

# Microfilm Department: Small But Important

Dim lights, and the repeated click of the microfilm camera characterize one of Fieldcrest's smallest but highly important departments.

Located in a corner of the AMP Building in Eden, the Microfilm Department photographs about 55,000 documents each week. The department consists of four women plus Don Gwarek, supervisor, and is part of the Accounts Receivable Department, also located in the AMP Building.

These employees transfer onto microfilm and edit (check for proper information and acceptable photographic quality) all invoice orders and other pertinent data for the Accounts Receivable Department, Accounts Payable Department, Bedspread Finishing Mill and Karastan Service Center (Karastan and Laurelcrest).

Documents from Accounts Receivable, after being microfilmed and edited, are spliced onto plastic cartridges called magazines, coded by number

and stored in the Microfilm Department. Once this is done, a specific invoice can be located and viewed in a matter of minutes on a microfilm retriever.

Documents from the other departments are processed, spliced onto magazines and returned to the department of origin for storage.

A new film duplicator, recently installed in the department, can photograph 100 feet of film in one minute so that now all existing microfilmed documents can be recopied and the original paper destroyed.

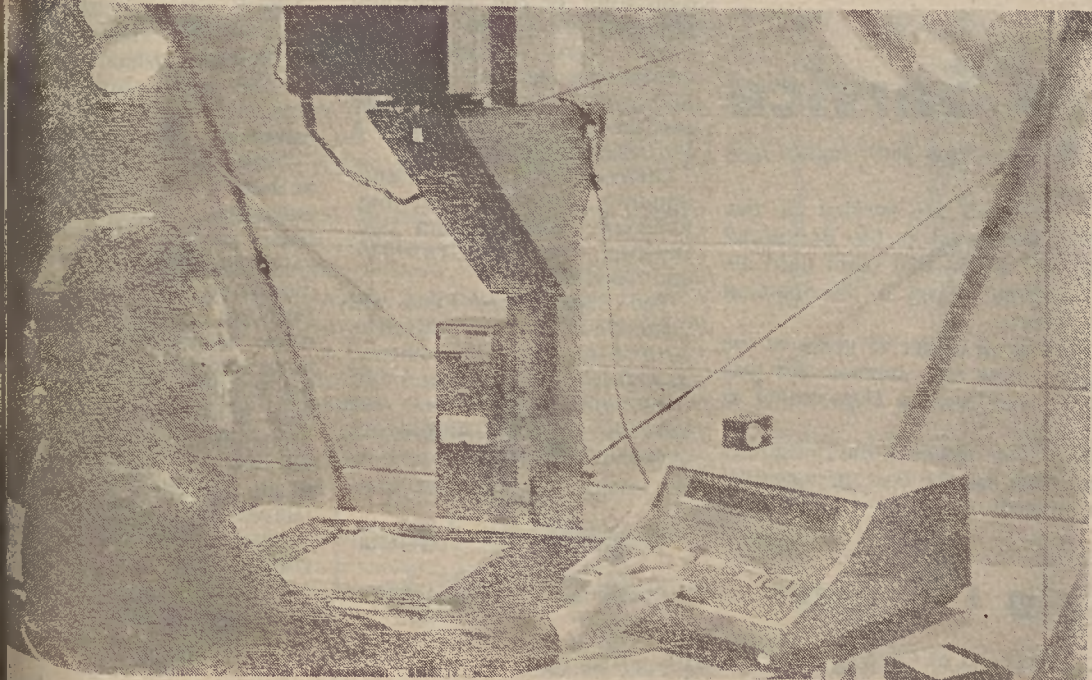
By storing the two copies of a given document in different locations, the danger of destruction by fire is lessened. Also, the data can be stored in a much smaller area that if the paper documents had to be filed.

In addition, documents from the Data Processing Department are copied and stored in the Microfilm Department.

In all, approximately 13 million documents are on microfilm and stored in the department.



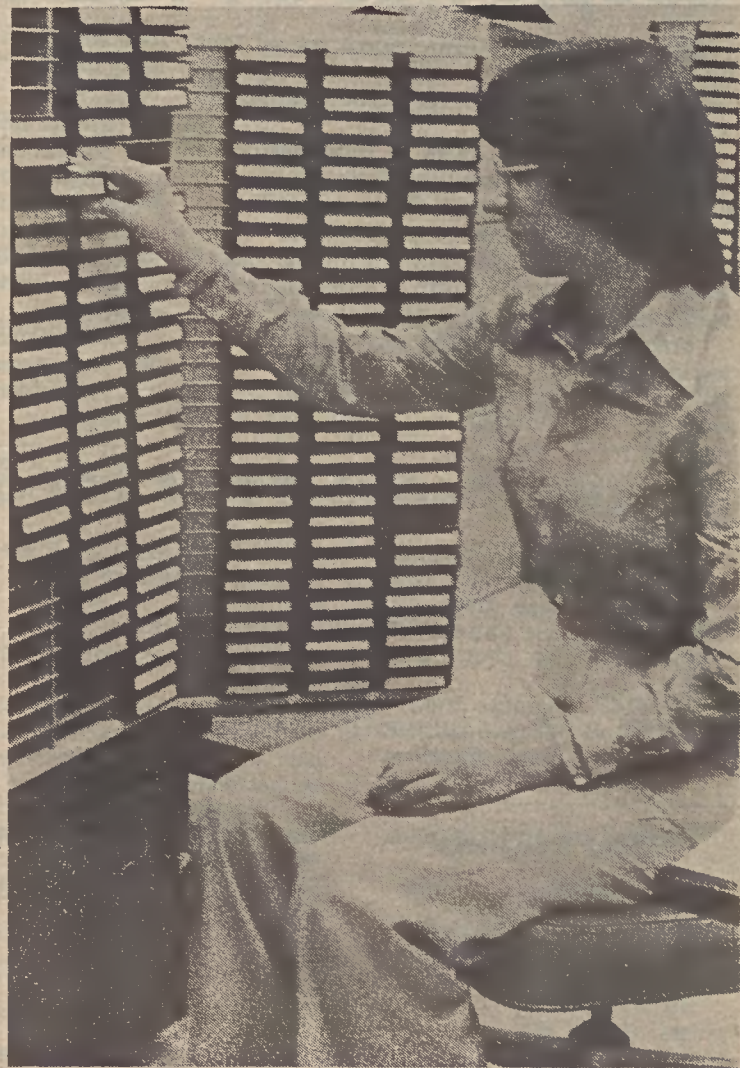
PAGE COKER, camera operator, is shown editing a strip of microfilm.



LORI SUE NELSON, camera operator, is microfilming documents.



MARION SPANGLER, control clerk, operates microfilm copier.



SUSAN DEW, microfilm retriever operator, selects a magazine for viewing on the retriever.