

Classification

REPORTS INVENTORY						CONTROL NO.
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.)  Records Management Board Quarterly Report					2. TYPE OF REPORT	
					<input checked="" type="checkbox"/>	STATISTICAL
					<input checked="" type="checkbox"/>	NARRATIVE
					<input type="checkbox"/>	MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		<input checked="" type="checkbox"/>
		LOGISTICS		SECURITY		ADMIN. GENERAL
		MEDICAL		FINANCE		OTHER (specify)
4. NO. OF COPIES PREPARED  4		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Quarterly			6. DISTRIBUTION (No. of components not number of copies)  2	
7. FORMAT (memorandum, form computer print-out, etc)  Memo		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		YES		IF YES GIVE ADP PROCESSING NO.		
		<input checked="" type="checkbox"/> NO		DD/S Memo, 30 Aug 1968 CIA Records Mgt. Board		
10. PREPARING COMPONENT (include lowest level contributing information to report)  All Offices within DD/S&T				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>
						TIMES PREPARED = COST PER YEAR
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$ 390.16

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

The report was first started in September 1968 following the establishment of a Records Management Board by the DDS at the request of the Ex-Dir-Comptroller.