TO:	(Name, office symboliding, Agency/Po	ol, room number, ost)	.*		Initials	D
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	Approval	For Clearance	on	Per	Conversal	ion
	Approval As Requested	For Clearant	on	Per Prep See	Conversal	ion

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

FROM: (Name, org. symbol, Agency/Post)

STAT

OTS/RMO

Phone No.

Phone No.

CORTIONAL FORM (PARK)

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	ROUTING	G AND	RECOR	D SHEET
SUBJECT: (Optional)	<u></u>	· · · · · · · · · · · · · · · · · · ·		
Annual Report of Agency	Records	Holding	for 19	86
FROM			EXTENSION	NO.
Chief, Information Resou	irces		EXTERNSION	110.
Management Division	arces			DATE
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TO: (Officer designation, room number, and	D	ATE	·	
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AGENCY RECORDS CENTER ANN	UAL REPORT	2. DEPARTMENT OR AGENCY		
INSTRUCTIONS: This form (original only) within 60 days after the close of each fiscal of Services Administration (NC), Washington, Dagency records center.	year to the General	3. LOCATION OF RECORDS CENTER (Street, city,	and State)
. Volume of records on hand at the beginning of the fiscal year	CUBIC FEET	Average number of personnel employ center during the fiscal year	ed by the	NUMBER
. Volume of records accessioned during the fiscal year	CUBIC FEET	10. Average amount of space occupied by center during the fiscal year	SQUARE FEET	
. 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
Volume of records transferred from the center during the fiscal year	CUBIC FEET	12. Number of steel transfer cases (drawe at the end of the fiscal year	T	NUMBER
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
AME OF PERSON WITH WHOM TO CONFER			TELEPHO	ONE NO.
ITLE	SIGNATURE		DATE	

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

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^{*}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.

CONFIDENTIAL

26 May 1987

MEMORANDUM FOR:	Director of Information Technology
FROM:	Chief, Information Resources Management Division
SUBJECT:	Annual Report of Agency Records Holdings for 1986

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- 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 $4,040~\rm cu.$ ft. and $692~\rm cu.$ ft., respectively, resulting in a net increase of $4,732~\rm cu.$ 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.

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At	ta	ch	me	n	t	S

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



) :		FROM:	(Directora	te and Office)		
0	IS/IRMD		C	CIA		
			ANNUAI	L LINEAR FO	ATOC	GF
			PREVIOUS YEAR	CURRENT YEAR		FEREN
				L	1	
	CE FILES:		T	,		
a.	Case, Subject, Chronos, Etc.		125,711	120,675	-	5,03
b.	Reference Material: Regulations, Manuals, Libra	ry				
C.	books, Magazines, Catalogs, Etc.		95,316	97,878	+	2,56
U.	Odd-Size Material: Maps, Charts, Photographs, Etc.		21 200	20.750		
d.	Other (Describe)		21,389	20,759	 -	63
	LINEAR FEET OF OFFICE FILES		2,630 245,046	4,610 243,922	+	1,98
VIAL	EMEAN TEET OF OFFICE TIEES		243,046	243,922		1,12
CAR	D-SIZE FILES:					
a.	3x5 Cards		5,513	6,281	+	76
b.	5x8 Cards		15,914	15,413	_	50
C.	Punch Cards		414	232		18
d.	Abstracts		283	190	 	
e.	Aperture Cards		1,935	2,346	+	4
f.	Microfiche		3,849	3,308	<u> </u>	54
g.	Other (Describe)		3,942	5,821	+	1,87
OTAL	LINEAR FEET—CARD-SIZE FILES	•	31,850	33,591	+	1,74
				•		
			···········	ANTITY OF EA		
			PREVIOUS YEAR	CURRENT YEAR	DIF	FEREN
MAG	NETIC RECORDS:					
a.	Computer Tapes				1 -	
b.	Audio Tapes		103,268	119,660	+ 1	6,39
					1 .	14
C.			20,253	20,400	 +	
c. d.	Video Tapes	· · · · · · · · · · · · · · · · · · ·	19,915	23,345	+	3,43
	Video Tapes Disc Packs		19,915 3,205	23,345 3,866	+	3,43 66
d.	Video Tapes Disc Packs Word Processing Magnetic Tapes		19,915 3,205 -5,702	23,345 3,866 5,240	+	3,43 66 46
d. e. f.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards		19,915 3,205 -5,702 8,675	23,345 3,866 5,240 9,144	+ + - +	3,43 66 46 46
d. e.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4"		19,915 3,205 -5,702 8,675 16,272	23,345 3,866 5,240 9,144 25,385	+ + + +	3,43 66 46 46 9,1
d. e. f. g.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8"		19,915 3,205 5,702 8,675 16,272 27,956	23,345 3,866 5,240 9,144 25,385 36,738	+ + + + + +	3,43 66 46 46 9,11 8,78
d. e. f. g. h.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4"		19,915 3,205 .5,702 8,675 16,272 27,956 6	23,345 3,866 5,240 9,144 25,385 36,738 1,068	+ + + + + +	3,43 66 46 9,11 8,78 1,06
d. e. f. g. h. i. j.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe)		19,915 3,205 5,702 8,675 16,272 27,956	23,345 3,866 5,240 9,144 25,385 36,738	+ + + + + +	3,43 66 46 9,11 8,78
d. e. f. g. h. i. j.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe)		19,915 3,205 .5,702 8,675 16,272 27,956 6	23,345 3,866 5,240 9,144 25,385 36,738 1,068	+ + + + + +	3,43 66 46 9,11 8,78 1,06
d. e. f. g. h. i. j.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels		19,915 3,205 5,702 8,675 16,272 27,956 6 24,867	23,345 3,866 5,240 9,144 25,385 36,738 1,068 37,326	+ + + + + 1	3,43 66 46 9,11 8,78 1,06 2,45
d. e. f. g. h. i. j.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels		19,915 3,205 5,702 8,675 16,272 27,956 6 24,867	23,345 3,866 5,240 9,144 25,385 36,738 1,068 37,326	+ + + + + 1	3,43 66 46 9,11 8,78 1,06 2,45
d. e. f. g. h. i. j. FILM a. b. c.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes		19,915 3,205 5,702 8,675 16,272 27,956 6 24,867	23,345 3,866 5,240 9,144 25,385 36,738 1,068 37,326	+ + + + + 1	3,43 66 46 9,11 8,78 1,06 2,45 1,63
d. e. f. g. h. i. j. FILM a. b. c. d.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film		19,915 3,205 .5,702 8,675 16,272 27,956 6 24,867 33,975 9,822	23,345 3,866 5,240 9,144 25,385 36,738 1,068 37,326 21,916 8,189	+ + + + + 1	3,43 66 46 9,11 8,78 1,06 2,45 1,63 1,51
d. e. f. g. h. i. j. FILM a. b. c.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes		19,915 3,205 .5,702 8,675 16,272 27,956 6 24,867 33,975 9,822 3,523	23,345 3,866 5,240 9,144 25,385 36,738 1,068 37,326 21,916 8,189 5,037	+ + + + + + + + + + + + + + + + + + + +	3,43 66 46 9,11 8,78 1,06 2,45 1,63 1,51
d. e. f. g. h. i. j. FILM a. b. c. d. e.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		19,915 3,205 -5,702 8,675 16,272 27,956 6 24,867 33,975 9,822 3,523 1,179	23,345 3,866 5,240 9,144 25,385 36,738 1,068 37,326 21,916 8,189 5,037 1,149	+ + + + + + + + + + + + + + + + + + + +	3,43 66 46 46 9,11 8,78
d. e. f. g. h. i. j. FILM a. b. c. d. e.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		19,915 3,205 -5,702 8,675 16,272 27,956 6 24,867 33,975 9,822 3,523 1,179	23,345 3,866 5,240 9,144 25,385 36,738 1,068 37,326 21,916 8,189 5,037 1,149	+ + + + + + + + + + + + + + + + + + + +	3,43 66 46 9,11 8,78 1,06 2,45 1,63 1,51
d. e. f. g. h. i. j. FILM a. b. c. d.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		19,915 3,205 -5,702 8,675 16,272 27,956 6 24,867 33,975 9,822 3,523 1,179	23,345 3,866 5,240 9,144 25,385 36,738 1,068 37,326 21,916 8,189 5,037 1,149	+ + + + + + + + + + + + + + + + + + + +	3,43 66 46 9,11 8,78 1,06 2,45 1,63
d. e. f. g. h. i. j. FILM a. b. c. d. e.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		19,915 3,205 -5,702 8,675 16,272 27,956 6 24,867 33,975 9,822 3,523 1,179	23,345 3,866 5,240 9,144 25,385 36,738 1,068 37,326 21,916 8,189 5,037 1,149	+ + + + + + + + + + + + + + + + + + + +	3,43 66 46 9,11 8,78 1,06 2,45 1,63 1,51
d. e. f. g. h. i. j. FILM a. b. c. d. e.	Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		19,915 3,205 -5,702 8,675 16,272 27,956 6 24,867 33,975 9,822 3,523 1,179	23,345 3,866 5,240 9,144 25,385 36,738 1,068 37,326 21,916 8,189 5,037 1,149	+ + + + + + + + + + + + + + + + + + + +	3,43 66 46 9,11 8,78 1,06 2,45 1,63

