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Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120169-8

DDS/OL/SD-111

REPORTS INVENTORY

XXXXXXXXXX

(Report include Form No.)

2. TYPE OF REPORT	<input checked="" type="checkbox"/>	STATISTICAL
	<input type="checkbox"/>	NARRATIVE
	<input type="checkbox"/>	MACHINE-NAME LISTING

Book No.

PERSONNEL	TRAINING
STATISTICS	SECURITY
BUDGET	FINANCE

ADMIN. GENERAL
OTHER (specify)

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

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

Annual

1

ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

YES	IF YES GIVE ADP PROCESSING NO.
NO	411

lowest level to report)

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

HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
1	=	6.82	X	1	=	6.82

B. COSTS OF COMPUTER PRODUCED REPORTS

	=	6.60	X	1	=	6.60
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TOTAL COSTS PER YEAR

13.42

13. THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, CITED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required for reference purposes and to supplement

14. FUTURE GOALS

(in)	ESTIMATED SAVINGS	
	MAN-HOURS	DOLLARS
		STAT

NAME OF PERSON FURNISHING INFORMATION

18. EXTENSION

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