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LTS Corporation
FY94 Annual Report

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Rarely has history witnessed a time of such profound change in the lives of nations and peoples. A social, political, and economic metamorphosis is now under way throughout the world, and the United States has a unique opportunity to help shape the outcome. To help meet this challenge the United States Agency for International Development has redefined its mission and charted a plan to achieve it. - J. Brian Atwood, USAID Administrator

CDIE was established with a simple goal in mind: Improving A.I.D.'s ability to achieve development results through better knowledge of past performance and the development of improved information tools and resources. Combining the evaluation and information utilization functions within a single center gave our developing country counterparts and A.I.D. offices overseas (USAID's) and in Washington (A.I.D./W) a focal point where information and knowledge about A.I.D. and other development experiences could be applied. Meeting these challenges has been our mission. - John Eriksson, Director, PPC/CDIE

Since its creation in 1983, CDIE's Office of Development Information (DI) has been charged with the task of collecting and disseminating development information from both the Agency, its contractors, development organizations and other donors. The goal has always been to preserve Agency development experience, perform a relevant analysis, and synthesize and deliver the information to Agency personnel who can put it to use. Hence the name of DI's authorizing project -- Information as a Tool in Development. - Maury Brown, Director, PPC/CDIE/DI

1 Introduction

As LTS enters the fifth and final year of its contract to operate the Development Information Services Clearinghouse, it is beset by unique challenges and opportunities to strengthen those information resources available to support the work of the Agency. At year's end a task force was in place to look at alternatives to the MINISIS software which has for the past 13 years provided the tool for CDIE's management of USAID's development experience. In the past year, as the Agency continued to update and enhance its information delivery infrastructure, new strategies were instituted to make development experience information more widely available at the desktop of every individual involved in guiding the Agency's project and program portfolio. As the Agency continues its mission to redefine and reorganize itself and the manner in which it provides economic development assistance to the world's poorest, new project design strategies are being put in place to make the world a better place. The documentation guiding those activities is also changing, requiring a multiplicity of new techniques for processing and disseminating the Agency's development experience. Recently announced new directives call for

recasting the project development process by placing greater emphasis on strategic planning and managing for development results. These results are identified, defined, and achieved in consort with stakeholders, partners, and beneficiaries. New Activity Descriptions (NAD) will replace the Project Identification Documents (PID). Design documents focusing on strategic objectives will replace project papers and logframes, strategic grants will replace project papers, all of which will have a profound affect on techniques for capturing and preserving the Agency's development experience.

FY94 was a year of dramatic change for the Agency. Under the scrutiny of a critical Congress, and the astute eye of a talented new Administrator, USAID was thrust into yet another unsettling reorganization, this time a reengineering effort which will reshape the Agency into the next century. Bureaus once again were realigned, and duties reassigned, the settling in is still in progress. The challenge was such from without and within that the Administrator volunteered the Agency as a laboratory for reengineering government.

As a contractor to PPC/CDIE/DI, LTS has been challenged to respond effectively and efficiently to an ever evolving program of requirements. LTS was called on to redefine its role as an information provider, rethink the way we acquire and process USAID's information resources, and prepare to position ourselves to respond to the prospect of handling electronic information. Technology appeared to be mandating a transformation not only in the way USAID provides development assistance, but also in the very mechanisms which enable that assistance.

LTS's accomplishments during FY94 must be viewed within the context of these ongoing changes within the Agency and their impacts on the technical support that LTS provides. And what do these changes mean for LTS and the DISC in the coming final year of its contract. We must look to new techniques for processing the Agency's development experience. Where fulltext is available, microfiche is probably no longer a requirement. Technology offers new opportunities to serve the information needs of the Agency by providing information at the desktop rather than the printer. Electronic dissemination is closer to becoming a reality as procedures are put in place to manage the Agency's text and document management needs, and new enterprise-wide delivery mechanisms are put in place.

The present report documents LTS's response to the challenge of change and our accomplishments during the fourth year of our contract.

Highlights of DISC FY94 Accomplishments

■ **Migrating the Development Information System to Agency Standard Platform**

LTS worked closely with M/IRM to develop a strategy for migrating the Development Information System to a new, Agency-standard computing platform and database management system that will permit USAID's institutional memory to be available at the desktop of all USAID employees through the Agency's WAN.

■ **Published and Disseminated USAID Directives**

Helped USAID meet National Performance Review goals by using CDIE developed CD-ROM publishing technology, in conjunction with M/AS, that led to \$300,000 savings on cost of publishing and disseminating USAID directives.

■ **Internet Publishing**

Worked closely with M/IRM to mount USAID evaluation documentation on the USAID Internet server to improve electronic dissemination of major evaluation reports and findings. LTS was also actively engaged in electronic dissemination of documents (e.g., Internet posting of acquisitions lists and ARDA.)

■ **Publications Support to Africa Bureau**

In the last year, LTS expanded its publishing support on behalf of ABIC and other Agency offices.

■ **Space Planning for new Agency Headquarters**

Participated with new USAID HQ Transition Team to develop strategies and plans for establishing an Information Resource Center to better serve USAID, the development community, and the public in the proposed Federal Triangle Building which will be USAID's new headquarters beginning in FY1996.

■ **Distribution of Development Experience Documents**

Supported CDIE leadership in informing USAID's new programming and policy guidance through sustained and targeted dissemination of more than 20,000 policy, evaluation and new methodologies documents. Increased document dissemination by 45 percent over past five-year averages, using ten percent fewer labor resources.

■ **Supported USAID's Information Technology Transfer Program**

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Continued to support USAID's information technology transfer program by increasing dissemination of CD-ROM and technical publications to USAID counterpart organizations in developing countries that are unable to take advantage of Internet.

- **Supported USAID Missions and Offices**

Worked closely with other USAID offices in assisting USAID missions that will be closing by providing guidelines, lists of holdings, and procedures for submitting program and project documents housed in missions for inclusion in the corporate memory through TDY's to Chad and Senegal.

- **Supported USAID's participation in Other Donor Exchange Efforts**

Continued to support USAID's participation in the exchange of development experience information between donor organizations through publishing of third volume of INDIX CD-ROM and contributions to DAC evaluation inventory.

2 DISC Accomplishments FY94

2.1 Systems Development, Operation, and Maintenance

Systems Highlights

- Current project portfolio data downloaded from Agency to update Project Authority files
- Participated in joint IRM/CDIE/DISC study to evaluate software alternatives to MINISIS
- conversion of the CDIE LAN from Novell to Banyan completed
- 26 copies of MicroDIS were distributed

MINISIS Operations. MINISIS continued to be the foundation upon which the Agency's Development Information System (DIS) is built. The majority of the effort expended during the past year centered on maintenance of existing DIS databases and refinements to ensure the quality of the data contained therein. While the addition of new databases was limited, a database which contains information on current Agency contracts, was created based on a subset of information gleaned from the Agency's Contracts Information Management System (CIMS).

LTS worked closely with M/IRM to develop a strategy for migrating the Development Information System to a new, Agency-standard computing platform and database management system that will permit USAID's institutional memory to be available at the desktop of all USAID employees through the Agency's WAN.

MicroDIS. MicroDIS' utility as a small library management software package has proven its utility for small USAID missions. 26 copies of MicroDIS were distributed to Missions and LDC institutions. In response to requests from users of the software, enhancements have enabled the package to operate within a LAN environment. Exhibit A indicates those Agency missions requesting copies of MicroDIS.

