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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	FREQUENCY		NO. OF COPIES PER JOB		NO. OF COPIES PER YEAR	
			Before	After	Before	After	Before	After
101 A	Regular Staff Employee Separations - Alphabetic	Personnel	Mo.	Mo.	6*	5	72	60
B	Regular Staff Employee Separations - By Office	Personnel	Mo.	Mo.	4	4	48	48
C	Regular Staff Employee Separations - Punch Cards	Personnel	Mo.	Mo.	(160)	(160)	(1,920)	(1,920)
102 A	Regular Staff Employee Accessions - Alphabetic	Personnel	Mo.	Mo.	4	2	43	24
B	Regular Staff Employee Accessions - By Office	Personnel	Mo.	Mo.	1	1	12	12
C	Regular Staff Employee Accessions - Punch Cards	Personnel	Mo.	Mo.	(150)	(150)	(1,800)	(1,800)
103 A	SE, SA, Mil., & Security in Process - By Office	Personnel	Mo.	Mo.	4**	4**	43	48
B	SE, SA, Mil., & Security in Process - By Formats	Personnel	Mo.	Mo.	20	20	240	240
C	SE, SA, Mil., & Security in Process - By Ceiling	Personnel	Mo.	Mo.	1	1	12	12
D	SE, SA, Mil., & Security in Process - By Project	Personnel	Mo.	Mo.	4**	4**	48	48
E	Military - By Officers & Enlisted Men on Duty & in Process	Personnel	Mo.	Mo.	2	2	24	24
104	Combined Alphabetic List - Staff Employees	Personnel	Mo.	Quar.	8**	5*	96	20
105	M&D Work Register	Personnel	Mo.	Mo.	3*	3*	36	36
106	Alphabetic by Office - Staff Employees	Personnel	Mo.	Quar.	4	4	48	16
107 A	Career Service List - D.O.G. by Service Designation	Personnel	Mo.	SA	6	6	72	12
B	Career Serv. List-"NA & UD" Panel Desig. D.O.G. by Serv. Desig.	Personnel	Mo.	SA	6	6	72	12
108 A	Regular Gains & Losses - By Office	Personnel	Mo.	Mo.	1	1	12	12
B	Regular Gains & Losses - By Agency Groups	Personnel	Mo.	Mo.	1	1	12	12
C	IAS Transfers - By Office	Personnel	Mo.	Mo.	1	1	12	4
110	Promotion Study - Grade by Office	Personnel	Mo.	Quar.	1	1	12	12
113 A	Service Designations - Headquarters by Office	Personnel	Mo.	Mo.	1	1	12	12
B	Service Designations - By Office	Personnel	Mo.	Mo.	1	1	12	12
C	Service Designations - By Headquarters	Personnel	Mo.	Mo.	1	1	12	12
D	Service Designations - Projects by Headquarters	Personnel	Mo.	Mo.	7	7	84	84
115	Name Changes	Personnel	Mo.	Quar.	(600)	(600)	(7,200)	(2,400)
116	Name Changes, Accessions, & Applicants - Punch Cards	Personnel	Mo.	Quar.	3	2	36	24
117	Comptroller's Report	Personnel	Mo.	Mo.	2	2	24	8
118 A	Personnel Actions Received & Processed - By Office	Personnel	Mo.	Quar.	2	2	24	8
B	Personnel Actions Received & Processed	Personnel	Mo.	Quar.	2	2	24	8
119	Employee Status File for Vital Materials - Punch Cards	Vital Documents	Mo.	Mo.	(15,000)	(15,000)	(180,000)	(180,000)

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JOB NO.	TITLE	PRIME USER	FREQUENCY		NO. OF COPIES PER JOB		NO. OF COPIES PER YEAR	
			Before	After	Before	After	Before	After
120 A	Military Personnel - Alphabetic Roster	Personnel	Mo.	Mo.	9*	8*	108	96
B	Military Personnel - Alphabetic by Office	Personnel	Mo.	Mo.	3	3	36	36
C	Military Personnel - Alphabetic by Service	Personnel	Mo.	Mo.	4	4	48	48
D	Military Pers. - Alpha, by Pay Grade, by Service & Office	Personnel	Mo.	Mo.	7	7	84	84
E	Military Personnel - Staff Agents	Personnel	Mo.	Mo.	1	1	12	12
121 A	Leave Without Pay - Alphabetic	Personnel	Mo.	Mo.	2	2	24	24
B	Leave Without Pay - Alphabetic by Office	Personnel	Mo.	Mo.	4**	4**	48	48
C	Part Time Employees - Alphabetic	Personnel	Mo.	Mo.	5**	5**	60	60
D	Agency Personnel on Military Furlough	M.R.D.	Mo.	Mo.	5**	2**	60	24
122 A	Date of Grade List - Grade by Office	Personnel	Mo.	Quar.	8	8	96	32
B	Date of Grade List - DCI Projects	Personnel	Mo.	Quar.	6	6	72	24
C	Date of Grade List - Office of Training	Personnel	Mo.	Quar.	8	8	96	32
D	Date of Grade List - EE Division for Field	Personnel	Mo.	Quar.	3	3	36	12
123 A	Career Service List - Pers. on Duty 3 yrs. or More - Alpha.	Personnel	Mo.	Mo.	3	3	36	36
B	Career Serv. List - Pers. on Duty 3 yrs. or More-Alpha, by Office	Personnel	Mo.	Mo.	3	3	36	36
