

19 July 1988

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Bob - AC/ADB/IMD - Approval	RIL	7-20
2.		
3. Tony - A/DC/IMD - Approval		
4.		
5. C/IMD - Approval & Signature		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
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Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) Chuck - ADB/IMD	Room No.—Bldg.
	Phone No.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Report of Agency Records Holdings 1987

FROM:
 Chief, Information Management Div./CSG

EXTENSION

NO.

DATE

19 July 1988

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.)

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1.
DC/IS/CSG

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3. C/CSG
GE31 Hqs.

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19 July 1988

MEMORANDUM FOR: Director of Information Technology

25X1 FROM:


Chief, Information Management Division, CSG

SUBJECT: Annual Report of Agency Records Holdings for 1987

1. The Annual Report of Agency Records Holdings is prepared by the Information Management Division each year from data collected and submitted by each of the Agency's Information Management Officers (IMOs). The report provides statistical data on the types and volumes of records being held in office areas and at the Agency Archives and Records Center (AARC) which is used to identify potential problems relating to records storage and space. This memorandum and its attachments provide the Annual Report of Records Holdings for 1987.

2. The annual records inventory shows growth trends in records holdings throughout the Agency. Substantial cost savings can result by monitoring records holdings to prevent maintaining temporary records in office areas beyond their retention period, thereby eliminating the need for additional records storage equipment and reducing the office space required to store records. The dramatic increase in the capability of the Agency to create, collect, and produce information is reflected by the continuing growth of its records holdings.

3. Attached at Tab A are Forms 3581, Annual Report of Records Holdings for 1987. These forms provide the linear footage of paper records and the quantity of magnetic and film records Agency-wide and for each individual directorate. These figures have been converted into cubic feet and are shown on the chart at Tab B. A breakdown of records on-hand is provided for each directorate, as well as the increase or decrease from last year's figures. The total records holdings for 1987 which include office area and AARC statistics are provided at Tab C.

4. An analysis of the data shows a 12,515 cubic feet increase of total Agency holdings in office areas. Major increases in records holdings were reported in the DCI area, the Directorate of Administration and Directorate of Intelligence. Category I (office files) and Category III (magnetic records) increased 15,478 cubic feet and 1,938 cubic feet respectively. Category II (card files) and Category IV (film records) decreased 1,341 cubic feet and 3,560 cubic feet respectively. Records at AARC increased a total of 1,316 cu. ft. Overall, the above figures show a net increase of 13,831 cu. ft. of total Agency records holdings.

25X1



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SUBJECT: Annual Report of Agency Records Holdings for 1987

5. Statistics for each directorate and the DCI Area are as follows:

a. The DO increased its office holdings by 20 cu. ft. and decreased its AARC holdings by 1,582 cu. ft., resulting in a net reduction of 1,562 cu. ft.

b. The DCI Area increased its office holdings by 849 cu. ft. and increased its AARC holdings by 1,516 cu. ft., resulting in a net increase of 2,365 cu. ft.

c. The DS&T decreased its office holdings by 2,728 cu. ft. and increased its AARC holdings by 719 cu. ft., resulting in a net decrease of 2,009 cu. ft.

d. The DA increased its office holdings by 8,336 cu.ft., and decreased its AARC holdings by 615 cu. ft., resulting in a net increase of 7,721 cu. ft.

e. The DI increased both its office holdings and AARC holdings by 6,038 cu. ft. and 1,278 cu. ft., respectively, resulting in a net increase of 7,316 cu. ft.

6. Contributing to the growth of Agency records in 1987 are the following observations:

a. The continuing increase and expansion of Agency collection efforts contribute greatly to the production and dissemination of information.

b. Agency components are required to maintain voluminous records involved in the Iran-Contra investigation and other litigation cases beyond the approved destruction time cited in the records control schedule.

c. The abundance of personal computers and other ADP equipment in Agency components has greatly increased the capability to create and store masses of information electronically. Operating software and documentation to support these systems must also be maintained.

7. While the effort to update all Agency records control schedules covering paper and microform records is nearing completion, the scheduling of Agency electronic records is just beginning. The updated schedules establish more realistic retention periods for temporary records and better identify those records eligible for destruction or transfer to the AARC for either temporary or permanent storage. The trend in holdings at the AARC is a steady growth upward since 1977. However the rate of

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SUBJECT: Annual Report of Agency Records Holdings for 1987

increase has been less the past two years than in previous years. In 1986 the increase in record holdings at the AARC was 2,944 cubic feet, down 1,263 cubic feet from the total reported in 1985. In 1987 the increase at the AARC was 1,316 cubic feet, down 1,628 cubic feet from 1986. Possible factors contributing to this reduction are the implementation of revised records control schedules by Agency components, the Directorate of Operations records review effort to reduce DO holdings at the AARC, and the transfer of OSS records to the National Archives and Records Administration. With the addition of 20,000 cubic feet of movable shelving installed in 1987, the AARC now has 33,518 cubic feet of storage space available for new retirements.

8. We will continue to provide direction to all Agency IMOs to ensure sound records management practices and procedures are followed which are consistent with the Agency's Information Resources Management Program. After your review of this report we will share it with Agency IMOs.