Novell/Banyan conversion. During the first and second quarters of FY94, the conversion of the CDIE LAN from Novell NetWare to Banyan Vines took place. The conversion was completed in phases with functionally related groups of users being moved and stabilized as units. The conversion required concurrent activity on five separate tasks: (1) planning and evaluation; (2) establishment of the Banyan servers, transfer of applications software from the Novell server, and testing; (3) upgrades to workstation hardware to minimum required level for operation on Banyan Vines; (4) transfer of user's files from Novell to Banyan servers and configuration of workstations; and (5) training and troubleshooting. Within each of these tasks, many different activities, far too numerous to detail, took place.

Once the conversion to Banyan Vines was "completed", the ongoing task of refinement began. This task included such activities as: additional upgrades to workstations; modifications to the NOS installation; balancing activity loads; troubleshooting applications; developing workarounds to persistent problems, including applications software providers; system backups; and general user support.

CD-ROM Development. CD-DIS is currently distributed to over 350 subscribers including A.I.D. missions, LDC institutions, universities, contractors and the public. A decision was made and development work initiated to enhance the CD-DIS front end to enable it to operate in a windows environment.

Mailing List Updates. Regular downloads from the Agency's RAMPS system enabled the DISC to utilize current personnel rosters for secondary distribution of publications to Washington and Mission offices.

Project Authority File Download. In the summer of FY94, the DISC was able to download an update of the authorized list USAID projects. This update required many new changes in the way the data was received and processed. The Global Program Office and IRM were instrumental in helping to make this valuable data available to the DIS.

Data Exports of USAID databases. Semi-annual updates of the DOCUMENT database were provided to the **International Development Research Centre (IDRC)** in Ottawa, Canada. The USAID DOCUMENT database is available through IDRC by dial-in access to other organizations interested in world-wide economic foreign assistance and with access to IDRC's system.

In addition, semi-annual tape updates of USAID project evaluation documents and information on planned project evaluations were also supplied to the Canadian International Development Agency for inclusion in the **Development Assistance Committee (DAC)** database of evaluations

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A.I.D. MISSION MICRODIS USERS: FY 1994

| ORGANIZATION | CITY/STATE | COUNTRY | INSTALLED |
|--|----------------|-------------|-----------|
| AFRICA Bureau/Region | | | |
| REDSO/WCA-Abidjan | Abidjan | Ivorv Coast | 1994 |
| USAID/Accra - North | Accra | Ghana | 1994 |
| USAID/Antananarivo | Antananarivo | Madagascar | 1990 |
| USAID/Bamako, DIC | Bamako | Mali | 1990 |
| USAID/Burundi, DIC | Bujumbura | Burundi | 1990 |
| USAID/Gaborone | Gabarone | Botswana | 1989 |
| USAID/Harare - PROGRAMS | Harare | Zimbabwe | 1990 |
| USAID/Harare, DIC | Harare | Zimbabwe | 1988 |
| USAID/Harare, download of database | Harare | Zimbabwe | 1989 |
| USAID/Kampala, DIC | Kampala | Uganda | 1991 |
| USAID/Kenya Private Enterprises | Nairobi | Kenya | 1992 |
| USAID/Kenya - Nairobi Agric Libry | Nairobi | Kenya | 1993 |
| USAID/Khartoum | Khartoum | Sudan | 1990 |
| USAID/Kigali, DIC | Kigali | Rwanda | 1991 |
| USAID/Kigali, DIC download of DIS | Kigali | Rwanda | 1989 |
| USAID/Lilongwe | Lilongwe | Malawi | 1989 |
| USAID/Lusaka, DIC | Lusaka | Zambia | 1990 |
| USAID/Maputo, DIC | Maputo | Mozambique | 1990 |
| USAID/Maseru | Maseru | Lesotho | 1989 |
| USAID/Mbabane, DIC | Mbabane | Swaziland | 1991 |
| USAID/Mbabane, Regional Economist | Mbabane | Swaziland | 1990 |
| USAID/Mogadishu, DIC | Mogadishu | Somalia | 1991 |
| USAID/Monrovia, LIC | Monrovia | Liberia | 1988 |
| USAID/N'Djamena | N'Djamena | Chad | 1993 |
| USAID/Niamey | Niamey | Niger | 1991 |
| USAID/REDSO/ESA, Library | Nairobi | Kenya | 1990 |
| USAID/RHUDO | Nairobi | Kenya | 1991 |
| USAID/Yaounde | Yaounde | Cameroon | 1992 |
| ASIA NEAR EAST Bureau/Region | | | |
| Chamber of Commerce & Industry | Jakarta | Indonesia | 1990 |
| Chemonics Local Dev II Program | Cairo | Egypt | 1989 |
| Development Research Institute | Bangkok | Thailand | 1988 |
| National Agric Research Project | Cairo | Egypt | 1988 |
| National Environment Board | Bangkok | Thailand | 1988 |
| Project Coordinator's Office | Kathmandu | Nepal | 1991 |
| USAID/Cairo, DIC | Cairo | Egypt | 1990 |
| USAID/Colombo, Documentation Ctr | Colombo | Sri Lanka | 1989 |
| USAID/Dhaka, DIC | Dhaka | Bangladesh | 1989 |
| USAID/Jakarta, DIC - Host Country Office | Jakarta | Indonesia | 1994 |
| USAID/Jakarta, DIC | Jakarta | Indonesia | 1989 |
| USAID/Kathmandu, DIC | Kathmandu | Nepal | 1991 |
| USAID/Sanaa, DIC | Sanaa | Yemen | 1989 |
| LATIN AMERICA & CARIBBEAN Bureau/Region | | | |
| Development Info Center | Managua | Nicaragua | 1991 |
| Office Foreign Disaster Relief | San Jose | Costa Rica | 1990 |
| PROEXAG, Chemonics-ROCAP (project) | Guatemala City | Guatemala | 1990 |
| USAID/Guatemala City, Hlth Dev Off | Guatemala City | Guatemala | 1989 |
| USAID/La Paz | La Paz | Bolivia | 1994 |
| USAID/Manila | Manila | Philippines | 1990 |
| USAID/Port-au-Prince w/ CDROM | Port-au-Prince | Haiti | 1994 |
| USAID/Port-au-Prince | Port-au-Prince | Haiti | 1988 |
| USAID/Port-au-Prince, Hlth & Pop | Port-au-Prince | Haiti | 1988 |
| USAID/Quito, PPD Office | Quito | Ecuador | 1988 |
| USAID/Quito, TIC | Quito | Ecuador | 1989 |
| USAID/San Jose | San Jose | Costa Rica | 1989 |
| USAID/San Salvador | San Salvador | El Salvador | 1991 |
| USAID/Tegucigalpa | Tegucigalpa | Honduras | 1990 |

of foreign assistance project and program activities. USAID is one of 11 contributing organizations including the United Nations, the International Development Research Centre, DANIDA, FINNIDA, and JICA, among others.

