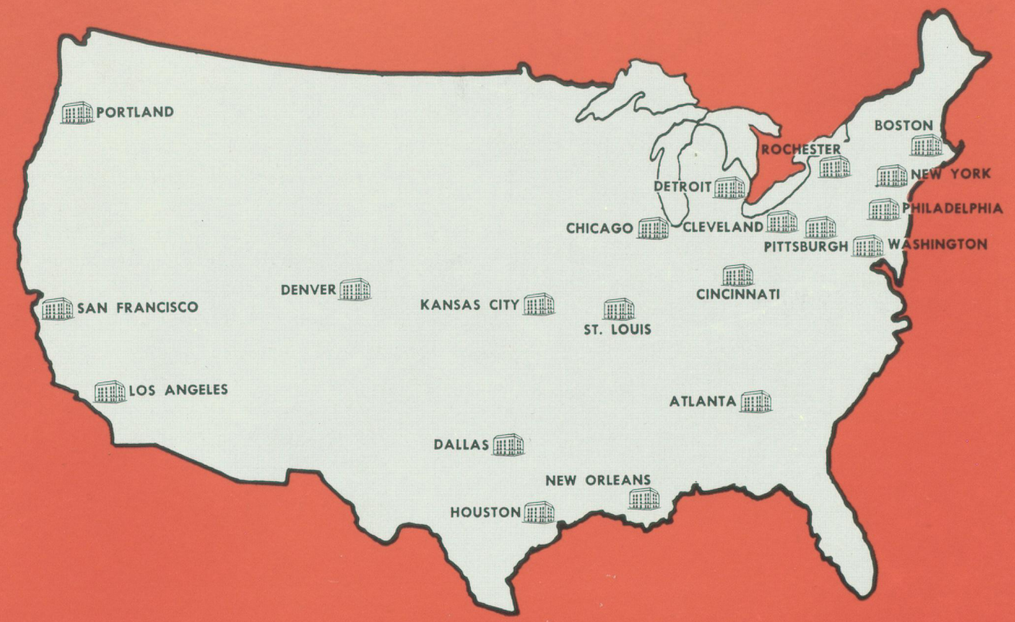
(All rental charges subject to change on 30 days notice; sales prices subject to change without notice.)

RECORDAK CORPORATION

SUBSIDIARY OF EASTMAN KODAK COMPANY

350 MADISON AVENUE • NEW YORK 17, N. Y.

ORIGINATORS OF MODERN MICROFILMING



RECORDAK OFFICES AND PROCESSING STATIONS

ATLANTA
231 Peachtree St., Atlanta 3, Ga.

BOSTON
147 Summer St., Boston 10, Mass.

CHICAGO
137 North Wabash Ave., Chicago 2, Ill.

CINCINNATI
27 West Fourth St., Cincinnati 2, Ohio

CLEVELAND
812 Huron Rd., Cleveland 15, Ohio

DALLAS
1504 Young St., Dallas 1, Texas

DENVER
1746 Champa St., Denver 1, Colo.

DETROIT
51 W. Hancock Ave., Detroit 1, Mich.

HOUSTON
745 Merch. & Mfrs. Bldg., Houston 14, Tex.

KANSAS CITY
422 East 10th St., Kansas City 13, Mo.

LOS ANGELES
1123 N. Bronson Ave., Los Angeles 38, Calif.

NEW ORLEANS
1007 Camp St., New Orleans 10, La.

NEW YORK
350 Madison Ave., New York 17, N. Y.

PHILADELPHIA
1541 Sansom St., Philadelphia 2, Pa.

PITTSBURGH
606 Wood St., Pittsburgh 22, Pa.

PORTLAND
115 S. W. Fourth Ave., Portland 4, Ore.

ROCHESTER
343 State St., Rochester 4, N. Y.

ST. LOUIS
3303 Washington Blvd., St. Louis 3, Mo.

SAN FRANCISCO
220 Post St., San Francisco 8, Calif.

WASHINGTON
705 12th St., N. W. Washington 5, D. C.

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