

OD&E-1238-85


24 December 1985

MEMORANDUM FOR: Chief, Information Management Branch,
Information Resources Management Division,
OIS/DA

25X1 FROM: 
Records Management Officer,
Office of Development and Engineering, DS&T

SUBJECT: Annual Records Inventory 1985

1. Attached is the OD&E Annual Records Inventory for 1985. Since this report is four days late and today is Christmas Eve, I hope you will forgive me. Have a very Merry Christmas and a Happy New Year. HO! HO! HO!

25X1 
Attachment

ANNUAL REPORT OF RECORDS HOLDINGS FOR 1985

TO: OIS/IRMD	FROM: (Directorate and Office) DDS&T/OD&E
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	4,827.0	4,650.0	-177
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1,288.0	2,103	+815
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	101.0	50	-51
d.	Other (Describe)			
TOTAL LINEAR FEET OF OFFICE FILES		6,216.0 /	6,803 /	+587 /

II. CARD-SIZE FILES:

a.	3x5 Cards	.9 9.0	.6 6	- 3
b.	5x8 Cards		.5 3	+ 3
c.	Punch Cards		2.3 9	+ 9
d.	Abstracts		4.4 44	+ 44
e.	Aperture Cards			
f.	Microfiche	.3 1.7	8.0 48	+ 46.3
g.	Other (Describe)			
TOTAL LINEAR FEET—CARD-SIZE FILES		10.7	110.0	+ 99.3

	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	1 7	3.1 22	+ 15
b.	Audio Tapes	5 100		- 100
c.	Video Tapes	14.3 100	14.1 99	- 1
d.	Disc Packs	24.0 48	67.0 134	+ 86
e.	Word Processing Magnetic Tapes		.1 5	+ 5
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"		1.6 950	+ 950
h.	Magnetic Diskettes 8"	2.0 480	1.3 304	-176
i.	Paper Tapes			
j.	Other (Describe)			
		46	87	+ 41

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	2.2 181	1.0 84	- 97
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film		.9 6	+ 6
e.	Other (Describe) Vugraphs		3 Ft.	+ 3
		2	5	+ 3

Comments:

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Date: 24 Dec. 1985

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1985

TO: OIS/IRMD **FROM:** (Directorate and Office)
DDS&T/OD&E/FO

ANNUAL LINEAR FOOTAGE		
PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	1,336.5	1,135	-201.5
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	9,325.5	7,736	-1589.5
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	1,051.0	1,659	+ 608
d.	Other (Describe)			
TOTAL LINEAR FEET OF OFFICE FILES		11,713.0	10,530	-1,183

II. CARD-SIZE FILES:

a.	3x5 Cards	100 999.0	48.5	-950.5
b.	5x8 Cards		1.6 9.8	+ 9.8
c.	Punch Cards		3.4 13.6	+ 13.6
d.	Abstracts		.9 9.0	+ 9.0
e.	Aperture Cards	55.8 334.5	2.5 15.0	-319.5
f.	Microfiche	49.2 247.0	1.4 165.6	-81.4
g.	Other (Describe)			
TOTAL LINEAR FEET—CARD-SIZE FILES		1,580.5	383.9	-1,196.6
		197	261.5	-1,319.0

QUANTITY OF EACH		
PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	2,031 14,223	2087.7 14,614	+391
b.	Audio Tapes	21.9 438	11.8 236	-202
c.	Video Tapes	395.3 2,767	183.1 1,282	-1485
d.	Disc Packs	14.5 29	258.5 517	+488
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"	.7 432	3.9 2,330	+1,898
h.	Magnetic Diskettes 8"	41.0 9,840	9.5 2,267	-7,573
i.	Paper Tapes	.9 65	.1 6	- 59
j.	Other (Describe)			
		2505	2559	+ 50

IV. FILM RECORDS:

a.	Microfilm— 16mm Reels	40 3,370	56.7 4,761	+1,391
b.	Microfilm— 35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film		2.1 15	15
e.	Other (Describe)			

Comments: 40 59 + 19

Signature of Component: **Date:** 13 Dec 85