2.2 Processing

Processing Highlights

- 7,780 documents were processed and added to the Development Information System.
- 1,202 documents were abstracted and indexed, including 539 project design and evaluation documents. 3,248 documents were indexed only.
- the USAID Thesaurus was updated to reflect new USAID project activities and to facilitate searching the Development Information System by using this controlled vocabulary, and the USAID Classification Scheme was updated to assist Mission libraries.
- 684 changes were made to the Institution Authority file, including changes dictated by the USAID reorganization.

2.2.1 CDIE Acquisitions of USAID Documents

- Over 10,000 documents received for processing
- Over 2,252 duplicate documents received for processing
- Over 200 documents retrieved from APDMS for processing

Of the over 10,000 documents received for processing the ratio of project documents to technical documents was changed, in that more project documents (3,742 PDs) were received for processing versus technical documents (2,969 PNs); 1,111 items were received for processing into INVENTORY. Virtually no audiovisual materials were received for processing.

As in previous years the distinction between acquisitions and cataloging has become blurred. Much of the work formerly performed under the R&RS contract has now been transferred to the DISC processing unit. The net result is that the processing staff (acquisitions, cataloging, and abstracting) spend considerable time identifying project/contract numbers, and making the other vital links which are the heart of the DIS. Without project/contract number relationships, the researchers ability to respond to requests for Agency development experience on any given project is severely inhibited.

The Acquisitions Coordinator, under subcontract to R&RS, works closely with the DISC to ensure a smooth flow of documents with a minimum of difficulty. It is noteworthy that approximately

11 percent of the documents received for processing were identified as duplicates. This percentage is slightly higher than in previous years.

2.2.2 Cataloguing

- 7,780 documents were processed and added to the Development Information System.
- Modified 2,737 records in the DOCUMENT database
- Entered **500** new institution codes and modified **184** institution codes on the Institution Authority File (INSTDS), because of the frequently changing A.I.D. organizational structure.
- Completed processing of **236** Initial Partial Cataloguing Records and identified approximately 600 more that require minimal additional processing (IPCRs).
- Initiated new "**Simplified Entry**" procedures to expedite processing of massive numbers of documents. **657** documents were entered under this expedited protocol this fiscal year.
- Entered **218** priority documents

It is the goal of Cataloging to process 5,000 documents for the DOCUMENT data base. A breakdown of the documents processed indicates: 49 percent of the documents were project documents (i.e., PD documents, including design and evaluation documents); over 48 percent were USAID-supported contractor-produced reports; and 3 percent consisted of non-USAID publications (including USAID-related GAO reports and audits). Further analysis reveals the following distribution of document types processed:

| | |
|------------------------------|------------|
| Design documents | 19 percent |
| Evaluation documents | 17 percent |
| Program/Sector documents | 6 percent |
| Contractor/Technical reports | 58 percent |

Recognizing that the Agency is less concerned with the many DISC processing bibtypes, we are focusing on grouping the many bibtypes into nine more generic types of documents, as listed below:

- Policy development and policy directives
- Program and project development studies, surveys, and analyses
- Program descriptions, justifications, and reviews
- Project design and authorization documents
- Program and project evaluation, performance, and indicator reports
- USAID-supported reports
- USAID organizational, functional, or sectoral management studies

- Non-print information products
- Contractor and grantee reports

The Technical Acquisitions and Cataloguing Section met the demands of vastly expanded responsibilities with the inclusion of all Technical Acquisitions functions under the Cataloguing Section with the same number of staff members. Both the Technical Acquisitions and Cataloguing tasks are expected to increase exponentially in the next five years because of closing USAIDs and of the A.I.D./W move to the new building.

Documents Processed

| Database | PD | PN | PC | Other | Total |
|--------------|-------|-------|-----|---------------|--------------|
| Document | 2,718 | 2,639 | 181 | 5 | 5,543 |
| Inventory | 1,516 | | | 721 AIDHOC | 2,237 |
| TOTAL | | | | | 7,780 |

The importance of the A.I.D. Project Document Management System (APDMS) data bases (AFRBRD, ASIARD, LACRD, PRJSRD, SNTRD) cannot be overemphasized. Of 813 Design Documents, 456 came from the APDMS system and 357 through distribution. The following charts indicate the APDMS contribution to DOCRD:

| Retrieved from APDMS for DOCRD 2/1/94 to 9/30/94 | Documents Retrieved from APDMS |
|---|-----------------------------------|
| Project Papers/PAADs | 87 |
| Grants/Contracts | 482 |
| Evaluations | 16 |
| Final Reports/PACRs | 43 |
| Reports (PNs) | 70 |
| INVRD | 34 |
| TOTAL | 732 |

It should be noted that the official task represented above was not implemented until February 1, 1994; therefore, the figures show the number of documents retrieved from APDMS in eight months rather than the full twelve months of FY 1994.

An analysis of the Design Documents retrieved from both APDMS and received through distribution shows:

| Document Type | APDMS | Distribution | Received from APDMS for project/document only abstract | Received from distribution for project/document only abstract |
|----------------|------------|--------------|--|---|
| Project Paper | 83 | 167 | 56 | 128 |
| PAAD | 12 | 22 | 4 | 18 |
| PROAG | 98 | 74 | 51 | 32 |
| Grant/Contract | 242 | 54 | 189 | 35 |
| TOTAL | 435 | 317 | 300 | 213 |

Emphasized entry of: Management documents, Program documents, Reorganization documents Congressional and Executive, Legislative and Policy documents and issues papers; and Eastern European and New Independent States (Commonwealth of Independent States) documents.

Prominent Sectors: Documents in the areas of Democratization and the Environment

USAID Missions: Documents from Somalia, Chad, Pakistan (including Afghanistan), Senegal, Cameroon, Philippines and Haiti

- Participated in temporary duty (TDY) visits with representatives from **RHUDO** in **Ecuador** and USAID Development Information Center Librarians in **USAID/Senegal** and **USAID/Haiti**. Extensive procedural information was provided to **USAID/Senegal** in electronic format.
- Expanded the usefulness of the A.I.D. Project Document Management System (APDMS) records for the identification of major Design Documents and Evaluations.
- Rewrote entirely the Technical Acquisitions and Cataloguing Sections of the DISC Operations Manual. Both the current Cataloguing procedures and major recommended modifications (awaiting approval) are included.
- Wrote Issues Papers and Memoranda on important topics which have become crucial in the current context of closing USAIDs and the imminent A.I.D./W move on:

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- Freedom of Information in compliance with Attorney General Janet Reno's "open access" public information policy.
- Acquisitions Guidelines for "**Development Experience Documents.**"
- Issues associated with the submission of "Development Experience Documents" versus Records Management retirement requirements in Handbook 21, recommending that any defined "**Development Experience Document**" submitted to PPC/CDIE/DI, Acquisitions should not be subject to official retirement.
- Agencywide standardization of document types and their corresponding Bibliographic Codes (Bibtypes), data field definitions, data field tags, data field acronyms, (e.g., the "**Common Bridge Fields**"), filing protocols, etc. on all A.I.D. data bases, beginning with consolidation of the DIS and the APDMS data bases into one information management system.
- Approval issues regarding Proposals, Work Plans, and other Design Documents, which lack official facesheets.
- Chart of enhanced computer capabilities (e.g., systems requirements) needed to perform Technical Acquisitions and Cataloguing functions more efficiently and quickly.
- "**Proposed A.I.D. Report/Electronic Document Report Processing Form**" macro (which was transmitted electronically to USAID/Bolivia (at the request of the New State Research and Reference Services Coordinator) and to USAID/Senegal.
- Preliminary "**Electronic Document Downloading Instructions.**"
- Continued to test electronic document processing and to describe issues faced.
- Trained a new staff member in both Technical Acquisitions and Cataloguing functions and gave short refresher training to a highly experienced former employee who rejoined the staff after an absence of three years.
- Consistently supported the "**CD-DIS,**" and "**A.I.D. Research and Development Abstracts (ARDA)**" products and performed rush cataloguing on all documents requested in support of the DISC Document Distribution Unit.