25X1



Attachments

- A - Forms 3581
- B - Cubic Feet Conversion
- C - Total Records Holdings

TAB
A

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT/CSG/IMD	FROM: (Directorate and Office) CIA
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	120,675	134,286.2	+ 13,611.2
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	97,878	104,048.2	+ 6,170.2
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	20,759	16,989.2	- 3,769.8
d.	Other (Describe)	4,610	4,076	- 534
TOTAL LINEAR FEET OF OFFICE FILES		243,922	259,399.6	+ 15,477.6

II. CARD-SIZE FILES:

a.	3x5 Cards	6,281	4,697.5	- 1,583.5
b.	5x8 Cards	15,413	14,327.2	- 1,085.8
c.	Punch Cards	232	154.5	- 77.5
d.	Abstracts	190	242.3	+ 52.3
e.	Aperture Cards	2,346	2,150.2	- 195.8
f.	Microfiche	3,308	3,842.7	+ 534.7
g.	Other (Describe)	5,821	1,540	- 4,281
TOTAL LINEAR FEET—CARD-SIZE FILES		33,591	26,954.4	- 6,636.6

	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	119,660	118,549	- 1,111
b.	Audio Tapes	20,400	30,211	+ 9,811
c.	Video Tapes	23,345	33,200	+ 9,855
d.	Disc Packs	3,866	5,485	+ 1,619
e.	Word Processing Magnetic Tapes	5,240	5,056	- 184
f.	Word Processing Magnetic Cards	9,144	4,539	- 4,605
g.	Magnetic Diskettes 5 1/4"	25,385	50,722	+ 25,337
h.	Magnetic Diskettes 8"	36,738	42,597	+ 5,859
i.	Paper Tapes	1,068	15,828	+ 14,760
j.	Other (Describe)	37,326	47,795	+ 10,469

IV. FILM RECORDS:

a.	Microfilm— 16mm Reels	21,916	19,072	- 2,844
b.	Microfilm— 35mm Reels	8,189	14,268	+ 6,079
c.	Microfilm Cassettes	5,037	14,238	+ 9,201
d.	Movie Film	1,149	313	- 836
e.	Other (Describe)	22,824	2,800,535	+2,777,711

Comments:

Signature of Component RMO:

Date:

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT/CSG/IMD	FROM: (Directorate and Office) DCI
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:			
a. Case, Subject, Chronos, Etc.	6,454	6,999	+ 545
b. Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	5,047	5,166.8	+ 119.8
c. Odd-Size Material: Maps, Charts, Photographs, Etc.	338	384.6	+ 46.6
d. Other (Describe)	23	30	+ 7
TOTAL LINEAR FEET OF OFFICE FILES	11,862	12,580.4	+ 718.4

II. CARD-SIZE FILES:			
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
a. 3x5 Cards	133	129.2	- 3.8
b. 5x8 Cards	252	256.6	+ 4.6
c. Punch Cards			
d. Abstracts			
e. Aperture Cards		3.6	+ 3.6
f. Microfiche	111	121.5	+ 10.5
g. Other (Describe)	26	25	- 1
TOTAL LINEAR FEET—CARD-SIZE FILES	522	535.9	+ 13.9

	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:			
a. Computer Tapes	835	1,146	+ 311
b. Audio Tapes	545	662	+ 117
c. Video Tapes	438	642	+ 204
d. Disc Packs	85	164	+ 79
e. Word Processing Magnetic Tapes	147	154	+ 7
f. Word Processing Magnetic Cards	1,080	1,095	+ 15
g. Magnetic Diskettes 5¼"	497	1,326	+ 829
h. Magnetic Diskettes 8"	1,949	3,522	+ 1,573
i. Paper Tapes	1	0	- 1
j. Other (Describe)		247	+ 247

IV. FILM RECORDS:			
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
a. Microfilm—16mm Reels	688	588	- 100
b. Microfilm—35mm Reels			
c. Microfilm Cassettes	28	28	0
d. Movie Film	7	7	0
e. Other (Describe)			

Comments:

Signature of Component RMO:

Date:

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT/CSG/IMD	FROM: (Directorate and Office)
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	DDA			
	ANNUAL LINEAR FOOTAGE			
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:33%;">PREVIOUS YEAR</th> <th style="width:33%;">CURRENT YEAR</th> <th style="width:33%;">DIFFERENCE</th> </tr> </table>	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE		

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	37,714	45,267.9	+ 7,553.9
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	18,945	21,089	+ 2,144
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	1,320	1,272.9	- 47.1
d.	Other (Describe)	119	113.6	- 5.4
TOTAL LINEAR FEET OF OFFICE FILES		58,098	67,743.0	+ 9,645

II. CARD-SIZE FILES:

a.	3x5 Cards	725	722.3	- 2.7
b.	5x8 Cards	442	547.4	+ 105.4
c.	Punch Cards	95	97.5	+ 2.5
d.	Abstracts	28	10.2	- 17.8
e.	Aperture Cards	23	0	- 23
f.	Microfiche	326	457.7	+ 131.7
g.	Other (Describe)	2	881.6	+ 879.6
TOTAL LINEAR FEET—CARD-SIZE FILES		1,641	2,716.7	+ 1,075.7

