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M E M O R A N D U M

TO: All Agencies
Attn: Accounting Managers

FROM: D. Clark Partridge
State Comptroller

DATE: August 20, 2002

SUBJECT: Conversion of AFIS Microfiche Reports to CD

In our continuing effort to provide timely reporting of AFIS financial information, we are now making all AFIS microfiche data available on CD. Beginning with the July 2002 monthly reports, data which had previously been stored on microfiche will be provided to agencies in a CD format. CD storage and retrieval will provide the following benefits:

- Report research will be streamlined by easy-to-use search features.
- The necessity to maintain microfiche readers with printing capabilities will be reduced.
- The problem of lost or misplaced microfiche will be eliminated.
- The State will realize a significant cost savings.

Because of CD storage and retrieval, the distribution of AFIS microfiche will no longer be necessary. For this reason, **AFIS microfiche reports will no longer be available beginning with the August 2002 monthly reports.** Please note that an agency's request to continue the current microfiche format would impose an additional cost on that agency. Since the State will no longer benefit from high volume discounts, the cost of microfiche reports cannot be determined at present. It is therefore important for each agency to identify immediately any difficulties it may foresee with this new CD format and contact the GAO to discuss alternatives.

Enclosed with this memo are instructions for the initial installation of the software to be loaded on each agency computer used to read the reports on CD. Information is also included on the loading of future CD data that will come each month. Each agency may make copies of the CD for **internal use only**. It is strongly encouraged that the agencies establish a secure method of maintaining a master copy and

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distributing any copies to authorized agency personnel. Please review the enclosed information and contact your agency computer technician or your GAO liaison for any assistance you may need.

We are confident that this new method of report distribution will greatly improve the quality and timeliness of AFIS information dissemination to all users. If you have any concerns, please feel free to contact me at 602-542-5405 and, as always, your GAO Liaison will be more than happy to answer any questions you may have.

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enclosure