C	Career Serv. List - Newly Accepted, Rejected, & Pending Cases	Personnel	Mo.	Mo.	3	3	36	36
D	Career Serv. List - Personnel with LCD 3 yrs. - Punch Cards	Personnel	Mo.	Mo.	(200)	(200)	(2,400)	(2,400)
E	Career Serv. List - Alpha, by Office by Service Designation	Personnel	Mo.	Mo.	4	4	48	48
124	Development Complement List - Alpha, by Category	Personnel	Mo.	Quar.	1	1	12	4
126	Accessions & Separations - Combined	Personnel	Mo.	Mo.	1	1	12	12
134	Zone of Consideration - ORR Personnel by Area	Personnel	Mo.	Quar.	2	2	24	8
138 A	Periodic Step Increase Notices - Authentications	Personnel	Mo.	Mo.	5	5	60	60
B	Periodic Step Increase Notices - Certifications	Personnel	Mo.	Mo.	3	3	36	36
140	Agency Position Control Register	Personnel	Mo.	Mo.	12	12	144	144
A	Agency Position Control Register - Selected Offices	Personnel	Mo.	Quar.	2	2	24	8
142	Pending Reassignments	Personnel	Mo.	Mo.	5*	5*	60	60
143	Organizational Code Listing	Personnel	Mo.	Mo.	11**	11**	132	132
150	Security in Process - Punch Cards	Personnel	Mo.	Mo.	(1,000)	(1,000)	(12,000)	(12,000)
151	Security in Process - Work Register	Personnel	Mo.	Mo.	2*	2*	24	24
152	Security in Process - Consolidated Report	Personnel	Mo.	Mo.	3*	3*	36	36
153	Security in Process - Full Clearances	Personnel	Mo.	Mo.	2	2	24	24
154	Security in Process - Alpha, by Office	Personnel	Mo.	Quar.	5*	5*	60	20
155	Security in Process - Cancellations	Personnel	Mo.	Mo.	2	2	24	24
156	Security in Process - Grade Distribution	Personnel	Mo.	Mo.	1	1	12	12
157	Security in Process - Cancellations by Recruitment Source	Personnel	Mo.	Mo.	4	4	48	48
158	Security in Process - ECD's with Provisional Clearance	Personnel	Mo.	Mo.	1	1	12	12

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170	B Consultant Status - By Office	Personnel	Mo.	Quar.	4	4	48	16
171	A Staff Agents - Alpha, by Hq., by Office	Personnel	Mo.	Quar.	6	6	72	24
	B Staff Agents - Alpha, by Group, by Office	Personnel	Mo.	Quar.	1	1	12	4
	C Staff Agents - Combined Alpha.	Personnel	Mo.	Quar.	1	1	12	4
	D Staff Agents - Alpha, by Office	Personnel	Mo.	Quar.	1	1	12	4
	E Staff Agents - Alpha, by Service Designation	Personnel	Mo.	Quar.	6	6	72	24
	F Staff Agents - LCD Roster for Career Service Panel	Personnel	Mo.	Quar.	6	6	72	24
172	A Draft Deferment - Alpha.	Personnel	Mo.	Ei-Mo.	4	3	48	18
	B Draft Deferment - For Under Six Months	Personnel	Mo.	Mo.	3	3	36	36
	C Draft Deferment - For Six Months & Over	Personnel	Mo.	Mo.	3	3	36	36
	D Draft Deferment - For Two Years & Over	Personnel	Mo.	Mo.	3	3	36	36
	E Draft Deferment - Deletions	Personnel	Mo.	Mo.	3	3	36	36
	F Draft Deferment - Additions	Personnel	Mo.	Mo.	3	3	36	36
182	A Staff Employees & Agents - Occup. Series, by Group	Personnel	Mo.	Quar.	1	1	12	4
	B Staff Employees & Agents - Occup. Series, by Agency	Personnel	Mo.	Quar.	1	1	12	4
184	Agency Personnel on Duty Eight Months	Personnel	Mo.	Mo.	3	3	36	36
186	A Qualifications Analysis - Current Months EOD's - Alpha.	Personnel	Mo.	Mo.	1	1	12	12
	B Qualifications Analysis - Current Months EOD's - Alpha, by Office	Personnel	Mo.	Mo.	1	1	12	12
188	Staff Employee Reassignments - Change in Service Designation	Personnel	Mo.	Mo.	2	2	24	24
		Personnel	Mo.	Mo.	48	44	576	528
		Personnel	Mo.	Mo.	24	15	288	180
		Personnel	Mo.	Mo.	16	14	192	168
	25X1C4a							
101	A Staff Employee Separations - Occup. Series by Group	Personnel	Quar.	Quar.	1	1	4	4
	B Staff Employee Separations - Occup. Series by Agency	Personnel	Quar.	Quar.	1	1	4	4
	C Staff Employee Separations - Grade by Service Designation	Personnel	Quar.	Quar.	1	1	4	4
107	A Career Service - All Designations Except "L"-Alpha, by S.D.	Personnel	Quar.	Quar.	6	6	24	24
	B Career Service - DS & DT Designations	Personnel	Quar.	Quar.	6	6	24	24
	C Career Service - D Panel Designees - Alpha.	Personnel	Quar.	Quar.	6	6	24	24
	D Career Service - D Panel Designees - Alpha, by Hq.	Personnel	Quar.	Quar.	6	6	24	24
