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Approved For Release 1999/09/08 : CIA-RDP80-01826R000200130003-7

RECORDS AND CONTROL DIVISION/STATISTICAL REPORTING BRANCH

ACTIVITY REPORT

F.Y. 1967

TYPE REPORT	Total Hours	O/S Forms	Actions	T/O & Clng. Rpt.	Strength Rpts.	Photostats	PCR	Separations	PSR	PSR Supp.	Historical Ann.	Rosters	TRNG		Special Rpts.	Other Req. Rpts.	Miscellaneous
													Internal	External			
Total Hours	11770	276	254	77	1134	99	305	725	176	205	854	1541	55	144	2322	2887	716
Data Prep	1820	-	4	37	258	-	73	27	68	63	119	387	-	-	436	326	22
Rpt. Dist.	893	-	1	16	38	-	106	22	4	-	-	528	-	-	66	91	21
Typing	1515	-	-	8	74	5	63	149	-	12	35	243	-	-	372	303	251
Filing	186	-	5	1	2	-	13	2	-	-	3	80	-	-	8	28	44
Lining	109	-	-	-	13	42	-	-	2	-	-	5	-	-	10	35	2
Verifying Recs.	2132	151	65	2	238	15	-	140	34	58	491	22	-	-	326	553	37
Statistical Anal	2150	10	111	-	328	9	-	175	41	41	181	6	-	-	533	682	33
Drafting	25	-	-	-	2	-	-	-	-	-	-	-	-	-	2	21	-
Graphing	497	-	-	-	-	-	-	-	-	-	-	-	-	-	340	157	-
Report Writing	218	30	2	-	5	-	-	48	6	10	17	-	-	-	22	66	12
Coding	371	32	30	-	-	-	-	-	-	-	-	-	-	-	138	171	-
Report Assembly	441	-	1	10	44	-	16	89	8	13	-	61	-	-	20	178	1
Planning	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2
Liaison	101	-	-	-	3	-	-	-	-	-	-	11	-	-	4	24	59
Destroying	152	-	-	2	2	-	10	1	-	-	-	110	-	-	-	16	11
Corr. Research	287	53	24	-	55	6	-	12	-	-	-	9	-	-	2	126	-
Other Activity	455	-	10	-	5	22	-	18	-	-	-	2	55	144	12	16	171
Ozalid	416	-	1	1	67	-	24	42	13	8	8	77	-	-	31	94	50

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STATISTICAL REPORTING BRANCH
FISCAL YEAR 1967
STATISTICAL TABLES PREPARED AND DISTRIBUTED

FREQUENCY	NO. OF REPORTS	NO. OF TABLES	NO. OF TABLES TIMES FREQ.	NO. OF RECIPIENTS	RECIPIENTS TIMES FREQ.
TOTAL	264	636	3803	423	2337
Recurring	47	636	3803	206	2120
Weekly	5	8	416	7	364
Bi-Weekly	1	1	26	8	208
Monthly	26	212	2369	115	1359
Quarterly	4	132	528	26	104
Semi-Annually	5	181	362	35	70
Annually	6	102	102	15	15
Specials	217	Variable	Variable	217	217
MONTHLY FORMS *	4	425	5100	18	216

* Not counted in total reports.

MACHINE LISTINGS AND TABULATIONS DISTRIBUTED

FREQUENCY	ACTUAL NO. OF REPORTS	NO. OF COPIES	NO. OF RPTS. HANDLED BY SRB	NO. OF RECIPIENTS	RECIPIENTS TIMES FREQ.
TOTAL	389	1434	8253	585	4454
Recurring	332	1206	8025	528	4397
Bi-Weekly	4	15	390	7	182
Monthly	126	499	5988	288	3456
Quarterly	54	136	544	137	548
Semi-Annually	78	292	584	68	136
Annually	35	112	112	12	12
Non-Scheduled	35	152	407	16	63
Specials	57	228	228	57	57

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CHANGES IN THE NUMBER OF TABLES PREPARED BY SRB

FY 1967 Versus 1966

Daily	Now Shown As Weekly
Weekly	Same (With Daily Strength Report Added)
Bi-Weekly	Locator Changes - FY 1966 Shown as 2 Pages FY 1967 Shown as 15 Forms per Month
Monthly	a. Blackbook counted FY 1966 - 6 mos x 26 x 4 FY 1967 -11 mos x 27 x 1 b. Counted time in Process in 1966 not 1967 Included Black Book c. Activity Report Counted in 1966 120 Pages Not Counted 1967 d. Log - O/D Discontinued e. Pers. Chart Book Counted for Full Year 1967 (Only partially Counted FY 1966). f. Supergrade Changes Were Counted as Non-Scheduled Report FY 1966 - Mo. Report FY 1967
Quarterly	a. "Non-Staff Personnel" Had More pages in FY 1967 b. "Women - 12 And Above" was not Counted 1966
Semi-Annually	"Black Book" was not Counted in 1966, was in 1967
Annually	a. Minority was the Only Report Counted in 1966 (10) b. 1967 Counted: 1. Black Book 42 2. Pers. Chart Book 38 3. Pers. Progress 7 4. Consultant Report 7

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**CHANGES IN THE NUMBER OF MACHINE LISTINGS
AND TABULATIONS DISTRIBUTED**

Upon reviewing the FY 1966 Annual Report, I requested that I change it in order to reflect the actual bulk of rosters for which SRB personnel must be knowledgeable. I felt that by just showing a cumulative number of rosters processed during the year no indication was made as to the number of individual reports.

I compared the FY 1966 table with a table compiled in the same manner and there were increases in all areas except special requests and quarterly reports. Some quarterly reports were assigned to a non-schedule basis, which explained its decline and SRB handled more requests manually this year over last explaining the decline in the number of special requests.

The actual number of reports as shown in the chart is the number of separate unidentical reports, no two reports looking alike. The "Number of Copies" column depicts the number of complete reports we receive, it does not include extra copies of a portion of a report.

The column "Number of Reports Handled" by SRB is the "Number of Copies" column multiplied by the frequency indicated on the left.

The "Number of Recipients" column depicts how many packages we send out at the frequency indicated. Some recipients may receive eight rosters in one package or more than one type report in the same package. Therefore, for simplicity I only showed the number of packages and multiplied that by the frequency for the last column.

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