

Approved For Release 1993 1994 19978-055514000200030004-8

MACHINE RECORDS DIVISION
LISTING OF CONTINUING RECURRING JOBS AND
COMPARISON OF QUANTITIES PROVIDED
BEFORE AND AFTER 30 JUNE 1957

TAB C

	JOB NO.	TITLE	PRIME USER	FREQUE Before	After	NO. OF COPIE	S PER JOB After	NO. OF COPIES	S PER YEAR After
)	101 A B C 102 A B C 103 A B C D E	Regular Staff Employee Separations - Alphabetic Regular Staff Employee Separations - By Office Regular Staff Employee Separations - Panch Cards Regular Staff Employee Accessions - Alphabetic Regular Staff Employee Accessions - By Office Regular Staff Employee Accessions - Punch Cards St., SA, Mil., & Security in Process - By Office SE, SA, Mil., & Security in Process - By Formats SE, SA, Mil., & Security in Process - By Formats SE, SA, Mil., & Security in Process - By Project Military - By Officers & Enlisted Men on Duty & in Process	Personnel Personnel Fersonnel Personnel Personnel Personnel Personnel Personnel Personnel Personnel	Mo. Mo. Mo. Mo. Mo. Mo. Mo. Mo.	Mo.	64 4 (160) 4 1 (150) 4** 20 1 4** 2	5 4 (160) 2 1 (150) 4** 20 1 4**	72 48 (1,920) 43 12 (1,900) 43 240 12 48 24	60 48 (1,920) 24 12 (1,800) 48 240 12 48 24
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	120 H	Military Personnel - Alphabetic by Office	Personnel	Mo.	Nio.	3	3	36	36
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170 B Consultant Status - By Office Personnel Mo. Quar. 4 171 A Staff Agents - Alpha. by Hq., by Office Personnel Mo. Quar. 6 3 Staff Agents - Alpha. by Group, by Office Personnel Mo. Quar. 1 C Staff Agents - Combined Alpha. Fersonnel Mo. Quar. 1 D Staff Agents - Alpha. by Service Designation Personnel Mo. Quar. 1 E Staff Agents - Alpha. by Service Designation Personnel Mo. Quar. 6 F Staff Agents - Alpha. by Service Designation Personnel Mo. Quar. 6 F Staff Agents - Alpha. by Service Designation Personnel Mo. Quar. 6 F Staff Agents - ILD Roster for Career Service Panel Personnel Mo. Quar. 6 F Staff Agents - Tor Under Six Months Personnel Mo. Mo. Quar. 6 D Draft Deferment - For Under Six Months Personnel Mo. Mo. Mo. 3 C Draft Deferment - For Two Years & Over Personnel Mo. Mo. Mo. 3 C Draft Deferment - Por Two Years & Over Personnel Mo. Mo. Mo. 3 E Draft Deferment - Additions Personnel Mo. Mo. Mo. 3 E Draft Deferment - Additions Personnel Mo. Mo. Mo. 3 E Staff Employees & Agents - Occup. Series, by Group Personnel Mo. Quar. 1 B Staff Employees & Agents - Occup. Series, by Agency Personnel Mo. Quar. 1 184 Agency Personnel on Duty Eight Months B Qualifications Analysis - Current Months EOD's - Alpha. Personnel Mo. Mo. 3 186 A Qualifications Analysis - Current Months EOD's - Alpha. Personnel Mo. Mo. 3 187 Employee Separations - Grade by Service Designation Personnel Mo. Mo. 2 25X1C4a Personnel Mo. Mo. 24 Personnel Mo. Mo. 26 C Staff Employee Separations - Grade by Service Designation Personnel Quar. Quar. 1 C Staff Employee Separations - Grade by Service Designation Personnel Quar. Quar. 6 C C Staff Employee Separations - Grade by Service Designation Personnel Quar. Quar. 6 D Career Service - D Panel Designees - Alpha. Personnel Quar. Quar. 6 D Career Service - D Panel Designees - Alpha. Personnel Quar. Quar. 6 D Career Service - D Panel Designees - Alpha. Personnel Quar. Quar. 1 D A Career Service - D Panel Desi				00111110	-1331	17 than				
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B Staff Employees & Agents - Occup. Series, by Agency Personnel Mo. Quar. 1 184 Agency Personnel on Duty Eight Months Personnel Mo. Mo. Mo. 3 186 A Qualifications Analysis - Current Months EOD's - Alpha. Personnel Mo. Mo. Mo. 1 188 Staff Employee Reassignments - Change in Service Designation Personnel Mo. Mo. Mo. 2 188 25X1C4a Personnel Mo. Mo. Mo. 2 198 25X1C4a Personnel Mo. Mo. Mo. 24 25X1C4a Personnel Mo. Mo. Mo. 26 26 26 27 28 28 28 28 28 28 28 28 28 28 28 28 28	ip. Se	ies, by Group	Personn	el Mo	•	Quar,	1	1	12	4
186 A Qualifications Analysis - Current Months EOD's - Alpha. B Qualifications Analysis - Current Months EOD's - Alpha. by Office B Qualifications Analysis - Current Months EOD's - Alpha. by Office B Qualifications Analysis - Current Months EOD's - Alpha. by Office B Staff Employee Reassignments - Change in Service Designation Personnel Mo. Mo. Mo. 24 Personnel Mo. Mo. Mo. 25 101 A Staff Employee Separations - Occup. Series by Group Personnel Quar. Quar. 1 B Staff Employee Separations - Occup. Series by Agency Personnel Quar. Quar. 1 C Staff Employee Separations - Grade by Service Designation Personnel Quar. Quar. 1 D Career Service - All Designations Except "D" - Alpha. by S.D. Personnel Quar. Quar. 6 C Career Service - D Panel Designees - Alpha. Personnel Quar. Quar. 6 C Career Service - D Panel Designees - Alpha. Personnel Quar. Quar. 6 D Career Service - D Panel Designees - Alpha. Personnel Quar. Quar. 6 D Career Service - D Panel Designees - Alpha. Personnel Quar. Quar. 6 D Career Service - D Panel Designees - Alpha. Personnel Quar. Quar. 6 D Career Service - D Panel Designees - Alpha. Personnel Quar. Quar. 6 D Career Service - D Fanel Designees - Alpha. Personnel Quar. Quar. 1			Personn	el Mo	•	Quar.	1	1	12	4
