[redacted]

MEMORANDUM FOR: Records Management Officer, DCI Area
Records Management Officer, DDA
Records Management Officer, DDI
Records Management Officer, DDO
Records Management Officer, DDS&T

STAT

FROM: [redacted]
Chief, Records System Branch
Records Management Division, OIS/DDA

SUBJECT: Annual Records Inventory - FY 1983

1. Attached are copies of Form 3581, Annual Report of Records Holdings, for use in collecting volume statistics for the Agency's annual report to the National Archives and Records Service (NARS). Please inventory your records holdings and provide completed reports to Records Systems Branch (RSB) by 14 October 1983.

2. As was done last year, I am sending the inventory forms to you to ensure that no components are overlooked. Also, your dissemination of these forms will ensure complete coverage and allow for directorate level management requirements. Any questions concerning the inventory should be directed to [redacted] If needed, additional forms are available in RSB, 1236 Ames Building.

STAT

STAT

[redacted]

Attachments:
Inventory forms

ANNUAL REPORT OF RECORDS HOLDINGS	NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.
TO:	FROM: (Directorate and Office) DCI Area

				LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.					4845.41
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					259.29
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					309.00
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					4538.28
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 0	÷ 7 =	0
	Audio Tapes		426	÷ 20 =	21.30
	Video Tapes		9.1	÷ 7 =	1.30
	Disc Packs		7	÷ 2 =	3.50
	Word Processing Magnetic Tapes		0	÷ 72 =	0
	Word Processing Magnetic Cards			10.5 ÷ 6 =	1.75
	Magnetic Diskettes 5¼"			18.5 ÷ 5 =	3.70
	Magnetic Diskettes 8"			204.7 ÷ 2 =	102.35
	Paper Tapes (on reels)		0	÷ 72 =	0
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 741.72	NUMBER (35mm) 0	16mm ÷ 84 =	8.83
				35mm ÷ 54 =	0
	Aperture Cards			0 ÷ 6 =	0
	Microfiche			63.6 ÷ 6 =	10.60
7. TOTAL VOLUME ON HAND (1 through 6)					10105.31
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					5442.10
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE / DECREASE	4663.21
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					521.50

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

11/21/83
DATE

ANNUAL REPORT OF RECORDS HOLDINGS	NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.
TO: Records System Branch OIS	FROM: (Directorate and Office) RMO, DCI Area

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				435
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			120	14
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				35
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				35
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	5
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) / NUMBER (35mm)	16mm ÷ 84 =	7
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	3
7. TOTAL VOLUME ON HAND (1 through 6)				534
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				504
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	30
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				200

This report covers: DCI/DDCI/EXDIR/Executive Secretary/Executive Registry/Planning Staff/Exdir, AO/DCI and Special Assistants.

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

17 Oct 83
DATE

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

STAT

ANNUAL REPORT OF RECORDS HOLDINGS	NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.
TO: DDA/OIS/RMD via DCI/RMO	FROM: [redacted] nd Office) DCI/OGC

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			469	469.
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			58.04	58.
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			3354	3354.
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		6.0 ÷ 6 =	1.0
	Magnetic Diskettes 5¼"		3.0 ÷ 5 =	1.5
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		27 ÷ 6 =	4.5
7. TOTAL VOLUME ON HAND (1 through 6)			3888.04	3888.04
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR			3802	3802.0
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	86.04
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				48.

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

[redacted]
SIGNATURE OF RECORDS OFFICER

19 Oct 83
DATE

ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: DCI Records Management Officer

FROM: (Directorate and Office) DCI/Office of the Inspector General

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				153.3
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				4.0
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				34.6
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
NBI	Magnetic Diskettes 8"		97 ÷ 2 =	48.5
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				240.4
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				245.0
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	4.6
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				7.5

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

14 Oct 83
DATE

ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: DCI RMO

FROM: (Directorate and Office) NIC

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			671	671
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				267
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		11 ÷ 5 =	2.2
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) / NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				940.2
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				905.1
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	35.1
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				55

STAT

SIGNATURE OF RECORDS OFFICER

10-11-83
DATE

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

ANNUAL REPORT OF RECORDS HOLDINGS	NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.
TO:	FROM: (Directorate and Office) DCI/IG/Audit

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				160
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				57
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) / NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				217
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				191
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE	26
			DECREASE	
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