110	A Promotion Statistics - Grade by Office	Personnel	Quar.	Quar.	1	1	4	4
	B Promotion Statistics - Grade by Group	Personnel	Quar.	Quar.	1	1	4	4
	C Promotion Statistics - Grade by Agency	Personnel	Quar.	Quar.	1	1	4	4
	D Promotion Statistics - Grade by Serv. Desig.	Personnel	Quar.	Quar.	1	1	4	4
	E Promotion Statistics - Grade by Occup. Series by Group	Personnel	Quar.	Quar.	1	1	4	4
	F Promotion Statistics - Grade by Occup. Series by Agency	Personnel	Quar.	Quar.	1	1	4	4
112	Agency Grade Distribution - Grade by Agency Group	Personnel	Quar.	Quar.	1	1	4	4

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120 A	Military Personnel - Air Force - Alpha, by Office	Personnel	Quar.	Quar.	4	4	16	16
B	Military Personnel - Other - Alpha, by Office	Personnel	Quar.	Quar.	4	4	16	16
123 A	Career Service - Rejected & Declined Cases	Personnel	Quar.	Quar.	2	2	8	8
B	Career Service - Accepted Cases	Personnel	Quar.	Quar.	2	2	8	8
C	Career Service - Pending Cases	Personnel	Quar.	Quar.	2	2	8	8
124 A	Development Complement List - Alpha.	Personnel	Quar.	Quar.	4	4	16	16
B	Development Complement List - By Serv. Desig.	Personnel	Quar.	Quar.	13	13	52	52
130 A	Employee Qualifications - Master	Personnel	Quar.	SA	3	3	12	6
B	Employee Qualifications - CIA Work Experience	Personnel	Quar.	SA	3	3	12	6
C	Employee Qualifications - College Major	Personnel	Quar.	SA	3	3	12	6
D	Employee Qualifications - Pre CIA Work Experience	Personnel	Quar.	SA	3	3	12	6
E	Employee Qualifications - Language	Personnel	Quar.	SA	3	3	12	6
F	Employee Qualifications - Area Knowledge	Personnel	Quar.	SA	3	3	12	6
G	Employee Qualifications - Delinquent Listing - By Area	Personnel	Quar.	SA	1	1	4	2
145 A	GS Grade - By Office By Hq.	Personnel	Quar.	Quar.	4	2	16	8
B	GS Grade - By Agency	Personnel	Quar.	Quar.	4	2	16	8
C	GS Grade - By Agency Group by Hq.	Personnel	Quar.	Quar.	4	2	16	8
D	GS Grade - Comparison by Agency	Personnel	Quar.	Quar.	4	2	16	8
E	GS Grade - Comparison by Agency Group	Personnel	Quar.	Quar.	4	2	16	3
F	GS Grade - Comparison by Office	Personnel	Quar.	Quar.	4	2	16	8
146	DD/P Service Designation Roster	Personnel	Quar.	Quar.	9	9	36	36
170	Consultant Earnings - Vouchered & Unvouchered	Personnel	Quar.	Quar.	4	4	16	16
		Personnel	Quar.	Quar.	3	3	12	12
		Personnel	Quar.	Quar.	3	3	12	12
		Personnel	Quar.	Quar.	3	3	12	12
		Personnel	Quar.	Quar.	3	3	12	12
		Personnel	Quar.	Quar.	3	3	12	12
		Personnel	Quar.	Quar.	3	3	12	12
190	Quarterly T/O, Service Designation Distribution	Personnel	Quar.	Quar.	12	12	48	48
197	Flex-o-line Strips on Reorganizations	Personnel	Quar.	Quar.	2	2	3	3
198	Insurance Compensation & claims	Personnel	Quar.	Quar.	3	3	12	12
199	PCR Listing - FE Division	Personnel	Quar.	Quar.	12	12	48	48
131 A	Applicant Qualifications - Master	Personnel	SA	SA	2	2	4	4
B	Applicant Qualifications - Civilian Work Experience	Personnel	SA	SA	2	2	4	4
C	Applicant Qualifications - Languages	Personnel	SA	SA	2	2	4	4
D	Applicant Qualifications - Area Knowledge	Personnel	SA	SA	2	2	4	4
E	Applicant Qualifications - Position for which Best Qualified	Personnel	SA	SA	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	Personnel	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/C 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
B	Payroll Report - Salary Checks - Punch Cards	Finance	4 Wks.	4 Wks.	(3,000)	(3,000)	(39,000)	(39,000)
C	Payroll Report - Check Issue List	Finance	4 Wks.	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 Wks.	1	1	13	13
205	Faid at Station	Finance	4 Wks.	4 Wks.	3	2	39	26
206 A	Deductions - Credit Union by Book Number	Finance	4 Wks.	4 Wks.	3	3	39	39
B	Deductions - Other	Finance	4 Wks.	4 Wks.	3	2	39	26
207 A	Insurance Deductions - Hospitalization & Insurance	Finance	4 Wks.	4 Wks.	2	2	26	26
B	Insurance Deductions - Government Insurance & Expense	Finance	4 Wks.	4 Wks.	6	5	78	65
208	Payroll Recap	Finance	4 Wks.	4 Wks.	4*	3*	52	39
