

### ROUTING AND RECORD SHEET

**SUBJECT:** (Optional)

Category I - Cost Savings

<b>FROM:</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> Deputy Director of Information Services 1206 Ames Building	EXTENSION  <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	NO. OIS 81-596  DATE <b>19 JUN 1981</b>
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TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. Chairman, CORE Working Group 2C02 <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>				
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19 JUN 1981

MEMORANDUM FOR: Chairman, CORE Working Group

25X1 FROM:   
Deputy Director of Information Services

SUBJECT: Category I - Cost Savings

Dan:

1. Attached are single page narrative paragraphs describing Category I - Cost Savings over the past two years effected by the Office of Information Services. I have thrown in two that do not meet the \$10,000 basic minimum which we decided would be our floor during the last meeting of the working group.

2. The description of regulatory issuances which produced a savings of \$8,200 is a borderline case, but probably warrants consideration since it is somewhat of an "eye catcher." It shows what you can do with very little to work with - in this case, merely limiting the amount of paper that we put into circulation.

3. The use of car pools which saved about \$3,000 is not terribly significant and you can do with that as you choose - leave it in or toss it out. It does reflect, however, a parsimonious management attitude toward saving money on overhead expenses.

4. If you need any futher information, please give me a call on extension

25X1

25X1

Attachments:  
As stated

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OFFICE OF INFORMATION SERVICES

Category I - Cost Savings Effected From Oct 78 to date

Use Of Car Pools

Teams of two or three reviewers must be sent each week to the Washington National Records Center in Suitland, Maryland to perform classification review of material of interest to the CIA. The total cost of mileage to date has been approximately \$1,980. Had car pooling not been enforced, we estimate that the cost would have been approximately two and one-half times as great or \$4,950. The savings was approximately \$2,970.

\$2,970

S-E-C-R-E-T

OFFICE OF INFORMATION SERVICES

CATEGORY I - COST SAVINGS EFFECTED SINCE FY 1978

Modification of the "All Employees" Distribution of Regulatory Issuances

Previously each employee received a copy of all Headquarters Notices and Employee Bulletins. Regulations Control Division modified this distribution schedule providing one copy for each six employees thus saving 7,606 copies with each printing. The distribution schedule has been used 216 times since FY 1978 resulting in a savings of 1,642,896 pages at \$.5 per page for a total savings of \$8,214.48.

\$8,214.48

S-E-C-R-E-T

## OFFICE OF INFORMATION SERVICES

Category I - Cost Savings Effected From Oct 78 to date

Use of Contract Annuitants

The use of former Agency employees hired on contracts to perform systematic classification review of Agency records older than 20 years has reduced the cost of the program and enabled us to use persons with the greatest amount of experience to do the job. To review OSS records we have used  persons hired under independent contracts at a cost of \$452,000. The use of GS-13 staff officers to work the same number of hours would have cost the Agency \$664,000 thus we realized a savings of \$212,000. In the review of other Agency records we have used former employees on contracts which has resulted in a savings per each man-year of \$25,000. Contract employees have accounted for a total of 4.83 man-years of classification review for a total estimated saving of \$120,750. Total estimated savings from use of contract employees has been \$332,750. (Note: These figures do not include the amounts of the annuities paid to the former employees.)

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\$332,750

OFFICE OF INFORMATION SERVICES

Combining the Agency Archives and Records Center

In June 1979, the Agency Archives and the Agency Records Center were merged into one organization, thus allowing the elimination of five positions for a total savings in salaries of \$170,000.

\$170,000