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			ANNUAL		OTAC	`E
			PREVIOUS YEAR	CURRENT YEAR		FERENCE
	>		THE VICTOR TEAM	OUNDERT TEAR	ווט	LILINOL
. OFFI	CE FILES:			•		
a.	Case, Subject, Chronos, Etc.		6,610	6,454	-	156
b.	Reference Material: Regulations, Manuals, Librar	·v				
	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
. OAD!	0.0175 511 50					
I. CARI a.	D-SIZE FILES: 3x5 Cards		142	133	-	9
a. b.	5x8 Cards		240	252	+	12
о. С.	Punch Cards		240	232	T	
d.	Abstracts					
e.	Aperture Cards					
f.	Microfiche		137	111	_	26
g.	Other (Describe)			26	+	26
- ,	LINEAR FEET—CARD-SIZE FILES		519	522	+	3
IOIAL	LINEAR FEET—CARD-SIZE FILES					
			QU	ANTITY OF EA	CH	
			PREVIOUS YEAR	CURRENT YEAR	DIF	FERENCE
II. MAG a.	NETIC RECORDS:		1.61	005		65.4
a. b.	Computer Tapes		161	835	+	674
о. С.	Audio Tapes Video Tapes		546 188	545	-	1
d.	Disc Packs		96	438 85	+	250
e.	Word Processing Magnetic Tapes		72	147	+	11
f.	Word Processing Magnetic Tapes Word Processing Magnetic Cards		1,080	1,080	Т	75 0
g.	Magnetic Diskettes 51/4"		673	497	_	176
ĥ.	Magnetic Diskettes 8"		1,013	1,949	+	936
i.	Paper Tapes		1,013	1	+	1
j.	Other (Describe)				•	_
- '						
v. 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)					
						
omments	3:					

