

35 mm wide angle lens and to a 25 mm wide angle lens. You will notice that the distance from the observing point to the trees in the field, apparently increases greatly. The next series of comparative prints will contrast the scenes as photographed by a 50 mm normal lens with a series of pictures taken with lens ranging from 28 mm-400 mm. The distance from the observation point to the subject being photographed is 130 yards. The equipment used in this demonstration has been very satisfactorily used over a 10-year period and any questions on the Exakta-Exa II system will be gladly answered.

THE KEYSORT CARD IN CASE RECORDS

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For many years, the Branch of Management and Enforcement, Bureau of Sport Fisheries and Wildlife, has maintained case records on a form entitled, "Report of State or Federal Game Law Offenses," and commonly referred to as a 3-300 report. As you can see on the screen (Slide No. 1) this is a letter size report containing pertinent information concerning the individual case made and its conclusion. In addition, a permanent file card has been prepared for each individual case and filed alphabetically in the Regional office. Similar information is maintained in the office of the Game Management Agent-in-Charge in each of our Southeastern States. In our Washington office, copies of the 3-300 reports, shown in illustration No. 1, are also maintained. While this system has worked very well from the standpoint of record keeping, it has resulted in voluminous files and considerable extra clerical effort in the preparation of duplicate information on the permanent file cards.

One of the big drawbacks in the old system has been that it is extremely difficult to go back through hundreds and even thousands of cards at the end of the year and break the information down relative to the type of violation which occurred by districts and by the Region. It was also difficult to determine how many cases any individual Game Management Agent was involved in during the year.

Because of the difficulties mentioned above, our Branch, starting in 1961, has introduced a system of record keeping on cases involving the use of a keysort card, more commonly known as the McBee Keysort System. This is nothing new since several states in our Region have been using this, or a similar system, for a number of years. For example, the two cards on the left in the illustration on the screen (Slide No. 2) are being used by the Commonwealth of Virginia and the North Carolina Wildlife Resources Commission. These have been found to work out very satisfactorily by the states which use them. In the case of the two states just mentioned, when an officer apprehends a violator, he fills out one of these keysort cards which is made up of the original, two thin copies and a heavier cardboard copy. The original is handed to the violator and serves as a summons to appear in court. The two thin copies are for the officer's files and the district office records. The thicker cardboard copy (which lends itself more readily to sorting) goes on file in the main office. Thus, in one writing, the officer prepares a summons and copies of the information for all offices which must have a record of the apprehension.

The card being used by our Branch (Slide No. 3) is a single one since, at the present time, only one is needed for filing in the Regional office. Also, we are using up a surplus of cards purchased in 1961. As you can see, it is a very similar type of record, having a series of holes around the edge which can be punched, according to a code to show the type of violation, the kind of bird involved in the violation, a place for witnesses, the court where prosecuted, the type of plea, agents involved in the apprehension, the name of the violator punched out alphabetically and other information.

During 1961, which was an experimental year in the use of this card, the regular 3-300 form was submitted to this office by agents in the field and the information was typed onto the keysort card by clerks in the Regional office. At the same time, the card was punched according to the code to give the information which was typed on the card. In many cases, the conclusion by action in court had not been reached. Therefore, the card was held until such time as the report of termination was received from the agent originally making the case. When this was done, the card was pulled, the termination information typed in and the rest of the necessary punching accomplished. Over in the left-hand corner (Slide No. 3) of the card seen on the screen, there is a place for punching when a case is closed. Thus, it is a simple matter of running a needle through a group of cards to separate in one motion those that are pending and those terminated.

This system has worked very well in speeding up the separation of types of violations, cases made by individual agents, cases prosecuted in State and Federal courts, cases involving doves, waterfowl, other migratory game birds and non-game migratory birds.

Each year our Bureau, as well as the states in Region 4, are requested to provide information relative to cases made for violations of Federal regulations concerning migratory birds. This information is needed for Flyway Representatives to show in their annual report to the Flyway Councils, as well as for the annual reports to the Secretary of the Interior. We have found that, in some instances, the states have been unable to provide the information requested because of their system of record keeping in relation to the cases made by their conservation personnel. We believe that adoption of a card system similar to the one we are using now or to those used by North Carolina and Virginia would be of great benefit to the state doing so. I hasten to say here that we are fully aware of the fact that states other than Virginia and North Carolina are also using keysort or similar systems for keeping their records.

We hope to continue the system which we have now with several improvements. After one year of operation, there were some major improvements needed which were readily discernible when reviewing the cards prepared. For one thing, we hope to have a multi-copied card so that Game Management Agent making the case will, in one operation, prepare sufficient copies to provide his files, those of the Agent-in-Charge, the Regional office and possibly the Washington office with a record of the apprehension. There are a few minor changes which we believe will be of value in the arrangement of the printed material on the face of the card.

The McBee Keysort System is a simple one designed for keeping records where only a few thousand cards are involved each year. Equipment consists (Slide No. 4) of a needle for sorting the cards, an alignment block which sets the cards up prior to use of the needle, a hand punch, file drawers suitable for the size of the card at hand and, of course, a supply of blank keysort cards. For your information, the cost of setting up this system in our office with 6,000 cards was \$245.00. The cards themselves made up the bulk of this expense. The rest of the equipment can be purchased for \$35 or \$40.

Anyone interested in setting up a system of this kind can readily obtain the free services of the Royal McBee Corporation in planning the design of the card and in getting the project into operation. I mentioned the McBee system throughout this talk because it is the one with which we are familiar. In no way are we recommending it over similar systems which are in existence in this country.

In conclusion, I believe that those of you who have no Keysort or IBM systems for maintaining your case records would benefit greatly by taking the time to investigate this way of keeping accurate records. We know that the data can be efficiently and swiftly broken down when in the need of statistical and other important information.