

ADMINISTRATIVE - INTERNAL USE ONLY

10 December 1963

MEMORANDUM FOR: Chief, Administrative Staff, OCR

FROM: Acting Chief, Special Register, OCR

SUBJECT: Printing Requirements Placed on PSD by OCR

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1. The bulk of the Special Register's printing requirements are transcript sheets and information service request forms. Both of these items are used by SR analysts in performing their assigned tasks of input to and retrieval from a machine indexing system. The Register requested approximately [] copies of these forms during 1963. The only other sizeable requirement to PSD is for [] [] year. No appreciable increase is expected in either category in the immediate future.

2. A deadline of one month is affixed to each printing request. PSD generally meets this requirement date. On those occasions when PSD fails to meet the SR deadline, the Register is forced to reproduce a limited quantity of these forms on a Xerox 914 copier. The Register orders printing of forms when its inventory depletes to a two-month supply. A reminder card is inserted in the stacks of forms to insure timely ordering.

STATINTL

3. The Register has no printing backlog at this time.

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25 YEAR RE-REVIEW

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