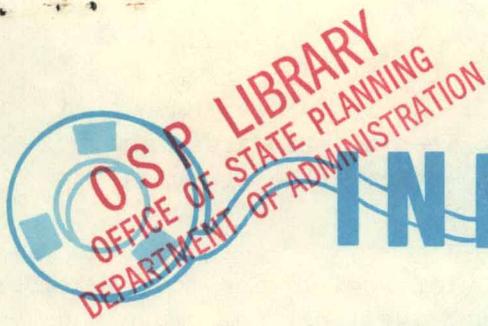
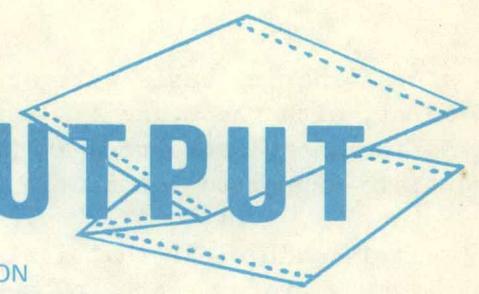


I9
3:1
6.2



INPUT / OUTPUT



N. C. DEPARTMENT OF ADMINISTRATION
SYSTEMS MANAGEMENT DIVISION 116 W. JONES STREET
RALEIGH, N. C. 27603

W. L. TURNER, SECRETARY
DEPARTMENT OF ADMINISTRATION

R. E. JOHNS, DIRECTOR
SYSTEMS MANAGEMENT DIVISION

Number 1

November 26, 1971

DATA CHECKS FROM THE PUBLISHER

We finally gave in! We swore we weren't going to join the publish or perish people but here we are with yet another newsletter. Seriously, there have been times when communications have been lacking and that's the purpose of INPUT/OUTPUT, to provide a means of communications among the automated data processing (herein and everafter referred to as ADP) people of North Carolina State Government.

As the name of the newsletter indicates, INPUT/OUTPUT will try to keep you informed of ADP happenings, developments that affect the state ADP community generally, and items of interest from state agencies and institutions. From time to time it will be used as a vehicle for carrying similar information about other state systems and procedures - activities not directly related to ADP.

This first issue will have more output from the Systems Management Division, we hope, than future issues. A newsletter like this will have real value only if it can be used as a forum and a means of communicating ideas and information among all the state's ADP people. We're even going to have a "Letters to the Editors" (Mrs. Shelia Littrell and Mrs. Becky Clegg) section - we don't promise to publish the really rough ones but we'll try to publish those of general interest.

So, we welcome - nay, we solicit - your comments and contributions to INPUT/OUTPUT.

* * * *

STATE ADP POLICY MATTERS

The 1971 General Assembly passed legislation designed to improve the management of the state's ADP resources. Senate Bill 628, ratified July 21, 1971, points the state in the direction of cost-sharing use of existing and future facilities and provides for more central coordination.

The Secretary of Administration, after approval of the Council of State, is given the responsibility of establishing and operating ADP centers for two or more agencies

on a cost-sharing basis with appropriate rules and regulations. He is further empowered to adopt, with the Council's approval, policies, procedures, criteria, standards, and plans for use of resources in the Department of Administration, other state agencies, and state-supported institutions.

It is made clear that it is not the intent of this particular legislation to prescribe what agency programs are to be undertaken to satisfy their objectives, nor to remove the control of such agency programs from the agencies.

Efforts are already underway in the Systems Management Division to develop general standards, a state plan, and a training and education plan. The Governor's Committee is currently reviewing the planning effort and agencies will be asked to share their ADP knowledge and expertise through input meetings and review sessions with personnel of SMD.

* * * *

SYSTEM STUDY COMPLETED FOR COMMISSION FOR THE BLIND

Charles Miller, Ray Shurling, and Mrs. Becky Clegg of Systems Management Division recently completed a current system study for the Commission for the Blind. The purpose of the study was to identify administrative and procedural problems and make recommendations for improvements, including greater use of the computer as an aid to management. The report contained 17 major recommendations for improvements ranging from the reduction of forms and a streamlined filing system to the establishment of a computer-based client master file.

* * * *

OPTICAL CHARACTER RECOGNITION SYSTEM AID DEPARTMENT OF MOTOR VEHICLES **LAERON ROBERTS, DIRECTOR, DATA PROCESSING DIVISION**

The Department of Motor Vehicles has, for the past three years, been enjoying an excellent alternative to the conventional key punch/key verify method of preparing file input data.

