

STAT

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. OIS/IRMD/IMB Attn: <input type="text"/>		
2.		
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Attached is the OTS Annual Report of Records Holdings for 1986. These figures differ substantially from last year's figures due to records retirement, relocation of office components, and method of computing records holdings (grouping by component location).

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

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FROM: (Name, org. symbol, Agency/Post) <input type="text"/> OTS/RMO	Room No.—Bldg. 339 South
	Phone No. <input type="text"/>

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Report of Agency Records Holding for 1986

FROM [Redacted]	EXTENSION	NO.
Chief, Information Resources Management Division 1236 Ames	[Redacted]	
		DATE 26 May 87

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.)
	RECEIVED	FORWARDED		

1	[Redacted] DC/IS/CSG	5/29/87	6/1/87	JWW
2.				
3.	C/CSG GE31 Hqs	6/3	6/3	JRP
4.				
5.	D/OIT 2D00 Hqs		6/9/87	L
6.	c/csg		6/4	J
7.				
8.	DC/CSG-I		6/15/87	JWW
9.	[Redacted]			
10.	C/IAMD		6/15/87	DH
11.				
12.	C/IMB/IAMD			
13.				
14.				
15.				

6-8 ↓
5-6.
Don't drop the Annual Report
10 → 2
Proceed, noting above comment by D/OIT.

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AGENCY RECORDS CENTER ANNUAL REPORT		2. DEPARTMENT OR AGENCY	
INSTRUCTIONS: This form (original only) is to be submitted within 60 days after the close of each fiscal year to the General Services Administration (NC), Washington, DC 20408, for each agency records center.		3. LOCATION OF RECORDS CENTER (<i>Street, city, and State</i>)	
4. Volume of records on hand at the beginning of the fiscal year	CUBIC FEET	9. Average number of personnel employed by the center during the fiscal year	NUMBER
5. Volume of records accessioned during the fiscal year	CUBIC FEET	10. Average amount of space occupied by the center during the fiscal year	SQUARE FEET
6. Volume of records disposed of during the fiscal year	CUBIC FEET	11. Number of 4- and 5-drawer units of steel filing equipment utilized at the end of the fiscal year	NUMBER
7. Volume of records transferred from the center during the fiscal year	CUBIC FEET	12. Number of steel transfer cases (drawers) utilized at the end of the fiscal year	NUMBER
8. Volume of records on hand at the end of the fiscal year	CUBIC FEET	13. Total number of reference services provided during the fiscal year *	NUMBER
NAME OF PERSON WITH WHOM TO CONFER			TELEPHONE NO.
TITLE	SIGNATURE		DATE

NOTE: Nonrecord material is to be included in the volume totals.

*Reference services comprise (1) each file item furnished on loan or for reproduction or for reference use in the center and (2) each occasion on which information is furnished from the records (orally or written). A file item may be a single document, a folder, a bound volume, etc., depending upon the physical manner in which the records are stored, removed and furnished to the inquirer. If the request is for one document or several documents filed separately, each document constitutes a file item. If the request is for certain folders, each folder constitutes an item, etc.

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26 May 1987

MEMORANDUM FOR: Director of Information Technology

FROM: Chief, Information Resources
Management Division

SUBJECT: Annual Report of Agency Records Holdings for 1986

1. The Annual Report of Agency Records Holdings is prepared by the Information Resources Management Division at the end of each calendar year from data collected and submitted by each of the Agency's Information Management Officers (IMOs). This memorandum and its attachments provide the Annual Report of Records Holdings for 1986. The National Archives and Records Administration suspended the requirement that all government agencies submit statistics on the volume of records being held, and we plan to consider discontinuing next year's audit. The resulting report, however, does have some positive value. It provides Office Directors and senior managers with statistical data on the types and volume of records being held in office areas as well as those records held at the Agency Archives and Records Center (AARC). It is one of the management tools used to identify potential problems in records storage and space.

2. The annual records inventory shows growth trends in records holdings throughout the Agency. Substantial cost savings can result by monitoring records holdings to prevent maintaining temporary records in office areas beyond their retention period, thereby eliminating the need for additional records storage equipment and reducing the office space required to store records. The dramatic increase in the capability of the Agency to create, collect, and produce information is reflected by the continuing growth of records holdings, particularly, in the offices of the Directorate of Administration, Directorate of Science and Technology, and Directorate of Intelligence.

