

~~ADMINISTRATIVE INTERNAL USE ONLY~~

ROUTING AND RECORD SHEET				
SUBJECT: (Optional) Annual Records Inventory - FY 1984				
FROM: OTS Records Management Officer 212 South Bldg.			EXTENSION	NO.
			DATE 14 October 1983	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. C/OTS/SG	14 OCT 1983			
2.				
3. C/OIS/RSB 1236 Ames Bldg.				
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~~ADMINISTRATIVE INTERNAL USE ONLY~~

14 October 1983

MEMORANDUM FOR: Chief, OIS Records Systems Branch

FROM:

[Redacted]

OTS Records Management Officer

SUBJECT: Annual Records Inventory - FY 1984

1. Attached is the Office of Technical Service annual report of records holdings. The information was derived from taking into account annual file growth, files retired (186 cu. ft.) and files destroyed (129 cu. ft.).

2. If there are any questions regarding this report, please contact me on extension [Redacted]

Attachment:
As stated

[Redacted]

ADMINISTRATIVE - INTERNAL USE ONLY

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: C/OIS/RSB 1236 Ames Bldg.			FROM: (Directorate and Office) DDS&T/OTS/RMO 212 South Bldg.		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET 3598	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				49	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				645	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				1847	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	//////	63	
	Audio Tapes	60	////// ÷ 7 =	3	
	Video Tapes		////// ÷ 20 =	4	
	Disc Packs		////// ÷ 7 =	5	
	Word Processing Magnetic Tapes		////// ÷ 2 =		
	Word Processing Magnetic Cards	//////	////// ÷ 12 =	2	
	Magnetic Diskettes 5 1/4"	//////	11 ÷ 6 =	5	
	Magnetic Diskettes 8"	//////	÷ 5 =	3.5	
	Paper Tapes (on reels)		7 ÷ 2 =		
			////// ÷ 72 =		
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 1503	NUMBER (35mm) 40	16mm ÷ 84 =	18
				35mm ÷ 54 =	1
	Aperture Cards	//////		÷ 6 =	
	Microfiche	//////		347 ÷ 6 =	58
7. TOTAL VOLUME ON HAND (1 through 6)				6296	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				6550	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	254
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				129	

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: DDS&T/RMO		FROM: (Directorate and Office) DDS&T/ORD		STAT	
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET	
				803.7	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				42.0	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				57.0	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				1,282.8	
5. MAGNETIC RECORDS	Computer Tapes		NUMBER	////// ÷ 7 =	113.7
	Audio Tapes		220	////// ÷ 20 =	11.0
	Video Tapes			////// ÷ 7 =	3.9
	Disc Packs			////// ÷ 2 =	2.0
	Word Processing Magnetic Tapes			////// ÷ 12 =	0
	Word Processing Magnetic Cards		//////	÷ 6 =	2.3
	Magnetic Diskettes 5 1/4"		//////	÷ 5 =	0
	Magnetic Diskettes 8"		//////	÷ 2 =	.7
	Paper Tapes (on reels)			////// ÷ 72 =	0
	6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =
				35mm ÷ 54 =	0
Aperture Cards		//////	÷ 6 =	0	
Microfiche		//////	÷ 6 =	8.3	
7. TOTAL VOLUME ON HAND (1 through 6)				2,327.4	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				2,465	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	38
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				2,340 (app)	

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1"=.1	2"=.2	3"-4"=.3	5"=.4	6"=.5
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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 Records Management Officer		FROM: (ice) OIS Records Management Officer			
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 983.6	CUBIC FEET 983.6	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			21.8	21.8	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			0	0	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			1081.3	1081.3	
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 0	// // // // // // // // ÷ 7 =	0
	Audio Tapes		0	// // // // // // // // ÷ 20 =	0
	Video Tapes		0	// // // // // // // // ÷ 7 =	0
	Disc Packs		4	// // // // // // // // ÷ 2 =	2
	Word Processing Magnetic Tapes		6	// // // // // // // // ÷ 72 =	0
	Word Processing Magnetic Cards		// // // // // // // //	÷ 6 =	0
	Magnetic Diskettes 5 1/4"		// // // // // // // //	÷ 5 =	0
	Magnetic Diskettes 8"		// // // // // // // //	÷ 2 =	.5
	Paper Tapes (on reels)		// // // // // // // //	÷ 72 =	0
	6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =
			35mm ÷ 54 =	0	
Aperture Cards		// // // // // // // //	÷ 6 =	507	
Microfiche		// // // // // // // //	÷ 6 =	5.75	
7. TOTAL VOLUME ON HAND (1 through 6)					2092.9
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					1152.2
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	940.7 ---
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					31

