

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: DBA/RMO OIS/RMD/RSB			FROM: (Directorate and Office) DDA/Office of Finance		
1. OFFICE FILES: Correspondence, Cases, Etc.				LINEAR FEET	CUBIC FEET 3,031
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					90
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					8
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					575
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 0	// // // // // // // // ÷ 7 =	0
	Audio Tapes		0	// // // // // // // // ÷ 20 =	0
	Video Tapes		0	// // // // // // // // ÷ 7 =	0
	Disc Packs		0	// // // // // // // // ÷ 2 =	0
	Word Processing Magnetic Tapes		0	// // // // // // // // ÷ 72 =	0
	Word Processing Magnetic Cards		// // // // // // // //	6 ÷ 6 =	1
	Magnetic Diskettes 5 1/4"		// // // // // // // //	÷ 5 =	0
	Magnetic Diskettes 8"		// // // // // // // //	2 ÷ 2 =	1
	Paper Tapes (on reels)			// // // // // // // // ÷ 72 =	0
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 4,620	NUMBER (35mm) 0	16mm ÷ 84 =	55
				35mm ÷ 54 =	0
	Aperture Cards		// // // // // // // //	÷ 6 =	0
	Microfiche		// // // // // // // //	18 ÷ 6 =	3
7. TOTAL VOLUME ON HAND (1 through 6)					3764
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					3367
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	397 -----
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					2250

STAT

SIGNATURE OF RECORDS OFFICER

14 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.

	<u>EQUALS ONE CUBIC FOOT</u>
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