3. Attached at Tab A are Forms 3581, Annual Report of Records Holdings for 1986. These forms provide the linear footage of paper records and the quantity of magnetic and film records Agency-wide and for each individual directorate. These figures have been converted into cubic feet and are shown on the chart at Tab B. A breakdown of records on-hand is provided for each directorate, as well as the increase or decrease from last year's figures. The total records holdings for 1986 which include office area and AARC statistics are provided at Tab C.

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4. An analysis of the data shows a 4,548 cubic feet increase of total Agency holdings in office areas. Category I (office files) is the only category that decreased (1,124 cu. ft.). Categories II, III, and IV (card-size files, magnetic records, and film records, respectively) increased: Category II by 571 cu. ft., Category III by 2,922 cu. ft., and Category IV by 2,179 cu. ft. Records at AARC increased a total of 2,944 cu. ft., resulting in a net increase of 7,492 cu. ft. of total Agency records holdings.

Statistics for each directorate and the DCI Area are as follows:

a. The DO reduced its office holdings by 1,156 cu. ft. and increased its AARC holdings by 37 cu. ft., resulting in a net reduction of 1,119 cu. ft.

b. The DCI Area reduced its office holdings by 146 cu. ft. and increased its AARC holdings by 505 cu. ft., resulting in a net increase of 359 cu. ft.

c. The DS&T increased both its office holdings and AARC holdings by 4,040 cu. ft. and 692 cu. ft., respectively, resulting in a net increase of 4,732 cu. ft.

d. The DA increased both its office holdings and AARC holdings by 1,621 cu. ft. and 890 cu. ft., respectively, resulting in a net increase of 2,511 cu. ft.

e. The DI increased both its office holdings and AARC holdings by 189 cu. ft. and 820 cu. ft., respectively, resulting in a net increase of 1,009 cu. ft.

5. Based upon cost estimates provided by the National Archives and Records Administration the FY-87 estimated cost for space and equipment to store records in the office area is \$14.47 per cubic foot and \$0.98 per cubic foot to store them in the AARC. Aside from direct costs, records holdings consume much needed office space which could be used to house personnel or additional equipment. This demonstrates the dramatic difference in the cost to maintain records in the office area compared to storing them in the AARC.

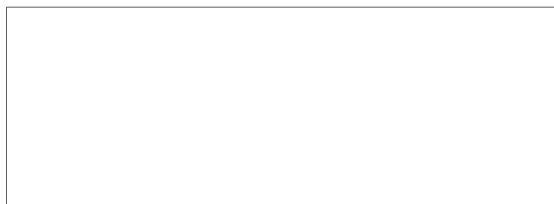
6. While the effort to update all Agency records control schedules covering paper and microform records is nearing completion, the scheduling of Agency electronic records is just beginning. The updated schedules establish more realistic retention periods for temporary records and better identify those records eligible for destruction or transfer to the AARC for either temporary or permanent storage. The trend in holdings at the AARC is a steady growth upward since 1977. Because of this

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growth, the Records Center has only 12,500 cubic feet of workable space available for new retirements. This amount of available storage space at the Center represents about three years' worth of accessions. Moveable shelving is currently being installed at the Center that will provide 20,000 cubic feet of additional storage space. Even with this additional storage space, if accessions continue at projected rates without the offsetting destruction of old records, the Center will reach its maximum storage capacity in 1992.

7. We will continue to provide direction to all Agency IMOs to ensure sound records management practices and procedures are followed which are consistent with the Agency's Information Resources Management Program. After your review of this report we will share it with Agency IMOs.

25X1



Attachments

- A - Forms 3581
- B - Cubic Feet Conversion
- C - Total Records Holdings

TAB
A

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD	FROM: (Directorate and Office) CIA
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	125,711	120,675	- 5,036
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	95,316	97,878	+ 2,562
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	21,389	20,759	- 630
d.	Other (Describe)	2,630	4,610	+ 1,980
TOTAL LINEAR FEET OF OFFICE FILES		245,046	243,922	- 1,124

II. CARD-SIZE FILES:

a.	3x5 Cards	5,513	6,281	+ 768
b.	5x8 Cards	15,914	15,413	- 501
c.	Punch Cards	414	232	- 182
d.	Abstracts	283	190	- 93
e.	Aperture Cards	1,935	2,346	+ 411
f.	Microfiche	3,849	3,308	- 541
g.	Other (Describe)	3,942	5,821	+ 1,879
TOTAL LINEAR FEET—CARD-SIZE FILES		31,850	33,591	+ 1,741