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

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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)		
			Office of Information Services, O/DIR		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET	
			84	84.0	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			41	.3	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			0	0	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			269	269	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	0	0 ÷ 7 =	0
	Audio Tapes	0	0 ÷ 20 =	0	
	Video Tapes	0	0 ÷ 7 =	0	
	Disc Packs	0	0 ÷ 2 =	0	
	Word Processing Magnetic Tapes	0	0 ÷ 72 =	0	
	Word Processing Magnetic Cards	0	0 ÷ 6 =	0	
	Magnetic Diskettes 5 1/4"	0	0 ÷ 5 =	0	
	Magnetic Diskettes 8"	0	0 ÷ 2 =	0	
	Paper Tapes (on reels)	0	0 ÷ 72 =	0	
	6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =
			0	35mm ÷ 54 =	0
Aperture Cards				0 ÷ 6 =	0
Microfiche				0 ÷ 6 =	0
7. TOTAL VOLUME ON HAND (1 through 6)					353.3
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					NA
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					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 Admin/RMO			FROM: DDA/OIS/RMD (Directorate and Office)		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 299	CUBIC FEET 299	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			-0-	-0-	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			-0-	-0-	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			106.5	106.5	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER -0-	-0- $\div 7 =$	-0-	
	Audio Tapes	-0-	$\div 20 =$	-0-	
	Video Tapes	-0-	$\div 7 =$	-0-	
	Disc Packs	4	$\div 2 =$	2	
	Word Processing Magnetic Tapes	-0-	$\div 72 =$	-0-	
	Word Processing Magnetic Cards		-0- $\div 6 =$	-0-	
	Magnetic Diskettes 5 1/4"		-0- $\div 5 =$	-0-	
	Magnetic Diskettes 8"		1 $\div 2 =$	.5	
	Paper Tapes (on reels)	-0-	$\div 72 =$	-0-	
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm $\div 84 =$	-0-
				35mm $\div 54 =$	-0-
	Aperture Cards			-0- $\div 6 =$	-0-
	Microfiche			-0- $\div 6 =$	-0-
7. TOTAL VOLUME ON HAND (1 through 6)				408	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				474.3	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	66.3
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				30	

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 Management Officer			FROM: (Directorate and Office) Regulations Control Division Office of Information Services		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 60.6	CUBIC FEET 60.6	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			86	.8	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			0	0	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			607	607	
5. MAGNETIC RECORDS	Computer Tapes		NUMBER	///	
	Audio Tapes			/// ÷ 7 = ///	
	Video Tapes			/// ÷ 20 = ///	
	Disc Packs			/// ÷ 7 = ///	
	Word Processing Magnetic Tapes			/// ÷ 2 = ///	
	Word Processing Magnetic Cards		///	/// ÷ 12 = ///	
	Magnetic Diskettes 5 1/4"		///	/// ÷ 6 =	
	Magnetic Diskettes 8"		///	/// ÷ 5 =	
	Paper Tapes (on reels)			/// ÷ 2 = ///	
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
				35mm ÷ 54 =	
	Aperture Cards		///	/// ÷ 6 =	
	Microfiche		///	1.5 ÷ 6 =	0.25
7. TOTAL VOLUME ON HAND (1 through 6)					668.6
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

