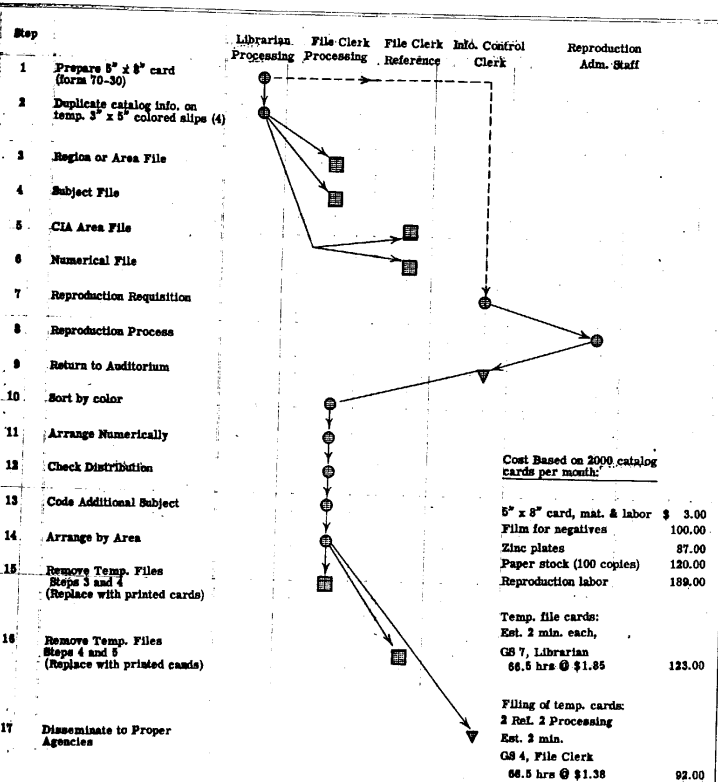


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MAP CATALOG FUNCTION - PROCUREMENT & REFERENCE BRANCH, MAP DIVISION, GRC

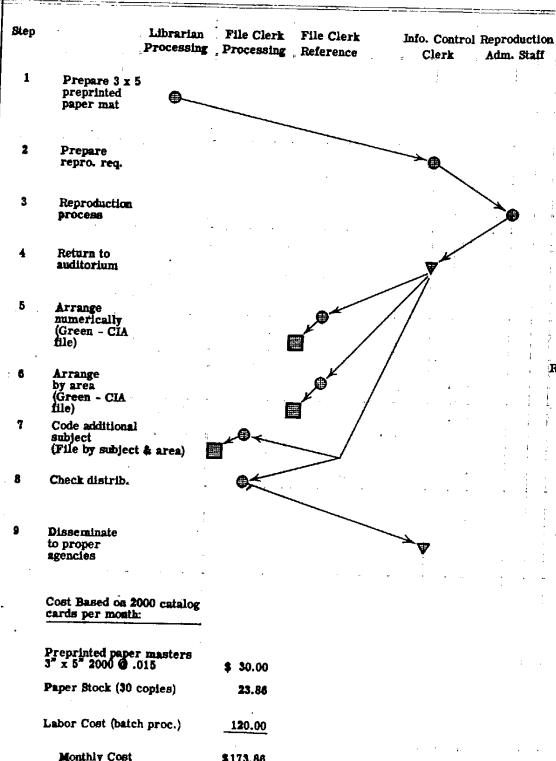
PRESENT PROCEDURE:



Cost Based on 2000 catalog cards per month:

| | |
|---|---------|
| 5" x 8" card, mat. & labor | \$ 3.00 |
| Film for negatives | 100.00 |
| Zinc plates | 87.00 |
| Paper stock (100 copies) | 120.00 |
| Reproduction labor | 189.00 |
| Temp. file cards: Est. 2 min. each, GS 7, Librarian 66.5 hrs @ \$1.85 | 123.00 |
| Filing of temp. cards: 2 Ref. 2 Processing Est. 3 min. GS 4, File Clerk 66.5 hrs @ \$1.38 | 92.00 |

RECOMMENDED PROCEDURE:



Cost Based on 2000 catalog cards per month:

| | |
|--|----------|
| Preprinted paper masters 3" x 5" 2000 @ .015 | \$ 30.00 |
| Paper Stock (30 copies) | 23.86 |
| Labor Cost (batch proc.) | 120.00 |
| Monthly Cost | \$173.86 |

- Remarks:
- Advantages of Recommended Proc.
1. Elimination of duplicate cata
 2. Simplified filing procedure.
 3. Cards reproduced and filed
 4. Prompt dissemination of cats other agencies.
 5. Estimated savings of \$6,461.

Approved For Release : SAVINGS BY RECOMMENDED PROCEDURE:
 CIA-RDP61-00274A000200120002-1
 Monthly - \$173.86 Annual - \$6,461.88