Early in the third quarter of 1968, the Department acquired a Farrington optical page reader and 55 electric typewriters. At that time, daily entries to the two major files for vehicle registration and driver licensing numbered approximately 27,000 with a January-March peak of 87,000 due to the vehicle registration annual renewal period.

Preparation of these entries for computer input required 50 key punches and 43 verifiers with a total of 93 employees; and a peak period personnel requirement of 133. When fully implemented during 1969, the equipment requirements were reduced to 55 typewriters plus the page reader and 55 employees with a peak period being handled by 40 temporary employees and 25 rental typewriters for a sixty-day period.

The excellent results achieved are due in large part to the following features:

- - Sight verification is considerably faster than key verification for the motor vehicle type record.
- - Recruitment and training of typist personnel is accomplished more easily than with key punch personnel.
- - Keying of redundant record control information is considerably reduced.
- - Record formats are completely variable thereby removing the 80 position punch card restrictions.
- - Error correction task is only a fraction of that required in key punching.
- - Much verification is concurrent with typing since the typed data is visible to the typist as it is being created.
- - Cost per machine, amortized over a normal period, is approximately \$5.00 per month.

With respect to efficiency and economy, the OCR system has compiled an outstanding record and the Department considers it to be the most desirable method of creating file input, available at the present time.

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SERVICES ARE UPGRADED AT ADMINISTRATION COMPUTER CENTER

On November 5, 1971, the IBM 360 Model 40 at the Administration Computer Center, Systems Management Division was upgraded to an IBM 370 Model 145. This step was taken to better meet the needs of present and potential ACC users. A letter from David Thornton documented the few changes pertinent to users at this time and future changes such as the implementation of OS will be discussed in later publications as well as in user correspondence.

The new system continues to provide automated data processing services for state agencies and departments which do not have an ADP computer facility. The computer center facility is also available for backup if some other compatible center's equipment is not in service.

The computer center provides these services for approximately 30 agencies and maintains a library in excess of 1000 programs which have been written and tested over a period of several years. The majority of these programs are utilized in processing batch oriented applications which are executed in a multiprogramming environment under the control of the IBM Disk Operating System. Normally only two of the three DOS multiprogramming partitions are utilized for batch processing with approximately half of the I/O facilities assigned to each partition, giving the effect of having two computers. Power II, an automated spooling processor and priority scheduler, resides in the third partition. During the first shift, a Social Service teleprocessing program is multitasked with Power II. Dedicated to each partition are four tape drives, a card reader, a printer, and one 2314 disk module. One punch and four 2314 disk modules are shared by the partitions. This mode of operation is in effect between legislative sessions; however, when the General Assembly is in session, the two partition batch mode of operation is used on the second and third shifts only. During the first shift of operation, two real time programs, Legislative Bill History and Legislative Bill Storage occupy two of the three DOS partitions while the third partition is used for background batch processing and program compilations.

Equipment needed for the legislative sessions is installed approximately November 15th

of the even number years and subsequently released during June or July on odd numbered years.

Since the second and third shifts of operation are the main production shifts, agencies desiring to schedule production runs may do so until 4:00 p.m. each day. Normally, all scheduled production work will be completed by the next morning. That work not completed will be placed first on the schedule for the next production shift.

Utilization of the previous System 360 Model 40 ranged from 500 hours to 700 hours a month. This is production clock hours rather than actual meter hours. CPU meter hours used were approximately 400 per month.

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CENSUS DATA SERVICES PROCESSING ASSUMED BY SYSTEMS MANAGEMENT DIVISION

Under the direction of the State Planning Division of the Department of Administration, a census data service was announced to state agencies in January, 1971, and subsequently was made available to all regional and local governmental agencies. Utilizing the 1970 Census Summary Tapes, this service offers population characteristics, socioeconomic factors, and many other major items of statistical data. The computer processing of this service, which has been handled through the Institute for Research in Social Science (IRSS) in Chapel Hill, is in the process of being assumed by Systems Management Division. Total implementation is anticipated by January 1, 1972. Also, since the role of IRSS in government census data services was basically developmental, the State Planning Division will assume greater responsibilities for analyzing the census requests from agencies. All other functions and procedures of the service will remain unchanged. By contacting SMD, interested persons can obtain a 1970 Census Information Packet which contains general and detailed information relative to the 1970 Census of Population and Housing. For further information regarding Census Data Services, please contact Pete Swenson, State Planning Division.