2.2.3 Abstracting/Indexing

- 1,350 abstracts were added to the Development Information System for documents and projects
- Total abstracting and indexing output was 4,950
- Over 500 evaluation abstracts and notification of over 200 planned evaluations were submitted for inclusion in the Development Assistance Committee (DAC) system

Abstracting and indexing (A/I) processes add considerably to the value of the DIS. The DISC goal is to prepare abstracts for all USAID funded project activities. These abstracts are constructed from the design document or from authorized Agency sources, as necessary. In addition, other key project and technical documents are also abstracted, including all evaluation documents, and technical documents scheduled to appear in ARDA.

In several ways FY94 output can be said to have exceeded that of FY93. This occurred despite understaffing.

A total of 1,176 abstracts were added to the Document database, and another 172 were added to the Projects database only. Total abstracting production was thus 1,348, compared to 1,341 in FY93. Use of author abstracts declined somewhat, though still above target.

A total of 576 abstracts were project/program design type. This figure includes four types of design abstracts: (1) traditional "Projects/Document" abstracts, in which we have one major design document for a project; (2) "Projects-only" abstracts, when we are unable to obtain authorizing documentation for a project, and must base our abstract on some other information source; (3) nontraditional "Document-only" abstracts, which we must use increasingly because of changes in A.I.D.'s project development and documentation; and (4) amendment abstracts, which are appended to original design abstract). Contrary to the experience of the past few years, the great majority of these design abstracts were for recent projects or project activities. For example, of the 405 Proj-Doc and Doc-only abstracts, 101 were for documents dated 1993 or 1994, and 99 were for documents dated 1992.

Total indexing output was 3,602, the highest number in 8 years! Total processing output (abstracting and indexing) was thus 4,950, compared to 4,666 in FY 93.

Several special projects were undertaken. In January we did special "quick-response" abstracting of democratization projects, and we did a DAC submission on 3-days notice the same month. We also completed on-request abstracting for the Evaluation News publications and for ABIC's abstract publication (several issues). Finally, in FY94 as in previous years, A/I was again in the center of DISC processing and publishing operations. Because of its unrivaled knowledge of A.I.D. documentation and the Agency's overseas project- and program-level operations, A/I is uniquely able to make substantive contributions to the acquisitions, cataloging, and publications

units, both as an everyday support function and as crisis intervention. Throughout the year, A/I (1) took the lead in identifying design documents from Geobureau databases; (2) proofed bibliographic records for all documents added to DOCRD database; (3) proofed publications, including ARDA and three current awareness publications.

USAID Thesaurus and Classification Scheme

Both the Thesaurus and the A.I.D. Classification Scheme were updated in FY94. Forty new terms were added to the Thesaurus, and significant structural revisions were made to improve information retrieval in the Management and Government facets.

The Classification Scheme was updated through the addition of several new entries, particularly referring to topics in economics, and also through some structural revision.

2.3 Micrographics Institutional Memory (Core)

The scope of operations described as Core Micrographics includes document preparation, fiche inspection, fiche duplication, and fiche distribution. The duplication and distribution functions are coordinated with the Document Distribution Unit (DDU) on-demand activities, but also involve handling Standing Orders and Special Interest Packages (SIP's, narrowly defined subsets of DIS), which are arranged directly with the user and, if non-USAID, require prepayment. This includes ARDA issues. Standing Orders for copies of all fiche produced are defined through exchange or other agreements entered into or approved by PPC/CDIE/DI and are not billed.

Core micrographics operations kept pace with the output of the Cataloguing Unit, ensuring that document flow was steady and turnaround time was minimized. In FY94, no serious ficing backlogs developed. During FY94, 4,834 documents were prepared for ficing, totalling 363,620 frames, as compared with FY93 totals of 3,934 documents prepped totalling 298,412 pages of material.

Fiche Distribution

Over 32,000 microfiche duplicates were distributed on a standing order basis. **Table 1** indicates the recipients of regular monthly fiche distribution. Regular database tape exchanges were also provided to the International Development Research Centre during the year.

On-demand requests for single documents in microfiche resulted in preparation of 3,665 single diazo copies of microfiche. In addition, fiche were used to produce more than 25,190 blowback copies. Fiche retains its substantive utility as an archival medium and is still integral to the success of DISC dissemination operations.

| Recipient | Fiche |
|---------------------|--------|
| USAID/Cairo | PN, PD |
| USAID/Costa Rica | PN |
| World Bank | PN, PD |
| Peace Corps | PN |
| IDRC | PN |
| Library of Congress | ARDA |
| CDIE/DIC | PN, PD |

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2.4 Dissemination

Highlights

- Distributed over 115,000 development experience documents on demand and bulk in paper copy or microfiche
- Published AID Research and Development Abstracts and New Acquisitions lists and distributed over 12,500 copies to USAID and LDC institutions.
- Produced and distributed 4 issues of CD/DIS
- The first CD-ROM edition of the USAID Handbooks was produced and distributed.
- Provided electronic versions of documents for use on USAID's Internet Gopher service.

Dissemination clearly is one of the most critical services provided by the DISC and one of the most valuable to the Agency. The many Agency resources managed by LTS for CDIE are of greatest value when the information contained in those thousands of documents is in the hands of the people who are implementing Agency project and program activities. During FY94, LTS continued to support CDIE's leadership role in utilizing new technologies offered by optical mass storage media to produce and distribute development experience information through CD-ROM in addition to paper and microfiche distribution. CD-DIS was one of the first USAID CD-ROM products supported and developed by CDIE and containing information comprising the Development Information System (DIS).

2.4.1 Document Distribution Unit

| PRIORITY TYPE | Orders | No. Documents |
|--|--------|---------------|
| Priority 1 USAID and contractors | 2,734 | 23,878 |
| Priority 2 LDCs and Development Orgs | 314 | 1,824 |
| Priority 3 Business, Colleges, Public | 2,611 | 11,002 |

Table 2
DDU Document Distribution by Priority

Unit received 5,659 orders for documents, and provided almost over 37,000 documents -- through a combination of 3,665 copies of microfiche, 25,190 paper copies reproduced from microfiche, and 7,849 copies of documents available from our in-house stock -- to three client groups, as shown in Table 2. In addition, DDU distributed over 79,000 copies of CDIE, WID, and ABIC publications.

Paper copies of documents reproduced from microfiche continue to be the most frequently requested format. An analysis of documents distributed by bibliographic type for the last fiscal year indicates that the most frequently requested documents types are, in descending order: USAID-supported Studies (37.4 percent), Special Evaluations (17 percent), Handbooks/Manuals (6.3 percent), Conference Papers (5.5 percent), Project Papers (3.5 percent), Annual Reports/Yearbooks (3.1 percent), and Evaluation Summaries (2.4 percent). This analysis further indicates that design and evaluation documents and USAID-supported studies (contractor-prepared reports) account for approximately 81 percent of all documents ordered in the past year, with the remaining document types comprising the remaining 19 percent. Analysis of documents ordered indicates that 66 percent of the documents requested were published within the last five years.