B Qualifications Analysis - Current Months EOD's - Alpha, by Office 188 Staff Employee Reassignments - Change in Service Designation Personnel Mo. Mo. Mo. 2 Personnel Mo. Mo. Mo. 24 101 A Staff Employee Separations - Gccup. Series by Group Personnel Quar. Quar. 16 B Staff Employee Separations - Occup. Series by Agency Personnel Quar. Quar. 1 C Staff Employee Separations - Grade by Service Designation Personnel Quar. Quar. 1 107 A Career Service - All Designations Except "D" Alpha, by S.D. Personnel Quar. Quar. 6 B Career Service - D Panel Designees - Alpha, Personnel Quar. Quar. 6 C Career Service - D Panel Designees - Alpha, by Hq. Personnel Quar. Quar. 6 10 A Promotion Statistics - Grade by Office Personnel Quar. Quar. 1	Month		Personn	el Mo	•	No.	3	3	36	36
B Qualifications Analysis - Current Months EOD's - Alpha, by Office Staff Employee Reassignments - Change in Service Designation Personnel Mo. Mo. Mo. 2 Personnel Mo. Mo. Mo. 24 Personnel Mo. Mo. Mo. Mo. 24 Personnel Mo. Mo. Mo. Mo. 24 Personnel Mo. Mo. Mo. Mo. Mo. 24 Personnel Mo.	nt Mo	ths EOD's - Alpha.	Personn	el Ko	•	Mo.	1	1	12	12
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101 A Staff Employee Separations - Gccup. Series by Group Personnel Quar. Quar. 1 B Staff Employee Separations - Occup. Series by Agency Personnel Quar. Quar. 1 C Staff Employee Separations - Grade by Service Designation Personnel Quar. Quar. 1 107 A Career Service - All Designations Except "C"-Alpha, by S.D. Personnel Quar. Quar. 6 B Career Service - DS & DT Designations Personnel Quar. Quar. 6 C Career Service - D Panel Designees - Alpha, Personnel Quar. Quar. 6 D Career Service - D Panel Designees - Alpha, Personnel Quar. Quar. 6 D Career Service - D Fanel Designees - Alpha, Personnel Quar. Quar. 6 D Career Service - D Fanel Designees - Alpha, Personnel Quar. Quar. 1			Personne	el ‰		No.		15	288	180
B Staff Employee Separations - Occup. Series by Agency Personnel Quar. Quar. 1 C Staff Employee Separations - Grade by Service Designation Personnel Quar. Quar. 1 107 A Career Service - All Designations Except "D"-Alpha, by S.D. Personnel Quar. Quar. 6 B Career Service - DS & IT Designations C Career Service - D Panel Designees - Alpha, by Hq. Personnel Quar. Quar. 6 C Career Service - D Panel Designees - Alpha, by Hq. Personnel Quar. Quar. 6 D Career Service - D Panel Designees - Alpha, by Hq. Personnel Quar. Quar. 6 D Career Service - D Panel Designees - Alpha, by Hq. Personnel Quar. Quar. 1			Personne	el Mo	•	lio.	16	14	192	168
B Staff Employee Separations - Occup. Series by Agency Personnel Quar. Quar. 1 C Staff Employee Separations - Grade by Service Designation Personnel Quar. Quar. 1 107 A Career Service - All Designations Except "D" - Alpha, by S.D. Personnel Quar. Quar. 6 C Career Service - DS & DT Designations Personnel Quar. Quar. 6 C Career Service - D Panel Designees - Alpha, Personnel Quar. Quar. 6 D Career Service - D Panel Designees - Alpha, by Hq. Personnel Quar. Quar. 6 110 A Promotion Statistics - Grade by Office Personnel Quar. Quar. 1	cup.	eries by Group	Personne	el Qu	ar.	Quar.	1	1	4	4
C Staff Employee Separations - Grade by Service Designation Personnel Quar. Quar. 1 107 A Career Service - All Designations Except "L" - Alpha. by S.D. Personnel Quar. Quar. 6 B Career Service - DS & DT Designations Personnel Quar. Quar. 6 C Career Service - D Panel Designees - Alpha. Personnel Quar. Quar. 6 D Career Service - D Panel Designees - Alpha. by Hq. Personnel Quar. Quar. 6 110 A Promotion Statistics - Grade by Office Personnel Quar. Quar. 1			Personne	el Qu	ar.	Quar.	1	1	4	4
107 A Career Service - All Designations Except "C"-Alpha, by S.D. Personnel Quar. Quar. 6 B Career Service - DS & iN Designations C Career Service - D Panel Designees - Alpha, by Hq. Personnel Quar. Quar. 6 Career Service - D Panel Designees - Alpha, by Hq. Personnel Quar. Quar. 6 110 A Promotion Statistics - Grade by Office Personnel Quar. Quar. 1	ade b	Service Designation	Personne	e1 Qu	ar.	Quar.	1	1	4	4
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C Career Service - D Panel Designees - Alpha, Personnel Quar, Quar, C D Career Service - D Panel Designees - Alpha, by Hq. Personnel Quar, Quar, 6 110 A Promotion Statistics - Grade by Office Personnel Quar, Quar, 1	ation		Personne	el Qu	ar.	Quar,	•	6	24	24
D Career Service - D Panel Designees - Alpha, by Hq. Fersonnel Quar. Quar. 0 110 A Promotion Statistics - Grade by Office Personnel Quar. Quar. 1			Personne	el Qu	ar,	Quar.	_	6	24	24