' O: Oi	S/IRMD	FROM:	(Directora DA	te and Office)		
			ANNUAI	LINEAR FO	OTA	GE
	•		PREVIOUS YEAR	CURRENT YEAR	DI	FFERENCE
	CE FILES:		38,589	37,714	_	875
a. b.	Case, Subject, Chronos, Etc.	<u> </u>	30,309	3/,/14		073
	Reference Material: Regulations, Manuals, Libra books, Magazines, Catalogs, Etc.	ry 	18,010	18,945	+	935
C.	Odd-Size Material: Maps, Charts, Photographs, Etc.		1,352	1,320	-	32
d.	Other (Describe)	<u>-</u> -	102	119	+	17
TOTAL	LINEAR FEET OF OFFICE FILES		58,053	58,098	+	45
. CARI	D-SIZE FILES:					
. CARI	3x5 Cards		904	725	_	179
a. 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
		· : · · · · · · · · · · · · · · · ·	QU	ANTITY OF EA	СН	· · · · · ·
			PREVIOUS YEAR	CURRENT YEAR	DI	FFERENCE
	NETIC RECORDS:				<u> </u>	
a.	Computer Tapes		63,372	75,816		12,444
b.	Audio Tapes	•	14,506	14,515	+_	9
c. d.	Video Tapes		7;620	7,435		185
и. е.	Disc Packs		1,132	1,652	+	520
f.	Word Processing Magnetic Tapes		5,081	4,419	-	662
	Word Processing Magnetic Cards		3,895	4,124	+	229
g. h.	Magnetic Diskettes 51/4" Magnetic Diskettes 8"		4,936	7,741	+	2,805
i.	Paper Tapes		9,540	12,266	+	2,726
i.	Other (Describe)		24 702	22 470		1 211
,.	Other (Describe)		24,782	23,470	_	1,312
/. 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		8 4
e.	Other (Describe)		782	1,128	+	346
omment	S:					,

O: _		FROM:	(Directorat	e and Office)		
С	DIS/IRMD		D	DI		
			ANNUAL	LINEAR FO	OTA	\GE
			PREVIOUS YEAR	CURRENT YEAR	DI	FFERENC
٥	NOT THEO.					
a.	FICE FILES:		27,363	23,792		3,57
b.	Case, Subject, Chronos, Etc.		277303	23,172		3,31
,	Reference Material: Regulations, Manuals, Libra books, Magazines, Catalogs, Etc.	ary 	38,778	40,077	+	1,29
C.	Odd-Size Material: Maps, Charts, Photographs, Etc.		7,356	8,098	+	74
d.	Other (Describe)		1,062	3,179	+	2,11
TOTAL	LINEAR FEET OF OFFICE FILES		74,559	75,146	+	58
	RD-SIZE FILES:				,	
a.	3x5 Cards		1,842	2,222	+	38
b.	5x8 Cards		10,171	10,067	_	10
C.	Punch Cards		102	58	<u> </u>	4
d.	Abstracts		21		-	
e.	Aperture Cards		1,836	2,077	+	2
f.	Microfiche		997	917	-	1 4
g.	Other (Describe)	· · · · · · · · · · · · · · · · · · ·	299	1,781	+	1,48
OTAL	. LINEAR FEET—CARD-SIZE FILES		15,268	17,123	+	1,85
			QUANTITY OF EACH			
			PREVIOUS YEAR	CURRENT YEAR		IFFEREN
		•	THETIOGOTEAN	COMILITY TEAM		
MAG	GNETIC RECORDS:					
a.	Computer Tapes		5,823	4,736	_	1,08
b.	Audio Tapes		699	739	+	
C.	Video Tapes		7,559	7,223	<u> </u>	3:
			. , ,			•
d.	Disc Packs		350	272	_	
đ. e.			350 306	272 342		•
	Word Processing Magnetic Tapes		306	342	+	
e.			306 115	342 172	+	
e. f.	Word Processing Magnetic Tapes Word Processing Magnetic Cards		306 115 2,969	342 172 8,176	+ + +	5,20
e. f. g.	Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4"		306 115	342 172 8,176 8,644	+	5,20 1,8
e. f. g. h.	Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8"		306 115 2,969	342 172 8,176 8,644 30	+ + + + +	5,20
e. f. g. h. i.	Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes		306 115 2,969 6,769	342 172 8,176 8,644	+ + + + + +	5,20
e. f. g. h. i.	Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) M_RECORDS:		306 115 2,969 6,769	342 172 8,176 8,644 30	+ + + + + +	5,20
e. f. g. h. i. j.	Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/411 Magnetic Diskettes 8111 Paper Tapes Other (Describe) MRECORDS: Microfilm—16mm Reels		306 115 2,969 6,769 37	342 172 8,176 8,644 30	+ + + + + +	5,20
e. f. g. h. i. j.	Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels		306 115 2,969 6,769 37	342 172 8,176 8,644 30 114	+ + + + + +	5,20
e. f. g. h. i. j. FILM a. b. c.	Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes		306 115 2,969 6,769 37 3,231 3,771 2,760	342 172 8,176 8,644 30 114	+ + + + + + -	5,20
e. f. g. h. i. j. FILN a. b. c.	Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film		306 115 2,969 6,769 37	342 172 8,176 8,644 30 114 2,458 3,796	+ + + + + + + + + + + + + + + + + + + +	5,20 1,8 7,1
e. f. g. h. i. j. FILM a. b. c.	Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes		306 115 2,969 6,769 37 3,231 3,771 2,760	342 172 8,176 8,644 30 114 2,458 3,796 3,765	+ + + + + + + + + + + + + + + + + + + +	5,20 1,8 7,1
e. f. g. h. i. j. FILN a. b. c. d. e.	Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/411 Magnetic Diskettes 8111 Paper Tapes Other (Describe) MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		306 115 2,969 6,769 37 3,231 3,771 2,760	342 172 8,176 8,644 30 114 2,458 3,796 3,765	+ + + + + + + + + + + + + + + + + + + +	5,20 1,87 7,77 1,00
e. f. g. h. i. j. FILN a. b. c. d. e.	Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/411 Magnetic Diskettes 8111 Paper Tapes Other (Describe) MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		306 115 2,969 6,769 37 3,231 3,771 2,760	342 172 8,176 8,644 30 114 2,458 3,796 3,765	+ + + + + + + + + + + + + + + + + + + +	5,20 1,8 7,1
e. f. g. h. i. j. FILN a. b. c. d. e.	Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/411 Magnetic Diskettes 8111 Paper Tapes Other (Describe) MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		306 115 2,969 6,769 37 3,231 3,771 2,760	342 172 8,176 8,644 30 114 2,458 3,796 3,765	+ + + + + + + + + + + + + + + + + + + +	5,20 1,8 7
e. f. g. h. i. j. FILN a. b. c.	Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/411 Magnetic Diskettes 8111 Paper Tapes Other (Describe) MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		306 115 2,969 6,769 37 3,231 3,771 2,760	342 172 8,176 8,644 30 114 2,458 3,796 3,765	+ + + + + + + + + + + + + + + + + + + +	5,20 1,8 7
e. f. g. h. i. j. FILN a. b. c. d. e.	Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/411 Magnetic Diskettes 8111 Paper Tapes Other (Describe) MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		306 115 2,969 6,769 37 3,231 3,771 2,760	342 172 8,176 8,644 30 114 2,458 3,796 3,765	+ + + + + + + + + + + + + + + + + + + +	5,20 1,8 7