An analysis of Mission use of the DISC during FY94 indicates that the Africa Missions requested over 55 percent of the documents requested by Missions, with LAC Missions requesting almost 37 percent, Asia 20 percent, and Near East 1 percent.

Pricing. The basic pricing policy remained unchanged in FY94. The shelf copy price remained \$3.00 per copy. The price for microfiche diazo copies was \$1.25 per fiche copy. The paper reproduction price remained unchanged at \$0.13 per page.

The total income received from the costs recovered was \$115,822 for FY94. This total includes proceeds from DDU, CD/DIS, DR-CD and the distribution of a document for LAC/RD.

Mailing List Maintenance. LTS maintains two mailing lists for CDIE. Because of the many Agency changes due to the reorganization, LTS arranged to receive quarterly updates of the Agency personnel roster, for purposes of distributing newsletters, reports, and acquisitions lists. A second mailing list of over 8,700 names is also maintained which includes addresses for external distribution of ARDA, CDIE publications, and specialized lists for the R&D/WID and AFR/ARTS offices.

Archival tape copies of the PROJECTS and DOCUMENT databases were submitted to NARA in accordance with submission schedules.

3,420 additions and changes were made to the mailing list of over 8,700 addresses.

The USAID RAMPS list was downloaded to update the Clearinghouse mailing list for secondary distribution.

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Support to the Office of Women in Development

LTS provides a variety of services to support the Women in Development (WID) Office, including the labor and postage to support:

- On demand document distribution
- Bulk distribution of WID publications, as requested
- Xeroxing support, as needed
- Mailing list maintenance & producing mailing labels
- Warehouse storage for WID publications

The following table summarizes the dissemination of WID on-demand and bulk document distribution support provided to the WID office.

| | Requests Received | Requests Sent | On-Demand Documents Distributed | Bulk Documents Distributed | Total Documents Distributed |
|------|-------------------|---------------|---------------------------------|----------------------------|-----------------------------|
| FY94 | 362 | 358 | 4,754 | 4,646 | 9,400 |

LTS provides space to store WID materials in both our onsite and offsite warehouse space. As of the end of FY94 there were 270 WID boxes in storage at our offsite storage facility. Over 60 linear feet of shelf space is used to store WID materials onsite.

The WID mailing list currently contains 3,109 addresses. During FY94, 687 WID addresses were modified and 1,113 new WID addresses were entered.

2.4.2 Publications

The DISC's publications function has two basic thrusts: first, to improve outreach through the publication of periodicals, including *USAID Research and Development Abstracts (ARDA)* and the monthly Acquisitions lists; and second, to provide critical graphics and publishing support to CDIE, the WID office, and the Africa Bureau Information Center (ABIC).

ARDA. ARDA is currently published on a quarterly basis and distributed to a mailing list of 3,234 addressees. The primary audience of ARDA is LDC institutions, which comprise over 60 percent of the ARDA mailing list. There are currently 200 paid subscriptions from developed country institutions, including contractors.

CD-DIS. CD-DIS contains over 80,000 bibliographic citations to the core development experience document collections and more than 8,500 project descriptions. This body of information represents the Agency's "institutional memory" with respect to Agency-funded economic development projects. The utility of the CD-ROM format is evidenced by the

portability and ease of access to such a large body of information. Access to DIS information on the CD was enhanced with a CDIE-developed intuitive user interface based upon the standards defined by the Special Interest Group for a Common User Interface. The interface has been highly praised in the trade press, particularly CD-ROM SIGCAT, for being one of the finest examples of an *easy to use and learn* user interface. Four issues of CD-DIS were and distributed to a community of over 350 subscribers worldwide, including: USAID Missions, LDC institutions, universities, contractors, and the public. Distribution of CD-DIS greatly enhances end-user access to USAID development experience at an affordable price.

Internet Access. Worked closely with M/IRM to mount USAID evaluation documentation on the USAID Internet server to improve electronic dissemination of major evaluation reports and findings. LTS was also actively engaged in electronic dissemination of documents (e.g., Internet posting of acquisitions lists and ARDA.)

2.4.3 Training and Technical Support Activities

- Hosted Minisis Version H training.
- CD-DIS presentation at SIGCAT Annual Conference.
- TDY completed to USAID/N'Djamena and USAID/Dakar to provide technical assistance.
- Briefed Danielle Wahab, USAID/Port-au-Prince and Keadu Mulaken, USAID/Addis Ababa on DISC Services.

The DISC training and user education program is designed to promote and facilitate direct use of USAID's Development Information System and its associated database and software products (e.g., CD-DIS, MicroDIS, GenIS). This is accomplished through: (1) customized briefings, demonstrations and training sessions, (2) design, maintenance and improvement of user manuals and quick reference aids, (3) ongoing collaboration with system developers and programmers to ensure that user needs and perspectives are incorporated into software design and enhancement processes, and (4) liaison with end-user groups and training counterparts, both in USAID and in the development community at large.

Highlights of the activities and accomplishments of this program in FY94 include:

- Individualized training of 11 new CDIE/DI Research and Reference staff in Minisis query commands, DIS database content, and online search display and printing techniques. The number of new R&RS staff trained in FY94 was nearly equal to the number trained in FY93 (12).
- General orientation in DISC and DIS capabilities for an additional four new DISC and ESDS staff.

- In-depth DIS database update sessions for each component R&RS sub-group: Bureau, DIC and Analyst staff.
- Specialized briefings in CD-DIS and MicroDIS for visiting USAID information center managers and/or staff from Senegal, Haiti and Guatemala. The extended period of DISC training for the DIC manager from Senegal also involved a series of site visits in the Washington DC area.
- Ongoing review and enhancement of CD-DIS content, user access options, and help messages, accompanied by announcement of new features in the CD-DIS Welcome flyer distributed with each disc.
- Participation in the development of specifications for the "C" language rewrite of the CD-DIS interface.
- Presentation of CD-DIS at a special SIGCAT session focusing on the use of CD-ROM's in international development.
- Representation of CDIE/DI at several Fedlink-sponsored Internet trainer's working group meetings.
- Participation in the IRM-CDIE-RM review of software alternatives to Minisis.
- Ongoing liaison with international training librarians from the Peace Corps/Information Collection and Exchange office, U.S. Information Agency and BOSTID to share materials, experience and solutions to problems in international information access.
- Completed CD-DIS User Evaluation.

Throughout the year, DISC training staff also worked intensively with counterparts in the Agency's Records Management Office to design and develop a new, Agency-wide training program in records management.

Technical Assistance to USAID/Dakar

A five day technical assistance TDY was conducted in July to determine opportunities to improve mission information services. After meeting with individuals and departments in the Mission, a report was prepared with recommendations for improving information services. It was immediately apparent that improvements were needed in mission-wide access to the Documentation Center bibliographic database. In addition, Fatou Kader, Documentation Center Manager, could benefit from additional training on CDS/ISIS the database management used in the Center. A report was prepared for the mission proposing a training plan and technical assistance to be provided in AID/S for database conversion. The mission was undergoing a major reengineering effort, which would result not only in a realignment of

offices within the mission, but a physical move to a new building. A TDY for Fatou was approved to accomplish the recommendations of the report.

