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WORKLOAD DATA AND OTHER INFORMATION RELATIVE TO THE REFERENCE
SERVICE WORK PERFORMED BY THE RECORDS CENTER

1. Total telephone requests for reference service. 13 per day

2. Number of requests in writing. 12 per day

25X1A6a 3. Present telephone facilities at [REDACTED] 3 lines
25X1A

25X1A

(Discussion with [REDACTED] indicates no data available on actual count of telephone calls; however, these lines are constantly busy and could probably handle only an additional 10 to 12 calls per day).

25X1A6a 4. Cost of telephone service per month between Headquarters and [REDACTED]. \$ 115.00 per line

(This is for a maximum of 100 messages per month. When the number exceeds 100, the rate varies from 5¢ to 3¢, depending upon the volume).

25X1A6a 5. Cost of teletype per month between Headquarters and [REDACTED]. \$ 70.00

(This cost may be \$10 per month if Comsec and Security Office determine that the existing line between these two points can be used instead of establishing a new one).

6. Examples of types of requests submitted to Records Center for information:

- a. Personnel Office - To determine if we have a folder of applicant for positions in the Agency. Did we reply to applicant? Other types of information with respect to employment of former employees.
- b. Request for information by Finance and Fiscal Divisions pertaining to vouchers.
- c. Requests from Medical Office for medical history data.
- d. Requests from Transportation Division and Procurement Division, IO, on shipping documents, vouchers and contracts.

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