209	Ledger - Staff Employees, Agents, Isolation	Finance	4 Wks.	4 Wks.	4	3	52	39
210	Withholding Tax Statements	Finance	4 Wks.	4 Wks.	6	6	78	78
212	Personnel Budget Report	Finance	4 Wks.	4 Wks.	3	3	39	39
220	Vital Materials - Punch Cards	Vital Documents	4 Wks.	4 Wks.	(5,400)	(5,400)	(70,200)	(70,200)
221	Report of Covert Tax Deductions	Vital Documents	4 Wks.	4 Wks.	3	3	39	39
201	Preprinted Change Notices	Finance	Mo.	Mo.	3	2	36	24
202 A	Payroll Report - Check List	Finance	Mo.	Mo.	2	2	24	24
B	Payroll Report - Salary Checks - Punch Cards	Finance	Mo.	Mo.	(1,000)	(1,000)	(12,000)	(12,000)
C	Payroll Report - Check Issue List	Finance	Mo.	Mo.	2	2	24	24
203	Allotment Expense Analysis	Finance	Mo.	Mo.	3	3	36	36
204	Journal	Finance	Mo.	Mo.	1	1	12	12
205	Faid at Station	Finance	Mo.	Mo.	3	2	36	24

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206 A	Deductions - Credit Union	Finance	Mo.	Mo.	3	3	36	36
B	Deductions - Other	Finance	Mo.	Mo.	3	2	36	24
207 A	Insurance Deductions - Hospitalization & Insurance	Finance	Mo.	Mo.	2	2	24	24
E	Insurance Deductions - Government Insurance & Expense	Finance	Mo.	Mo.	6	5	72	60
208	Payroll Recap	Finance	Mo.	Mo.	3*	3*	36	36
210	Withholding Tax Statements	Finance	Mo.	Mo.	3	3	36	36
212	Personnel Budget Report	Finance	Mo.	Mo.	3	3	36	36
213	Outstanding Check List	Finance	Mo.	Mo.	2	2	24	24
217	Social Security - Deductions & Expense	Finance	Mo.	Mo.	3	3	36	36
221	Report of Covert Tax Deductions	Finance	Mo.	Mo.	3	3	36	36
214 A	Personnel on Rolls - Alpha.	Finance	Quar.	Quar.	4	4	16	16
B	Personnel on Rolls - Number	Finance	Quar.	Quar.	6	6	24	24
217	Social Security	Finance	Quar.	Quar.	4	4	16	16
220	Vital Materials - Punch Cards	Finance	Quar.	Quar.	(8,500)	(8,500)	(34,000)	(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
B	Retirement - T Registers	Finance	A	A	2	2	2	2
C	Retirement - Cumulative Report	Finance	A	A	2	2	2	2
217	Social Security - By Quarters	Finance	A	A	3	1	3	1
224	D.C. Tax Deducted	Finance	A	A	3	3	3	3
301 A	Control Listings - Stock on Hand	MRD	Daily	Daily	1	1	200	200
B	Control Listings - Stock in Transit	MRD	Daily	Daily	1	1	200	200
C	Control Listings - Stock in Use	MRD	Daily	Daily	1	1	200	200
D	Control Listings - Direct Shipments	MRD	Daily	Daily	1	1	200	200
G	Control Listings - Receipts Register	Logistics	Daily	Daily	5	4	1,000	800
302 A	Daily Ledger Account - Debits	Logistics	Daily	Daily	3*	2	600	400
B	Daily Ledger Account - Credits	Logistics	Daily	Daily	3*	2	600	400
C	Daily Ledger Account - Accounts Payable - Punch Cards	MRD	Daily	Daily	(120)	(120)	(24,000)	(24,000)
303	Stock on Hand - Transaction Register	Logistics	S-Mo.	S-Mo.	5*	5*	120	120
304 A	Stock on Hand - Availability	Logistics	S-Mo.	S-Mo.	7*	7*	168	168
B	Stock on Hand - Without Nomenclature	Logistics	S-Mo.	S-Mo.	7*	1	168	24
C	Stock on Hand - Without Unit Price	Logistics	S-Mo.	S-Mo.	7*	1	168	24
D	Stock on Hand - Credits	Logistics	S-Mo.	S-Mo.	7*	1	168	24

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305	Stock on Hand Status - Selected Allocations	Logistics	S-Mo.	S-Mo.	3	3	72	72
306 A	Stock Status - Due In Transaction Register	MRD	S-Mo.	S-Mo.	1	1	24	24
B	Stock Status - Due In Status Report	Logistics	S-Mo.	S-Mo.	5*	3	120	72
C	Stock Status - Due Out Transaction Register	MRD	S-Mo.	S-Mo.	1	1	24	24
D	Stock Status - Due Out Status Report	Logistics	S-Mo.	S-Mo.	5*	3	120	72
308	Stock Acctg. Controls - Quantity & Dollar Value	MRD	S-Mo.	S-Mo.	1	1	24	24
491	Nomenclature Bill Feed	Logistics	S-Mo.	S-Mo.	1	1	24	24
305	Stock on Hand Status - Selected Allocations	Logistics	Mo.	Mo.	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
B	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	60
B	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	Mo.	Mo.	5*	3*	60	36
B	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
318 A	Stock Issue - Register	Logistics	Mo.	Mo.	5*	3*	60	36
E	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