	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	103,268	119,660	+ 16,392
b.	Audio Tapes	20,253	20,400	+ 147
c.	Video Tapes	19,915	23,345	+ 3,430
d.	Disc Packs	3,205	3,866	+ 661
e.	Word Processing Magnetic Tapes	5,702	5,240	- 462
f.	Word Processing Magnetic Cards	8,675	9,144	+ 469
g.	Magnetic Diskettes 5¼"	16,272	25,385	+ 9,113
h.	Magnetic Diskettes 8"	27,956	36,738	+ 8,782
i.	Paper Tapes	6	1,068	+ 1,062
j.	Other (Describe)	24,867	37,326	+ 12,459

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	33,975	21,916	- 12,059
b.	Microfilm—35mm Reels	9,822	8,189	- 1,633
c.	Microfilm Cassettes	3,523	5,037	+ 1,514
d.	Movie Film	1,179	1,149	- 30
e.	Other (Describe)	12,188	22,824	+ 10,636

Comments:

Signature of Component RMO:

Date:

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD		FROM: (Directorate and Office) DCI Area		
		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:				
a.	Case, Subject, Chronos, Etc.	6,610	6,454	- 156
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	5,065	5,047	- 18
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	449	338	- 111
d.	Other (Describe)	15	23	+ 8
TOTAL LINEAR FEET OF OFFICE FILES		12,139	11,862	- 277
II. CARD-SIZE FILES:				
a.	3x5 Cards	142	133	- 9
b.	5x8 Cards	240	252	+ 12
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	137	111	- 26
g.	Other (Describe)		26	+ 26
TOTAL LINEAR FEET—CARD-SIZE FILES		519	522	+ 3
		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:				
a.	Computer Tapes	161	835	+ 674
b.	Audio Tapes	546	545	- 1
c.	Video Tapes	188	438	+ 250
d.	Disc Packs	96	85	- 11
e.	Word Processing Magnetic Tapes	72	147	+ 75
f.	Word Processing Magnetic Cards	1,080	1,080	0
g.	Magnetic Diskettes 5¼"	673	497	- 176
h.	Magnetic Diskettes 8"	1,013	1,949	+ 936
i.	Paper Tapes		1	+ 1
j.	Other (Describe)			
IV. FILM RECORDS:				
a.	Microfilm—16mm Reels	746	688	- 58
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes		28	+ 28
d.	Movie Film		7	+ 7
e.	Other (Describe)			
Comments:				
Signature of Component RMO:			Date:	

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO:		FROM: (Directorate and Office)		
OIS/IRMD		DA		
		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:				
a.	Case, Subject, Chronos, Etc.	38,589	37,714	- 875
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	18,010	18,945	+ 935
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	1,352	1,320	- 32
d.	Other (Describe)	102	119	+ 17
TOTAL LINEAR FEET OF OFFICE FILES		58,053	58,098	+ 45
II. CARD-SIZE FILES:				
a.	3x5 Cards	904	725	- 179
b.	5x8 Cards	482	442	- 40
c.	Punch Cards	79	95	+ 16
d.	Abstracts	16	28	+ 12
e.	Aperture Cards	13	23	+ 10
f.	Microfiche	408	326	- 82
g.	Other (Describe)	10	2	- 8
TOTAL LINEAR FEET—CARD-SIZE FILES		1,912	1,641	- 271
		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:				
a.	Computer Tapes	63,372	75,816	+ 12,444
b.	Audio Tapes	14,506	14,515	+ 9
c.	Video Tapes	7,620	7,435	- 185
d.	Disc Packs	1,132	1,652	+ 520
e.	Word Processing Magnetic Tapes	5,081	4,419	- 662
f.	Word Processing Magnetic Cards	3,895	4,124	+ 229
g.	Magnetic Diskettes 5¼"	4,936	7,741	+ 2,805
h.	Magnetic Diskettes 8"	9,540	12,266	+ 2,726
i.	Paper Tapes			
j.	Other (Describe)	24,782	23,470	- 1,312
IV. FILM RECORDS:				
a.	Microfilm—16mm Reels	7,286	7,085	- 201
b.	Microfilm—35mm Reels	402	119	- 283
c.	Microfilm Cassettes	22	350	+ 328
d.	Movie Film	245	161	- 84
e.	Other (Describe)	782	1,128	+ 346
Comments:				
Signature of Component RMO:			Date:	

