

<b>REPORTS INVENTORY</b>				CONTROL NO. <b>DDS/OF-005</b>	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.) <b>Annual Inventory of Records--Form 138</b>			2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify) <b>Records Management</b>	
		LOGISTICS	SECURITY		
		MEDICAL	FINANCE		
4. NO. OF COPIES PREPARED <b>2</b>	5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>Annual</b>		6. DISTRIBUTION (No. of components not number of copies) <b>1</b>		
7. FORMAT (memorandum, form, computer print-out, etc.) <b>Form</b>	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES GIVE ADP PROCESSING NO.	Required by CIA Records <b>Admin Officer</b>		
10. PREPARING COMPONENT (include lowest level contributing information to report) <b>Office of Finance</b>		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) <b>Reports from Divisions and Staffs of the Office of Finance</b>			
<b>12. COST FACTORS</b>					
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>					
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED = COST PER YEAR
Consolidation of all detailed forms attached.			=		\$ 656.93
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>					
TOTAL COSTS PER YEAR					\$ 656.93
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  <b>Part of the Agency overall records management program.</b>					
<b>14. FUTURE GOALS</b>					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	<input checked="" type="checkbox"/> OTHER (explain) Future is dependent upon Agency policy.			MAN-HOURS	DOLLARS
16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <b>Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100007-9</b>			18. EXTENSION	

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100007-9

REPORTS INVENTORY				CONTROL NO.	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.) Annual Inventory of Records - Form 138				2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL	
		LOGISTICS	SECURITY	OTHER (specify)	
		MEDICAL	<input checked="" type="checkbox"/> FINANCE		
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
1	Annually		1		
7. FORMAT (memorandum, form computer print-out, etc) Form 138		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		YES IF YES GIVE ADP PROCESSING NO.		OFI 52	
		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
10. PREPARING COMPONENT (include lowest level contributing information to report) C&L Branches and Chief, C&L Div.			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-07	\$4.41	8		\$35.28	1		\$35.28
GS-08	4.74	4		18.96	1		18.96
GS-05	3.25	4		13.00	1		13.00
GS-05	3.78	16		60.48	1		60.48
GS-13	9.13	2		18.26	1		18.26
GS-12	8.64	6		51.84	1		51.84
GS-06	4.21	5		21.05	1		21.05
GS-11	7.06	5		35.30	1		35.30
<del>EXX COSTS OF COMPUTER PRODUCED REPORTS</del>							
GS-09	5.23	5		26.15	1		26.15
GS-04	2.81	1/2		1.41	1		1.41
TOTAL COSTS PER YEAR							\$ 281.73

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

\* CIA Records Administration Officer and OFI 52.

These reports assist in the program planning and in measuring the effectiveness of the records program.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100007-9	18. EXTENSION
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SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100007-9

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Records Disposal and Measurement Data

2. TYPE OF REPORT

- STATISTICAL
- NARRATIVE
- MACHINE-NAME LISTING

3. FUNCTIONAL AREA

- PERSONNEL
- LOGISTICS
- MEDICAL
- TRAINING
- SECURITY
- FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc)

Form

8. ADP PROCESSING

- YES
- NO
- IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OFI-52

10. PREPARING COMPONENT (include lowest level contributing information to report)

C&TD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

All Branches of C&TD

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-09	\$5.13		18		\$92.34		1		\$92.34

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$92.34

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Agency policy -  OFI 52.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

- RETAIN AS IS
- CHANGE
- DISCONTINUE
- OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS      DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100007-9

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100007-9

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)  
Records Survey (Form no. 138)

2. TYPE OF REPORT  
 STATISTICAL  
 NARRATIVE  
 MACHINE-NAME LISTING

3. FUNCTIONAL AREA  
PERSONNEL  
LOGISTICS  
MEDICAL  
TRAINING  
SECURITY  
FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED  
2

5. FREQUENCY (weekly, monthly, quarterly, etc.)  
Annually

6. DISTRIBUTION (No. of components not number of copies)  
1

7. FORMAT (memorandum, form computer print-out, etc)  
Form

8. ADP PROCESSING  
YES  
NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT  
OFI-52

10. PREPARING COMPONENT (include lowest level contributing information to report)  
Individual - Secretaries

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-07	\$ 3.89		12		\$46.68		1		\$46.68
GS-05	3.25		12		39.00		1		39.00
									\$85.68

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR									\$ 85.68
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13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required as a part of the effort to reduce storage requirements.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT  
 RETAIN AS IS  
 CHANGE  
 DISCONTINUE  
 OTHER (explain)

ESTIMATED SAVINGS  
MAN-HOURS  
DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100007-9

<b>REPORTS INVENTORY</b>	CONTROL NO.
PREPARE IN DUPLICATE	

1. TITLE OF REPORT (If a fill-in report include Form No.) <b>Report of Records Volume in Agency Offices</b>	2. TYPE OF REPORT
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3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL
	LOGISTICS	SECURITY	OTHER (specify)
	MEDICAL	FINANCE	Admin.

4. NO. OF COPIES PREPARED <b>2</b>	5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>Annual</b>	6. DISTRIBUTION (No. of components not number of copies) <b>2</b>
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7. FORMAT (memorandum, form computer print-out, etc) <b>Form</b>	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
	YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO.	<b>OFI No. 52, Revised</b>
	<b>X</b> NO	

10. PREPARING COMPONENT (include lowest level contributing information to report) <b>PPS</b>	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
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**12. COST FACTORS**

A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-07	\$ 4.15	<b>X</b> 7	= \$ 29.05	<b>X</b> 1	= \$ 29.05

B. COSTS OF COMPUTER PRODUCED REPORTS					
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR

TOTAL COSTS PER YEAR **\$ 29.05**

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Not known.

