

Presented
Report to 2-25
1957

VITAL MATERIALS REPORT FOR MONTH ENDING
JANUARY 1957

1. TYPES OF MATERIAL	DEPOSITS		WITHDRAWALS		BALANCE
	This Mo.	To Date	This Mo.	To Date	
A. (Measured in cubic ft.)					
Documents	23	206	20.	94.9	672.3
Maps	-	42.6	0	0	301.6
Negatives	-	0	0	0	595.5
Cards (other than IBM)	-	0	0	0	8.45
Total)	<u>23</u>	<u>248.6</u>	<u>20.</u>	<u>94.9</u>	<u>1,577.85</u>
B. (Measured by actual count)					
Cards (IBM)	90,166	1,263,860	202,461	744,394	3,509,832
Film Reels (35mm)	62	415	37	1,929	4,958
Film Reels (16mm)	190	1,370	0	170	6,667

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

OFFICE	CABINETS
*COMMO	5
*DD/P	31
**OSI	2
ORR	1
OCR	2
OCI	2
DD/P 	1
Total	<u>42</u>

25X1

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	26
1. Number of Offices Depositing	24
2. Number of Offices not depositing	2
B. Number of Offices with Established Schedules or Letters of Exception	25
C. Number of Offices in which schedules are to be established	1
D. Offices depositing this month	17
E. Offices delinquent in depositing	0

* Material not accesible to repository personnel.

** Material in one of these cabinets not accesible to repository personnel