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO:		FROM: (Directorate and Office)		
OIS/IRMD		DDI		
		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:				
a.	Case, Subject, Chronos, Etc.	27,363	23,792	- 3,571
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	38,778	40,077	+ 1,299
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	7,356	8,098	+ 742
d.	Other (Describe)	1,062	3,179	+ 2,117
TOTAL LINEAR FEET OF OFFICE FILES		74,559	75,146	+ 587
II. CARD-SIZE FILES:				
a.	3x5 Cards	1,842	2,222	+ 380
b.	5x8 Cards	10,171	10,067	- 104
c.	Punch Cards	102	58	- 44
d.	Abstracts	21	1	- 20
e.	Aperture Cards	1,836	2,077	+ 241
f.	Microfiche	997	917	- 80
g.	Other (Describe)	299	1,781	+ 1,482
TOTAL LINEAR FEET—CARD-SIZE FILES		15,268	17,123	+ 1,855
		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:				
a.	Computer Tapes	5,823	4,736	- 1,087
b.	Audio Tapes	699	739	+ 40
c.	Video Tapes	7,559	7,223	- 336
d.	Disc Packs	350	272	- 78
e.	Word Processing Magnetic Tapes	306	342	+ 36
f.	Word Processing Magnetic Cards	115	172	+ 57
g.	Magnetic Diskettes 5¼"	2,969	8,176	+ 5,207
h.	Magnetic Diskettes 8"	6,769	8,644	+ 1,875
i.	Paper Tapes		30	+ 30
j.	Other (Describe)	37	114	+ 77
IV. FILM RECORDS:				
a.	Microfilm—16mm Reels	3,231	2,458	- 773
b.	Microfilm—35mm Reels	3,771	3,796	+ 25
c.	Microfilm Cassettes	2,760	3,765	+ 1,005
d.	Movie Film	460	871	+ 411
e.	Other (Describe)			
Comments:				
Signature of Component RMO:			Date:	

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD		FROM: (Directorate and Office) DS&T		
		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:				
a.	Case, Subject, Chronos, Etc.	27,607	28,083	+ 476
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	33,463	33,809	+ 346
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	12,132	10,976	- 1,156
d.	Other (Describe)	1,455	1,289	- 166
TOTAL LINEAR FEET OF OFFICE FILES		74,657	74,157	- 500
II. CARD-SIZE FILES:				
a.	3x5 Cards	737	1,469	+ 732
b.	5x8 Cards	4,515	3,958	- 557
c.	Punch Cards	29	5	- 24
d.	Abstracts	159	81	- 78
e.	Aperture Cards	86	246	+ 160
f.	Microfiche	1,469	1,111	- 358
g.	Other (Describe)	3,633	4,012	+ 379
TOTAL LINEAR FEET—CARD-SIZE FILES		10,628	10,882	+ 254
		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:				
a.	Computer Tapes	33,574	37,915	+ 4,341
b.	Audio Tapes	494	600	+ 106
c.	Video Tapes	3,161	6,684	+ 3,523
d.	Disc Packs	1,341	1,534	+ 193
e.	Word Processing Magnetic Tapes	243	287	+ 44
f.	Word Processing Magnetic Cards	705	1,248	+ 543
g.	Magnetic Diskettes 5¼"	5,082	7,217	+ 2,135
h.	Magnetic Diskettes 8"	5,639	7,502	+ 1,863
i.	Paper Tapes	6	1,037	+ 1,031
j.	Other (Describe)	48	13,742	+ 13,694
IV. FILM RECORDS:				
a.	Microfilm—16mm Reels	8,439	4,589	- 3,850
b.	Microfilm—35mm Reels	3,478	3,095	- 383
c.	Microfilm Cassettes	741	894	+ 153
d.	Movie Film	88	73	- 15
e.	Other (Describe)	9,563	31,408	+ 21,845
Comments:				
Signature of Component RMO:			Date:	

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD	FROM: (Directorate and Office) DO
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	25,542	24,632	-	910
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.				
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	100	27	-	73
d.	Other (Describe)				
TOTAL LINEAR FEET OF OFFICE FILES		25,642	24,659	-	983