	QUANTITY OF EACH			
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:33%;">PREVIOUS YEAR</th> <th style="width:33%;">CURRENT YEAR</th> <th style="width:33%;">DIFFERENCE</th> </tr> </table>	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE		

III. MAGNETIC RECORDS:

a.	Computer Tapes	75,816	72,161	- 3,655
b.	Audio Tapes	14,515	17,039	+ 2,524
c.	Video Tapes	7,435	5,650	- 1,785
d.	Disc Packs	1,652	1,752	+ 100
e.	Word Processing Magnetic Tapes	4,419	4,417	- 2
f.	Word Processing Magnetic Cards	4,124	126	- 3,998
g.	Magnetic Diskettes 5¼"	7,741	11,106	+ 3,365
h.	Magnetic Diskettes 8"	12,266	11,760	- 506
i.	Paper Tapes		145	+ 145
j.	Other (Describe)	23,470	23,569	+ 99

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	7,085	7,828	+ 743
b.	Microfilm—35mm Reels	119	115	- 4
c.	Microfilm Cassettes	350	350	0
d.	Movie Film	161	186	+ 25
e.	Other (Describe)	1,128	2,247	+ 1,119

Comments:

Signature of Component RMO:

Date:

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT/CSG/IMD	FROM: (Directorate and Office) DDO
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		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	24,631.9	24,119.8	-	512.1
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.				
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	27.0	50.5	+	23.5
d.	Other (Describe)				
TOTAL LINEAR FEET OF OFFICE FILES		24,658.9	24,170.3	-	488.6

II. CARD-SIZE FILES:

a.	3x5 Cards	1,732.2	1,701.7	-	30.5
b.	5x8 Cards	693.6	672.6	-	21.0
c.	Punch Cards	74.1	0	-	74.1
d.	Abstracts	79.5	104.8	+	25.3
e.	Aperture Cards				
f.	Microfiche	843.3	885.0	+	41.7
g.	Other (Describe)				
TOTAL LINEAR FEET—CARD-SIZE FILES		3,422.7	3,364.1	-	58.6

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	358	473	+	115
b.	Audio Tapes	4,001	9,873	+	5,872
c.	Video Tapes	1,565	1,641	+	76
d.	Disc Packs	323	710	+	387
e.	Word Processing Magnetic Tapes	45	0	-	45
f.	Word Processing Magnetic Cards	2,820	2,520		0
g.	Magnetic Diskettes 5¼"	1,754	2,681	+	927
h.	Magnetic Diskettes 8"	6,377	6,735	+	358
i.	Paper Tapes				
j.	Other (Describe)				

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	7,096	7,221	+	125
b.	Microfilm—35mm Reels	1,179	1,319	+	140
c.	Microfilm Cassettes				
d.	Movie Film	37	62	+	25
e.	Other (Describe)	288	800	+	512

Comments:

Signature of Component RMO:

Date:

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT/CSG/IMD	FROM: (Directorate and Office) DDI
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:			
a. Case, Subject, Chronos, Etc.	23,792	25,590.3	+ 1,798.3
b. Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	40,077	43,167.3	+ 3,090.3
c. Odd-Size Material: Maps, Charts, Photographs, Etc.	8,098	10,890.5	+ 2,792.5
d. Other (Describe)	3,179	886.8	- 2,292.2
TOTAL LINEAR FEET OF OFFICE FILES	75,146	80,534.8	+ 5,388.8

II. CARD-SIZE FILES:			
a. 3x5 Cards	2,222	1,770.1	- 451.9
b. 5x8 Cards	10,067	12,232.6	+ 2,165.6
c. Punch Cards	58	11.0	- 47.0
d. Abstracts	1	1.5	+ .5
e. Aperture Cards	2,077	1,954.5	- 122.5
f. Microfiche	917	1,039.4	+ 122.4
g. Other (Describe)	1,781	485.7	- 1,295.3
TOTAL LINEAR FEET—CARD-SIZE FILES	17,123	17,494.8	+ 371.8

	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:			
a. Computer Tapes	4,736	4,219	- 517
b. Audio Tapes	739	989	+ 250
c. Video Tapes	7,223	11,721	+ 4,498
d. Disc Packs	272	127	- 145
e. Word Processing Magnetic Tapes	342	183	- 159
f. Word Processing Magnetic Cards	172	104	- 68
g. Magnetic Diskettes 5¼"	8,176	16,708	+ 8,532
h. Magnetic Diskettes 8"	8,644	6,694	- 1,950
i. Paper Tapes	30	83	+ 53
j. Other (Describe)	114	2,733	+ 2,619

IV. FILM RECORDS:			
a. Microfilm—16mm Reels	2,458	284	- 2,174
b. Microfilm—35mm Reels	3,796	8,070	+ 4,274
c. Microfilm Cassettes	3,765	12,394	+ 8,629
d. Movie Film	871	1,651,906	+1,651,035
e. Other (Describe)		95,571	+ 95,571