**14. FUTURE GOALS**

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS				
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">MAN-HOURS</td> <td style="width: 50%;">DOLLARS</td> </tr> <tr> <td> </td> <td style="text-align: center;">25X1</td> </tr> </table>	MAN-HOURS	DOLLARS		25X1
MAN-HOURS	DOLLARS				
	25X1				

16. DATE OF INVENTORY <b>23 Sept. 1970</b>	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <b>C/PPS</b>	18. EXTENSION
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<b>REPORTS INVENTORY</b>					CONTROL NO.	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.) Records Survey Worksheet (Form 138)					2. TYPE OF REPORT	
					<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL
		LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL		FINANCE		<input checked="" type="checkbox"/> Records
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually			6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form, computer print-out, etc.) Form		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			OFI-52	
10. PREPARING COMPONENT (include lowest level contributing information to report) PSAD				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
<b>12. COST FACTORS</b>						
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>
						= COST PER YEAR
GS-07	\$ 4.41		10		\$44.10	1
						\$44.10
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>						
TOTAL COSTS PER YEAR						\$ 44.10
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  1969						
<b>14. FUTURE GOALS</b>						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS	
<input type="checkbox"/> CHANGE					DOLLARS	
<input type="checkbox"/> DISCONTINUE						
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION
		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100007-9				

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100007-9

REPORTS INVENTORY		CONTROL NO.
PREPARE IN DUPLICATE		

1. TITLE OF REPORT (if a fill-in report include Form No.) Report of Records Holdings in Agency Offices	2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
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3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL
	LOGISTICS	SECURITY	OTHER (specify)
	MEDICAL	FINANCE	<input checked="" type="checkbox"/> Records Management

4. NO. OF COPIES PREPARED 2	5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually	6. DISTRIBUTION (No. of components not number of copies) 1
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7. FORMAT (memorandum, form, computer print-out, etc.) Form	8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.	9. DIRECTIVE AUTHORITY REQUIRING REPORT Annual Memo fm CIA Records Admin. Officer
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10. PREPARING COMPONENT (include lowest level contributing information to report) Every Section of All Branches of Divisions and Staffs of Office of Finance	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Form 138 (Records Survey Work Sheet)
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12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-09	\$ 5.38		15		\$80.70		1		\$ 80.70

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR \$ 80.70

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	MAN-HOURS DOLLARS
<input checked="" type="checkbox"/> OTHER (explain) Required by CIA Records Admin. Officer	

16. DATE OF INVENTORY 29 Sept 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION C/O/Registry	18. EXTENSION 25X1
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Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100007-9

<b>REPORTS INVENTORY</b>					CONTROL No.					
PREPARE IN DUPLICATE										
1. TITLE OF REPORT (if a fill-in report include Form No.) Records Survey Work Sheet (Form 138)					2. TYPE OF REPORT					
					<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING					
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL				
		LOGISTICS		SECURITY		OTHER (specify)				
		MEDICAL		FINANCE		<input checked="" type="checkbox"/> Records Management				
4. NO. OF COPIES PREPARED 1		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually			6. DISTRIBUTION (No. of components not number of copies) 1					
7. FORMAT (memorandum, form, computer print-out, etc.) Form		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT					
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">YES</td> <td style="width:50%; text-align: center;">IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>			YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		Required by CIA Records Officer	
YES	IF YES GIVE ADP PROCESSING NO.									
<input checked="" type="checkbox"/> NO										
10. PREPARING COMPONENT (include lowest level contributing information to report)  OF/SS - exclusive of OF/Registry				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)						
<b>12. COST FACTORS</b>										
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>										
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>				
						=				
GS-09	\$ 5.38		3		\$ 16.14					
						=				
						=				
						=				
						=				
						=				
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>										
<b>TOTAL COSTS PER YEAR</b>						\$ 16.14				
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.										
<b>14. FUTURE GOALS</b>										
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS					
<input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) decision on this by CIA Records Admin. Officer					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">MAN-HOURS</td> <td style="width:50%;">DOLLARS</td> </tr> <tr> <td></td> <td></td> </tr> </table>		MAN-HOURS	DOLLARS		
MAN-HOURS	DOLLARS									
<input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE										
16. DATE OF INVENTORY 29 Sept 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION C/O/Registry				18. EXTENSION 25X1				

25X1



<b>REPORTS INVENTORY</b>						CONTROL NO.	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Records Survey Work Sheet (Form 138)					2. TYPE OF REPORT		<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL			
		LOGISTICS	SECURITY	OTHER (specify)			
		MEDICAL	FINANCE	X Records Management			
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually			6. DISTRIBUTION (No. of components not number of copies) 1		
7. FORMAT (memorandum, form computer print-out, etc) Form		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
		YES	IF YES GIVE ADP PROCESSING NO.	Required by CIA Records Admin. Officer			
X NO							
10. PREPARING COMPONENT (include lowest level contributing information to report)  OF/SS				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
<b>12. COST FACTORS</b>							
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-08	\$ 4.74		1	=	\$ 4.74		1 \$ 4.74
GS-09	4.75		1	=	4.75		1 4.75
GS-10	5.75		1	=	5.75		1 5.75
GS-14	11.96		1	=	11.96		1 11.96
							<u>\$ 27.19</u>
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>							
<b>TOTAL COSTS PER YEAR</b>							<b>\$ 27.19</b>
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
<b>14. FUTURE GOALS</b>							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) Annual inventory required by CIA Records Admin. Officer						MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE							25X1
16. DATE OF INVENTORY 29 Sept. 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION OF/SS				18. EXTENSION	

25X1