ΓΟ:		OM:	(Directora	te and Office)		
0	IS/IRMD		DS	βT		
			ANNUAL		OT	AGE
			PREVIOUS YEAR	CURRENT YEAR		IFFERENCE
. OFFI	CE 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	1	500
	D-SIZE FILES:		727	1 460	•	776
a. b.	3x5 Cards 5x8 Cards		737 4,515	1,469 3,958	+	732 557
D. C.	Punch Cards		29	3,938	_	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
				ANTITY OF EA		
			PREVIOUS YEAR	CURRENT YEAR	D	IFFERENCE
	NETIC DECORDO.					
II. MAG a.	NETIC RECORDS: 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 51/4"		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
	1 RECORDS:					
. Ell Na	Microfilm—16mm Reels		0.420	4 500		2 0 5 0
• •	Microfilli Tottilli reels		8,439 3,478	4,589 3,095	-	3,850 383
 а.	Microfilm—35mm Reels		741	3,095 894	+	153
a. b.	Microfilm—35mm Reels Microfilm Cassettes					
a.	Microfilm—35mm Reels Microfilm Cassettes Movie Film		T		_	
a. b. c.	Microfilm Cassettes		88	73	+	15 21.845
a. b. c. d. e.	Microfilm Cassettes Movie Film Other (Describe)		T		+	
a. b. c. d. e.	Microfilm Cassettes Movie Film Other (Describe)		88	73	+	
a. b. c. d. e.	Microfilm Cassettes Movie Film Other (Describe)		88	73	+	
a. b. c. d. e.	Microfilm Cassettes Movie Film Other (Describe)		88	73	+	
a. b. c. d. e.	Microfilm Cassettes Movie Film Other (Describe)		88	73	+	
a. b. c. d. e.	Microfilm Cassettes Movie Film Other (Describe)	Date:	88	73	+	

FORM 3581 OBSOLETE PREVIOUS 9-85 3581 EDITIONS

O		ROM:	(Directora	te and Office)		
	S/IRMD		DO			
		***	ANNUAI	LINEAR FO	OTA	\GE
			PREVIOUS YEAR	CURRENT YEAR	DI	IFFEREN
OFFI	CE FILES:					
a.	Case, Subject, Chronos, Etc.		25,542	24,632	 -	9:
b.	Reference Material: Regulations, Manuals, Library	•				
	books, Magazines, Catalogs, Etc.	,				
c.	Odd-Size Material: Maps, Charts,			W		
	Photographs, Etc.		100	27	-	•
d.	Other (Describe)					
OTAL	LINEAR FEET OF OFFICE FILES		25,642	24,659		9
CAD	0 017E EU EO.					
a.	O-SIZE FILES: 3x5 Cards		1,888	1,732	Γ-	1
a. b.	5x8 Cards		506	694	+	1
C.	Punch Cards		204	74	<u> </u>	
d.	Abstracts		87	80	_	
е.	Aperture Cards					
f.	Microfiche		838	843	+	
g.	Other (Describe)					
-	LINEAR FEET—CARD-SIZE FILES		3,523	3,423	_	1
	- CAND GIZE FIZE				L	
			QU	NTITY OF EA	CH	
			PREVIOUS YEAR	CURRENT YEAR	DI	FFEREN
	NETIC RECORDS:	-	220			
a. h	Computer Tapes		338	358	+	
b.	Audio Tapes		4,008	4,001	-	
b. c.	Audio Tapes Video Tapes	***	4,008 1,387	4,001 1,565	+	1
b. c. d.	Audio Tapes Video Tapes Disc Packs		4,008	4,001 1,565 323	- + +	1
b. c. d. e.	Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes		4,008 1,387 286	4,001 1,565 323 45	+	1
b.c.d.e.f.	Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards		4,008 1,387 286 2,880	4,001 1,565 323 45 2,520	- + +	3
b. c. d. e. f. g.	Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4"		4,008 1,387 286 2,880 2,612	4,001 1,565 323 45 2,520 1,754	- + + -	3:
b.c.d.e.f.	Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8"		4,008 1,387 286 2,880	4,001 1,565 323 45 2,520	- + +	3 8
b. c. d. e. f. g. h. i.	Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes		4,008 1,387 286 2,880 2,612	4,001 1,565 323 45 2,520 1,754	- + + -	3:
b. c. d. e. f. g.	Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8"		4,008 1,387 286 2,880 2,612	4,001 1,565 323 45 2,520 1,754	- + + -	3:
b. c. d. e. f. g. h. i.	Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe)		4,008 1,387 286 2,880 2,612	4,001 1,565 323 45 2,520 1,754	- + + -	3:
b. c. d. e. f. g. h. i. j.	Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes		4,008 1,387 286 2,880 2,612 4,995	4,001 1,565 323 45 2,520 1,754 6,377	- + + + - - +	3,8
b. c. d. e. f. g. h. i. j.	Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS:		4,008 1,387 286 2,880 2,612 4,995	4,001 1,565 323 45 2,520 1,754 6,377	- + + -	3 8 1,3
b. c. d. e. f. g. h. i. j.	Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels		4,008 1,387 286 2,880 2,612 4,995	4,001 1,565 323 45 2,520 1,754 6,377	- + + + - - +	3 8 1,3
b. c. d. e. f. g. h. i. j.	Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film		4,008 1,387 286 2,880 2,612 4,995	4,001 1,565 323 45 2,520 1,754 6,377 7,096 1,179	- + + + - - +	1; 30 8; 1,3; 7,1; 99
b. c. d. e. f. g. h. i. j. FILM a. b. c.	Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes		4,008 1,387 286 2,880 2,612 4,995	4,001 1,565 323 45 2,520 1,754 6,377	- + + - - +	7,1° 99