110 A Promotion Statistics - Grade by Office Personnel Quar. Quar.			Personne	el Qu	ar.	Quar,	6	6	24	24
110 & Flowering Statistics - State by Siliste					ar.	Quar.	1	1	4	4
B Promotion Statistics - Grade by Group Personnel Quar. Quar. 1			Personne	ı Qu	ar.	Quar.	1	1	4	4
C Promotion Statistics - Grade by Agency Fersonnel Quar. Quar. 1			Personne	el Qu	ar.	Quar.	1	1	4	4
D Promotion Statistics - Grade by Serv. Desig. Personnel Quar. Quar. 1			Personne	e1 Qu	ar.	Quar.	1	1	4	4
E Fromotion Statistics - Grade by Occup. Series by Group Personnel Quar. Quar.			Personne	el Qu	ar.	Quar.	1	1	4	4
F Promotion Statistics - Grade by Occup. Series by Agency Personnel Quar. Quar.	Occu	Series by Agency		-			1	1	4	4
112 Agency Grade Distribution - Grade by Agency Group Personnel Quar. 1	de by	Agency Group					1	1	4	4

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	JOB NC.	TITLE	PRIME U	Ser i	FREQUEN	ic y	NO. CF COPIE	S PER JOB	NO. OF COPIES	PER YEAR
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	120 A	Military Personnel - Air Force - Alpha, by Office	Personne	el Oua	ar.	Ouar.	4	4	16	16
	В	Wilitary Personnel - Other - Alpha, by Office	Personne			Quar.	$ar{4}$	$\bar{4}$	16	16
	123 A	Career Service - Rejected & Declined Cases	Personne			Quar.	$\bar{2}$	$\tilde{2}$	8	8
	В	Career Service - Accepted Cases	Personne			Quar.	2	2	8	Ř
	С	Career Service - Pending Cases	Personne	•		Quar.	$\bar{2}$	2	8	8
	124 A	Development Complement List - Alpha.	Personne			Quar.	4	4	16	16
	В	Development Complement List - By Serv. Desig.	Personne			Ouar.	13	13	52	52
	130 A	Employee Qualifications - Master	Personne			SA	3	3	12	6
	В	Employee Qualifications - CIA Work Experience	Personne			SA	3	3	12	6
	č	Employee Qualifications - College Major	Personne			SA	3	3	12	6
	Ď	Employee Qualifications - Pre CIA Work Experience	Personne			SA	3	3	12	6
1	Ē	Employee Qualifications - Language	Personne			SA	3	3	12	6
,		Employee Qualifications - Area Knowledge	Personne			SA	3	3	12	6
	-	Employee Qualifications - Delinquent Listing - By Area	Personne			SA	i	ī	4	2
	-	GS Grade - By Office By Eq.	Personne			Quar.	4	2	16	8
		GS Grade → By Agency	Personne			Duar.	ā	2	16	8
		GS Grade - By Agency Group by Hq.	Personne			Duar.	4	2	16	8
		GS Grade - Comparison by Agency	Personne			Duar.	4	2 2	16	8
		GS Grade - Comparison by Agency Group	Personne			uar.	$\bar{4}$	2	16	3
		GS Grade - Comparison by Office	Personne			Quar.	4	2	16	8
		DD/P Service Designation Roster	Personne			Quar.	9	9	36	36
		Consultant Earnings - Vouchered & Unvouchered	Personne			Duar.	Á	4	16	16
	110	Consultant Earnings - vouchered & Unvouchered	25X1A6a ^{Personne}			ouar.	3	ŝ	12	12
			25X1A6a ersonne	1 Qua:		ouar.	3	3	12	12
			Personne			uar.	ž	3	12	12
		0.577				uar.	3	3	12	12
		25X1	X6 Personne			uar.	3	3	12	12
			Personne			uar.	3	3	12	12
-			Personne			uar.	12	12	48	48
		Quarterly T/O, Service Designation Distribution	Personne			uar.	2	2	8	3
		Flex-o-line Strips on Reorganizations				uar. Juar.	3	3	12	12
		Insurance Compensation & claims	Personne.	-			12	12	48	48
	199	PCR Listing - FE Division	Personne	l Qua	r, Q	uar.	12	12	40	40
	131 A	Applicant Qualifications - Master	Personne	1 SA		A.	2	2	4	4
	В	Applicant Qualifications - Civilian Work Experience	Personne	1 SA		À	2	2	4	4
	C	Applicant Qualifications - Languages	Personne		S	A.	2	2	4	4
	D .	Applicant Qualifications - Languages Applicant Qualifications - Area Knowledge	Personne		S	A	2	2	4	4
.)		Applicant Qualifications - Area knowledge Applicant Qualifications - Position for which Best Qual			S	5Å	2	2	4	4
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	131 F	Applicant Register - By Education	Personnel	SA	SA	2	. 2	4	4
	G	Applicant Register - Alpha.	Personnel	SA	SA	2	2	4	4
	135	GS Grade 12 - 18 Status Cards	medical	SA	SA	(8,000)	(8,000)	(16,000)	(16,000)
	147	Grade & Organizational Code Study	Fersonnel	Sa	SA	9	9	18	18
	146	T/O File - Punch Cards	Vital Documents	SA	SA	(20,000)	(20,000)	(40,000)	(40,000)
	175	Age - Grade Distribution	Personnel	SA	SA	16	16	32	32
	176	Security in Process	Personnel	SA	SA	3	3	6	6
	149	T/O Positions - By Office	Personnel	A	A	2	2	2	2
	176	Promotion & Time in Grade Study	Personnel	A	A	24	24	24	24
•	179	Age - Grade Distribution By Service Designation	Personnel	A	A	2	1	2	1
,	201	Preprinted Change Notices	Finance	4 Wks.	4 Wks.	3	2	39	26
	202 A	Payroll Report - Check List	Finance	4 Wks.	4 Wks.	2	2	26	26
	В	Payroll Report - Salary Checks - Funch Cards	Finance	4 liks.	4 Wks.	(3,000)	(3,000)	(39,000)	(39,000)
	С	Payroll Report - Gleck Issue List	Finance	4 Mas.	4 Wks.	2	2	26	26
	203	Allotment Expense Analysis	Finance	4 Wks.	4 Wks.	3	3	39	39
	204	Journal	Finance	4 Wks.	4 Alks.	1	1	13	13
	205	Faid at Station	Finance	4 Wks.	4 Mks.	3	2	39	26
	206 A	Deductions - Credit Union by Book Number	Finance	4 Wks.	4 Mks.	3	3	39	39