II. CARD-SIZE FILES:

a.	3x5 Cards	1,888	1,732	-	156
b.	5x8 Cards	506	694	+	188
c.	Punch Cards	204	74	-	130
d.	Abstracts	87	80	-	7
e.	Aperture Cards				
f.	Microfiche	838	843	+	5
g.	Other (Describe)				
TOTAL LINEAR FEET—CARD-SIZE FILES		3,523	3,423	-	100

	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	338	358	+	20
b.	Audio Tapes	4,008	4,001	-	7
c.	Video Tapes	1,387	1,565	+	173
d.	Disc Packs	286	323	+	37
e.	Word Processing Magnetic Tapes		45	+	45
f.	Word Processing Magnetic Cards	2,880	2,520	-	360
g.	Magnetic Diskettes 5¼"	2,612	1,754	-	858
h.	Magnetic Diskettes 8"	4,995	6,377	+	1,382
i.	Paper Tapes				
j.	Other (Describe)				

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	14,273	7,096	-	7,177
b.	Microfilm—35mm Reels	2,171	1,179	-	992
c.	Microfilm Cassettes				
d.	Movie Film	386	37	-	349
e.	Other (Describe)	1,843	288	-	1,555

Comments:

Signature of Component RMO:

Date:

TAB
B

ANNUAL REPORT OF RECORDS HOLDINGS
FOR 1986
(Figures Represent Cubic Feet of Records)

DIRECTORATE	TOTAL			I.			II.			III.			IV.		
	RECORDS HOLDINGS			OFFICE FILES			CARD-SIZE FILES			MAGNETIC RECORDS			FILM RECORDS		
	1986	1985	Diff.	1986	1985	Diff.	1986	1985	Diff.	1986	1985	Diff.	1986	1985	Diff.
DCI Area	12,389	12,535	-146	11,862	12,139	-277	77	78	-1	442	309	+133	8	9	-1
DI	79,982	79,793	+189	75,146	74,555	+591	2,591	2,428	+163	1,977	2,201	-224	268	609	-341
DS&T	87,278	83,238	+4,040	74,157	74,657	-500	1,926	1,473	+453	7,541	6,082	+1,459	3,654	1,026	+2,628
DA	72,811	71,190	+1,621	58,098	58,053	+45	232	260	-28	14,256	12,694	+1,562	225	183	+42
DO	26,319	27,475	-1,156	24,659	25,642	-983	457	473	-16	1,087	1,095	-8	116	265	-149
1986 Total	278,779			243,922			5,283			25,303			4,271		
1985 Total		274,231		245,046			4,712			22,381			2,092		
Difference			+4,548			-1,124			+571			+2,922			+2,179

TAB
C

ANNUAL REPORT OF RECORDS HOLDINGS
 FOR 1986
 OFFICE AREA AND AARC
 (Figures Represent Cubic Feet of Records)

DIRECTORATE	RECORDS HOLDINGS IN OFFICE AREA			RECORDS HOLDINGS AT AARC			TOTAL RECORDS HOLDINGS		
	1986	1985	Diff.	1986	1985	Diff.	1986	1985	Diff.
DCI Area	12,389	12,535	-146	4,836	4,331	+505	17,225	16,866	+359
DI	79,982	79,793	+189	22,845	22,025	+820	102,827	101,818	+1,009
DS&T	87,278	83,238	+4,040	25,877	25,185	+692	113,155	108,423	+4,732
DA	72,811	71,190	+1,621	36,871	35,981	+890	109,682	107,171	+2,511
DO	26,319	27,475	-1,156	25,393	25,356	+37	51,712	52,831	-1,119
1986 Total	278,779			115,822			394,601		
1985 Total		274,231			112,878			387,109	
Difference			+4,548			+2,944			+7,492

ANNUAL REPORT OF RECORDS HOLDINGS
FOR 1986
(Figures Represent Cubic Feet of Records)