B	Stock Monetary Value - In Transit	Logistics	Mo.	Mo.	14*	5	168	60
C	Stock Monetary Value - In Use	Logistics	Mo.	Mo.	14*	5	168	60
D	Stock Monetary Value - On Loan	Logistics	Mo.	Mo.	14*	5	168	60
323 A	Subsidiary Report - Cost Cards - Funch Cards	MRD	Mo.	Mo.	(4,000)	(4,000)	(48,000)	(48,000)
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.	Mo.	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
450	Nomenclature Refinement	Logistics	Mo.	Mo.	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
B	Nomenclature - Bill Feed Cards	Logistics	Mo.	Mo.	(1,000)	(1,000)	(12,000)	(12,000)

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JOB NO.	TITLE	PRIME USER	FREQUENCY		NO. OF COPIES PER JOB		NO. OF COPIES PER YEAR	
			Before	After	Before	After	Before	After
492	Nomenclature Active Ditto List	Logistics	Mo.	Mo.	1	1	12	12
493	Alphabetical Nomenclature Supplemental List	Logistics	Mo.	Mo.	16	16	192	192
494	FIIN Number Sequence Nomenclature	Logistics	Mo.	Mo.	8	8	96	96
338 A	Inventory - Stock on Hand Status	Logistics	Bi-Mo.	Bi-Mo.	3	3	18	18
B	Preparation of Count Cards	Logistics	Bi-Mo.	Bi-Mo.	2	2	12	12
C	Count Card List	Logistics	Bi-Mo.	Bi-Mo.	2	2	12	12
339	Report of Inventory & Adjustments	Logistics	Bi-Mo.	Bi-Mo.	6*	5	36	30
340	Dollar Value - Stock on Hand	Logistics	Quar.	Quar.	6	4	24	16
341	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 Cards	MRD	Quar.	Quar.	(200)	(200)	(800)	(300)
B	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
493	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
366	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	[REDACTED]	Logistics	SA	A	5	4	10	4
391	Stock Status Cards - Punch Cards	Vital Documents	SA	SA	(25,000)	(25,000)	(50,000)	(50,000)
361 B	Average Prices - With Nomenclature	Logistics	A	A	3	3	3	3
363	Average Price Duplimat List	Logistics	A	A	1	1	1	1
380	Stock Not Issued for One Year	Logistics	A	A	3	3	3	3
382	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)
481	Bill Feed - Nomenclature File	Logistics	A	A	1	1	1	1
485	Nomenclature - Alpha Listing	Logistics	A	A	40	40	40	40
486	Nomenclature - FIIN Listing	Logistics	A	A	9	9	9	9

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JCP NO.	TITLE	PRIME USER	FREQUENCY		NO. OF COPIES PER JOB		NO. OF COPIES PER YEAR	
			Before	After	Before	After	Before	After
501 A	Processed Voucher Reports - Proof Listing	Finance	Daily	Daily	1	1	200	200
B	Processed Voucher Reports - "38" Items - Expense	Finance	Daily	Daily	1	1	200	200
C	Processed Voucher Reports - Voucher Register	Finance	Daily	Daily	1	1	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 - Proof Balancing	Fiscal	Daily	Daily	1	1	200	200
504 A	Advances - To Agency Personnel - Regular Rolls	Finance	Wkly	Wkly	12	12	624	624
B	Advances - To Agency Personnel - Special Rolls	Finance	Wkly	Wkly	12	12	624	624
C	Advances - Summary	Finance	Wkly	Wkly	9	9	468	468
506	Accounts Payable - Liquidation Control	Finance	Wkly	Wkly	3	3	156	156
570	Unexpended Subsidies & Grants	Finance	S-Mo.	Mo.	4	4	96	48
571	Cash with Funding Activities	Finance	S-Mo.	Mo.	6	5	144	60
572 A	Advances to Stations - Acknowledged	Finance	S-Mo.	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
B	Advances to Agency Personnel - Special Rolls Trial Balance	Finance	Mo.	Mo.	6	6	72	72
C	Advances to Agency Personnel - Regular Rolls Zero Balance	Finance	Mo.	Mo.	1	1	12	12
D	Advances to Agency Personnel - Special Rolls Zero Balance	Finance	Mo.	Mo.	1	1	12	12
506	Accounts Payable - Property	Finance	Mo.	Mo.	4	4	48	48
507 A	Agent Cashier Accounts - Detail	Finance	Mo.	Mo.	4	3	48	36
B	Agent Cashier Accounts - Summary	Finance	Mo.	Mo.	4	3	48	36
C	D.O. Cash Available to Finance	Finance	Mo.	Mo.	4	1	48	12
D	Expenses - Overt Allotments for Property	Finance	Mo.	Mo.	4	2	48	24
508 A	Compensation - Accrued	Finance	Mo.	Mo.	12	10	144	120
B	Compensation - Accrued, Zero List	Finance	Mo.	Mo.	3	3	36	36
