

APPENDIX

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APPENDIX 9.

REQUEST FOR COMPUTER OUTPUT MICROFILM (COM) CHECKLIST

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ITEMS FOR INCLUSION ON COMPUTER OUTPUT MICROFILM (COM) CHECKLIST

- (1) Identify the report by the system/File name and/or number and specific report identifier (PIC code number) e.g., Project Billing Book - IIF, F-221 GZCA.
- (2) Approximate number of pages per report presently received. Number of copies received and whether the report is now on multi-part paper or photocopies.
- (3) Indicate the number of additional copies of the report currently made by the requesting office; identify any users outside HUD Headquarters that receive mailed copies.
- (4) Number of duplicate copies of microfiche required.
- (5) Frequency of report production.

- (6) Required delivery date after "as of" date.
- (7) Number of copies (if any) of printouts or paper reports, if required. Provide full justification and rationale for receiving both fiche and paper. If both fiche and paper are to be produced, requestor must indicate which product should have precedence.
- (8) Name, title, organization, location, and phone number of individuals to serve as a contact for the Production and Data Control Division to resolve any questions relating to subject request.
- (9) Name, title, organization, location, and phone number of individual to receive microfiche.
- (10) Name, title, organization, location, and phone number of Division Director (or equivalent) requesting the COM service. The memorandum request should be signed by the Director of the requesting office or equivalent official.

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- (11) Attach a sample of each report to the checklist.

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