11 Oct 83
DATE

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

STAT

ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: RMO,DCI Area

FROM: (Directorate and Office) DCI History Staff

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			140.0	140.0
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			190.0	48.0
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			21.0	21.0
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes	20	÷ 20 =	1.0
	Video Tapes		÷ 7 =	
	Disc Packs	1	÷ 2 =	.5
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		1" ÷ 2 =	.1
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) / NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		1" ÷ 6 =	.1
7. TOTAL VOLUME ON HAND (1 through 6)				210.7
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				196.1
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	14.6
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

5 Oct 83
DATE

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

ANNUAL REPORT OF RECORDS HOLDINGS	NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.
TO: OIS/RECORDS SYSTEMS BRANCH 1236 AMES BUILDING	FROM: (Directorate and Office) DCI/PUBLIC AFFAIRS OFFICE

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			328'	328'
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			12'	~~12'~~ 3
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			70'	70'
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			66'	66'
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes	388	÷ 20 =	19'
	Video Tapes		÷ 7 =	
	Disc Packs	~~4~~	÷ 2 =	~~2~~
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				486 ~~488~~
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				394
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE DECREASE	~~94~~ 92
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

10/13/83
DATE

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

STAT

Page Denied

STAT

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: OIS/Records Systems Branch

FROM: (Directorate and Office) DCI/Office of Comptroller

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				287.51
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				37.57
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 154 / NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =	1.83
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				326.91
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				271.50
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	55.41
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				30.00

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

10/13/83
DATE

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

STAT

ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: Chief, Records System Branch, RMD/OIS
Attn:

FROM: Intelligence Community Staff/DCI
(Directorate and Office)
RMO/ICS

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			1475	1475
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				18.5
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				199.
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				554.
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	.75
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	47.6
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) / NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		12 ÷ 6 =	2.
7. TOTAL VOLUME ON HAND (1 through 6)				2296.85
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				2122.5
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	174.35
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				25.

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

Oct 7, 1983
DATE

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: RECORDS SYSTEM BRANCH
1236 Ames Bldg.

FROM: (Directorate and Office)
DCI/OLL

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				251.6
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				71.0
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				133.1
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) / NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				455.7
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				370.4
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	85.3
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				6.0

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

26Sep83
DATE

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO:

FROM: (Directorate and Office) DDA

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				34,137.35
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				635.14
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				800.50
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				18,347.52
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 72,053	÷ 7 =	10,292.30
	Audio Tapes	27,605	÷ 20 =	1,380.00
	Video Tapes	6,075	÷ 7 =	873.44
	Disc Packs	800	÷ 2 =	401.50
	Word Processing Magnetic Tapes	4,551	÷ 72 =	63.22
	Word Processing Magnetic Cards		92.1 ÷ 6 =	15.35
	Magnetic Diskettes 5¼"		56 ÷ 5 =	11.20
	Magnetic Diskettes 8"		505.04 ÷ 2 =	252.52
	Paper Tapes (on reels)		÷ 72 =	0
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 5,712 / NUMBER (35mm) 2126	16mm ÷ 84 =	70.63
			35mm ÷ 54 =	39.00
	Aperture Cards		66 ÷ 6 =	11.00
	Microfiche		606.66 ÷ 6 =	101.11
7. TOTAL VOLUME ON HAND (1 through 6)				67,431.78
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				60,025.02
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	7,406.76
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				6,073.55

STAT

SIGNATURE OF RECORDS OFFICER

11/21/83
DATE

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: OIS/RMD/RSB

FROM: (Directorate and Office) DDA/OT&E

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				3018.60
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				147.39
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				286.00
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				6951.32
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	7.30
	Audio Tapes	11799	÷ 20 =	589.95
	Video Tapes	2691	÷ 7 =	384.45
	Disc Packs	13	÷ 2 =	6.50
	Word Processing Magnetic Tapes	4248	÷ 72 =	59.00
	Word Processing Magnetic Cards		÷ 6 =	1.12
	Magnetic Diskettes 5¼"		÷ 5 =	1.20
	Magnetic Diskettes 8"		÷ 2 =	13.02
	Paper Tapes (on reels)		÷ 72 =	0
6. MICROFORM RECORDS	Reels	NUMBER (16mm) / NUMBER (35mm)	16mm ÷ 84 =	.80
			35mm ÷ 54 =	0
	Aperture Cards		÷ 6 =	0
	Microfiche		÷ 6 =	6.83
7. TOTAL VOLUME ON HAND (1 through 6)				11,473.48
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				8,602.95
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	2,870.53
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				461.55

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

8 NOV 1983
DATE

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0