511	Expense Listings	Finance	Mo.	Mo.	24	20	288	240
512	Allotment Ledger Listings	Finance	Mo.	Mo.	24	24	288	288
513 A	Allotments - Status by Major Component (Summary)	Finance	Mo.	Mo.	43	36	576	432
B	Allotments - Status by Element	Finance	Mo.	Mo.	72	54	864	648
C	Allotments - Status by Area Division	Finance	Mo.	Mo.	84	63	1,008	756
D	Allotments - Status by Major Component (Detail)	Finance	Mo.	Mo.	48	36	576	432

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JOB NO.	TITLE	PRIME USER	FREQUENCY		NO. OF COPIES PER JOB		NO. OF COPIES PER YEAR	
			Before	After	Before	After	Before	After
514	Payments by Fiscal for Finance	Finance	Mo.	Mo.	72	42	864	504
515	Statement of Financial Condition - Trial Balance	Finance	Mo.	Mo.	8	7	96	84
521	Current Income - Misc. Receipts	Finance	Mo.	Mo.	4	1	48	12
523 A	Transfer Authorizations - Issued	Finance	Mo.	Mo.	8	8	96	96
E	Transfer Authorizations - Received	Finance	Mo.	Mo.	8	8	96	96
525	Fiscal Payments - Reconciliation	Finance	Mo.	Mo.	3	2	36	24
528	Refunds Due on Unused Passenger Tickets	Finance	Mo.	Mo.	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
E	Delinquent Advances - Due from Agency Pers. - 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	Mo.	Mo.	6	4	72	48
536	Due from Former Agency Personnel	Finance	Mo.	Mo.	6	5	72	60
537	Personnel Transfers	Finance	Mo.	Mo.	3	1	36	12
538	Income Tax Withheld from Agents	Finance	Mo.	Mo.	6	3	72	36
539	Income Tax Received from Agents	Finance	Mo.	Mo.	6	3	72	36
540	Allotment Ledger Summary	Finance	Mo.	Mo.	18	12	216	144
541	Property Issue Expense Listing	Finance	Mo.	Mo.	12	10	144	120
542	Accounts Payable Property - Outstanding One Year	Finance	Mo.	Mo.	4	4	48	48
544	Due U.S. Treasury - FICA ██████████ 25X1C4a	Finance	Mo.	Mo.	6	4	72	48
545	Due U.S. Treasury - FICA ██████████	Finance	Mo.	Mo.	6	3	72	36
547	Funds Withheld - Commercial Contractors ██████████	Finance	Mo.	Mo.	3	3	36	36
548	██████████ 25X1C4a	Finance	Mo.	Mo.	4	4	48	48
549	Class B Station Advances - Suspense Ledger	Finance	Mo.	Mo.	6	8	72	96
551 A	Expenditures - Object Class within Allotment	Fiscal	Mo.	Mo.	9	9	108	108
B	Expenditures - Object Class by Offices of Deputy Directors	Fiscal	Mo.	Mo.	9	9	108	108
C	Expenditures - Object Class - Agency-wide	Fiscal	Mo.	Mo.	9	9	108	108
560	Accountability of Decentralized Installations	Finance	Mo.	Mo.	3	3	36	36
561	Property Transfer between Field Stations	Finance	Mo.	Mo.	3	3	36	36
562	Property Transfer from Field Stations to Headquarters	Finance	Mo.	Mo.	3	3	36	36
563	Deferred Debits - Undistributed Charges	Finance	Mo.	Mo.	6	6	72	72
564	Accounts Payable - Income Tax Credits Due Agents	Finance	Mo.	Mo.	6	2	72	24
565	Supplies Purchased by Field Installations	Finance	Mo.	Mo.	4	3	48	36
566	Disbursements of Funds Awaiting Certification	Finance	Mo.	Mo.	6	1	72	12
569 A	Advances to U.S. Government Agencies - Appropriation Expended	Finance	Mo.	Mo.	6	4	72	48
B	Advances to U.S. Government Agencies - Appropriation Unexpended	Finance	Mo.	Mo.	6	4	72	48

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			Before	After	Before	After	Before	After
570	A Imprest Fund Advances	Finance	Mo.	Mo.	6	5	72	60
	B Miscellaneous Accounts Received	Finance	Mo.	Mo.	5	4	72	48
	C Deferred Debits	Finance	Mo.	Mo.	6	4	72	48
	D Deferred Credits	Finance	Mo.	Mo.	5	4	72	48
	E Deferred Credits - Refunds from ██████████	25X1C4a Finance	Mo.	Mo.	6	5	72	60
	F ██████████	Finance	Mo.	Mo.	6	5	72	60
	G Documents Due In from Projects	25X1C12b Finance	Mo.	Mo.	6	4	72	48
	H Investments in Securities	Finance	Mo.	Mo.	6	4	72	48
	I Accrued Interest - Investments in Securities	Finance	Mo.	Mo.	6	4	72	48
	J Premium on Investments in Securities	Finance	Mo.	Mo.	6	4	72	48
	K Assets Written Off	Finance	Mo.	Mo.	6	5	72	60
571	Miscellaneous Trust Deposits	Finance	Mo.	Mo.	6	6	72	72
504	A Statement of Advances - Regular Rolls	Finance	Quar.	Quar.	3	3	12	12
	B Statement of Advances - Special Rolls	Finance	Quar.	Quar.	3	2	12	8