PORM 9-85 3581 OBSOLETE PREVIOUS EDITIONS

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Pink copy - Component/RMO



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

	4	TOTAL	1		I.			II.		T.	III.		1	IV.	
DIRECTORATE		ORDS HOLDI			ICE FILES		CAI	D-SIZE F	ILES	I MA	GNETIC RE	CORDS	I FI	M RECOR	DS
	1986	1985	Diff.	1986	1985	Diff.	1986	1985	Diff.	1 1986	1985	Diff.	1 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	- <u>1,156</u>	24,659	25,642	- <u>983</u>	457	473	16	1,087	1,095		116	265	149
1986 Total 1985 Total Difference	278,779	274,231	+4,548	243,922	245,046	-1,124	5,283	4,712	+571	25,303	22,381	+2,922	4,271	2,092	+2,179



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

	RECO	ORDS HOLDI	NGS	RE	CORDS HOL	DINGS		TOTAL	
DIRECTORATE	IN	OFFICE AR	EA 1		AT AAR	C I	RECO	RDS HOLDI	NGS
	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	- <u>1,156</u>	25,393	25,356	+37	51,712	52,831	-1,119
1986 Total 1985 Total	278,779	274,231		115,822	112.878		394,601	387,109	
Difference			+4,548			+2,944		,200	+7,492

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

	ľ	TOTAL	1		Ι.	1		II.		1	III.			IV.	
DIRECTORATE	RECO	ORDS HOLDI	NGS	OFF	ICE FILES	/ 1	CA	RD-SIZE F	ILES	I MAG	GNETIC RE	CORDS	Fi	LM RECOF	
	1986	1985	Diff.	1986	1985	Diff.	1986	1985	Diff.	1 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	- <u>983</u>	457	473	16	1,087	1,095		116	265	149
1986 Total	278,779			243,922	F.,		5,283			25,303			4,271		
1985 Total Difference		274,231	+4,548		245,046	-1,124		4,712	+571		22,381	+2,922		2,092	+2,179

CE FILES: Case, Subject, Chronos, Etc. Reference Material: Regulations, Manuals, Libra books, Magazines, Catalogs, Etc. Odd-Size Material: Maps, Charts, Photographs, Etc. Other (Describe) LINEAR FEET OF OFFICE FILES		ANNUA PREVIOUS YEAR 125,711 95,316		OOTAGE DIFFERENCE
Case, Subject, Chronos, Etc. Reference Material: Regulations, Manuals, Libra books, Magazines, Catalogs, Etc. Odd-Size Material: Maps, Charts, Photographs, Etc. Other (Describe)		PREVIOUS YEAR	CURRENT YEAR	·-
Case, Subject, Chronos, Etc. Reference Material: Regulations, Manuals, Libra books, Magazines, Catalogs, Etc. Odd-Size Material: Maps, Charts, Photographs, Etc. Other (Describe)	ry	PREVIOUS YEAR	CURRENT YEAR	·-
Case, Subject, Chronos, Etc. Reference Material: Regulations, Manuals, Libra books, Magazines, Catalogs, Etc. Odd-Size Material: Maps, Charts, Photographs, Etc. Other (Describe)	ry	125,711		DIFFERENCE
Case, Subject, Chronos, Etc. Reference Material: Regulations, Manuals, Libra books, Magazines, Catalogs, Etc. Odd-Size Material: Maps, Charts, Photographs, Etc. Other (Describe)	ry		120,675	
Reference Material: Regulations, Manuals, Libra books, Magazines, Catalogs, Etc. Odd-Size Material: Maps, Charts, Photographs, Etc. Other (Describe)	ry		120,675	
books, Magazines, Catalogs, Etc. Odd-Size Material: Maps, Charts, Photographs, Etc. Other (Describe)	ry			-5,036
Photographs, Etc. Other (Describe)	ĺ	1,	97878	+2562
Other (Describe)		21,389	20759	- 630
		2,630	4610	+ 1980
		245,046	243,922	-1124
	ĺ	•		,
O-SIZE FILES:			<u> </u>	T
			6281	+768
				-501
			232	- 182
		283	190	- 93
Aperture Cards		1.935	1 2346	+411
Microfiche	1			- 541
Other (Describe)	,			+1879
				+1741
				14 - 4 - 4 - 4
	וַני	ANTITY OF E	ANTITY OF EA	CH
	· <u> </u>	CURRENT YEAR	CURRENT YEAR	DIFFERENCE
	,		,	
NETIC RECORDS:			i	
Computer Tapes		103,268	119660	+ 16392
Audio Tapes		20,253		+147
Video Tapes			23345	7 3 430
	īĪ			+661
				-462
	H			+469
	`			
			21 22	T 9/13
		•		
				+1062
Other (Describe)	!1	24,867	37,326	+12459
RECORDS:	}		•	
	-	33 075	2/9/16	-12059
				- 1633
				+ 1514
				
