CLASSIFICATION

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160031-5

MICROFILMING PROPOSAL FOR EVALUATION

DATE

TITLE OF FILE (or brief description)	CUSTODIAN OF FILE		EXTENSION
	OFFICE		
	FILE LOCATION (Room No. and Building)		

PRESENT VOLUME (cu. ft.)		NUMBER OF REFERENCES PER MONTH		ESTIMATED ANNUAL DEPOSIT (cu. ft) TO THE RECORDS CENTER
HQS.	REC. CENTER	HQS	REC CENTER	

SIZE OF RECORD					RETENTION PERIOD OF FILE				
	LETTER		PLANS	ADP TAB PAPER	IN OFFICE SPACE		IN CENTER		
	LEGAL		MAPS	OTHER (specify)	IS FILE ON RECORDS CONTROL SCHEDULE		YES		NO
	CARD		ENG. DRAWINGS						

ARRANGEMENT OF FILES (alpha, numeric, chrono, etc.)	SCHEDULE NO.	ITEM NO.

CONDITION OF FILE

	GOOD CLEAR COPY, UNFASTENED, ONE WEIGHT AND SIZE AND COLOR OF PAPER		POOR COPY, STAPLED, ADDO FASTENED, VARIOUS WEIGHTS, SIZES AND COLORS OF PAPER

REMARKS

SIGNATURE OF RECORDS OFFICER

FOR USE BY RECORDS MANAGEMENT STAFF ONLY

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FORM 9-70 3239

CLASSIFICATION

(13-43)