CDIE technical assistance and training support provided by PPC/CDIE/DI to Fatou Kader during her TDY to Washington focused on following specific areas:

- 1) Merge/convert USAID/Dakar SCIMATE and CDS/ISIS databases from the Documentation Center into one CDS/ISIS database. Create a CD-ROM of the combined database which could be loaded on the LAN at USAID/Dakar for mission-wide access.
- 2) Improve Fatou's technical understanding of computerized systems for development information management; including a better knowledge of CDIE systems and services;
- 3) Gain a better understanding of what is needed to prepare a detailed Operations/Procedures Manual for the Documentation Center, and begin to draft such procedures for USAID/Dakar.
- 4) Learn more about library space planning in anticipation of the relocation of USAID/Dakar in January 1995.

SCIMATE Data Conversion. One of the main objectives of the TDY was to merge the two USAID/Dakar bibliographic databases (including approximately 6,000 records from SCIMATE and approximately 900 records from CDS/ISIS) into one cumulative CDS/ISIS database. Members of the Systems group met with Fatou Kader, Virginia Van Brunt and Carolyn Goshen to discuss strategies for best accomplishing this task. A major issue was the fact that it was impossible to globally modify data inconsistencies in CDS/ISIS. To circumvent this limitation a program was written which would enable exporting the data from SCIMATE in ISO format which could then be imported into MINISIS. Being able to manipulate the data in MINISIS also enabled exporting the data in ISO format which could easily be imported back into CDS/ISIS.

The indexing structures of each of the three database systems are radically different. Since SCIMATE indexed the whole record and did not use field indexes, data inconsistencies were less critical. However, in CDS/ISIS, indexes are field specific and data errors became immediately obvious. Some of the problems we encountered were:

- * Data in the wrong field (e.g., descriptors in date field)
- * Punctuation inconsistencies (e.g., USAID/Dakar, USAID Dakar, USAID-Dakar)
- * Lack of controlled vocabulary (Casamance Development Program, Casamance Project)
- * Singular vs plural vocabulary (buffalo vs buffaloes)

* Simple typographical errors (breastfeeding, Bolivia)

Fatou was involved in the proofing and data review so that she would be aware of the problems we encountered. Many of the data inconsistencies, (such as transferring data from one field to another, and fixing punctuation) could be easily changed through the global modification capabilities of MINISIS. However, we were not able to complete this intensive process.

It was very helpful that Abdou Ndjaye, System Manager at USAID/Dakar, happened to be in DC during this time and was able to meet with us to discuss the subsequent loading of data. In fact, upon his return he was able to email two critical and essential CDS/ISIS files from USAID/Dakar. We determined a cutoff date for data changes and then downloaded the data from MINISIS into CDS/ISIS.

Fatou returned to USAID/Dakar with a CD-ROM which contained the merged data in both CDS/ISIS and ASCII form. DISC System staff members involved in this effort included Paul Howard, Lynne Crone, and Jim Harold.

Technical Assistance to USAID/N'Djamena

In July 1994, a technical assistance TDY was approved to assist USAID/N'Djamena in the disposition of library materials prior to the mission's closing. The objectives of the TDY were to review the mission library books and documents to identify any holdings needed for the Development Information System (DIS); identify items to remain in local archives; identify materials which can be discarded; and train mission staff to complete sorting and disposition of documents. Six boxes of unique Chadian or regional documents were identified as needed for the Development Information System. A local research institution was identified as a local archive to receive non-essential material. Sorting guidelines were prepared to assist in the disposition of documents. Training guidelines were prepared to assist local staff with subsequent sorting and disposition. CD-DIS was installed to facilitate checking documents prior to submission. Subsequently 7 additional boxes of documents were received by the DISC for processing.

Technical Assistance to USAID/Port-au-Prince

The DISC provided technical support to Danielle Wahab, USAID/Port-au-Prince in preparation for her return to Haiti. Approximately 1,000 USAID documents were identified from the Development Information System concerning Haiti. The document citations and abstracts were downloaded into the CDIE-produced MicroDIS library management and database software. A collection of the respective microfiche was reproduced and pouched. This project will enable Danielle to provide immediate reference assistance at post for Haiti related documents and will eliminate her need to catalog USAID-funded documents. In conjunction with this effort, Danielle received training on using MicroDIS, searching and downloading from CD-DIS and DR-CD. Additionally, she was briefed by Acquisitions,

Processing, and the Document Distribution Unit, and received appropriate sections of the *DISC Operations Manual*, *A.I.D. Development Information Center Manual* and *USAID Thesaurus*.

The USAID Haiti project portfolio was reviewed and missing documentation was identified. The dialog which was established with Danielle will assist significantly in future acquisitions efforts and will benefit CDIE and the Agency in the coming crucial months.

2.5 Management

USAID Reorganization. The ongoing Agency reorganization resulted in additional work load in several production areas for the DISC. Over 3,000 changes to a mailing list of roughly 8,700 addressees were necessitated in part due to the reorganization of USAID offices and Bureaus. Over 680 changes were required to the authority file for institution names resulting from the many office and Bureau name changes.

Budget Constrictions. A major management challenge throughout FY94 was controlling costs to work within authorized CDIE budget allocations. CDIE's decision to convert from a Novell to Banyan LAN had an adverse affect on authorized budget expenditures. Staff resources not previously budgeted were required to assist in this complex conversion. The need for upgraded and enhanced equipment required by the Banyan LAN required unanticipated additional expenditures, placing additional demands on already thin budget resources.

Reporting Requirements. Throughout FY94, the DISC prepared monthly progress reports summarizing activities and budget expenditures. In addition, numerous ad hoc statistical reports were prepared, attempting to justify and allocate funds across a variety of programmatic and funding lines.

Updated the DISC Operations Manual. All sections of the DISC Operations Manual were updated during the year. This document is retained as an online resource document and was not submitted in a paper copy.

Warehouse Inventory. A comprehensive Warehouse inventory of materials stored at our offsite warehouse facility is included as Appendix C to this report.

2.5.1 Quality/Service Evaluation

Quality Assurance. As reported in a recent Quality Assurance report covering FY94, current DISC production output exceeds output averages for the previous five years. Mission orders and bulk mailing volumes are on the increase.

In many categories, the fourth quarter performance equals or exceeds levels from the four most recent quarters. The most notable performance is that of DDU, whose totals are

sustaining higher levels than the previous four quarters' averages. All departments performed at significantly higher levels during the quarter.

Of the thirty-nine tasks measured by the FY94 Projected Totals vs. SOW Targets, ten (twenty-six percent) significantly exceeded their quarterly SOW targets, with mailing list and cataloguing activity leading the way.

Service Evaluation. To monitor the quality of services performed by the DISC, a regular function is to review returned evaluation forms. Service evaluation survey forms are sent out with each order filled by the Document Distribution Unit (DDU). Of the 5,073 orders filled during the fiscal year, 340 responses, or seven percent, were returned to the DISC. These returned forms were analyzed in an effort to quantify end-user satisfaction with DDU performance. Highlights from the most recent Service Evaluation Survey report for FY94, previously issued under separate cover, include the following:

- User satisfaction with DDU services remains enthusiastically high.
- The DIS is still viewed as an irreplaceable sole source of development experience.
- The user group profile has shifted to non-USAID compared with other reporting periods.
- More individuals are ordering documents than in previous periods.
- 92 percent of the orders received are considered "complete" by the requester.
- 97 percent of the orders are received in good condition.