	В	Deductions - Other	Finance	4 Wks.	4 Wks.	3	2 2	39	26
	207 A	Insurance Deductions - Hospitalization & Insurance	Finance	4 Mks.	4 Wks.	2		26	26
	В	Insurance Deductions - Government Insurance & Expense	Finance	4 Wks.	4 Alks.	6	5	7 6	65
	208	Payroll Recap	Finance	4 Wks.	4 Wks.	4*	3*	52 52	39 39
		Ledger - Staff Employees, Agents, Isolation	Finance	4 Wks.	4wks.	4 -	3	52 7 8	39 73
	210	Withholding Tex Statements	Finance	4 Wks.	4 Aks.	6	6 3	78 39	39
		Personnel Budget Report	Finance	4 Was.	4 #ks.	3		(70,200)	(70,200)
•		Vital Materials - Funch Cards	Vital Documents	4 Wks.	4 Mks.	(5,400)	(5,400)	39	39
•	221	Report of Covert Tax Deductions	Vital Documents	4 Aks.	4 Aks.	3	3	57	37
	201	Freprinted Change Notices	Finance	No.	Mo.	3	2	36	24
		Payroll Report - Check List	Finance	Mo.	ino •	2	2	24	24
	202 A B	Payroll Report - Salary Checks - Punch Cards	Finance	Mo.	Mo.	(1,000)	(1,000)	(12,000)	(12,000)
	C C	Payroll Report - Check Issue List	Finance	Mo.	No.	2	2	24	24
	203	Allotment Expense Analysis	Finance	No.	Mo.	3	3	36	36
	203	Journal	Finance	Mo.	Mo.	1	1	12	12
	204	Paid at Station	Finance	No.	Mo.	3	2	36	24
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	206 A	Deductions - Credit Union	Finance	Mo .	Mo.	3	3	3 6	36
	д оо п	Deductions - Cther	Finance	Mo.	Mo.	3	2	36	24
	207 A	Insurance Deductions - Hospitalization & Insurance	Finance	Mo.	Mo.	2	2	24	24
	a	Insurance Deductions - Government Insurance & Expense	Finance	٠,00	Mo.	6	5	72	60
	208	Payroll Recap	Finance	Mc.	Mo.	3*	3*	36	36
	210	Withholding Tex Statements	Finance	Mo.	Mo.	3	3	36	36
	212	Personnel Budget Report	Finance	Mo.	liùO 🕳	3	3	36	36
	213	Outstanding Check List	Finance	No.	Mo.	2	2	24	24
	217	Social Security - Deductions & Expense	Finance	MO.	No.	3	3	36	36 36
	221	Report of Covert Tax Deductions	Finance	ido.	Mo.	3	3	35	36
•	214 A	Personnel on Rolls - Alpha,	Finance	Quar.	Quar.	4	4	16	16
•	В	Personnel on Rolls - Number	Finance	Quar.	Quar.	6	6	24	24
	217	Social Security	Finance	Quar.	Quar.	4	4	16	16
	220	Vital Materials - Funch Cards	Finance	Quar.	Quar.	(8 ₁ 500)	(8,500)	(34,600)	(34,000)
	210	Withholding Tax (D.C.) & Gross Salaries Listing	Finance	A	A	3	3	3	3
	215	Individual Earnings Record	Finance	A	A	1	1	1	1
	216 A	Retirement - V Registers	Finance	A	A	2	2	2 2	2
	В	Retirement - T Registers	Finance	A	A	2 2	2	2	2
	C	Retirement - Cumulative Report	Finance	<u> </u>	Ą	3	2	2	2 2 2 1
	217	Social Security - By Quarters	Finance	Ą	A	3	3	3	3
	224	D.C. Tax Deducted	Finance	A	A	3	3	_	_
		Charle on Hand	MRD	Daily	Daily	1	1	200	200
	301 A	Control Listings - Stock on Hand	MRD	Daily	Daily	1	1	200	200
	В	Control Listings - Stock in Transit	MRD	Daily	Daily	1	1	200	200
Α.	Ų.	Control Listings - Stock in Use Control Listings - Direct Shipments	MRD	Daily	Daily	1	1	200	200 800
→	Ď G	Control Listings - Receipts Register	Logistics	Daily	Daily	5	4	1,000	400
	000.4	Daily Ledger Account - Debits	Logistics	Daily	Daily	3*	2	600	400
	302 A	Daily Ledger Account - Credits	Logistics	Daily	Daily	3*	2	600	(24,000)
	e C	Daily Ledger Account - Accounts Payable - Punch Cards	MRĎ	Daily	Daily	(120)	(120)	(24,000)	(24,000)
				S⊷Mo.	S-No.	5*	5*	120	120
	303	Stock on Hand - Transaction Register	Logistics	S-Mo.	S-Mo.	7*	7*	163	168
	304 A	Stock on Hand - Availability	Logistics	S-ilo.	S-Mo.	7*	1	168	24
	В	Stock on Hand - Without Nomenclature	Logistics Logistics	S-Mo.	S-Mo.	7*	1	168	24
	C	Stock on Hand - Without Unit Price	•	-		7*	1	168	24
	B	Stock on Hand - Credits	Logistics	S⊷ido.	S~Mo.	(**	1	100	

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	305	Stock on Hand Status - Selected Allocations	Logistics	S-No.	S⊸aio.	3	. 3	72	72
	306 A	Stock Status - Due In Transaction Register	MRD	S-Mo.	S-Mo.	1	1	24	24
	В	Stock Status - Due In Status Report	Logistics	S⊶Mo.	S-Mo.	5*	3	120	72
	C	Stock Status - Due Out Transaction Register	MRD	S-No.	S-No.	1	1	24	24
	D	Stock Status - Due Out Status Report	Logistics	S-Wo.	S-Mo.	5*	3	120	72
	308	Stock Acctg. Controls - Quantity & Dollar Value	MRĎ	S-No.	S⊸No.	1	1	24	24
	491	Nomenclature Bill Feed	Logistics	S⊷No.	S⊸Mo.	1	1	24	24
	305	Stock on Hand Status - Selected Allocations	Logistics	Mo.	No.	3	3	36	36
	309 A	Stock - Replenishment Listing	Logistics	Mo.	Mo.	6	5 .	72	60
_	311 A	Stock in Transit - Transaction Register	Logistics	MO.	Mo.	5*	3*	60	36
)	В	Stock in Transit - Status Report	Logistics	Mo.	Mo.	5*	4*	60	48
_	314	Acquisition Difference - On Hand	Logistics	Mo.	Mo.	5*	3≉	60	36
	315 A	Stock in Use - Transaction Register	Logistics	Mo.	Mo.	5*	5*	60	50
	В	Stock in Use - Status Report	Logistics	Mo.	Mo.	5*	4*	60	48
	316	Acquisition Difference - In Use	Logistics	Mo,	Mo.	5*	3*	60	36
	317 A	Stock on Loan - Acquisition Difference	Logistics	Mc.	Mo.	5*	-3*	60	36
	В	Stock on Loan - Transaction Register	Logistics	Mo.	Mo.	5*	3*	60	36
	C	Stock on Loan - Status Report	Logistics	Mo.	Mo.	5*	2*	60	24