	C Statement of Advances - Age Analysis	Finance	Quar.	Quar.	1	1	4	4
510	A Credit Union Roster - Alpha	Credit Union	Quar.	Quar.	2	2	8	8
	E 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
	B Allotments - Status by Element	Finance	Quar.	Quar.	192	144	768	576
	C Allotments - Status by Area Divisions	Finance	Quar.	Quar.	252	139	1,068	756
	D Allotments - Status by Major Component (Detail)	Finance	Quar.	Quar.	48	36	192	144
523	A Aging of Transfer Authorizations - Issued	Finance	Quar.	Quar.	6	6	24	24
	B Aging of Transfer Authorizations - Received	Finance	Quar.	Quar.	6	6	24	24
524	A Budget Analysis - Sub Object Class Within Division	Budget	Quar.	Quar.	12	8	48	32
	B Budget Analysis - Sub Object Class Agency-wide	Budget	Quar.	Quar.	12	8	48	32
504	A Statement of Advances - Regular Rolls	Finance	SA	SA	3	1	6	2
	B Statement of Advances - Special Rolls	Finance	SA	SA	3	1	6	2
505	Cost Detail List	Finance	SA	SA	18	18	36	36
506	Accounts Payable - Property	Finance	SA	SA	3	3	6	6
508	A Accrued Compensation - Zero Balance List	Finance	SA	SA	3	3	6	6
	B Accrued Compensation - Special Rolls	Finance	SA	SA	24	20	48	40
511	Expense Listing - Prior Years	Finance	SA	SA	6	2	12	4
536	Receivables - Due from Agency Personnel	Finance	SA	SA	6	2	12	4
541	Property Issues - Expense Listing	Finance	SA	SA	12	8	24	16

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JCS NO.	TITLE	PRIME USER	FREQUENCY		NO. OF COPIES PER JOB		NO. OF COPIES PER YEAR	
			Before	After	Before	After	Before	After
370 A	Special Commodity Assets	Finance	SA	SA	6	3	12	6
B	Personal Effects - Deceased Agency Personnel	Finance	SA	SA	6	3	12	6
511	Expense Listing	Finance	A	A	18	12	18	12
514	Coject Class Distribution of Fiscal Payments (89's)	Finance	A	Quar.	228	133	228	532
601 B	Payroll - Less Old PCC	Fiscal	Bi-Wkly	Bi-Wkly	3*	1	78	26
C	Payroll - Plus New PCC	Fiscal	Bi-Wkly	Bi-Wkly	3*	1	78	26
D	Payroll - Less Old Normals	Fiscal	Bi-Wkly	Bi-Wkly	3*	1	78	26
E	Payroll - Plus New Normals	Fiscal	Bi-Wkly	Bi-Wkly	3*	1	78	26
F	Payroll - New Normal Pay	Fiscal	Bi-Wkly	Bi-Wkly	3*	3	78	78
G	Payroll - Normal Other Earnings & Deductions	Fiscal	Bi-Wkly	Bi-Wkly	3*	3	78	78
H	Payroll - Temporary Less Normals	Fiscal	Bi-Wkly	Bi-Wkly	3*	1	78	26
I	Payroll - Earnings Manuals	Fiscal	Bi-Wkly	Bi-Wkly	3*	1	78	26
J	Payroll - Pay Manuals	Fiscal	Bi-Wkly	Bi-Wkly	3*	1	78	26
K	Payroll - Earnings - Tab Proof	Fiscal	Bi-Wkly	Bi-Wkly	3*	1	78	26
L	Payroll - Pay - Tab Proof	Fiscal	Bi-Wkly	Bi-Wkly	3*	1	78	26
M	Payroll - D.C. Tax Tab Proof	Fiscal	Bi-Wkly	Bi-Wkly	3*	1	78	26
N	Payroll - Pay this Period List	Fiscal	Bi-Wkly	Bi-Wkly	3*	2	78	52
O	Payroll - Other Earnings & Deductions - This Period	Fiscal	Bi-Wkly	Bi-Wkly	3*	2	78	52
P	Payroll - Back-up Sheets for Allotment Charges	Fiscal	Bi-Wkly	Bi-Wkly	4*	3	104	78
Q	Payroll - Check Issue List	Fiscal	Bi-Wkly	Bi-Wkly	3	3	78	78
R	Payroll - Earnings	Fiscal	Bi-Wkly	Bi-Wkly	3*	2	78	52
603 A	Bonds - Balance Listing	Fiscal	Bi-Wkly	Bi-Wkly	3*	3	78	78
B	Bonds - Issue List	Fiscal	Bi-Wkly	Bi-Wkly	1	1	26	26
C	Bonds - Destroy Plate List	Fiscal	Bi-Wkly	Bi-Wkly	7"	7"	182	182
605	Roster of Employees	Fiscal	Bi-Wkly	Bi-Wkly	(10,200)	(10,200)	(265,200)	(265,200)
607	Employee statement of Earnings & Deductions - Punch Cards	Fiscal	Bi-Wkly	Bi-Wkly	(10,200)	(10,200)	(265,200)	(265,200)
610 A	Pre-printed Items - Time & Attendance - Punch Cards	Fiscal	Bi-Wkly	Bi-Wkly	1	2	26	52
B	Pre-printed Items - Time & Attendance Control List	Fiscal	Bi-Wkly	Bi-Wkly	6	6	156	156
611 A	Transfer & Termination - Withholding Tax Report	Fiscal	Bi-Wkly	Bi-Wkly	3*	2	78	52
B	Transfer & Termination - Terminations	Fiscal	Bi-Wkly	Bi-Wkly	3*	2	78	52
C	Transfer & Termination - Transfers In	Fiscal	Bi-Wkly	Bi-Wkly	3*	2	78	52
D	Transfer & Termination - Transfers Out	Fiscal	Bi-Wkly	Bi-Wkly	1	1	26	26
E	Transfer & Termination - Termination Register	Fiscal	Bi-Wkly	Bi-Wkly	1	1	26	26