DIRECTORATE	TOTAL RECORDS HOLDINGS			I. OFFICE FILES			II. CARD-SIZE FILES			III. MAGNETIC RECORDS			IV. FILM RECORDS		
	1986	1985	Diff.	1986	1985	Diff.	1986	1985	Diff.	1986	1985	Diff.	1986	1985	Diff.
DCI Area	12,389	12,535	-146	11,862	12,139	-277	77	78	-1	442	309	+133	8	9	-1
DI	79,982	79,793	+189	75,146	74,555	+591	2,591	2,428	+163	1,977	2,201	-224	268	609	-341
DS&T	87,278	83,238	+4,040	74,157	74,657	-500	1,926	1,473	+453	7,541	6,082	+1,459	3,654	1,026	+2,628
DA	72,811	71,190	+1,621	58,098	58,053	+45	232	260	-28	14,256	12,694	+1,562	225	183	+42
DO	26,319	27,475	-1,156	24,659	25,642	-983	457	473	-16	1,087	1,095	-8	116	265	-149
1986 Total	278,779			243,922			5,283			25,303			4,271		
1985 Total		274,231			245,046			4,712			22,381			2,092	
Difference			+4,548			-1,124			+571			+2,922			+2,179

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 _____

TO: OIS/IRMD		FROM: (Directorate and Office) CIA		
		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:				
a.	Case, Subject, Chronos, Etc.	125,711	120,475	-5,036
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	95,316	97,878	+2,562
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	21,389	20,759	-630
d.	Other (Describe)	2,630	4,610	+1,980
TOTAL LINEAR FEET OF OFFICE FILES		245,046	243,922	-1,124
II. CARD-SIZE FILES:				
a.	3x5 Cards	5,513	6,281	+768
b.	5x8 Cards	15,914	15,413	-501
c.	Punch Cards	414	232	-182
d.	Abstracts	283	190	-93
e.	Aperture Cards	1,935	2,346	+411
f.	Microfiche	3,849	3,308	-541
g.	Other (Describe)	3,942	5,821	+1,879
TOTAL LINEAR FEET—CARD-SIZE FILES		31,850	33,591	+1,741
III. MAGNETIC RECORDS:				
a.	Computer Tapes	103,268	119,660	+16,392
b.	Audio Tapes	20,253	20,400	+147
c.	Video Tapes	19,915	23,345	+3,430
d.	Disc Packs	3,205	3,866	+661
e.	Word Processing Magnetic Tapes	5,702	5,240	-462
f.	Word Processing Magnetic Cards	8,675	9,144	+469
g.	Magnetic Diskettes 5 1/4"	16,272	25,385	+9,113
h.	Magnetic Diskettes 8"	27,956	36,738	+8,782
i.	Paper Tapes	6	1,068	+1,062
j.	Other (Describe)	24,867	37,326	+12,459
IV. FILM RECORDS:				
a.	Microfilm—16mm Reels	33,975	21,916	-12,059
b.	Microfilm—35mm Reels	9,822	8,189	-1,633
c.	Microfilm Cassettes	3,523	5,037	+1,514
d.	Movie Film	1,179	1,149	-30
e.	Other (Describe)	12,188	32,062	+19,874
Comments:				
Signature of Component RMO:		Date:		

FORM 9-85 3581 OBSOLETE PREVIOUS EDITIONS

White copy - OIS/IRMD Yellow copy - Directorate/RMO mt/RMO t/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19

TO:		FROM: (Directorate and Office)		
OIS/IRMD		DDA		
		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:				
a.	Case, Subject, Chronos, Etc.	38589	37714	-875
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	18010	18945	+935
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	1352	1320	-32
d.	Other (Describe)	102	119	+17
TOTAL LINEAR FEET OF OFFICE FILES		58053	58098	+45
II. CARD-SIZE FILES:				
a.	3x5 Cards	904	725	-179
b.	5x8 Cards	482	442	-40
c.	Punch Cards	79	95	+16
d.	Abstracts	16	28	+12
e.	Aperture Cards	13	23	+10
f.	Microfiche	408	326	-82
g.	Other (Describe)	16	2	-14
TOTAL LINEAR FEET—CARD-SIZE FILES		19182	1641	-2771
		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:				
a.	Computer Tapes	63372	75816	+12444
b.	Audio Tapes	14506	14515	+9
c.	Video Tapes	7620	7435	-185
d.	Disc Packs	1132	1652	+520
e.	Word Processing Magnetic Tapes	5081	4419	-662
f.	Word Processing Magnetic Cards	3895	4124	+229
g.	Magnetic Diskettes 5 1/4"	4936	7741	+2805
h.	Magnetic Diskettes 8"	9540	12266	+2726
i.	Paper Tapes			
j.	Other (Describe)	24782	23470	-1312
IV. FILM RECORDS:				
a.	Microfilm—16mm Reels	7286	7085	-201
b.	Microfilm—35mm Reels	402	119	-283
c.	Microfilm Cassettes	22	350	+328
d.	Movie Film	245	161	-84
e.	Other (Describe)	782	1128	+346
Comments:				
Signature of Component RMO:		Date:		