	316 A	Stock Issue - Register	Logistics	Mo.	Mo,	5*	3*	60	36
	В	Stock Issue - Without Price	Logistics	Mo.	Mo.	5*	3*	60	36
	319 A	Monthly Ledger Accounts - Debits	Logistics	Mo.	Mo.	3*	2	36	24
	B	Monthly Ledger Accounts - Credits	Logistics	Mo.	Mo.	3*	2	36	24
	320 A	Stock Monetary Value - On Hand	Logistics	Mo.	Mo.	14*	5	168	60 \
	В	Stock Monetary Value - In Transit	Logistics	Mo.	Mo.	14*	5	168	60
	c	Stock Monetary Value - In Use	Logistics	Mo.	àlO 🚓	14*	5	168	60
	Ď	Stock Monetary Value - On Loan	Logistics	Mo.	Mo.	14*	5	168	60
1	323 A	Subsidiary Report - Cost Cards - Funch Cards	MRĎ	Mo.	Mo.	(4,000)	(4,000)	(48,000)	(48,000)
7	E	Subsidiary Report - Cost Control Listing	MRD	Mo.	Mo.	2	1	24	12
	324	Non-expendable Property Not Budgeted by Logistics	Logistics	Mo.	Mo.	2	2	24	24
	326	Status File Credit Items	Logistics	Mo.	Mo.	2	2	24	24
	328	Stock Issues by Office & Division	Logistics	Mo.	NiO .	2	1	24	12
	329	Monthly Activity Totals	Logistics	Mo.	Mo.	5*	2	60	24
	332	Stock on Hand - Stock Number Changes	Logistics	Mo.	Mo.	4	4	48	48
		Nomenclature Refinement	Logistics	Mo.	No.	3	3	36	36
	451	Nomenclature Refinement	Logistics	Mo.	Mo.	3	3	36	36
	491 A	Nomenclature - Change List	Logistics	Mo.	Mo.	1	1	12	12
	В	Nomenclature - Bill Feed Cards	Logistics	No,	Mc.	(1,000)	(1,000)	(12,000)	(12,000)
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	JOB 140.	TITLE	PRIME USER	FREQU	ENCY	NC. OF CO	PIES PER JOB	NO. OF COPI	ES PER YEAR
				Before	After	Before	After	Before	After
	492	Nomenclature Active Litto List	Logistics	No.	hio.	1	1	12	12
	493	Alphabetical Nomenclature Supplemental List	Logistics	Mo.	kio.	16	16	192	192
	494	FIIN Number Sequence Nomenclature	Logistics	Mo.	No.	е	8	96	96
	338 A	Inventory - Stock on Hand Status	Logistics	Bi-Mo.	Bi⊸ko.	3	3	18	18
	В	Preparation of Count Cards	Logistics	Bi⊸Wo.	Bi⊶Mo.	2	2	12	12
	С	Count Card List	Logistics	Бі-Жо.		2	2	12	12
	339	Report of Inventory & Adjustments	Logistics	Bi⊷Nio,	Бі-Мо.	6*	5	3 6	- 30
	340	Dollar Value - Stock on Hand	Logistics	Quar.	Quar.	6	4	24	16
`	541	Dollar Value - Stock In Transit	Logistics	Quar.	Quar.	6	4	24	16
,	344	Commo Repairable Stock Items	Logistics	Quar.	Quar.	3	3	12	12
	345	Quarterly Issue Study Summary	Logistics	Quar.	Quar.	2	1	8	4
	346 A	Issue Study - Stock Number Changes Summary - Punch Ca		Quar.	Quar.	(200)	(200)	(800)	(300)
	В	Issue Study - Quarterly Consolidated	Logistics	Quar.	Quar.	3	2	12	8
	358	Detached Stations - Cost Transaction Registers	MRD	Quar.	Quar.	1	1	4	4
	359	Detached Stations - Status Report	Logistics	Quar.	Quar.	_6	6	24	24
		Alphabetical Nomenclature Supplement	Logistics	Quar.	Quar.	24	24	96	96
	494	FIIN Number Sequence Nomenclature Supplement	Logistics	Quar.	Quar.	1	1	4	4
	498	Change Listing	Logistics	Quar.	Quar.	3	3	12	12
	355	Field Stock Status	Logistics	SA	SA	6	4	12	8
	360	Semi-Annual Transaction Register	Logistics	SA	SA	. 3	3	6	6 8
		Dollar Value - Stock in Use	Logistics	SA	SA	7*	4	14	8
	367	Non-expendable Stock Issues Charged to Station	Logistics	SA	SA	4	3	. 8	6
	369	25X1	A6a Logistics	SA	A .	5	(05 000)	10	(EU COU)
		Stock Status Cards - Punch Cards	Vital Documents	SA	SA	(25,000)	(25,000)	(50,000)	(50,000)
,	361 B	Average Prices - With Nomenclature	Logistics	Á	À	3	3	3	3
	363	Average Price Duplimat List	Logistics	A	A	1	ī	1	1
		Stock Not Issued for One Year	Logistics	A	A	3	3	3	3
		Consolidated Issue Study - Selected Allocations	Logistics	A	A	5	4	5	4
	391	Vital Materials - Nomenclature Punch Cards	Vital Documents	A	A	(100,000)	(100,000)	(100,000)	(100,000)
		Bill Feed - Nomenclature File	Logistics	A	A	1	1	1	1
		Nomenclature - Alpha. Listing	Logistics	A	A	40	40	40	40
		Nomenclature - FIIN Listing	Logistics	A	A	9	9	9	3

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		, ,pp		2.5.27.187					
	JCE NO.	TITLE	PRIME USER	FREQU	ENCY	NO. OF COPIE	es per job	NO. OF COPIE	S PER YEAR
				Before	<u> </u>	<u> Before</u>	After	<u>Before</u>	After
	501 A	Processed Voucher Reports - Proof Listing	Finance	Daily	Daily	1	1	200	200
	В	Processed Voucher Reports - "38" Items - Expense	Finance	Daily	Daily	ī	ī	200	200
	C	Processed Voucher Reports - Voucher Register	Finance	Daily	Daily	ī	ī	200	200
	D	Processed Voucher Reports - Distribution Journal	Finance	Daily	Daily	3	. 3	600	600
	E	Processed Voucher Reports - Summary	Finance	Daily	Daily	3	3	600	600
	F	Processed Voucher Reports - Allotment Listing	Finance	Daily	Daily	3	1	600	200
	G	Processed Voucher Reports - General Ledger Posting	Finance	Daily	Daily	3	1	600	200
	H	Processed Voucher Reports - Cash Listing (Monetary)	Finance	Daily	Daily	3	1	600	200
	515	General Ledger Balances - Cumulative	Finance	Daily	Daily	2*	2*	400	400
	550	Fiscal Accounts - Froof Balancing	Fiscal	Daily	Daily	1	1	200	200
)	504 Å	Advances - To Agency Personnel - Regular Rolls	Finance	Wkly	Wkly	12	12	624	624
		Advances - To Agency Personnel - Special Rolls	Finance	Wkly	Zkly	12	12	624	624
