

## APPENDIX

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APPENDIX 8. COMPUTER OUTPUT MICROFILMING GUIDELINES

## BACKGROUND

Over the past several years, selected offices within HUD have been avoiding substantial costs by having their report products put on microfiche instead of paper. IPS has worked with other offices encouraging them to reduce their paper output by using microfiche. Based on this experience and discussions with the Office of Administrative and Management Services, criteria were developed to help users and ADP systems developers determine when report products are likely candidates for microfiche.

## PURPOSE

These guidelines provide the characteristics to look for in determining when a report can more efficiently be produced on microfiche. The following characteristics identify whether a report is a good or bad candidate.

## CHARACTERISTICS WHICH MAKE REPORTS GOOD CANDIDATES FOR MICROFICHE

Reports created weekly, monthly, or semi-annually to be used and/or stored for historical purposes.

Reports consisting of more than 150 pages.

Reports to be mailed.

Two or more reports equalling more than 150 pages, output at the same time, to be used by the same user.

Reports which supersede the preceding report, i.e., monthly, quarterly, semi-annually, or annually.

Reports which are output on preprinted forms.

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Transmission of reports can be delayed 24 to 48 hours while they are being microfiched.

Reports requiring an unusually high number of copies.

CHARACTERISTICS WHICH MAKE REPORTS BAD CANDIDATES FOR MICROFICHE

Reports required the following day.

Reports need to be annotated. (You cannot write on microfiche).

Reports which need to be separated and distributed to different areas.

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