FORM 3581 OBSOLETE PREVIOUS EDITIONS

White copy - OIS/IRMD

Yellow copy - Directorate/RMO

Pink copy - Component/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 _____**TO:**
OIS/IRMD**FROM:** (Directorate and Office)

O/DCI

ANNUAL LINEAR FOOTAGE

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	6610	6454	-156
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	5065	5047	-18
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	449	338	-111
d.	Other (Describe)	15	23	+8
TOTAL LINEAR FEET OF OFFICE FILES		12139	11862	-277

II. CARD-SIZE FILES:

a.	3x5 Cards	142	133	-9
b.	5x8 Cards	240	252	+12
c.	Punch Cards		-	
d.	Abstracts		-	
e.	Aperture Cards		-	
f.	Microfiche	137	111	-26
g.	Other (Describe)		26	+26
TOTAL LINEAR FEET—CARD-SIZE FILES		519	522	+3

QUANTITY OF EACH

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	161	835	+674
b.	Audio Tapes	546	545	-1
c.	Video Tapes	188	438	+250
d.	Disc Packs	96	85	-11
e.	Word Processing Magnetic Tapes	72	147	+75
f.	Word Processing Magnetic Cards	1080	1080	0
g.	Magnetic Diskettes 5¼"	673	497	-176
h.	Magnetic Diskettes 8"	1013	1449	+436
i.	Paper Tapes		1	+1
j.	Other (Describe)			

IV. FILM RECORDS:

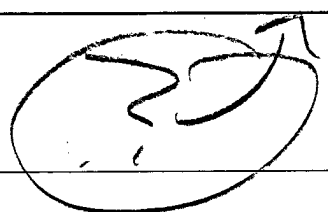
a.	Microfilm—16mm Reels	746	688	-58
b.	Microfilm—35mm Reels		-	
c.	Microfilm Cassettes		28	+28
d.	Movie Film		7	+7
e.	Other (Describe)		-	

Comments:

Signature of Component RMO:

Date:

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 _____

TO:		FROM: (Directorate and Office)		
OIS/IRMD		DDI		
		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:				
a.	Case, Subject, Chronos, Etc.	27363	23792	-3571
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	38778	40077	+1299
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	7356	8098	+742
d.	Other (Describe)	1062	3179	+2117
TOTAL LINEAR FEET OF OFFICE FILES		74559	75146	+587
II. CARD-SIZE FILES:				
a.	3x5 Cards	1842	2222	+380
b.	5x8 Cards	10171	10067	-104
c.	Punch Cards	102	58	-44
d.	Abstracts	21	1	-20
e.	Aperture Cards	1836	2077	+241
f.	Microfiche	997	917	-80
g.	Other (Describe)	299	1781	+1482
TOTAL LINEAR FEET—CARD-SIZE FILES		15268	17123	+1855
		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:				
a.	Computer Tapes	5823	4736	-1087
b.	Audio Tapes	699	739	+40
c.	Video Tapes	7559	7223	-336
d.	Disc Packs	350	272	-78
e.	Word Processing Magnetic Tapes	306	342	+36
f.	Word Processing Magnetic Cards	115	172	+57
g.	Magnetic Diskettes 5 1/4"	2969	8176	+5207
h.	Magnetic Diskettes 8"	6769	8644	+1875
i.	Paper Tapes		30	+30
j.	Other (Describe)	37	114	+77
IV. FILM RECORDS:				
a.	Microfilm—16mm Reels	3231	2458	-773
b.	Microfilm—35mm Reels	3771	3796	+25
c.	Microfilm Cassettes	2760	3763	+1003
d.	Movie Film	460	871	+411
e.	Other (Describe)		287796	+287796
Comments:				
				
Signature of Component RMO:			Date:	

INSTRUCTIONS

I. PURPOSE OF THE INVENTORY

The purpose of this inventory is to indicate quantities and trends of CIA records holdings for management and security planning action; and to furnish statistics for the yearly summary report of Agency records holdings.