		Advances - Summary	Finance	Wkly	Wkly	9	9	468	463
	506	Accounts Payable - Liquidation Control	Finance	Wkly	Mkly	3	3	156	15ó
	570	Unexpended Subsidies & Grants	Finance	S-No.	No.	4	4	96	43
	571	Cash with Funding Activities	Finance	S-de.	Mo.	6	5	144	60
	572 A	Advances to Stations - Acknowledged	Finance	S-Wo.	Mo.	6	6	144	72
	501	General Ledger Trial Balance	Finance	Mo.	Mo.	6	6	72	72
	504 A	Advances to Agency Personnel - Regular Rolls Trial Balance	Finance	Mo.	Mo.	. 6	6	72	72
		Advances to Agency Personnel - Special Rolls Trial Balance	Finance	No.	wio •	ပ်	6	72	72
	С	Advances to Agency Personnel - Regular Rolls Zero Balance	Finance	No.	Mo.	1	1	12	12
	D	Advances to Agency Personnel - Special Rolls Zero Balance	Finance	Мо.	Mo.	1	1	12	12
	506	Accounts Payable - Property	Finance	Nio.	Mo.	4	4	48	48
		Agent Cashier Accounts - Detail	Finance	Mo.	Mo .	Ý	3	48	. 36
1		Agent Cashier Accounts - Summary	Finance	Mo.	Mo.	4	3	48	36
~		D.O. Cash Available to Finance	Finance	Mo.	No.	4	1	48	12
		Expenses - Cvert Allotments for Property	Finance	Mo.	NO.	4	2	48	24
		Compensation - Accrued	Finance	Mo.	Mo.	12	10	144	120
		Compensation - Accrued, Zero List	Finance	Mo.	No.	3	3	36	36
		Expense Listings	Firance	Mo.	Mo.	24	20	288	240
		Allotment Ledger Listings	Finance	Mo.	Mo.	24	24	288	288
		Allotments - Status by Major Component (Summary)	Finance	Mo.	NIO .	43	36	576	432
		Allotments - Status by Element	Finance	No.	NO.	72	54	864	648
		Allotments - Status by Area Division	Finance	Mo.	Mo.	84	63	1,008	756 432
	ב	Allotments - Status by Major Component (Detail)	Finance	100 ·	Mo.	48	36	576	432

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	303 NO.	77777	PRIME USEA	FREQU		NO. OF COPIE	S PER JOB	NC. OF COPIES	FER YEAR
	DOD NO.	AAAAM		Before	After	<u>Before</u>	After	<u>Before</u>	After
	514	Payments by Fiscal for Finance	Finance	NIO .	Mo.	72	42	864	504
	515	Statement of Financial Condition - Trial Balance	Finance	No.	Mo.	8	7	96	84
	521	Current Income - Misc. Receipts	Finance	Mo.	Mo.	4	1	48	12
	523 A	Transfer Authorizations - Issued	Finance	ko.	No.	8	8	96	96
	В	Transfer Authorizations - Received	Finance	No.	Mo.	8	8	96	96
	525	Fiscal Payments - Reconciliation	Finance	Mo.	Mo.	3	2	36	24
	528	Refunds Duc on Unused Passenger Tickets	Finance	Mo.	rio.	6	4	72	48
	530	Advances to Agency Personnel - Continuing	Finance	Mo.	Mo.	6	6	72	72
	531 A	Delinquent Advances - Due from Agency Pers, - Special Rolls	Finance	Mo.	Mo.	8	6	96	72
	В	Delinquent Advances - Due from Agency Fers Regular Rolls	Finance	Mo.	Mo.	6	5	72	60
	533	Accrued Compensation Abroad	Finance	Mo.	Mo.	12	7	144	84
)	535	Accounts Payable - Transportation	Finance	No.	No.	6	4	72	48
,	536	Due from Former Agency Personnel	Finance	Mo.	Mo.	6	5	72	60
	537	Personnel Transfers	Finance	MO.	110 s	. 3	1	36	12
	538	Income Tax Withheld from Agents	Finance	Mo.	No.	6	3	72	36
	539	Income Tax Received from Agents	Finance	Мо.	Mo,	6	3	72	36
	540	Allotment Ledger Summary	Finance	Mo.	Mo.	16	12	216	144
	541	Property Issue Expense Listing	Finance	Mo.	Mo.	12	10	144	120
	542	Accounts Payable Property - Cutstanding One Year	Finance	Mo.	Mo.	4	4	48	48
	544	Due U.S. Treasury - FICA 25X1C4a	Finance	140.	Mo.	6	4	72 70	48
	545	Due U.S. Treasury - FICA	Finance	ãiO ◆	Mo.	6	3	7 2	36 36
	547	Funds Withheld - Commercial Contractors	Finance	No.	NO.	3	3	36 48	36 48
	548	25X1C4a	Finance	No.	Mo.	4	4	48 72	46 96
	549	Class B Station Advances - Suspense Ledger	Finance	MO.	Mo.	6 9	9	108	108
	551 A	Expenditures - Object Class within Allotment	Fiscal	Mo.	Mo.	9	9	108	108
	В	Expenditures - Object Class by Offices of Deputy Directors	Fiscal	Mo.	Mo.	,	9	108	108
	С	Expenditures - Object Class - Agency-wide	Fiscal	Mo.	MO.	9	3	36	36
`	560	Accountability of Decentralized Installations	Finance	No.	NO.	ა 3	3	36	36
,	561	Property Transfer Between Field Stations	Finance	No.	rio.	ა 3	3	36	36
	562	Property Transfer from Field Stations to headquarters	Finance	No.	No.	6		72	72
	563	Deferred Debits - Undistributed Charges	Finance	MO.	Mo.	-	6 2	72	24
	564	Accounts Payable - Income Tax Credits Due Agents	Finance	• ٥٠٠٧	Mo.	6	3	48	36
	565	Supplies Purchased by Field Installations	Finance	ivio •	₩o.,	4	ن 1	72	12
	566	Disbursements of Funds Awaiting Certification	Finance	Mo.	Mo.	6	1	72	48
	569 A	Advances to U.S. Government Agencies - Appropriation Expended	Finance	Mo.	No.	C	4	72	48 48
	В	Advances to U.S. Government Agencies - Appropriation Unexpended	Finance	No.	Mo.		4	12	40

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	JOB NO.	TOTAL STATE		PRIME USER	FREOU	ENCY	NO. OF COPIES	PER JOB	NO. OF COPIES	PER YEAR
	DOD NO.	<u> </u>			Before	After	Before	After	Before	After
		*		Finance	Mo.	Mo.	6	5	72	60
	570 A	Imprest Fund Advances		Finance Finance	Mo.	Mo.	5	4	72	46
	В	Miscellaneous Accounts Received		Finance	Mo.	Mo.	6	4	72	48
	C	Deferred Debits		Finance	Mo.	Mo.	6	4	72	48
