SECRET

TYPES OF COMPONENT RECORDS IN STORAGE
Net Changes In Volume -- Cubic Feet
(1 July 1968 versus 1 April 1969)

DEPOSITING AREA	INACTIVE OFFICE RECORDS	VITAL RECORDS	SUPPLEMENTAL DISTRIBUTION	TOTALS	DATES
DCI	1,388	123	133	1,644	July '68
	1,670	63	115	1,848	April '69
Net Change	+ 282	- 60	- 18	+ 204	
DDI	17,340	7,622	19,168	44,130	July '68
	15,051	7,729	19,463	42,243	April '69
Net Change	- 2,289	+ 107	+ 295	- 1,887	
DDP	22,687	698	102	23,487	July '68
	23,032	693	113	23,838	April '69
Net Change	+ 345	- 5	+ 11	+ 351	
DDS	22,131	275	241	22,647	July '68
	21,618	294	315	22,227	April '69
Net Change	- 513	+ 19	+ 74	- 420	
DDS&T	3,220	80	2,117	5,417	July '68
	2,888	358	418	3,664	April '69
Net Change	- 332	+ 278	- 1,699	- 1,753	
ARCHIVES	7,048			7,048	July '68
	8,239			8,239	April '69
Net Change	+ 1,191			+ 1,191	
TOTAL	73,814	8,798	21,761	104,373	July '68
	72,498	9,137	20,424	102,059	April '69
Net Change	- 1,316	+ 339	- 1,337	- 2,314	

TAB A

SECRET

TAB B

MICROFILMING PRODUCTION

In order to microfilm 12,000 cu. ft. of files and produce 12,000 reels of film per year (250 workdays) requires either A or B below:

PROPOSAL A: 32 Flat-Bed Cameras---

Personnel

32 Camera Operators
11 Paper processors (1 to support 3 cameramen)
1 Film processor for PSD
3 Supervisors (2 are working Supervisors)
47 Positions

Production

3,000 images per day per Flat-bed camera (1½ reels a day)
(1 reel equals 1 cu. ft. of paper--2,000 papers in a cu.ft. of files)
(Flat-bed cameras are used for a quality product from mixed documents of various colors and conditions.)

PROPOSAL B: 16 Flat-Bed and 8 Rotar Cameras

(Half) Personnel

12	24	Camera Operators
7	13	Paper processors to support cameras
1		(more support in B--less cameras; faster operation--more paper)
1	1	Film Developer for PSD
2	3	Supervisors (2 are working Supervisor
22	41	Positions

Production

6,000 images per day per rotary camera
(Rotary cameras are used for uniform material of marginal value.)

PROPOSAL C: Archives Filming [redacted] 25X1A

The high-quality filming of 1,500 cu. ft. per year [redacted] requires: 25X1A

4 Flat-Bed cameras (1½ reels a day x 4 x 250 = 1,500)
1 Paper processor, indexer, and reviewer.
1 Working Supervisor.
6 Positions

TAB C

(M.P.) MICROFILMING PLANNING FORMULAE
(all in cubic feet)

$$V = B + A - (D+T) \qquad M = PV - C$$

$$PV = B + Y(A) - Y(D+T) \qquad MP = \frac{PV - C}{Y}$$

V -- Volume of records at the end of the period
B -- Base volume of records on hand at the start of the period
A -- New Accessions anticipated during the period
D -- Disposal volume anticipated during the period
T -- Transferred Out volume anticipated during the period

PV -- Projected Volume or records expected at end of period
Y -- Years being projected in the planning period

M -- Microfilming volume necessary for the period
PV -- Projected Volume of records expected at the end of the period
C -- Capacity of the Records Center at the end of the period

MP -- Annual Microfilming Planning volume necessary
Y -- Years being projected in the planning period

EXAMPLE:

B	-	95,000	-- Volume on hand July 1969 (est). Start of Planning Period.
Y	-	6	-- Six Year Plan and Projection
A	-	15,500	-- Average Annual Accession Volume for past 10 years.
D+T	-	8,500	---Average Annual Disposal and Transfers of past 10 years.
C	-	106,800	-- Records Center Capacity without new shelving.

$PV = B + Y(A) - Y(D+T)$ $\qquad 137,000 = 95,000 + 6(15,500) - 6(8,500)$

$MP = \frac{PV - C}{Y}$ $\qquad 5,200 = 137,000 - 106,800 \div 6$