It is noteworthy that two-thirds of the respondents indicated that their orders were received within one month. Twenty-two percent of respondents indicated that their orders were received within three days after being placed. Forty-three percent indicated that they received their orders between one and three weeks, while thirty-five percent indicated they received their orders one to four months after order placement. Many of the orders in the latter category have a foreign address as their final destination, usually an LDC or a USAID mission. Primary factors affecting turnaround time are the geographic location of the client (and concomitant postal service to that location) and equipment failures within the DDU, which delay reproduction of blowbacks.

For **Priority I** orders, which require a one day turnaround, overall twenty-eight percent were received within one day.

USAID/W: 74 percent of USAID/W orders were received within one day, 78 percent within three days, and all within one week. The nature of the documentation requested and order volume should be considered a factor for those items received after two days.

USAID: Of USAID orders, 66 percent were received within a month, and the remaining 34 percent were received within sixty days (two months). This is considered good when servicing Africa, the Indian subcontinent, Asia and even Latin America.

Contract: For contractors, 85 percent reported receiving their orders within one week.

For **Priority II** orders, which require a three day turnaround, overall performance indicates ten percent of the orders were received within the three day target. This is due, in part, to the number of orders placed by LDC's, who typically received their orders within sixty days (two months). For development organizations, 70 percent received their orders within one week.

For **Priority III** orders, which require a seven day turnaround, 57 percent were received within the one week target; 88 percent within one month.

The measure of turnaround time has been calculated on the time the client reports it takes for documents to be delivered after order placement. The performance guidelines for DDU order processing (Priority I, II, III) are internal measures which we need to monitor more closely. Work is underway to quantify internal management controls in this regard. The continuing maintenance downtime of the fiche blowback (TDC) and paper reproduction equipment (copy machines) does contribute substantively to delivery delays.

Complete Order Received: Ninety-two percent of the respondents indicated their order was complete upon receipt. This has remained consistent over time. Incomplete orders were primarily due to the wrong DOCID being ordered by requesters or their intermediaries.

Received in Good Condition: Ninety-seven percent of the responses were received in good condition. The negative replies indicate the blowbacks were not up to client expectations for quality, or envelopes which were damaged in overseas shipment.

Ultimate End-User: Ninety-nine percent of the requesters were those who would be the ultimate end user of the ordered documents. It is difficult to quantify if users of DIS services are forwarding the material on to other end users. It is difficult to determine ultimate end-users for orders quantified for PPC/CDIE/DI as these represent requests mediated by R&RS.

Alternative Sources: Eighty-five percent of the respondents indicated that the DIS was the sole source of the material they required. This trend has been steady over the past four years.

Service Value: Two significant results of the service evaluation surveys deserve comment. First, all users agree that the existence and content of the DISC collection as a development resource is without equal. More often than not, it is the sole source of critical material on

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research and development experience activities, ranging from academic review to field implementation, although respondents indicate an awareness of other sources for some of the material.

Second, is the continuing value of DDU and its personnel, their experience and professionalism. This cannot be overemphasized. The quality of their courtesy and responsiveness to the end-user community -- service -- is an intangible property which can only be measured by the continuing high praise noted in the comments of the respondents. This endorsement is not insignificant. Based on a review of the survey comments, a majority respond enthusiastically that the DIS is a valuable source of development material and that DDU service is highly regarded with few exceptions. More than 90 percent of the time, orders are received in a timely fashion, complete, and in good condition.

2.5.2 Plans for FY95

MINISIS System Conversion. During the past FY, LTS worked closely in a joint effort between the Office of Information Resources Management (IRM), the Center for Development Information and Evaluation (CDIE), and the Records Management function within the Information Support Services Division (RM) in the development of specifications, review of alternatives, and preparation of a report, the goal of which was to bring about greater integration of the technology and information presently managed by CDIE with the rest of the Agency's Information Systems Program and expand Agency-wide access to that information currently managed by CDIE on the HP3000/MINISIS solution set.

With the Agency mandated decision to migrate the Development Information System from MINISIS to BasisPlus by the end of the FY95, LTS intends to attempt a complete conversion of all DISC operations currently dependent on the HP3000/MINISIS, and to the extent possible perform pilot testing of a text/document module linked to the USAID corporate information system, permitting USAID to cease support of the HP3000 and abandon MINISIS as a database toolset. The LTS goal is to develop a strategy and implement migration of the Development Information System to the Agency-standard and provided SUN/SOLARIS computing platform and the BasisPlus database/text management system that will permit USAID's institutional memory to be available at the desktop of all USAID employees through the Agency's WAN.

Throughout FY95, LTS will review existing procedures within the context of migration and identify opportunities for reengineering those processes within the context of the proposed reengineered environment for processing information as dictated by the Agency's *Operations Business Applications Area: Strategic Plan*.

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Appendix A: Statistical Supplement

FY94 Progress Report through September 1994
FY94 Cumulative Document Distribution through September 1994
FY94 Cumulative Bulk Distribution Summary
FY87-94 Document Distribution (graph)
FY87-94 Document Distribution Orders Received
FY87-94 Document Distribution Orders Fulfilled
FY87-94 Document Distribution Fiche Copies
FY87-94 Document Distribution Paper Blowbacks
FY87-94 Document Distribution Paper Stock Copies
FY87-94 USAID Mission Orders (graph)
FY87-94 USAID Mission Orders (table)
FY94 Documents Ordered by Pub Year/Bibtype (table0)
FY94 Documents Ordered by Pub Year/Bibtype (graph)
Distribution of Orders/Copies by Bibtype FY89-94 (table)
AID/DISC Acquisitions, Nine Year Comparison FY94-86
AID/DISC Cataloging, Nine Year Comparison FY94-86
AID/DISC Abstracting, Nine Year Comparison FY94-86
AID/DISC Filming/Documents, Nine Year Comparison FY94-86
AID/DISC Filming/Frames, Nine Year Comparison FY94-86
FY94 Documents Cataloged by Pub Year / Bibtype
AID/DISC FY94 QA Table 1 (table)
AID/DISC FY94 QA Table 1 DISC Perform by Task (graph)
AID/DISC FY94 QA Table 2 4th Qtr - 5 Quarter Comparison
AID/DISC FY94 QA Table 2 - FY94 vs SOW Targets (graph)
AID/DISC FY94 QA Table 2 - 4th Qtr vs Prior 4 Qtrs (graph)
AID/DISC FY94 QA Table 3 - 5 Year Comparison (table)
Distribution of Orders by Bibtype FY90-FY94