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 Management Officer			FROM: (Directorate and Office) Information & Privacy Division Office of Information Services		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 483	CUBIC FEET 483	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			204	20.4	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			0	0	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			59	59	
5. MAGNETIC RECORDS	Computer Tapes		NUMBER	/// // // // // // // //	
	Audio Tapes			/// // // // // // // // ÷ 7 =	
	Video Tapes			/// // // // // // // // ÷ 20 =	
	Disc Packs			/// // // // // // // // ÷ 7 =	
	Word Processing Magnetic Tapes			/// // // // // // // // ÷ 2 =	
	Word Processing Magnetic Cards		/// // // // // // // //	/// // // // // // // // ÷ 72 =	
	Magnetic Diskettes 5 1/4"		/// // // // // // // //	/// // // // // // // // ÷ 6 =	
	Magnetic Diskettes 8"		/// // // // // // // //	/// // // // // // // // ÷ 5 =	
	Paper Tapes (on reels)			/// // // // // // // // ÷ 2 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
				35mm ÷ 54 =	
	Aperture Cards		/// // // // // // // //	/// // // // // // // // ÷ 6 =	
	Microfiche		/// // // // // // // //	33.1 ÷ 6 =	5.5
7. TOTAL VOLUME ON HAND (1 through 6)					567.9
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					597
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE 29.1
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

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 1236 Ames Bldg.			FROM: (Directorate and Office) DDA/OIS/RMD/ARCB		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET		CUBIC FEET 129
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.					4
5. MAGNETIC RECORDS	Computer Tapes	NUMBER		///	
	Audio Tapes			÷ 7 =	
	Video Tapes			÷ 20 =	
	Disc Packs			÷ 7 =	
	Word Processing Magnetic Tapes			÷ 2 =	
	Word Processing Magnetic Cards	///		÷ 12 =	
	Magnetic Diskettes 5 1/4"	///		÷ 6 =	
	Magnetic Diskettes 8"	///		÷ 5 =	
		///		÷ 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)				(FY1983)	133
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				(FY1982)	126
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	7
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					0

10/12/83
DATE

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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: <i>(Directorate and Office)</i>		STAT	
OIS Admin/RMO		DDA/OIS/RMD			
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 170	CUBIC FEET 170	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			-0-	-0-	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			-0-	-0-	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			102.5	102.5	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER -0-	/// ÷ 7 =	-0-	
	Audio Tapes	-0-	/// ÷ 20 =	-0-	
	Video Tapes	-0-	/// ÷ 7 =	-0-	
	Disc Packs	4	/// ÷ 2 =	2	
	Word Processing Magnetic Tapes	-0-	/// ÷ 72 =	-0-	
	Word Processing Magnetic Cards	///	-0- ÷ 6 =	-0-	
	Magnetic Diskettes 5 1/4"	///	-0- ÷ 5 =	-0-	
	Magnetic Diskettes 8"	///	1 ÷ 2 =	.5	
	Paper Tapes (on reels)	-0-	/// ÷ 72 =	-0-	
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	-0-
				35mm ÷ 54 =	-0-
	Aperture Cards	///		÷ 6 =	-0-
	Microfiche	///		÷ 6 =	-0-
7. TOTAL VOLUME ON HAND (1 through 6)				275	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				348.3	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	73.3
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				30	

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 Admin/RMO			FROM: (Directorate and Office) DDA/OIS/RMD		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 299	CUBIC FEET 299	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			-0-	-0-	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			-0-	-0-	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			106.5	106.5	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER -0-	-0-	/// ÷ 7 = ///	-0-
	Audio Tapes	-0-	-0-	/// ÷ 20 = ///	-0-
	Video Tapes	-0-	-0-	/// ÷ 7 = ///	-0-
	Disc Packs	4	4	/// ÷ 2 = ///	2
	Word Processing Magnetic Tapes	-0-	-0-	/// ÷ 72 = ///	-0-
	Word Processing Magnetic Cards	///	-0-	÷ 6 =	-0-
	Magnetic Diskettes 5 1/4"	///	-0-	÷ 5 =	-0-
	Magnetic Diskettes 8"	///	1	÷ 2 =	.5
	Paper Tapes (on reels)	-0-	-0-	/// ÷ 72 = ///	-0-
	6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =
				35mm ÷ 54 =	-0-
Aperture Cards		///	-0-	÷ 6 =	-0-
Microfiche		///	-0-	÷ 6 =	-0-
7. TOTAL VOLUME ON HAND (1 through 6)				408	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				474.3	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	66.3
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				30	

STAT

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14 Oct 83

