

CONFIDENTIAL

REPORTS INVENTORY	CONTROL NO. 030
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PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) Daily Report of Files Section Activity	2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
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3. FUNCTIONAL AREA	PERSONNEL		TRAINING		<input checked="" type="checkbox"/> ADMIN. GENERAL OTHER (specify)
	LOGISTICS	<input checked="" type="checkbox"/>	SECURITY		
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED 1	5. FREQUENCY (weekly, monthly, quarterly, etc.) Daily	6. DISTRIBUTION (No. of components not number of copies) 1
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7. FORMAT (memorandum, form, computer print-out, etc.) Unnumbered form	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT OS Notice No. 58-7, dtd 13 October 1958
	YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. NO <input checked="" type="checkbox"/>	

10. PREPARING COMPONENT (include lowest level contributing information to report) OS/SR&CD/RB/Files Section	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None
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12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS										
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	=	TIMES PREPARED	=	COST PER YEAR
5/1	\$ 3.15		0.15		\$.79			252		\$ 199.08

B. COSTS OF COMPUTER PRODUCED REPORTS										
TOTAL COSTS PER YEAR									\$ 199.08	

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.

This report is utilized to monitor the production activities of the Files Section. It was initiated by the Office of Security in October 1958.

25X1

25X1

14. FUTURE GOALS			ESTIMATED SAVINGS	
GOAL PROPOSED BY COMPONENT FOR THIS REPORT		OTHER (explain)	MAN-HOURS	DOLLARS
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE		MORIC/DF		
16. DATE OF INVENTORY 9/30/70	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Deputy Chief, Records Branch			18. EXTENSION

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