

ADMINISTRATIVE - INTERNAL USE ONLY

DD/A Registry
86-1178X*file copy*

June 27, 1986

MEMORANDUM FOR: Executive Officer, Deputy Directorate of Administration

FROM: Director, Office of Information Resources

SUBJECT: Reduction of Subscription Renewals

1. Attached is a list of all renewable publications on order for 1986 through OIR, Publications Procurement Branch. It is a compilation of your office's 1986 subscriptions to open-source yearbooks, annual reports, newspapers and periodicals, including costs.

2. Each year we ask every Agency office to review their subscriptions to ensure that only essential publications are renewed. For FY1987 we are asking your staff to take a very close look at your renewals. OIR's publications procurement budget will in all likelihood be reduced and thus we will not be able to sustain the FY1986 level of publications procurement. Moreover, despite low rates of overall inflation, US periodical subscription costs on the average have been increasing by more than ten percent per year. Many of the highly specialized subscriptions that the Agency orders are rising at a much higher rate. To cover this shortfall--Gramm-Rudman reduction plus inflation--I am asking each Agency component to reduce their subscriptions to US publications by fifteen percent. (Your office's 1986 expenditure was at approximately \$10,753). I would appreciate your personal assurance that this reduction will be accomplished in FY 1987.

3. In our view, the Agency needs to maintain its access to time sensitive foreign subscriptions; therefore the FY1987 anticipated shortfall can best be met through a reduction in domestic procurement. We would urge your staff, nonetheless, to review foreign subscriptions--particularly those obtained via commercial airmail which are very expensive--and to cancel duplicate or marginal publications where appropriate.

4. OIR will do everything in its power to protect the Agency's publications procurement budget during the FY1987 program call and subsequent reviews.

DD/A REGISTRY

FILE: 45-5

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45-5

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June 27, 1986

MEMORANDUM FOR: All Agency Offices

25X1 FROM:
Chief, Publications Procurement Branch

SUBJECT: Renewal Instructions for Calendar Year 1987

1. The following action is requested for the renewal or cancellation of subscriptions for Calendar Year 1987.

- A. Delete all titles to be cancelled by drawing a red line through each unwanted title. Reduce the number of copies required by making the change in the SUB column.
- B. Make any changes in office designations in the OFFICE column. Due to the many office changes this year, please note the office mailing address in this same column.
- C. DO NOT add new subscriptions to the renewals list. You must submit a form 1395 signed by your authorizing official for each additional or new subscription.
- D. When all changes have been completed, the list must be signed by an approved authorizing official.

2. Return signed copy of the list on or before 21 July 1986 to:

25X1

OIR/MPD/PPB
GE 47 HQS

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3. The Key to the computer format is as follows:

Column 1 Title

Column 2 Subscribing office or zip code designator

Column 3 Number of subscriptions

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Column 4 Estimated yearly cost per subscription

Column 5 Total estimated cost

Column 6 Periodicity:

- 1 Daily or Annual
- 2 Weekly
- 3 Monthly
- 4 Quarterly
- 5 Semi-weekly
- 6 Semi-monthly, bi-weekly or fortnightly
- 7 Bi-monthly
- 8 Semi-annual
- 9 Irregular

Column 7 Sequence number (for computer use only)

Column 8 Post/Dealer (coded source of subscription)

Column 9 Shipment (Surface, Air, Direct or Commercial Air)

Column 10 Type of publication:

- 1 - Annual
- 2 - Newspapers (U.S.)
- 3 - Periodicals and other newspapers

Column 11 Renewal Date (Publications Procurement Branch use only)

Column 12 Office identification number

4. Orders processed after mid-May 1986 may not appear on this listing due to the lead time necessary to produce this list.

