

Approved For Release 1999/09/01 : CIA-RDP78-05551A000200030005-7

MACHINE RECORDS DIVISION
LISTING OF JOBS DELETED
BY SURVEY OF 30 JUNE 1957

TAB D

| JOB NO. | TITLE | PRIME USER | FREQUENCY | NO. OF COPIES | NO. OF COPIES |
|---------|--|-----------------|-----------|---------------|---------------|
| | | | | PER JOB | PER YEAR |
| 109 | Executive Register Reassignments | Personnel | Mo. | 1 | 12 |
| 112 A | Agency Grade Distribution - Grade by Office (Consolidated with Job #113) | Personnel | Mo. | 1 | 12 |
| B | Agency Grade Distribution - By Grade (Consolidated with Job #113) | Personnel | Mo. | 1 | 12 |
| 138 C | Periodic Step Increase Notices - 90 days in Arrears | Personnel | Mo. | 1 | 12 |
| 139 | Military Status Questionnaire Record - Punch Cards 1/ | Personnel | Mo. | (2,000) | (24,000) |
| 141 | FE Division T/C | Personnel | Mo. | 6 | 72 |
| 170 A | Consultant Status - Alphabetic | Personnel | Mo. | 5 | 60 |
| 173 A | Staff Employee Casuals - Alpha. | Personnel | Mo. | 2 | 24 |
| B | Staff Employee Casuals - Alpha. by Office | Personnel | Mo. | 6 | 72 |
| C | Staff Employee Casuals - Alpha. by Service Designation | Personnel | Mo. | 6 | 72 |
| D | Military Employee Casuals - Alpha. | Personnel | Mo. | 2 | 24 |
| E | Military Employee Casuals - Alpha. by Office | Personnel | Mo. | 2 | 24 |
| F | "D" Panel Desig. Casuals - Alpha. by Grade Group | Personnel | Mo. | 6 | 72 |
| 132 | Agency Personnel - Retired Military Officers | Personnel | Quar. | 3 | 12 |
| 144 | Incumbents Unmatched on Basic Occupation Code | Personnel | Quar. | 4 | 16 |
| 185 | Agency Personnel - Grade by Service Designation | Personnel | Quar. | 3 | 12 |
| 136 A | Career Service - "DI" Panel Desig. - Staff Agents | Personnel | SA | 3 | 6 |
| B | Career Service - "DI" Panel Desig. - Staff Employees | Personnel | SA | 3 | 6 |
| 137 | Career Service List - Alpha. | Personnel | SA | 2 | 4 |
| 174 | Date of Grade Report | Personnel | SA | 2 | 4 |
| 130 A | Executive Registry - T/O Sequence | Personnel | SA | 3 | 6 |
| B | Executive Registry - Alpha. | Personnel | SA | 3 | 6 |
| 301 E | Control Listings - Document - Direct Shipments | MRD | Daily | 1 | 200 |
| F | Control Listings - Document - All Other | MRD | Daily | 1 | 200 |
| 391 | Vital Materials - Punch Cards | Vital Documents | S-Mo. | (2,000) | (48,000) |
| 321 | Accountability Listing | Logistics | Mo. | 2 | 24 |
| 391 | Vital Materials - Punch Cards | Vital Documents | Mo. | (9,000) | (108,000) |
| 338 D | Inventory - Batch Card Listing | Logistics | Bi-Mo. | 1 | 6 |
| 356 | Dollar Value Tabulation of Overseas Status | Logistics | SA | 6 | 12 |
| 572 B | Advances to Projects - Subsidy | Finance | S-Mo. | 6 | 144 |
| C | Advances to Projects - Other | Finance | S-Mo. | 6 | 144 |
| 502 | Obligation Proof List | Finance | Mo. | 1 | 12 |

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|----------------|---|-------------------|------------------|----------------------------------|-----------------------------------|
| 505 A | Cost Report - Summary | Finance | Mo. | 18 | 216 |
| B | Cost Report - Detail Support Listing | Finance | Mo. | 18 | 216 |
| 531 A | Compensation & Allowance Payments - Special Rolls | Finance | SA | 6 | 12 |
| E | Compensation & Allowance Payments - Regular Rolls | Finance | SA | 6 | 12 |
| 601 A | Payroll Processing - Plus Additional Compensation | Fiscal | Bi-Wkly | 3 | 78 |
| 618 | Machine Audit - Normal Pay File | Fiscal | Quar. | 3 | 12 |
| 620 | Leave & Overtime Listing | Fiscal | Quar. | 3 | 12 |
| 624 | Leave Statements | Fiscal | A | 4 | 4 |
| 648 | Position Cost | Fiscal | A | 3 | 3 |
| 979 B | Forms Index Reports - By Office of Primary Interest | Management | Quar. | 4 | 16 |

1/ To be run "On Request" in future.

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