

INSTRUCTIONS FOR PART II

1. For purposes of this report, an Automatic Data Processing (ADP) Unit is any organizational entity which processes data with the use of ADP equipment (see the Bulletin to which these instructions are attached for definition of ADP equipment).

The operation of an ADP Unit:

- (a) includes the manual or mechanical conversion of raw data into the forms necessary for input to the data processing machinery used, e.g., input such as punched cards, paper tape, magnetic tape, etc., but excludes the earlier steps taken to produce the raw data;
- (b) includes the manual and mechanical processing and use of the converted data to prepare end products such as more punched cards, more tapes and typed or printed reports and other documents for intended consumers, but excludes the use of these reports and documents by those consumers;
- (c) includes the function of programming and reprogramming applications for ADP equipment and the systems analysis directly involved in that function, but excludes those studies of administrative systems that may be made before the programming function becomes applicable;
- (d) includes systems engineering to the extent that this function is performed for scientific and engineering applications on ADP equipment;
- (e) includes installation and testing of ADP equipment and experimental runs (debugging) of programs developed for the equipment;
- (f) includes the preparation of a site for ADP equipment, e.g., construction, remodeling, air conditioning, rewiring, new circuitry, etc., but excludes the cost of power and other utilities and housekeeping;
- (g) includes the use of data transmission systems, e.g., leased-line or Government-operated-line communication networks, transceivers, radio or microwave networks, and other communication systems, to the extent that these systems are involved in automatic data processing, but excludes the use of these systems for other purposes (Note: At the option of the reporting agency, the expense of operating data transmission systems may be reported as a separate line item or be included in the line items provided);