

SPSIS-1A

5 January 1945

## MEMORANDUM NO.

Subject: Procedures for Photographic Reproduction of Material

To: All Organizations and Units, Arlington Hall Station

1. Effective immediately, the following procedures are established for handling photographic reproduction and for careful review of photographic requisitions by properly authorized personnel. All requests for photographic reproduction of documents and/or photographs of machinery and equipment are included within the meaning of this memorandum.

2. Attention is invited to the fact that photographic materials are becoming more and more difficult to obtain. The cooperation of all concerned in carefully checking the need for the number of copies requested is necessary in order that material may be conserved.

3. All requests for work will be forwarded to the Laboratory Branch on Photographic Requisition SIS-SC Form No. 601 (Rev. 1), 1 January 1945, completed in duplicate and accompanied by the material to be processed. These forms, a copy of which is attached as Inclosure 1, may be obtained from the Post Publications Unit (Extension 453). With the exception of requisitions for process negatives, all requests will be approved by the Chief or Executive Officer of the originating branch. Process negative requisitions will be approved by the O/C or Assistant O/C of Reproduction Section, Cryptographic Branch. \*

4. Material from which photographic reproductions are to be made should be in the best condition possible, e.g., originals are more suitable for reproduction than carbon copies or duplicates. Further, when original documents are on limited time loan, sufficient time for completing and checking reproductions should be allowed prior to return date.

5. Photographic requests may be initiated in accordance with process indicated in the attached list (Inclosure 2.) Where no specific process is indicated, the Laboratory Branch will select the method most suitable.

By order of Colonel Corderman:

Thurman R. Hamman  
Captain, Signal Corps  
Adjutant

2 Incls.  
Incl 1 - SIS-SC Form No. 601  
Incl 2 - Process List

Distribution "B"

*Disc 1*

TO. Chief, SPSID  
Room 2072-A Ext. 291

Deliver To

Submitted by \_\_\_\_\_

Branch \_\_\_\_\_ Section \_\_\_\_\_

Room \_\_\_\_\_ Ext \_\_\_\_\_

Date submitted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_ Name

\_\_\_\_\_ Rank

\_\_\_\_\_ Room No. Bldg. Ext.

Description \_\_\_\_\_

PHOTOGRAPHS

Rev. Color \_\_\_\_\_ Ea.

Positives \_\_\_\_\_ Ea.

Size \_\_\_\_\_

Van Dyke \_\_\_\_\_ Ea.

Brownline \_\_\_\_\_ Ea.

PHOTOGRAPHY

16mm \_\_\_\_\_

35mm \_\_\_\_\_

4 x 5 in. \_\_\_\_\_

PHOTOGRAPHIC PRINTS

4 x 5 in. \_\_\_\_\_ 5 x 7 in. \_\_\_\_\_ 8 x 10 in. \_\_\_\_\_ Total No. \_\_\_\_\_

PROCESS NEGATIVES

Size \_\_\_\_\_ Total No. \_\_\_\_\_

SPECIAL INSTRUCTIONS

authorized \_\_\_\_\_ Chief, SPSID

Job assigned to \_\_\_\_\_ Completed \_\_\_\_\_

PROCESSESLIMITING FACTORS

## a. Photostats

1. The largest original document which can be handled in one piece on the machine is 40" x 50".
2. The largest reproduction which can be produced measures approximately 17" x 21".
3. When original documents are to be enlarged or reduced, crop lines on the original should indicate the area and size of enlargement or reduction.
4. When only one copy of a document is desired, reverse colors, i.e., white type on black background, will be furnished except in special cases.
5. Preparation of positives requires the additional process of making reverse color negatives first.

## b. Van Dyke and Brown Line Prints

1. Largest original document which can be handled in one piece on the machine is 42" x 10 yds and the reproduction is the same size as the original.
2. These can be reproduced only from transparent paper or cloth, and originals should be in India ink.
3. Van Dykes, i.e., white lines on brown background, rather than brown line prints, should be requested whenever possible since brown line prints require the preparation of a Van Dyke as a negative and consequently result in some loss of quality in the final reproduction.

## c. Process Negatives

Consult Reproduction Section, Cryptographic Branch

## d. 4" x 5" Negatives

1. 4" x 5" negatives of machinery and/or equipment are made by appointment only.
2. The originating office should contact the Chief or Photographic Officer, SPSID, to determine the time for the job and to furnish an estimate of the scope of the pictures so that proper equipment and personnel may be assigned to the job.

## e. Prints and Enlargements

1. Negatives may be routinely printed to a maximum of 8" x 10".
2. Requisitions must indicate the number of prints size for each negative, e.g. 2 ea 8 x 10 prints of 3 negatives, or 2 ea 5 x 7 from Negative #1, 2 ea 8 x 10 from Negatives # 2 and #2.

3. If prints are to be bound into a book, requisition should indicate margin size and position for binding, e.g., 1<sup>1</sup>/<sub>2</sub>" margin at top, or 1" margin on left side, etc.

f. 16 mm and  
35 mm  
Photography

1. This process refers to size of film used.

2. Films to go to units overseas must be 35 mm because overseas units do not have facilities for handling 16 mm film.

3. Books and other documents which cannot be taken apart must be done on 35 mm film.

4. Single pages being filmed for record may be done on 16 mm.

5. A reader for both 16 mm and 35 mm films is available in the Laboratory Branch. Permission to use this, within the physical limits of the Laboratory Branch, may be obtained from the Branch Chief.