

Rec Mgmt *Forms*

Office Memorandum • UNITED STATES GOVERNMENT STAT

TO : Chief, Records Management Staff *[Signature]*

DATE: 15 June 1962

FROM : Forms Management Branch

File - Forms Mgmt

SUBJECT: Forms Related to Movement and Control of Classified Papers in CIA

A review of the functional forms index and a subsequent physical review of each form selected from the index, resulted in 80 forms falling in subject category. Of the 80 we were able to get printing costs (some actual, some estimated) of 69 of these forms. By projecting the average printing cost of the 69 forms it was determined that each of the 80 forms cost about \$600 per year or a total printing cost of \$48,000.

To convert the printing cost of the form to using cost we multiplied the total printing cost by \$20 (the accepted usage cost per each dollar of printing cost) and came up with a using cost of about \$960,000.

It is well to note that many of these printing costs were estimated but they are, I believe, in most cases, low estimates. For example, some of these forms were estimated to cost \$6.90. I doubt whether any form can be printed for \$6.90. The Printing Services Division also realizes their Printing Price List is out of date and is in process of revising the List.

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cc:

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