

*OK Files*

**RPT-GR**

### ROUTING AND RECORD SHEET

**SUBJECT:** (Optional)

Count of Classified Documents Created During the Week of  
14 through 18 March 1988



**FROM:**   
C/IMSS/OL

**EXTENSION**

**NO.**

**OL-4023-88**

**DATE**

07 March 1988

**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**

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		DATE		OFFICER'S INITIALS	COMMENTS
		RECEIVED	FORWARDED		
1.	D/OL <input type="text"/>				
2.	C/NBPO/OL 1J45 Hqs				
3.	C/P&TS/OL <input type="text"/>				
4.	C/PMS/OL <input type="text"/>				
5.	C/SS/OL <input type="text"/>				
6.	C/B&FB <input type="text"/>				
7.	C/FMD/OL 3E14 Hqs				
8.	C/P&PD/OL 158 P&P Bldg				
9.	C/ACG/OL <input type="text"/>				
10.	C/RECD/OL <input type="text"/>				
11.	C/SD/OL <input type="text"/>				
12.	OC-OL/ISC <input type="text"/>				
13.					
14.					
15.					

MEMORANDUM FOR: Director of Logistics  
Chief, New Building Project Office, OL  
Chief, Personnel and Training Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Chief, Budget and Fiscal Branch, OL  
Chief, Facilities Management Division, OL  
Chief, Printing & Photography Division, OL  
Chief, Agency Contracts Group, OL  
Chief, Real Estate & Construction Division, OL  
Chief, Supply Division, OL  
Chief, OC/OL - Information Services Center

STAT FROM:

[Redacted]  
Chief, Information and Management Support Staff,  
Office of Logistics

SUBJECT: Count of Classified Documents Created During the  
Week of 14 Through 18 March 1988

1. During March of this year, Agency offices will participate in the first of a two-phase effort to determine the number of classified documents produced by the Agency. The second count is scheduled for September. The statistics collected in the one week in March and those collected in September will be used as a basis for projecting a total for the entire year.

2. Therefore, it is requested that you count the number of classified documents originated in your office during the period 14 - 18 March 1988. Please note the following categories of material to be counted are unchanged from past samplings.

a. Count the number of classified documents originated in your office which are dated during the period 14 - 18 March. Count each document only once; do not, in addition, count reproduced copies.

b. Count all classified forms that are completed (filled in) during 14 - 18 March.

OL-4023-88

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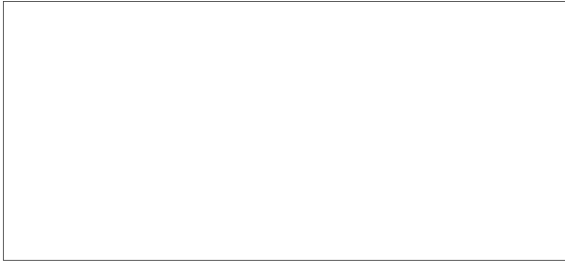
c. Count each classified computer run produced during the 14 - 18 March period. Each run should be counted as one item. Do not count each computer-produced sheet.

3. The OC/OL/ISC, will count cables and transmittals from the field, therefore, you do not have to include them on your report.

4. Attached is the format for reporting classified decisions made in your office. Also attached is an explanation of the classification terms used in the reporting format. Please return the information collected to Records Management Officer, OL, 2G31

[redacted] by 23 March 1988. If you have any questions, please contact [redacted] OL/RMO, on [redacted]

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Attachments:  
As Stated

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Distribution:

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STAT

OL/IMSS/MN:bp [redacted] (4 Mar 88)

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