	5	Deferred Credits	057404-		Mo.	MO.		5	72	60
	Œ	Deferred Credits - Refunds from	25X1C4a	Finance	Mo.	MO.	5	5	72	60
	F		0EV4040h	Finance		Mo.	6		72	48
	G	Documents Due In from Projects	25X1C12b		Mo.	Mo.	6	4	72	48
	Н	Investments in Securities		Finance	Mo.	MO.	6	4	72	48
	1	Accrued Interest - Investments in Securities		Finance		Mo.	4	4	72	48
	J	Premium on Investments in Securities		Finance	Mo.	hiO.	6	5	72	60
_	K	Assets Written Off		Finance	Mo.		6	6	72	72
)	571	Miscellaneous Trust Deposits		Finance	Mo.	Mo.	0	O	12	12
	504 A	Statement of Advances - Regular Rolls		Finance	Quar.	Quar.	3	3	12	12
		Statement of Advances - Special Rolls		Finance	Quar,	Quar,	3	2	12	8
	č	Statement of Advances - Age Analysis		Finance	Quar.	Quar.	1	1	4	4
		Credit Union Roster - Alpha.		Credit Union	Quar.	Quar.	2	2	8	8
		Credit Union Roster - Book Number		Credit Union	Quar.	Quar.	2	2	8	8
	513 A	Allotments - Status by Major Component (Summary)		Finance	Quar,	Quar.	48	36	192	144
	В	Allotments - Status by Element		Finance	Quar.	Quar.	192	144	768	5 7 6
		Allotments - Status by Area Divisions		Finance	Quar.	Quar.	252	139	1,063	756
	a	Allotments - Status by Major Component (Detail)		Finance	Quar.	Quar.	43	36	192	144
	523 Å	Aging of Transfer Authorizations - Issued		Finance	Quar.	Quar.	6	6	24	24
	323 A B	Aging of Transfer Authorizations - Received		Finance	Quar.	Quar.	6	6	24	24 32
	524 A	Budget Analysis - Sub Object Class Within Division		Budget	Quar.	Quar.	12	8	48	32 32
	524 A B	Budget Analysis - Sub Object Class Agency-wide		Budget	Quar.	Quar.	12	8	48	32
				Pinana	SA	AZ	3	1	6	2
•	504 🛦	Statement of Advances - Regular Rolls		Finance	Sá	S.L	3	ì	6	2
1	В	Statement of Advances - Special Rolls		Finance	SA SA	S.A.	18	18	3 6	36
	505	Cost Detail List		Finance	SA	SA	3	3	6	6
	506	Accounts Payable - Property		Finance	SA	SA	3	3	6	6
	508 A	Accrued Compensation - Zero Balance List		Finance	SA SA	SA	š	3	6	6
	6	Accrued Compensation - Special Rolls		Finance	SA SA	Să Să	24	20	48	40
	511	Expense Listing - Prior Years		Finance		SA	6	2	12	4
	536	Receivables - Due from Agency Personnel		Finance	SA SA	SA	12	8	24	16
	541	rroperty Issues - Expense Listing		Finance	3A	JA		-		
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	JCo NO.	TITLE	PRIME USER	FREQUE Before		NO. OF COPI	ES PER JOB After	NO. OF COPIE	S PER YEAR After
	576 A	Special Commodity Assets	Finance	SA	SA	6	3	12	6
	310 A B	Personal Effects - Deceased Agency Personnel	Finance	SA	SA	6	3	12	6
		V. 71.15.	Finance	Å	A	18	12	18	12
	511 514	Expense Listing Cbject Class Distribution of Fiscal Payments (69's)	Finance	Ā	Quar.	228	133	228	532
	314	Chject Class Distribution of Fiscal Lajmonos (o) by							٠,
	601 B	Fayroll - Less Old PCC	Fiscal		Bi-Wkly	3*	1	78 70	26 26
	C	Payroll - Flus New PCC	Fiscal		Bi-l/kly	3*	1	78 78	26 26
	Ď	Payroll - Less Old Normals	Fiscal		Bi⊷kly	3* 3≠	1	78	26 26
	E	Payroll - Plus New Normals	Fiscal		Bi-Wkly	3*	3	73	78
	F	Payroll - New Normal Pay	Fiscal	Bi-Wkly		3*	3	78	73
)	G	Payroll - Normal Other Earnings & Deductions	Fiscal	Bi⊷Wkly		3*	ა 1	78	26
	H	Payroll - Temporary Less Normals	Fiscal	Bi-#kly		3* 3*	1	78	26
	1	Payroll - Earnings Manuals	Fiscal	Bi⊸™kly		3*	1	78	26
	j	Payroll - Pay Manuals	Fiscal	Bi-Wkly		3*	1	78	26
	K	Payrell - Earnings - Tab Proof	Fiscal	Bi-Wkly		3¢	1	73	26
	L	Payroll - Pay - Tab Proof	Fiscal	Di-Wkly		3≉	1	78	26
	N	Payroll - D.C. Tax Tab Proof	Fiscal	Bi-Wkly		3*	2	78	52
	N	Payroll - Pay this Period List	Fiscal	Bi-Wkly		3*	2	78	52
	ä	Payroll - Other Earnings & Deductions - This Period	Fiscal	Bi-wkly		4*	3	104	78
	ě	Payroll - Back-up Sheets for Allotment Charges	Fiscal	bi-ikly		3	3	78	79
	Ü	Fayroll - Check Issue List	Fiscal	Bi-Mkly		3*	ž	78	52
	k	Payroll - Earnings	Fiscal	Bi-Wkly		3*	3	73	73
	603 Å	Bonds - Balance Listing	Fiscal	Bi⊷Wkly		3*	ĩ	78	26
	E	Bonds - Issue List	Fiscal	Bi⊷Wkly Bi⊸Wkly		ĭ	ī	26	26
	č	Bonds - Destroy Plate List	Fiscal	Bi⊷Wkly		7 * *	7"	182	182
	605	Pacton of Employees	Fiscal	Bi⊸Wkly		(10,200)	(10.200)	(265,200)	(265,200)
``	607	Employee statement of Earnings & Deductions - Punch Cards	Fiscal	Bi⊸akiy		(10,200)	(10,200)	(265,200)	(265,200)
,	610 A	Pre-printed Items - Time & Attendance - Panen Cards	Fiscal	Bi⊸Wkly		1	2	26	52
	8	Pre-printed Items - Time & Attendance Control List	Fiscal	Bi-Wkly		<u>.</u>	6	156	156
	611 Ā	Transfer & Termination - Withholding Tax Report	Fiscal	Bi⊸akiy Bi⊸Wkly		3*	2	78	52
	B	Transfer G Termination - Terminations	Fiscal	Bi⊸i∜kly		3*	2	7 8	52
	č	Transfer & Termination - Transfers In	Fiscal	Bi⊷Wkly Bi⊷Wkly		3*	$\bar{f 2}$	7 8	52
	Ď	Transfer & Termination - Transfers Out	Fiscal Fiscal	Bi-Ekly	Bi-Wklv	ĭ	1	26	26
	Ē	Transfer & Termination - Termination Register	Fiscal	Bi⊸Wkly	Di-Ekly	$\bar{1}$	1	2 6	26
	F	Transfer & Termination - Cancelled Check Report	t 12091	DI					

