

APRIL 1968

AGENCY	DESCRIPTION	TYPE	PERIOD	START	END	QUANTITY	UNIT PRICE	LEAD TIME	REMARKS
RAB/SS/DDS	AGENCY FORMS (38)	Offset Prtg.	Yearly	1-2	- - -	1	Approx 2000 ea. (76,000)	15-20 days	1 PSD PRINTING
RAB/SS/DDS	AGENCY FORMS (18)	PRINTED ACCORD- TO PREPARED SPECIFICATIONS	12-18 Mos.	1-12	- - -	1	APPROX. 500 - 3,000,000 (15,390,000)	60-90 Days	1 PRINTED THROUGH GPO, COMMERCIAL PRINTERS, OR PURCHASED FROM GSA.
RAB/SS/DDS	PAMPHLETS, SLIDES, POSTERS, CIRCULAR TYPE LETTERS	OFFSET PRG AND/OR Photography	As required (approx. twice yearly)	1-25	1-15	3	10-100	15-20 days	1 PSD PRINTING - FOR TRAINING AND DEVELOPMENT OF RECORDS PROGRAM AGENCY WIDE.
<p>FUTURE REQUIREMENTS: Will remain constant since the forms for which this office is responsible are the general housekeeping items such as: Courier Receipts, Routing and Record Sheets, Telephone Message Forms, Office Memorandum Forms and Charge Out cards.</p> <p>In addition our pamphlets, slides, posters, etc. will always remain fairly constant to be used on an "as-needed" basis for training and development, and advertisement for campaigns such as "Records Cleanup Campaigns".</p>									

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AGENCY	TYPE OF PRINTING	PROCESS	PERIODICITY	QUANTITY	DATE	PERIOD	EST. COST	LEAD TIME	DISTRIBUTING (No. of offices)	REMARKS
RAB/SS/DDS	AGENCY FORMS (38)	Offset Prtg.	Yearly	1-2	- - -	1	Approx 2000 ea. (76,000)	15-20 days	1	PSD PRINTING
RAB/SS/DDS	AGENCY FORMS (18)	PRINTED ACCORD-TO PREPARED SPECIFICATIONS	12-18 Mos	1-12	- - -	1	APPROX. 500 - 8,000,000 (15,390,000)	60-90 Days	1	PRINTED THROUGH GPO, COMMERCIAL PRINTERS, OR PURCHASED FROM GSA.
RAB/SS/DDS	PAMPHLETS, SLIDES, POSTERS, CIRCULAR TYPE LETTERS	OFFSET PRTG AND/OR Photography	As required (approx. twice yearly)	1-25	1-15	3	10-100	15-20 days	1	PSD PRINTING - FOR TRAINING AND DEVELOPMENT OF RECORDS PROGRAM AGENCY WIDE.
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AGENCY	NAME OF PROJECT	TYPE OF PRINTING	PERIODICITY	NO. COPIES	DATE OF COMPLETION	NO. OF PERSONNEL	APPROX. COST (\$)	LEAD TIME (in weeks)	DISTRIBUTION (no. of addresses)	REMARKS
RAB/SS/DDS	AGENCY FORMS (38)	Offset Prtg.	Yearly	1-2	- - -	1	Approx 2000 ea. (76,000)	15-20 days	1	PSD PRINTING
RAB/SS/DDS	AGENCY FORMS (18)	PRINTED ACCORD- TO PREPARED SPECIFICATIONS	12-18 Mos	1-12	- - -	1	APPROX. 500 - 3,000,000 (15,390,000)	60-90 Days	1	PRINTED THROUGH GPO, COMMERCIAL PRINTERS, OR PURCHASED FROM GSA.
RAB/SS/DDS	PAMPHLETS, SLIDES, POSTERS, CIRCULAR TYPE LETTERS	OFFSET PRTC AND/OR Photography	As required (approx. twice yearly)	1-25	1-15	3	10-100	15-20 days	1	PSD PRINTING - FOR TRAINING AND DEVELOPMENT OF RECORDS PROGRAM AGENCY WIDE.
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ORGANIZATION	NAME OF PUBLICATION	TYPE OF PUBLICATION (or service)	FREQUENCY	NO. OF PAGES	NO. OF COPIES	NO. OF ISSUES	EST. COST (per issue)	LEAD TIME (in days)	DISTRIBUTION (no. of addresses)	REMARKS
RAB/SS/DDS	AGENCY FORMS (38)	Offset Prtg.	Yearly	1-2	---	1	Approx 2000 ea. (76,000)	15-20 days	1	PSD PRINTING
RAB/SS/DDS	AGENCY FORMS (18)	PRINTED ACCORD- TO PREPARED SPECIFICATIONS	12-18 Mos.	1-12	---	1	APPROX. 500 - 8,000,000 (15,390,000)	60-90 Days	1	PRINTED THROUGH GPO, COMMERCIAL PRINTERS, OR PURCHASED FROM GSA.
RAB/SS/DDS	PAMPHLETS, SLIDES, POSTERS, CIRCULAR TYPE LETTERS	OFFSET PRTG AND/OR Photography	As required (approx. twice yearly)	1-25	1-15	3	10-100	15-20 days	1	PSD PRINTING - FOR TRAINING AND DEVELOPMENT OF RECORDS PROGRAM AGENCY WIDE.
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