

**SECRET**

*Handwritten initials/signature*

15 October 1970

MEMORANDUM FOR: DDS Projects Director

SUBJECT : Reports Inventory

REFERENCE : Memo, dated 28 August 1970 to  
DDS Components, Subject: Improving  
Federal Reporting and Reducing Related  
Paperwork

1. Attached is the inventory of reports prepared by the Office of Security.
2. Costs shown other than the computer produced reports are direct costs and are based on the best estimates that could be derived. Every effort was made to follow the guidelines which accompanied reports inventory Form 142.
3. Only those reports considered under the present criteria are listed. No list was made on those reports excluded from the inventory.
4. A review of the summary shows an overall total of 128 reports costing an estimated \$167,179.98 requiring 20,698 hours and 13 minutes man-hours.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

MORI/CDF

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5. If further information is required, please advise.

Signed

[Redacted Signature]

OS Inventory Officer

25X1

**Attachment**

Distribution:

Orig & 1 - Addressee, w/att

1 - EPD File, w/att

1 - EPD Chrono, w/o att

OS/EPD/[Redacted]gf (15 October 1970)

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