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	JOB NC.	TITLE	OUM IDENTIA	PRIME USER	FREQUENCY		NO. OF COFTES PER JOS		NO. OF COPTES PER YEAR	
					Before		Before	After	Defore	After
	611	Individual Earnings Balance Summary		Fiscal	Bi⊷Wkly	Bi⊷Wĸly	3*	1	78	26
	615	Salary Checks - Punch Cards		Fiscal	Bi→Wkly	bi-₩kly	(10,200)	(10,200)	(265, 200)	(265,200)
	616	Vital Materials - Punch Cards		Vital Documents	Bi⊷₩kly	Bi⊷Wkly	(10,200)	(10,200)	(265,200)	(265,200)
	620 A	Leave Reports - Leave & Overtime		Budget	Bi-Wkly	Bi-Wkly	5**	· 3	130	78
	В	Leave Reports - Excessive Sick Leave		Medical	Bi-Wkly	Bi-™kly	2	1	52	26
	С	Leave Reports -	25X1A8a 25X1A8a		Bi-Wkly	Bi⊸⊮kly	1	.1	26	26
	Ð	Leave Reports - SR Division		SR	Bi-Wkly	Bi-#kly	1	1	26	26
	E	Leave Reports - Office of Communications		Commo		Bi-Wkly	1	1	26	26
	F	Leave Reports - Office of Logistics		Logistics	Bi-Wkly	Bi⊸Akly	1	1	26	26
	G	Leave Reports - FI -	25X1A8a	FI	Bi⊷Wkly	Bi∹Wkly		1	144	26
`	650	Current Leave Report		Fiscal	Bi⊷Wkly	Bi⊸Wkly	4*	5*	104	130
,	634	Projected Annual Averages - Earnings		Budget	4 Wks.	4 liks.	4*	2	4	26
	633	FICA Report		Fiscal	Quar.	Quar.	2	2	8	8
	611 A	Withholding & Earnings - Withholding Tax :	Statements	Fiscal	A	A	3*	6	3	6
	В	Withholding & Earnings - Retirement & Tax Deductions		Fiscal	A	¥ .	5**	2	6	2
		Withholding & Earnings - Individual Earning		Fiscal	A	A	3*	1	3	1
	614	Consolidated Retirement Report		Fiscal	A	A	3≉	2	3	2
	620	Court Leave Used		Fiscal	A	A	<u>-</u>	1		1
		FIGA Report		Fiscal	A	A	2	2	2	2
		Individual Leave Report		Fiscal	A	A	2	1	2	1
	960	Personnel Information - Flexoline Strips		Logistics	Daily	Daily	4	4	800	800
	944	Printing Services		Logistics	Wkly	Wkly	4	2	208	104
1	955 A	Printing & Reproduction Report - Employee	by Operation	Logistics	Wkly	Wkly	3	3	156	156
7	6 6	Frinting & Reproduction Report - By Type of	of Operation	Logistics	⊮kly	Wkly	3	3	156	156
	č	Printing & Reproduction Report - Recapitul	ation	Logistics	₩kly	Wkly	3	3	156	156
	944	Printing Services		Logistics	Mo.	Mo.	4	2	48	24 36
		Safe Locator File		Security	Mo.	Mo.	3	3	36	
		Vehicle Agency Reports		Logistics	Mo.	Mo.	2	2	24	24
		Employee Information		Agency-Wide	Mo.	Mo.	26	26	312	312
		Watchmans Post Control - Punch Cards		Security	Mo.	No.	(6,500)	(6,500)	(78,000)	(78,000)
		Badge Uffice Reports - Alpha. Roster		Security	Mo.	Mo.	2	2	24	24
		Badge Office Reports - Numeric Roster		Security	ido .	Mo.	2	2	24	24

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	987 A	Job Analysis Reports - Machine Utilization	MRU	Mo.	Nio.	2	1	24	12
	Б	Job Analysis Reports - Machine Utilization by Branch	MRD	Mo.	Mo.	$\bar{2}$	ī	24	12
	G	Job Analysis Reports - Machine Utilization by Job	MRD	No.	Mo.	$\bar{2}$	ĩ	24	12
	D	Job Analysis Reports - Machine Utilization by Type	MRO	Mo.	No.	2	ī	24	12
	E	Job Analysis Reports - Multiple Machine Use	MRD	Mo.	Mo.	2	ī	24	12
	F	Job Analysis Reports - Personnel Leave Report	MKD	Mo.	Mo.	ī	ĩ	12	12
	990 A	Security Processing - Progress Report	Security	Mo.	Mo.	3	2	36	24
	В	Security Processing - Days Required for Clearance	Security	Mc.	Mo.	3	2	36	24
	ε	Security Processing - Cases Closed	Security	Mo.	Mo.	3	2	3 6	24
	D	Security Processing - Cases in Process	Security	Mo.	No.	3	2	36	24
	E	Security Processing - Cases Over Four Months Old	Security	Mo.	No.	3	2	36	24
)	F	Security Processing - Investigations Closed in Prior Months	Security	Mo.	Lio.	3	2	36	24
	G	Security Processing - Investigations Opened in Prior Months	Security	iio.	Mo.	3	2	26	24
	960 A	Personnel Information - Telephone Directory	Logistics	Quar.	Quar.	. 1	1	4	4
	В	Personnel Information - By Residence	Personnel	Quar.	Quar.	4*	4*	16	16
	C-1	Personnel Information - Residence & Office Assignment - Alpha.	Various Support	Quar.	Quar.	4*	4≎	16	16
	C-2	Pers. Information - Residence & Office Assignment - Alpha. Geog.	Various Support	Quar.	Quar.	4*	4*	16	16
	D	Personnel Information - Vital Materials - Punch Cards	Vital Documents	Quar.	Quar.	(10,000)	(10,000)	(40,000)	(40,600)
	E	Personnel Information - Office & Residence Information	Various Agency	Quar.	Quar.	4*	4*	16	16
	961	Passport Control Reports (11 Parts)	Personnel	Quar.	Quar.	44	44	176	176
	964	Travel Order Reports (11 Parts)	Comptroller	Quar.	Quar.	11	11	44	44
	965	Crank List	Security	Quar.	Quar.	8	8	32	32
		Inner Building Badge Control	Security	Quar.	Quar.	5	5	20	20
	975	Vital Materials - Security Badge File - Punch Cards	Vital Documents	Quar.	Quar.		(15,000)		(60,000)
		Forms Index Reports - By Form Number	Management	Quar.	Quar.	12	12	48	48
		Forms Index Reports - By Function Code	Management	Quar.	Quar.	4	2	16	8
•	D 1	Forms Index Reports - By Form Title	Management	Quar.	Quar.	4	2	16 48	8 48
7		Forms Index Reports - By Form Number Stocked	Management	Quar.	Quar.	12 12	12 12	46 48	48
	F I	Forms Index Reports - By Form Number Not Stocked	Management	Quar.	Quar.	12	12	40	40

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