F	Transfer & Termination - Cancelled Check Report	Fiscal	Bi-Wkly	Bi-Wkly	1	1	26	26

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611	Individual Earnings Balance Summary	Fiscal	Bi-Wkly	Bi-Wkly	3*	1	78	26
615	Salary Checks - Punch Cards	Fiscal	Bi-Wkly	Bi-Wkly	(10,200)	(10,200)	(265,200)	(265,200)
616	Vital Materials - Punch Cards	Vital Documents	Bi-Wkly	Bi-Wkly	(10,200)	(10,200)	(265,200)	(265,200)
62C A	Leave Reports - Leave & Overtime	Budget	Bi-Wkly	Bi-Wkly	5**	3	130	78
B	Leave Reports - Excessive Sick Leave	Medical	Bi-Wkly	Bi-Wkly	2	1	52	26
C	Leave Reports - [REDACTED] 25X1A8a 25X1A8a	[REDACTED]	Bi-Wkly	Bi-Wkly	1	1	26	26
D	Leave Reports - SR Division	SR	Bi-Wkly	Bi-Wkly	1	1	26	26
E	Leave Reports - Office of Communications	Commo	Bi-Wkly	Bi-Wkly	1	1	26	26
F	Leave Reports - Office of Logistics	Logistics	Bi-Wkly	Bi-Wkly	1	1	26	26
G	Leave Reports - FI - [REDACTED] 25X1A8a	FI	Bi-Wkly	Bi-Wkly	-	1	-	26
650	Current Leave Report	Fiscal	Bi-Wkly	Bi-Wkly	4*	5*	104	130
634	Projected Annual Averages - Earnings	Budget	4 Wks.	4 Wks.	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
B	Withholding & Earnings - Retirement & Tax Deductions	Fiscal	A	A	6**	2	6	2
C	Withholding & Earnings - Individual Earnings Statement	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	-	1	-	1
633	FICA Report	Fiscal	A	A	2	2	2	2
650	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
955 A	Printing & Reproduction Report - Employee by Operation	Logistics	Wkly	Wkly	3	3	156	156
B	Printing & Reproduction Report - By Type of Operation	Logistics	Wkly	Wkly	3	3	156	156
C	Printing & Reproduction Report - Recapitulation	Logistics	Wkly	Wkly	3	3	156	156
944	Printing Services	Logistics	Mo.	Mo.	4	2	48	24
945	Safe Locator File	Security	Mo.	Mo.	3	3	36	36
946	Vehicle Agency Reports	Logistics	Mo.	Mo.	2	2	24	24
960	Employee Information	Agency-wide	Mo.	Mo.	26	26	312	312
972	Watchmans Post Control - Punch Cards	Security	Mo.	Mo.	(6,500)	(6,500)	(78,000)	(78,000)
975 A	Badge Office Reports - Alpha. Roster	Security	Mo.	Mo.	2	2	24	24
B	Badge Office Reports - Numeric Roster	Security	Mo.	Mo.	2	2	24	24

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987 A	Job Analysis Reports - Machine Utilization	MRD	Mo.	Mo.	2	1	24	12
B	Job Analysis Reports - Machine Utilization by Branch	MRD	Mo.	Mo.	2	1	24	12
C	Job Analysis Reports - Machine Utilization by Job	MRD	Mo.	Mo.	2	1	24	12
D	Job Analysis Reports - Machine Utilization by Type	MRD	Mo.	Mo.	2	1	24	12
E	Job Analysis Reports - Multiple Machine Use	MRD	Mo.	Mo.	2	1	24	12
F	Job Analysis Reports - Personnel Leave Report	MRD	Mo.	Mo.	1	1	12	12
990 A	Security Processing - Progress Report	Security	Mo.	Mo.	3	2	36	24
B	Security Processing - Days Required for Clearance	Security	Mo.	Mo.	3	2	36	24
C	Security Processing - Cases Closed	Security	Mo.	Mo.	3	2	36	24
D	Security Processing - Cases in Process	Security	Mo.	Mo.	3	2	36	24
E	Security Processing - Cases Over Four Months Old	Security	Mo.	Mo.	3	2	36	24
F	Security Processing - Investigations Closed in Prior Months	Security	Mo.	Mo.	3	2	36	24
G	Security Processing - Investigations Opened in Prior Months	Security	Mo.	Mo.	3	2	36	24
960 A	Personnel Information - Telephone Directory	Logistics	Quar.	Quar.	1	1	4	4
B	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)	(40,000)
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
966	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)	(15,000)	(60,000)	(60,000)
979 A	Forms Index Reports - By Form Number	Management	Quar.	Quar.	12	12	48	48
C	Forms Index Reports - By Function Code	Management	Quar.	Quar.	4	2	16	8
D	Forms Index Reports - By Form Title	Management	Quar.	Quar.	4	2	16	8
E	Forms Index Reports - By Form Number Stocked	Management	Quar.	Quar.	12	12	48	48
F	Forms Index Reports - By Form Number Not Stocked	Management	Quar.	Quar.	12	12	48	48

* One copy retained by MRD
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