				- 30
Other (Describe)		14,188	1 32.0,620	+ 308,43
•	<u> </u>		-	
		•		
	5 .		T.	
	:		:	
	i		i	
of Component PMO:	Date		<u> </u>	
o component nivio:	Date.		•	
	!		!	
	Other (Describe) INEAR FEET—CARD-SIZE FILES NETIC RECORDS: Computer Tapes	Sx8 Cards Punch Cards Abstracts Aperture Cards Microfiche Other (Describe) INEAR FEET—CARD-SIZE FILES NETIC RECORDS: Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm—35mm Reels Microfilm—35mm Reels Microfilm—Cassettes Movie Film Other (Describe)	5x8 Cards 15,914 Punch Cards 414 Abstracts 283 Aperture Cards 1,935 Microfiche 3,849 Other (Describe) 3,942 INEAR FEET—CARD-SIZE FILES JANTITY OF E/I CURRENT YEAR SETIC RECORDS: Computer Tapes 103,268 Audio Tapes 20,253 Video Tapes 19,915 Disc Packs 3,205 Word Processing Magnetic Tapes 5,702 Word Processing Magnetic Cards 8,675 Magnetic Diskettes 51/4" 16,272 Magnetic Diskettes 8" 27,956 Paper Tapes 6 Other (Describe) 24,867 RECORDS: Microfilm—16mm Reels 33,975 Microfilm—35mm Reels 9,822 Microfilm Cassettes 3,523 Movie Film 1,179 Other (Describe) 12,188 Constant of the street	15,914

White copy - OIS/IRMD Yellow copy - Directorate/RMO nt/RMO

);		FROM:	(Directora	te and Office)	
0	IS/IRMD		DDA		
 			ANNUA	L LINEAR FO	OTAGE
			PREVIOUS YEAR	CURRENT YEAR	DIFFEREN
٥٢٢	IOE EILEO.				
a.	ICE FILES: Case, Subject, Chronos, Etc.		38589	37714	-875
b.	Reference Material: Regulations, Manuals, Librar	······································	30387	37717	-0 70
	books, Magazines, Catalogs, Etc.	у	18010	18945	+ 935
C.	Odd-Size Material: Maps, Charts, Photographs, Etc.		1352	1320	-32
d.	Other (Describe)		102	119	+17
OTAL	LINEAR FEET OF OFFICE FILES		58053	58098	+45
CAR	D-SIZE FILES:				
a.	3x5 Cards		904	725	- 179
b.	5x8 Cards		482	442.1	- 40
C.	Punch Cards		79	95	+ 16
d.	Abstracts		16	38.	+12
e.	Aperture Cards		13	3 کے	*10
f.	Microfiche		408	326.	-82
g.	Other (Describe)		16	2 /	p - 8
OTAL	LINEAR FEET—CARD-SIZE FILES		19182	1641.	-271
			QU	ANTITY OF EA	CH
			PREVIOUS YEAR	CURRENT YEAR	DIFFEREN
	SNETIC RECORDS:				
a.	.Computer Tapes		63372	75816	+/244
b.	Audio Tapes		14506	14515	+ 9
C.	Video Tapes		7620	7 435	- 185
d.	Disc Packs		1/32	1652	. + 23
e.	Word Processing Magnetic Tapes		5081	4419,	- 66
f.	Word Processing Magnetic Cards		3,895	4124	+ 22
	Magnetic Diskettes 51/4"		4936	7741	+28
g.			9540	12766	+ 27
g. h.	Magnetic Diskettes 8"				
g.	Paper Tapes		ļ. ,		
g. h.			24782	23470	- /.5/
g. h. i. j.	Paper Tapes				
g. h. i. j.	Paper Tapes Other (Describe) ### RECORDS: Microfilm—16mm Reels		7286	23470 7085	201
g. h. i. j.	Paper Tapes Other (Describe) MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels		7286	7085	201 283
g. h. i. j. FILM a. b. c.	Paper Tapes Other (Describe) M RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes		7286 402 22	7085	983 +328
g. h. i. j. FILM a. b.	Paper Tapes Other (Describe) M RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film		7286 402 22 245	7085	201 283 1328
g. h. i. j. FILM a. b. c.	Paper Tapes Other (Describe) M RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes		7286 402 22	7085 119 357	201 283 1328
g. h. i. j. FILM a. b. c. d. e.	Paper Tapes Other (Describe) MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		7286 402 22 245	7085 119 357 161	201 283 1328
g. h. i. j. FILM a. b. c. d. e.	Paper Tapes Other (Describe) MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		7286 402 22 245	7085 119 357 161	201 283 1328
g. h. i. j. FILM a. b. c. d.	Paper Tapes Other (Describe) MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		7286 402 22 245	7085 119 357 161	201 283 1328
g. h. i. j. FILM a. b. c. d. e.	Paper Tapes Other (Describe) MRECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		7286 402 22 245	7085 119 357 161	201 283 1328

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

Pink copy - Component/RMO

: 0	IS/IRMD	FROM:		te and Office)	
	IO/II IIVID		0/0		
		<u> </u>	ANNUAI	LINEAR FO	OTAGE
			PREVIOUS YEAR	CURRENT YEAR	DIFFEREN
OEE	ICE FILES:				
a.	Case, Subject, Chronos, Etc.		///	6454	رسي ,
b.			6610	0434	- 156
υ.	Reference Material: Regulations, Manuals, Libra books, Magazines, Catalogs, Etc.	ıry	5065	5047	-18
C.	Odd-Size Material: Maps, Charts,		i	-30-17	- 10
	Photographs, Etc.	•	449	338	-111
d.	Other (Describe)		15	23	18
OTAL	LINEAR FEET OF OFFICE FILES		12139	11862	-277
			<u> </u>	110 40-	<u> </u>
CAR	D-SIZE FILES:				
a.	3x5 Cards		142	133	- 9
b.	5x8 Cards		240	352	+12
C.	Punch Cards				
d.	Abstracts			~	
e.	Aperture Cards				
f.	Microfiche		137	111	-26
g.	Other (Describe)			26	126
OTAL	LINEAR FEET—CARD-SIZE FILES		5 19	522	+3
					A 11
			· · · · · · · · · · · · · · · · · · ·	ANTITY OF EA	
			PREVIOUS YEAR	CURRENT YEAR	DIFFEREN
MAG	SNETIC RECORDS:				
a.	Computer Tapes		161	835	+ 674
b.	Audio Tapes	*	546	545	7 697
C.	Video Tapes		188	438	+ 250
d.	Disc Packs		96	85	- 1 1
e.	Word Processing Magnetic Tapes		72	147	+ 75
f.	Word Processing Magnetic Cards		1080	1080	0
g.	Magnetic Diskettes 51/4"		673	497	- 176
h.	Magnetic Diskettes 8"		1013	1949	+936
i.	Paper Tapes			1	+1
j.	Other (Describe)				
					,
FILM	RECORDS:				
a.	Microfilm—16mm Reels		746	688	- 58
b.	Microfilm—35mm Reels			-	
C.	Microfilm Cassettes			28	1 38
d.	Movie Film	<u></u>		7	+7
e.	Other (Describe)		<u> </u>		
					