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23 JUNE 1986

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TITLE	INDEX	OFFICE	#SUB	UNIT\$	TOTAL\$	P	SEQ#	PD	S	T	RD	IDENT#
NEW YORK TIMES MONDAY-FRIDAY	7D24	A/DDA	01	00094	000094	1	M13807	96	1	2	07	7000
NEW YORK TIMES SUNDAY	7D24	A/DDA	01	00062	000062	2	M36213	96	1	2	07	7000
CONGRESSIONAL DIRECTORY	172063	DDA	01	00013	000013	1	H11314	14		1	75	7000
CONGRESSIONAL STAFF DIRECTORY & ADVANCE LOCATOR		DDA	01	00057	000057	1	H34621	25		1	04	7000
DEPARTMENT OF STATE TELEPHONE DIRECTORY		DDA	01	00002	000002	4	D25020	14		3	75	7000
MANAGEMENT		DDA	01	00011	000011	4	D54976	14		3	76	7000
PERSONAL REPORT FOR THE EXECUTIVE	184-9	DDA	01	00036	000036	6	D67157	25		3	13	7000
TIME		DDA	01	00081	000081	2	D48888	95		3	10	7000
WASHINGTON POST MONDAY-FRIDAY	7D24	DDA	01	00062	000062	1	M14029	96	1	2	07	7000
WORLD ALMANAC	1985	DDA	01	00004	000004	1	H11825	95		1	12	7000
MAXIMUM TRAVEL PER DIEM ALLOWANCES FOR FOREIGN AREAS		<i>DDA/SSA</i> DDA REGISTER	02	00001	000002	3	D73574	14		3	67	7000
HARVARD BUSINESS REVIEW		DDA/CMO	01	00035	000035	7	D59267	72		3	16	7000
PERSONNEL JOURNAL		DDA/CMO	01	00038	000038	3	D59264	72		3	16	7000
FEDERAL EMPLOYEES ALMANAC		DDA/CMS	01	00003	000003	1	H86059	25		1	11	7000

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TITLE	INDEX	OFFICE	#SUB	UNIT\$	TOTAL\$	P	SEQ#	PD	S	T	RD	IDENT#
FEDERAL PERSONNEL GUIDE WEEKLY NEWS UPDATE		DDA/CMS	01	00023	000023	2	D86029	25	3	16	7000	
WASHINGTON POST MONDAY-FRIDAY	7C18	DDA/CMS	01	00062	000062	1	M73065	96	1	2	03	7000
US NEWS & WORLD REPORT		DDA/EO	01	00088	000088	2	D73332	95	3	14	7000	
COMMUNICATIONS NEWS		DDA/MS	01	00025	000025	3	D58556	72	3	16	7000	
COMPUTERWORLD		DDA/MS	01	00044	000044	2	D55835	72	3	16	7000	
DATAMATION		DDA/MS	01	00050	000050	6	D56505	72	3	16	7000	
DEPARTMENT OF STATE STANDARDIZED REGULATIONS (GOVERNMENT CIVILIANS, FOREIGN AREAS)		DDA/SAFETYSTF	01	00020	000020	2	D77150	14	3	67	7000	
ARCHIVES OF ENVIRONMENTAL HEALTH		DDA/SS	01	00060	000060	7	D76525	72	3	16	7000	
BOCA BASIC BUILDING CODE	1984	DDA/SS	01	00035	000035	1	H28061	25	1	02	7000	
BUREAU OF EXPLOSIVES TARIFF		DDA/SS	01	00030	000030	9	D34095	25	3	10	7000	
CHEMICAL & ENGINEERING NEWS		DDA/SS	01	00040	000040	2	D69681	72	3	16	7000	
CHEMICAL REGULATION REPORTED		DDA/SS	01	00075	000075	2	D83894	10	3	76	7000	
CHEMICAL REGULATION REPORTED		DDA/SS	01	00013	000013	2	D48000	25	3	10	7000	

Publications for DDA/SafetyM + DDA/SS should be transferred to OMS/SD. OMS has been provided a copy of this list and will respond directly to OIR.

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TITLE	INDEX	OFFICE	#SUB	UNIT\$	TOTAL\$	P	SEQ#	PD	S	T	RD	IDENT#
ENVIRONMENTAL SCIENCE & TECHNOLOGY		DDA/SS	01	00164	000164	3	D72243	72	3	16	7000	
FAMILY SAFETY-3000 SUBS		DDA/SS	01	04650	004650	4	D48690	25	3	10	7000	
FIRE ENGINEERING		DDA/SS	01	00017	000017	3	D36083	72	3	16	7000	
FIRE JOURNAL		DDA/SS	01	00060	000060	7	D04203	25	3	10	7000	
FIREHOUSE MAGAZINE		DDA/SS	01	00015	000015	3	D47856	72	3	16	7000	
HAZARDOUS WASTE REPORT		DDA/SS	01	00295	000295	6	D52209	25	3	11	7000	
IARC ANNUAL REPORT	1982	DDA/SS	01	00007	000007	1	W70161	WV A	1	06	7000	
INDUSTRIAL HYGIENE NEWS REPORT		DDA/SS	01	00027	000027	7	D68635	72	3	13	7000	
JOB SAFETY & HEALTH REPORT		DDA/SS	01	00173	000173	6	D28031	22	3	88	7000	
JOURNAL OF OCCUPATIONAL MEDICINE		DDA/SS	01	00070	000070	3	D45380	72	3	76	7000	
MATERIAL SAFETY DATA SHEETS FROM GE		DDA/SS	01	00095	000095	9	D65460	25	3	13	7000	
MICROWAVE NEWS		DDA/SS	01	00200	000200	3	D55481	72	3	16	7000	
NATIONAL SAFETY COUNCIL RESEARCH AND DEVELOPMENT NEWSLETTER		DDA/SS	01	00006	000006	3	D33912	25	3	10	7000	
NATIONAL SAFETY NEWS		DDA/SS	01	00017	000017	3	D41684	25	3	10	7000	

