

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Printing Survey

FROM:

25X1

EXTENSION

NO.

CIA Records Administration Officer

2468

DATE

25 April 1968

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.)

1.

25X1

Mr. []

25X1

Mr. []

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Sorry to say I will not be able to attend the Monday, 29 April meeting of the Printing Survey Committee. I will be out of town at a Federal Records Management Conference.

However, I am anxious that you have the attached information for your meeting, because it shows that forms are a major printing consideration that averages to be 1,250 jobs, of some 48 million copies, costing about \$264,000 per year.

The attached listing gives the "Total Volume of Agency Forms Printing" for each of the past six years. This analysis also shows the number of forms printed by Printing Services Division internally as well as the external forms printing by GPO and commercial companies.

Please note that the last column is separated, because we show how much of the TOTAL was new, revised, or reprint because all three types of printing establishments do all types of forms actions.

25X1

CIA Records Administration Officer

FORM 3-62

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