Comments:

Signature of Component RMO:

Date:

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT/CSG/IMD	FROM: (Directorate and Office) DDS&T
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ANNUAL LINEAR FOOTAGE		
PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	28,083	32,309.2	+	4,226.9
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	33,809	34,625.1	+	816.1
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	10,976	4,390.7	-	6,285.3
d.	Other (Describe)	1,289	3,045.6	+	1,756.6
TOTAL LINEAR FEET OF OFFICE FILES		74,157	74,371.6	+	214.6

II. CARD-SIZE FILES:

a.	3x5 Cards	1,469	374.2	-	1,094.8
b.	5x8 Cards	3,958	618	-	3,340
c.	Punch Cards	5	46	+	41
d.	Abstracts	81	125.8	+	44.8
e.	Aperture Cards	246	192.1	-	53.9
f.	Microfiche	1,111	1,369.1	+	258.1
g.	Other (Describe)	4,012	147.7	-	3,864.3
TOTAL LINEAR FEET—CARD-SIZE FILES		10,882	2,872.9	-	8,009.1

QUANTITY OF EACH		
PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	37,915	40,550	+	2,635
b.	Audio Tapes	600	1,648	+	1,048
c.	Video Tapes	6,684	13,546	+	6,862
d.	Disc Packs	1,534	2,732	+	1,198
e.	Word Processing Magnetic Tapes	287	302	+	15
f.	Word Processing Magnetic Cards	1,248	694	-	554
g.	Magnetic Diskettes 5 1/4"	7,217	18,901	+	11,684
h.	Magnetic Diskettes 8"	7,502	13,886	+	6,384
i.	Paper Tapes	1,037	15,600	+	14,563
j.	Other (Describe)	13,742	21,246	+	7,504

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	4,589	3,151	-	1,438
b.	Microfilm—35mm Reels	3,095	4,764	+	1,669
c.	Microfilm Cassettes	894	1,466	+	572
d.	Movie Film	73	58	-	15
e.	Other (Describe)	31,408	1,052,258	+	1,020,850

Comments:

Signature of Component RMO:

Date:



ANNUAL REPORT OF RECORDS HOLDINGS
FOR 1987
(Figures Represent Cubic Feet of Records)

DIRECTORATE	TOTAL			I.			II.			III.			IV.		
	RECORDS HOLDINGS			OFFICE FILES			CARD-SIZE FILES			MAGNETIC RECORDS			FILM RECORDS		
	1987	1986	Diff.	1987	1986	Diff.	1987	1986	Diff.	1987	1986	Diff.	1987	1986	Diff.
DCI Area	13,238	12,389	+849	12,580	11,862	+718	77	77	0	573	442	+131	8	8	0
DI	86,020	79,982	+6,038	80,535	75,146	+5,389	2,718	2,591	+127	2,467	1,977	+490	300	268	+32
DS&T	84,550	87,278	-2,728	74,372	74,157	+215	425	1,926	-1,501	9,602	7,541	+2,061	151	3,654	+3,503
DA	81,147	72,811	+8,336	67,743	58,098	+9,645	282	232	+50	12,996	14,256	-1,260	126	225	-99
DO	26,339	26,319	+20	24,170	24,659	-489	440	457	-17	1,603	1,087	+516	126	116	+10
1987 Total	291,294			259,400			3,942			27,241			711		
1986 Total		278,779			243,922			5,283			25,303			4,271	
Difference			+12,515			+15,478			-1,341			+1,938			-3,560

TAB
C

ANNUAL REPORT OF RECORDS HOLDINGS
FOR 1987
OFFICE AREA AND AARC
(Figures Represent Cubic Feet of Records)

DIRECTORATE	RECORDS HOLDINGS IN OFFICE AREA			RECORDS HOLDINGS AT AARC			TOTAL RECORDS HOLDINGS		
	1987	1986	Diff.	1987	1986	Diff.	1987	1986	Diff.
DCI Area	13,238	12,389	+849	6,352	4,836	+1,516	19,590	17,225	+2,365
DI	86,020	79,982	+6,038	24,123	22,845	+1,278	110,143	102,827	+7,316
DS&T	84,550	87,278	-2,728	26,596	25,877	+719	111,146	113,155	-2,009
DA	81,147	72,811	+8,336	36,256	36,871	-615	117,403	109,682	+7,721
DO	26,339	26,319	+20	23,811	25,393	-1,582	50,150	51,712	-1,562
1987 Total	291,294			117,138			408,432		
1986 Total		278,779			115,822			394,601	
Difference			+12,515			+1,316			+13,831

Declassified in Part - Sanitized Copy Approved for Release 2012/10/05 : SLIP | ^{DATE} 20 July
CIA-RDP10T01930R000100130002-3

10. CYIMD - Subject

ROOM NO.	BUILDING
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REMARKS:

FROM:

ROOM NO.	BUILDING	EXTENSION
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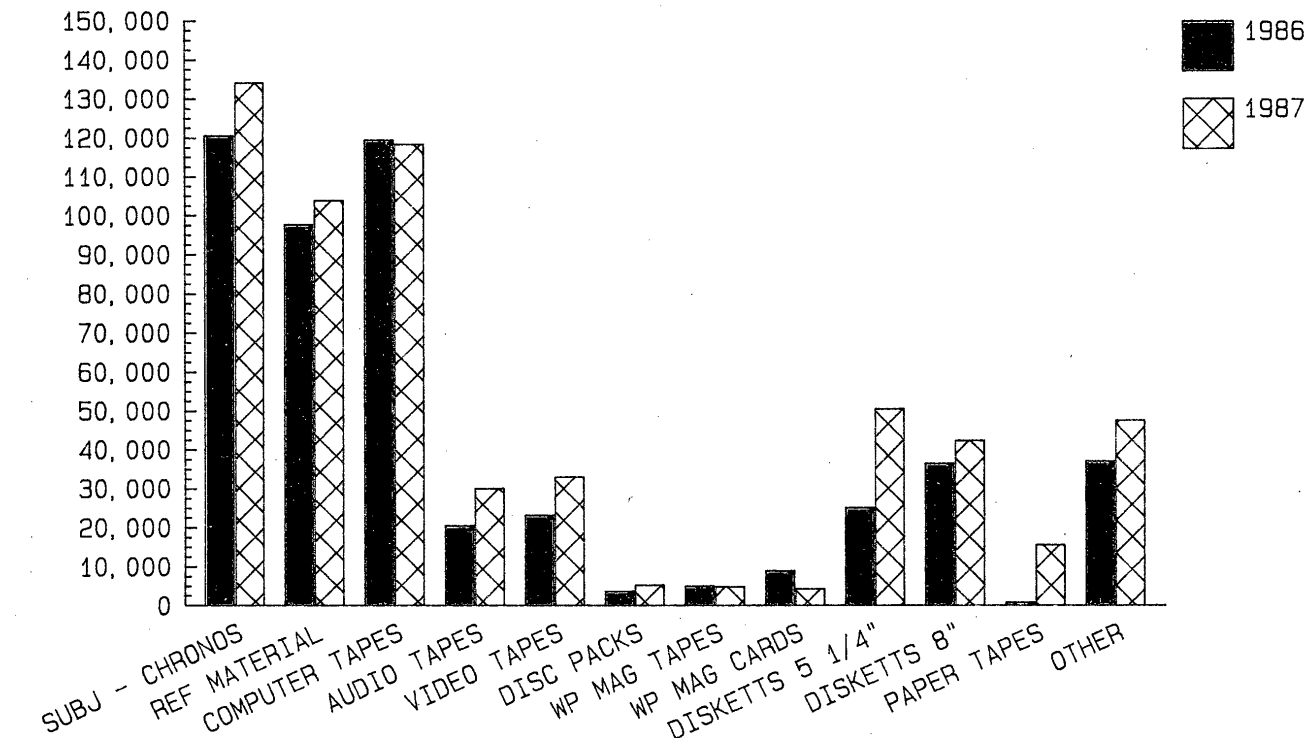
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Next 30 Page(s) In Document Denied