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FROM INTERNAL MANAGEMENT

The Internal Management Section, Systems Management Division, has issued a new records management handbook, Protecting Essential Operating Records. The handbook discusses the nature of national and local disasters and suggests ways to identify records to be protected. It also outlines protection methods and contains a checklist to measure the adequacy of essential record programs. Copies may be obtained on request.

As announced by Dr. W. L. Turner, Secretary of the Department of Administration, in the news release of October 29, 1971, a study is being conducted by the Internal Management Section to determine the cost and feasibility of establishing and operating a state courier mail service. This service would deliver mail between central state government, its district and field offices and state supported hospitals, community colleges, universities, and correctional institutions.

Based on information gathered from sixteen state agencies, more than \$240 thousand is required each year for postage on mail going to these locations, and with the recent increases in postal rates, it is likely that this expenditure will continue to rise. Therefore it seems appropriate at this time to analyze the costs of an alternative mail delivery service for state government.

Turner said, "A courier service operated by the state appears to offer a possibility in reducing the cost and time required for mail transfer between state agencies. No effort will be made to put a courier service into operation, however, unless a savings in cost can be clearly demonstrated."

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GOVERNOR'S COMMITTEE ON DATA PROCESSING AND INFORMATION SYSTEMS

During Governor Sanford's administration, a small ad hoc committee was formed to advise him and the Department of Administration. Then during the latter years of Governor Moore's administration, the North Carolina EDP Advisory Committee was organized as a formal group to advise the Governor in ADP matters. In 1969 Governor Scott, through Executive Order #2, redesignated the group as the Governor's Committee on Data Processing and Information Systems. Membership on the committee is composed of up to 12 voting members from the ranks of leaders in the field of data processing in North Carolina businesses and industries. The current membership includes:

James P. Cooke (Chairman), Assistant Treasurer	Carolina Power & Light Company
A. D. Benton, Vice President for Finance	Hennis Freight Lines
James I. Bolden, Assistant Vice President	North Carolina Mutual Insurance Company
Jack E. Dalton, Staff Assistant	Special Projects Burlington Industries
Graham P. Dozier, III, Senior Vice President	Wachovia Bank and Trust Company
Robert A. Emken, Comptroller	R. J. Reynolds Tobacco Company
Sam T. Lattimore, Assistant Vice President	Duke Power Company
T. Marshall Riggins, Director	
Information Systems Division	J. P. Stevens & Company
Charles E. Spring, Vice President	
& Director of Finance	Kemp Furniture Company

Associate members appointed from within state government participate in all committee deliberations. The associate members include the State Treasurer, the State Auditor, the State Personnel Director, the Attorney General, the State Purchasing Officer, and the Director of the North Carolina State University Computer Center or their designees. The State Director of Data Processing and Information Systems serves as committee secretary.

Major concerns of the committee and areas where they have rendered valuable assistance to state-wide ADP efforts are: ADP planning; development of automated data processing systems, data communications systems, and related information systems; coordination and effective utilization of automated data processing resources, including equipment, funds, and personnel; and development of standards for computer and data processing systems development, equipment operations, and computer programming. Much of the impetus to data

processing resource management in state government has come in the form of recommendations and advice rendered by these concerned and dedicated committee members.

* * * *

MEETINGS OF INTEREST TO DATA PROCESSING PERSONNEL IN THE TRIANGLE AREA

ACM - The Central Carolina Chapter of the Association for Computing Machinery has a scheduled meeting for 6:00 p.m., November 29, 1971, at the Triangle Universities Computation Center at Research Triangle Park. Persons desiring further information about ACM may contact Joe Ragland at 549-8291.

ASM - The Triangle Chapter of the Association for Systems Management regularly holds meetings on the 4th Tuesday of each month. The meeting format includes a social hour at 6:00 p.m., dinner at 6:30 p.m., and an after-dinner speaker. Meetings are held at Hartman's Steak House in Durham. For further information contact Stanley J. Lucas at 549-4775.

DPMA - The Bright Leaf Chapter of the Data Processing Management Association regularly meets on the 2nd Thursday of each month at Balentines Buffet in Cameron Village, Raleigh. The social hour begins at 6:00 p.m. followed by dinner and a speaker at 7:00 p.m. Any one interested in attending should contact Charles Long at 828-6292.

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We were made aware of an old Alaskan saying at the November meeting of DPMA — only the lead sled dog gets a change of scenery.

* * * *

He's been so impossible
since he got into the
executive program!