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TITLE	INDEX	OFFICE	#SUB	UNIT\$	TOTAL\$	P	SEQ#	PD	S	T	RD	IDENT#
OCCUPATIONAL HEALTH & SAFETY		DDA/SS	01	00048	000048	6	D67158	25	3	12	7000	
OCCUPATIONAL SAFETY & HEALTH REPORTER		DDA/SS	01	00410	000410	2	D39134	10	3	96	7000	
OFFICIAL AIR TRANSPORT RESTRICTED ARTICLES TARIFF		DDA/SS	01	00047	000047	9	D04002	25	3	10	7000	
OSHA NEWSLETTER		DDA/SS	01	00005	000005	3	D29522	25	3	40	7000	
OSHA STANDARDS AND REGULATIONS VOL 1-6		DDA/SS	01	00140	000140	9	D54820	11	3	86	7000	
SAFE WORKER-1000 SUBSCRIPTIONS		DDA/SS	01	00950	000950	3	D30479	25	3	10	7000	
SUPPLEMENTAL DOCUMENTATION OF TLV'S	1984	DDA/SS	01	00012	000012	1	H64330	88	1		7000	
THRESHOLD LIMIT VALUES FOR CHEMICAL SUBSTANCES AND PHYSICAL AGENTS IN THE WORKROOM ENVIRONMENT WITH INTENDED CHANGES	1983	DDA/SS	10	00001	000010		H62985	88	1	13	7000	
TRAFFIC SAFETY		DDA/SS	01	00016	000016	3	D36034	25	3	10	7000	
DEPARTMENT OF STATE TELEPHONE DIRECTORY		DDA/SSA	01	00002	000002	4	D38786	14	3	75	7000	
FEDERAL EMPLOYEES ALMANAC		DDA/SSA	01	00003	000003	1	H81593	25	1	11	7000	
FEDERAL EMPLOYEES NEWS DIGEST	98-30	DDA/SSA	01	00032	000032	2	D65718	25	3	13	7000	
FEDERAL TRAVEL REGULATIONS HANDBOOK W/UPDATES		DDA/SSA	01	00045	000045	9	D44306	14	3	75	7000	

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TITLE	INDEX	OFFICE	#SUB	UNIT\$	TOTAL\$	P	SEQ#	PD	S	T	RD	IDENT#
HOTEL & TRAVEL INDEX-WORLD-WIDE HOTEL GUIDE	140-25	DDA/SSA 7D10 HQS	01	00070	000070	4	D87235	25	3	17	7000	
KEY OFFICERS OF FOREIGN SERVICE POSTS		DDA/SSA	20	00010	000200	4	D51012	11	3	27	7000	
STATE	182012	DDA/SSA	01	00013	000013	3	D05758	11	3	27	7000	
UNITED STATES GOVERNMENT MANUAL		DDA/SSA	01	00001	000001	1	H58575	14	1	75	7000	
US DEPARTMENT OF STATE INDEXES OF LIVING COSTS ABROAD		DDA/SSA	01	00007	000007	4	D71455	11	3	16	7000	
USA TODAY	7D10	DDA/SSA	01	00107	000107	1	M83272	96	1	2	05	7000
WASHINGTON POST MONDAY-FRIDAY	7D10	DDA/SSA	01	00062	000062	1	M69820	96	1	2	03	7000
FEDERAL EMPLOYEES ALMANAC	1984	O/DDA	01	00003	000003	1	H39748	25	1	11	7000	
UNITED STATES GOVERNMENT MANUAL		O/DDA	02	00001	000002	1	H11752	14	1	75	7000	
FEDERAL HOTEL/MOTEL DISCOUNT DIRECTORY	122106	O/DDA/SSA/MS	02	00001	000002	8	D82391	14	3	67	7000	
CHRISTIAN SCIENCE MONITOR	7E22	O/DDO	01	00117	000117	1	M88461	96	1	2	06	7000
CODE OF FEDERAL REGULATIONS TITLE 48	176019	WTC/P&S	01	00000	000000	8	D82437	11	1	16	7000	

TOTAL ENTRIES = 66
 TOTAL NUMBER OF SUBSCRIPTIONS = 97
 TOTAL COST = 10,765