	ds:				
nment					
nment					
nment					

	ANNUAL REPORT OF RECO	RDS H	OLDINGS FO	R 19	
TO:	·	FROM:	(Directora	te and Office)	
	S/IRMD		201		
			ANNUAL		OOTAGE
			PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
ı. OFFIC	CE FILES:				
a.	Case, Subject, Chronos, Etc.		27363	23792	- 3571
b.	Reference Material: Regulations, Manuals, Librar	v	7 200	0010	
	books, Magazines, Catalogs, Etc.	,	38778	40077	+1299
c.	Odd-Size Material: Maps, Charts,				
	Photographs, Etc.		7356	8098	+ 742
d . [Other (Describe)		1062	3179	+0117
TOTAL	LINEAR FEET OF OFFICE FILES		74559	75146	+ 587
	0.77 74 70		•		,
	O-SIZE FILES:		1015	0000	1765
a. b.	3x5 Cards 5x8 Cards	 	1842	10067	+380
D. C.	Punch Cards		10171	58	- 44
d.	Abstracts		21/	<u> </u>	-20
e.	Aperture Cards		1836	20.77	+ 241
f.	Microfiche	·	997	977	- 80
g.	Other (Describe)		299	1781	-1482
	INEAR FEET—CARD-SIZE FILES		15268	17/23	+1855
IOIALI	INLANTELI—OAND-OIZETTEEO				
				ANTITY OF E	
			PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
	NETIC RECORDS:			L	
III. MAG a. I	Computer Tapes		5823	4736	1-1087
b.	Audio Tapes		699	739	+ 40
C.	Video Tapes		7559	7223/	
d.	Disc Packs		350	272	- 48
e.	Word Processing Magnetic Tapes		306	342	+ 36
f.	Word Processing Magnetic Cards		115	172	+57
g.	Magnetic Diskettes 51/4"		2969	8176	+5207
ĥ.	Magnetic Diskettes 8"		6769	8644	+1875
i.	Paper Tapes			30	+1875
j.	Other (Describe)		37	114	+77
•				,	. / .
IV. FILM	RECORDS:			- A 11 - A	1 000
a.	Microfilm — 16mm Reels		3,231	2458	1973
b.	Microfilm—35mm Reels		3 771	3796	725
C.	Microfilm Cassettes		2760	37657	- 1
d.	Movie Film		460	871	
e.	Other (Describe)		1	287796	+ 287,791
Comments	•	·			
201111116116	5.				1
					> / /)
				/ <	
Signaturo	of Component RMO:	Date:		1	/_
aynature	or Component nivio.	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
 - 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:

- 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. Preparaton 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.