ANNUAL REPORT OF RECORDS HOLDINGS CIA

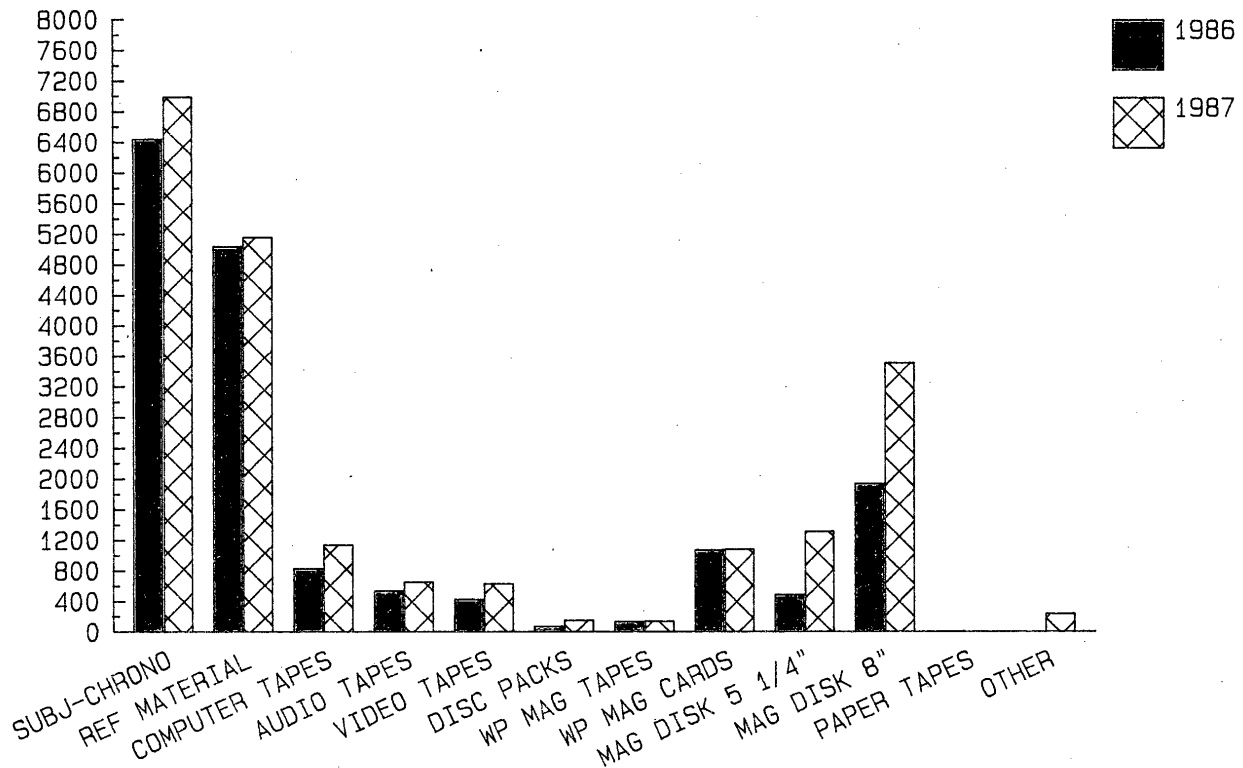
LINEAR FOOTAGE



STATISTICS FOR 1986 AND 1987

ANNUAL REPORT OF RECORDS HOLDINGS DCI

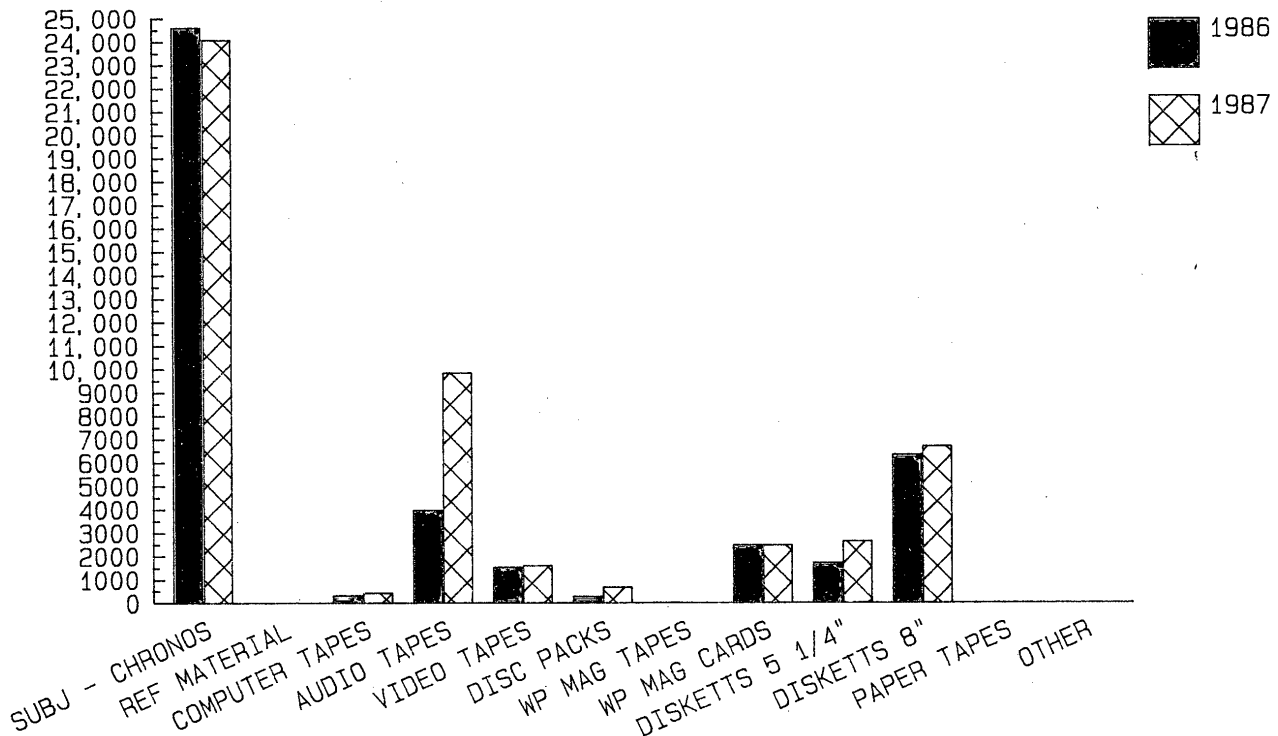
LINEAR FOOTAGE



STATISTICS FOR 1986 AND 1987

ANNUAL REPORT OF RECORDS HOLDINGS DDO

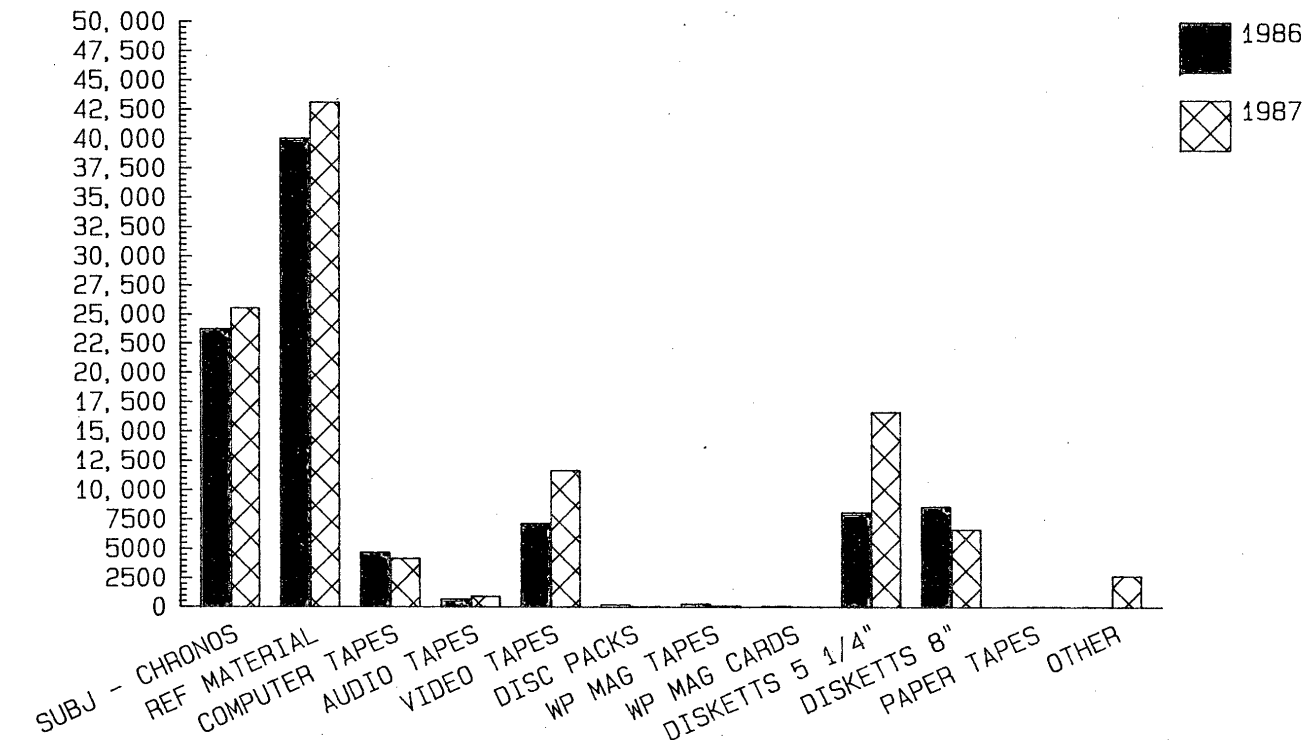
LINEAR FOOTAGE



STATISTICS FOR 1986 AND 1987

ANNUAL REPORT OF RECORDS HOLDINGS DDI

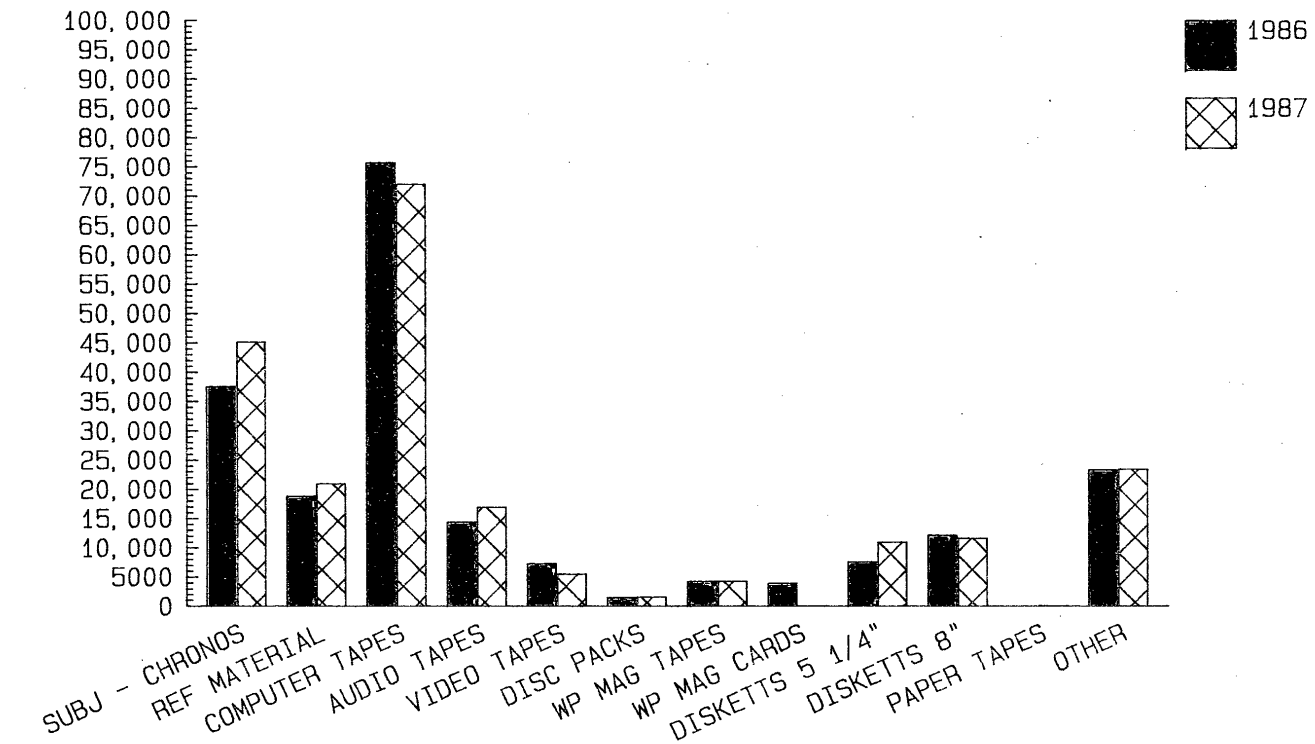
LINEAR FOOTAGE



STATISTICS FOR 1986 AND 1987

ANNUAL REPORT OF RECORDS HOLDINGS DDA

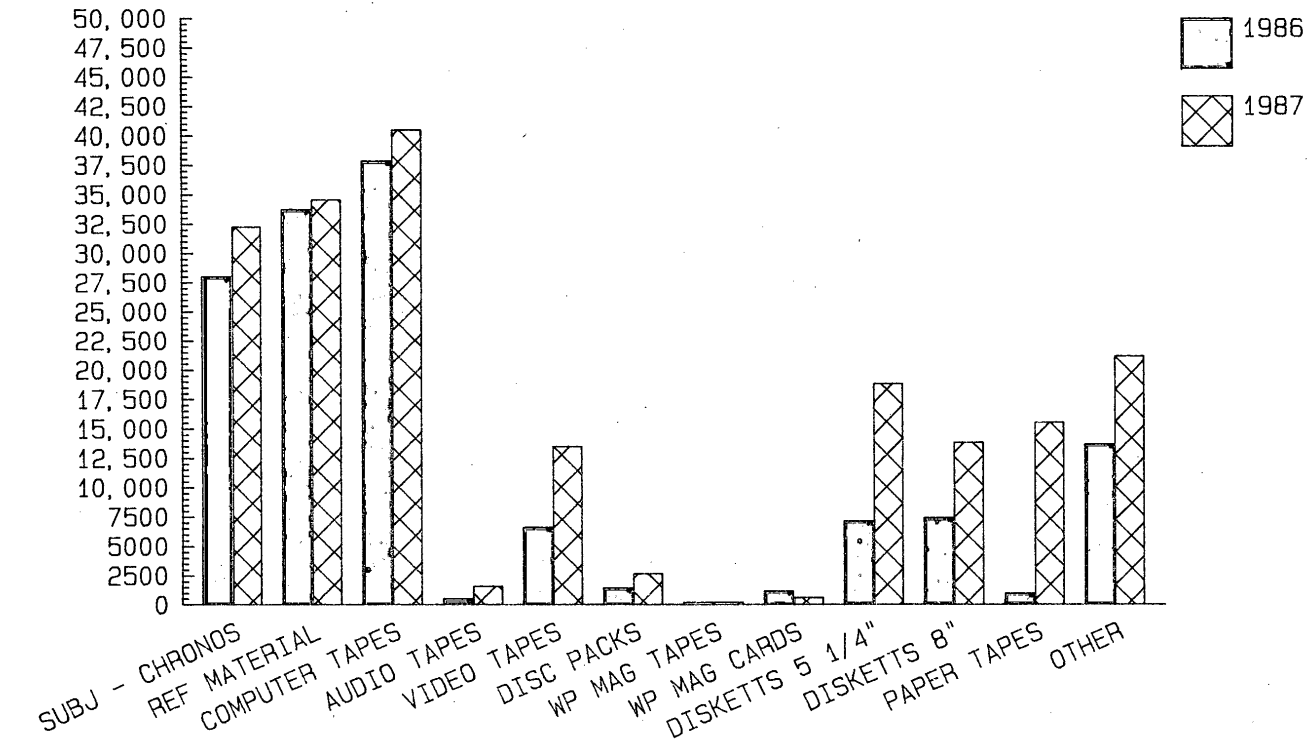
LINEAR FOOTAGE



STATISTICS FOR 1986 AND 1987

ANNUAL REPORT OF RECORDS HOLDINGS DDS&T

LINEAR FOOTAGE



STATISTICS FOR 1986 AND 1987

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 ____

TO: OIS/IRMD	FROM: (Directorate and Office)
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.			
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.			
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.			
d.	Other (Describe)			

TOTAL LINEAR FEET OF OFFICE FILES

II. CARD-SIZE FILES:

a.	3x5 Cards			
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other (Describe)			

TOTAL LINEAR FEET—CARD-SIZE FILES

	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes			
b.	Audio Tapes			
c.	Video Tapes			
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"			
h.	Magnetic Diskettes 8"			
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm— 16mm Reels			
b.	Microfilm— 35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:

Signature of Component RMO:	Date:
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FORM 9-85 **3581** OBSOLETE PREVIOUS EDITIONS

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