II. INVENTORY PROCEDURE

A. Measurement of Material

1. Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1" = .1	3"-4" = .3	6" = .5	8" = .7	11" = .9
2" = .2	5" = .4	7" = .6	9"-18" = .8	12" = 1.0

2. For measurement of files, one standard safe drawer equals 2 feet. Indices are measured by the length of space occupied by the cards from front to rear of an index tray; e.g., 4 trays with 12 inches of cards in each, would be measured as 4 linear feet of cards. Aperture cards and microfiche are measured in the same way. Magnetic records, film reels, cartridges and cassettes are inventoried by quantity rather than by linear footage. Report the number of each.

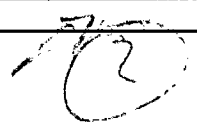
B. Preparation of Inventory Form

1. Prepare one form for each component.
2. Remarks—For future component record as well as Directorate/RMO information, include pertinent clarifying remarks under "Comments," on an additional sheet, or in the transmitting memorandum. Sizable increases or decreases should be explained.

III. SUBMISSION OF THE INVENTORY FORM

Forward the original of the inventory for your component to OIS/IRMD and one copy to your Directorate RMO.

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 _____

TO: OIS/IRMD		FROM: (Directorate and Office) D&T		
		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:				
a.	Case, Subject, Chronos, Etc.	27607	28083	+476
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	33463	33809	+346
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	12132	10976	-1156
d.	Other (Describe)	1455	1289	-166
TOTAL LINEAR FEET OF OFFICE FILES		74657	74157	-500
II. CARD-SIZE FILES:				
a.	3x5 Cards	737	1469	+732
b.	5x8 Cards	4515	3958	-557
c.	Punch Cards	29	5	-24
d.	Abstracts	109	81	-28
e.	Aperture Cards	86	246	+160
f.	Microfiche	1469	1111	-358
g.	Other (Describe)	3633	4012	+379
TOTAL LINEAR FEET—CARD-SIZE FILES		10628	10882	+254
		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:				
a.	Computer Tapes	33574	37915	+4341
b.	Audio Tapes	494	600	+106
c.	Video Tapes	3161	6684	+3523
d.	Disc Packs	1341	1534	+193
e.	Word Processing Magnetic Tapes	243	287	+44
f.	Word Processing Magnetic Cards	705	1248	+543
g.	Magnetic Diskettes 5 1/4"	5082	7217	+2135
h.	Magnetic Diskettes 8"	5639	7502	1863
i.	Paper Tapes	6	1037	+1031
j.	Other (Describe)	48	13742	+13694
IV. FILM RECORDS:				
a.	Microfilm—16mm Reels	8439	4589	-3850
b.	Microfilm—35mm Reels	3478	3095	-383
c.	Microfilm Cassettes	741	894	+153
d.	Movie Film	88	73	-15
e.	Other (Describe)	9563	31408	+21845
Comments: 				
Signature of Component RMO:			Date:	

ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

TO: OIS/IRMD	FROM: (Directorate and Office) DDO
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ANNUAL LINEAR FOOTAGE

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	25,542	24631.9	-	910.1
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.				
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	100.1	27.0	-	73.1
d.	Other (Describe)				

TOTAL LINEAR FEET OF OFFICE FILES

25,642.1	24658.9	-	983.2
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II. CARD-SIZE FILES:

a.	3x5 Cards	1,888.2	1732.2	-	156.0
b.	5x8 Cards Includes Photo Files	506.1	693.6	+	187.5
c.	Punch Cards	203.6	74.1	-	129.5
d.	Abstracts	87.2	79.5	-	7.7
e.	Aperture Cards				
f.	Microfiche	837.9	843.3	+	5.4
g.	Other (Describe)				

TOTAL LINEAR FEET—CARD-SIZE FILES

3,523.0	3422.7	-	100.3
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QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes	338	358	+	20
b.	Audio Tapes	4,008	4001	-	7
c.	Video Tapes	1,387	1565	+	178
d.	Disc Packs	286	323	+	37
e.	Word Processing Magnetic Tapes		45	+	45
f.	Word Processing Magnetic Cards	2,880	2520	-	360
g.	Magnetic Diskettes 5 1/4"	2,612	1754	-	858
h.	Magnetic Diskettes 8"	4,995	6377	+	1382
i.	Paper Tapes				
j.	Other (Describe)				

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	14,273	7096	-	7177
b.	Microfilm—35mm Reels	2,171	1179	-	992
c.	Microfilm Cassettes				
d.	Movie Film	386	37	-	349
e.	Other (Describe) slides	1,843	288	-	1555

Comments:

Date:

4 Dec 86

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