O:		FROM:	(Directora	te and Office)	
O	IS/IRMD		7/	_	
			1004	<i>)</i>	207105
	•		ANNUAI PREVIOUS YEAR	L LINEAR FO	DIFFEREN
			PREVIOUS YEAR	CURRENT YEAR	DIFFEREN
OFFI	CE FILES:				
a.	Case, Subject, Chronos, Etc.		27607	28083	+476
b.	Reference Material: Regulations, Manuals, L	ibrarv	<i>[2]</i>	-0000	
	books, Magazines, Catalogs, Etc.		33463	33809	1 344
c.	Odd-Size Material: Maps, Charts,		_		
•	Photographs, Etc.		12132	10976	-1156
d.	Other (Describe)		1455	1289	-160
TOTAL	LINEAR FEET OF OFFICE FILES		74657	74157	- 500
CAD	D 0175 FU 50.		-		
CAR a.	D-SIZE FILES: 3x5 Cards		737	1111 0	+732
a. b.	5x8 Cards		4515	1469 3958	+ 132
C.	Punch Cards		29	5/30	- 34
d.	Abstracts		159	81	7-8
e.	Aperture Cards		86	246	+140
f.	Microfiche		1469	1111	- 358
g.	Other (Describe)		3633	4012	+ 379
TOTAL	LINEAR FEET—CARD-SIZE FILES		10 62 8	10882	7.35
					351
				ANTITY OF EA	
		·	PREVIOUS YEAR	CURRENT YEAR	DIFFEREN
. MAG	NETIC RECORDS:				
. IVIAG	INFILC RECORDS.				T
			ラ ファフル	>2015	1.11391
a.	Computer Tapes		3 3574	37915	+4341
	Computer Tapes Audio Tapes		494	600	+106
a. b.	Computer Tapes		3/6/	600	+ 106
a. b. c.	Computer Tapes Audio Tapes Video Tapes Disc Packs		494 3161 1341	600 6684 1534 287	+ 106
a. b. c. d.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes		444 3161 1341 243	600	+ 106
a. b. c. d. e. f. g.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4"		49 4 3161 1341 243 705 5082	600 6684 1534 287	+ 106 +3523 + 193 + 44 + 543 + 2135
a. b. c. d. e. f.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8"		49 y 3161 1341 243 705	600 6684 1534 287 1248 7317 7502	+ 106 +3523 + 193 + 44 + 543 + 2135
a. b. c. d. e. f. g.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes		194 3161 1341 243 405 5082 5639	(600 (664 1534 287 1248 7317 7502 1037	+ 106 +3523 + 193 + 44 + 543 + 2135 1863 - 1031
a. b. c. d. e. f. g. h.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8"		494 3161 1341 243 705 5082 5639	600 6684 1534 287 1248 7317 7502	+ 106 +3523 + 193 + 44 + 543 + 2135
a. b. c. d. e. f. g. h. i.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe)		494 3161 1341 243 405 5082 5639	(600 (664 1534 287 1248 7317 7502 1037	+ 106 +3523 + 193 + 44 + 543 + 2135 1863 - 1031
a. b. c. d. e. f. g. h. i. j.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe)		49 4 3161 1341 243 705 5082 5639 6	600 664 1534 287 1248 7317 7503 1037 13742	+ 106 +3523 + 193 + 44 + 543 + 2135 1863 - 1863 +13699
a. b. c. d. e. f. g. h. i. j.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels		49 4 3161 1341 243 705 5082 5639 6	600 664 1534 287 1248 7317 7502 1037 13742	+ 106 +3523 + 193 + 194 + 543 + 2135 1863 - 1863 - 13699
a. b. c. d. e. f. g. h. i. j.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels		49 4 3161 1341 243 705 5082 5082 5639 6 48	600 664 1534 287 1248 7217 7502 1037 13742 4589 3085	+ 106 +3523 + 193 + 194 + 543 + 2135 1863 +13699 - 3850 - 3850
a. b. c. d. e. f. g. h. i. j. FILM a. b. c.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/411 Magnetic Diskettes 811 Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes		49 4 3161 1341 243 7082 5039 6 48 8439 3478 741	600 664 1534 287 1248 7317 7502 1037 13742	+ 106 +3523 + 193 + 194 + 543 + 2135 1863 - 1863 - 13699
a. b. c. d. e. f. g. h. i. j. FILM a. b. c. d.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film		49 4 3161 1341 243 705 5082 5039 6 48 8439 3448 741 88	600 664 1534 287 1248 7217 7502 1037 13742 4589 3085	+ 106 +3523 + 193 + 193 + 543 + 2135 1863 - 1863 +13696 - 3850 - 383 + 153 - 15
a. b. c. d. e. f. g. h. i. j. FILM a. b. c.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/411 Magnetic Diskettes 811 Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes		49 4 3161 1341 243 7082 5039 6 48 8439 3478 741	600 664 1534 287 1248 7217 7502 1037 13742 4589 3085	+ 106 +3523 + 193 + 194 + 543 + 2135 1863 +13699 - 3850 - 3850
a. b. c. d. e. f. g. h. i. j. FILM a. b. c. d. e.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		49 4 3161 1341 243 705 5082 5039 6 48 8439 3448 741 88	600 664 1534 287 1248 7217 7502 1037 13742 4589 3085	+ 106 +3523 + 193 + 193 + 543 + 2135 1863 - 1863 +13696 - 3850 - 383 + 153 - 15
a. b. c. d. e. f. g. h. i. j. FILM a. b. c. d. e.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		49 4 3161 1341 243 705 5082 5039 6 48 8439 3448 741 88	600 664 1534 287 1248 7217 7502 1037 13742 4589 3085	+ 106 +3523 + 193 + 193 + 543 + 2135 1863 - 1863 +13696 - 3850 - 383 + 153 - 15
a. b. c. d. e. f. g. h. i. j. SILM a. b. c. d.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		49 4 3161 1341 243 705 5082 5039 6 48 8439 3448 741 88	600 664 1534 287 1248 7217 7502 1037 13742 4589 3085	+ 106 +3523 + 193 + 193 + 543 + 2135 1863 - 1863 +13696 - 3850 - 383 + 153 - 15
a. b. c. d. e. f. g. h. i. j. FILM a. b. c. d. e.	Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes Other (Describe) RECORDS: Microfilm—16mm Reels Microfilm—35mm Reels Microfilm Cassettes Movie Film Other (Describe)		49 4 3161 1341 243 705 5082 5039 6 48 8439 3448 741 88	600 664 1534 287 1248 7217 7502 1037 13742 4589 3085	+ 106 +3523 + 193 + 193 + 543 + 2135 1863 - 1863 +13696 - 3850 - 383 + 153 - 15

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

Pink copy - Component/RMO

Declassified in Part - Sanitized Copy Approved for Release 2012/10/09: CIA-RDP10T01930R000100140001-3 ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986.... TO: FROM: (Directorate and Office) OIS/IRMD DDO ANNUAL LINEAR FOOTAGE PREVIOUS YEAR | CURRENT YEAR DIFFERENCE OFFICE FILES: Case, Subject, Chronos, Etc. 25.542 24631.9 910.1 a. b. Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc. C. Odd-Size Material: Maps, Charts, 100.1 Photographs, Etc. 27.0 73.1 d. Other (Describe) TOTAL LINEAR FEET OF OFFICE FILES 983. 24G58 20 25.642.1 **CARD-SIZE FILES:** 3x5 Cards 1732.2 156.0 a. 1.888.2 Includes Photo Files 693.6 b. 5x8 Cards + 187.5 506.1 **Punch Cards** 129.5 C. 74.1 203.6 79.5 d. **Abstracts** 7.7 87.2 **Aperture Cards** Microfiche 843.3 f. 837.9 g. Other (Describe) 3422.7 3.523.0 100.3 **TOTAL LINEAR FEET—CARD-SIZE FILES** QUANTITY OF EACH PREVIOUS YEAR | CURRENT YEAR DIFFERENCE III. MAGNETIC RECORDS: **Computer Tapes** 20 338 358 b. **Audio Tapes** 4001 4.008 C. Video Tapes 1565 + 173 1,387 d. Disc Packs 323 + 37 286 **Word Processing Magnetic Tapes** €. + 45 2520 f. **Word Processing Magnetic Cards** 360 2.880 -Magnetic Diskettes 51/4" 1754 858 g. 2,612 63771382 h. Magnetic Diskettes 8" 4.995 1. **Paper Tapes** Other (Describe) IV FILM RECORDS: 7177 7096 Microfilm—16mm Reels 14.273 1179992 Microfilm-35mm Reels b. 2 171 **Microfilm Cassettes** C. 37 349 Movie Film d. 386 288 1555 Other (Describe) slides 1.843 Comments:

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Date:

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