AID/DISC

FY94 PROGRESS REPORT THROUGH SEPT 1994

* Output targets from AID's Statement of Work

| | | *YEAR/MONTH | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | TOTALS | AVERAGES |
|--|-----------|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|----------|
| A. DOCUMENT ACQUISITIONS | | | | | | | | | | | | | | | | |
| | 7,500/624 | | 476 | 845 | 453 | 369 | 472 | 898 | 766 | 437 | 764 | 960 | 816 | 772 | 8,028 | 669 |
| 1. PN's Received for Cataloguing | 2,500/208 | | 149 | 405 | 174 | 125 | 188 | 426 | 311 | 137 | 283 | 260 | 282 | 229 | 2,969 | 247 |
| 2. PD's Received for Cataloguing | 2,500/208 | | 310 | 298 | 272 | 205 | 267 | 405 | 401 | 261 | 260 | 311 | 268 | 484 | 3,742 | 312 |
| 3. Items Received for INV | 2,500/208 | | 9 | 134 | - | 30 | 10 | 43 | 23 | 11 | 170 | 374 | 263 | 44 | 1,111 | 93 |
| 4. AV Materials Received for Cataloguing | | | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 |
| 5. Items Retrieved from APDMS for DIS by Abstracting and Cataloguing | | | 8 | 8 | 7 | 9 | 7 | 24 | 31 | 28 | 51 | 15 | 3 | 15 | 206 | 17 |
| B. DOCUMENT CATALOGING | | | | | | | | | | | | | | | | |
| | 5,000/416 | | 268 | 442 | 320 | 286 | 427 | 600 | 509 | 614 | 618 | 547 | 454 | 542 | 5,627 | 469 |
| 1. Additions to DOCUMENT | | | | | | | | | | | | | | | | |
| a. PN's | | | 110 | 251 | 113 | 144 | 225 | 273 | 278 | 325 | 287 | 219 | 295 | 484 | 3,004 | 250 |
| (1) Full Processing | | | 103 | 229 | 109 | 144 | 165 | 84 | 209 | 227 | 154 | 150 | 295 | 315 | 2,184 | 182 |
| (2) Partial Processing | | | 7 | 22 | 4 | - | 60 | 189 | 69 | 98 | 133 | 69 | - | 169 | 820 | 68 |
| b. PD's | | | 158 | 191 | 207 | 142 | 202 | 327 | 231 | 289 | 331 | 328 | 159 | 58 | 2,623 | 219 |
| (1) Full Processing | | | 157 | 180 | 158 | 142 | 122 | 189 | 179 | 185 | 261 | 284 | 159 | 50 | 2,066 | 172 |
| (2) Partial Processing | | | 1 | 11 | 49 | - | 80 | 138 | 52 | 104 | 70 | 44 | - | 8 | 557 | 46 |
| 2. Additions to INV | 2,500/208 | | 122 | 149 | 193 | 51 | 50 | 151 | 0 | 4 | 270 | 325 | 301 | 583 | 2,199 | 183 |
| a. PN's | | | 11 | 27 | 92 | 22 | 14 | 42 | - | - | 41 | 70 | 91 | 34 | 444 | 37 |
| b. PD's | | | 111 | 122 | 101 | 29 | 36 | 109 | - | 4 | 229 | 255 | 210 | 107 | 1,313 | 109 |
| c. AID Historical Collection | | | - | - | 87 | 16 | - | 3 | 3 | - | 3 | 35 | 74 | 442 | | |
| 3. Total Docs. Proc DOCUMENT & INV | 7,500/624 | | 390 | 591 | 513 | 337 | 477 | 751 | 509 | 618 | 888 | 872 | 755 | 1,125 | 7,826 | 652 |
| 4. No. of Changes to DOCRD | | | 302 | 145 | 79 | 1,050 | 70 | 202 | - | 262 | 203 | 148 | 121 | 112 | 2,694 | 225 |
| a. No. of Changes to INVRD | | | - | - | - | - | - | - | 7 | - | - | - | - | - | - | - |
| 5. No. of Duplicates Found | | | 34 | 61 | 35 | 39 | 21 | 39 | 36 | 20 | 29 | 193 | 63 | 21 | 591 | 49 |
| 6. Est Total Warehouse Queue (begin month) | | | 1,066 | 1,066 | 1,066 | 1,066 | 1,066 | 1,066 | 1,088 | 1,106 | 1,406 | 1,411 | 1,421 | 1,432 | -- | 0 |
| a. Added to Queue | | | 0 | 0 | 0 | 0 | 0 | 22 | 18 | 300 | 5 | 10 | 11 | 33 | 399 | 33 |
| b. Withdrawn From Queue | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Estimated New Queue Total (end month) | | | 1,066 | 1,066 | 1,066 | 1,066 | 1,066 | 1,088 | 1,106 | 1,406 | 1,411 | 1,421 | 1,432 | 1,465 | -- | 0 |
| 7. AV Materials | 500/42 | | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 4 | 0 |
| a. Full Processing | | | 2 | - | - | - | - | - | - | - | - | - | - | 1 | 3 | 0 |
| b. Partial Processing | | | - | - | - | - | - | - | - | - | 1 | - | - | - | 1 | 0 |
| c. Modifications | | | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 |
| 8. INSTDS | | | | | | | | | | | | | | | | |
| a. Entries | | | 23 | 39 | 22 | 23 | 36 | 38 | 50 | 52 | 59 | 59 | 41 | 63 | 505 | 42 |
| b. Partial Processing | | | 1 | 5 | 6 | 5 | 3 | 9 | - | 11 | 25 | 50 | 6 | 6 | 127 | 11 |
| C. ABSTRACTING/INDEXING | | | | | | | | | | | | | | | | |
| | 1,800/150 | | 95 | 102 | 94 | 99 | 109 | 118 | 110 | 96 | 109 | 86 | 104 | 146 | 1,268 | 106 |
| 1. Abstracts Added to DOCUMENT | | | | | | | | | | | | | | | | |
| a. DIHF Generated Abstracts | | | 68 | 83 | 85 | 55 | 79 | 61 | 78 | 66 | 64 | 72 | 86 | 136 | 933 | 78 |
| 1. Project Documents | | | 49 | 69 | 42 | 47 | 54 | 45 | 55 | 42 | 29 | 55 | 52 | 99 | 638 | 53 |
| a. Post - 1990 Design Docs | 200/15 | | 24 | 32 | 21 | 24 | 34 | 19 | 22 | 12 | 6 | 25 | 4 | 3 | 226 | 19 |
| b. Pre - 1990 Design Docs | 100/8 | | 10 | 21 | 5 | 4 | 3 | 7 | 12 | 6 | 1 | 17 | 20 | 73 | 179 | 15 |
| c. Evaluations | | | 15 | 16 | 16 | 19 | 17 | 19 | 21 | 24 | 22 | 13 | 28 | 23 | 233 | 19 |
| 2. Amendments | | | 5 | - | 2 | 2 | 9 | 13 | 1 | 10 | 7 | 9 | 10 | 17 | 85 | 7 |
| 3. Technical Documents | | | 14 | 14 | 41 | 6 | 16 | 3 | 22 | 14 | 28 | 8 | 24 | 20 | 210 | 18 |

| *YEAR/MONTH | | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | TOTALS | AVERAGES |
|---|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|----------|
| C. ABSTRACTING/INDEXING (cont'd) | | | | | | | | | | | | | | | |
| b. Edit Author - prepared Abstracts | 250/20 | 27 | 19 | 9 | 44 | 30 | 57 | 32 | 30 | 45 | 14 | 18 | 10 | 335 | 28 |
| 1. Project Documents | | 3 | 6 | 4 | 18 | 12 | 14 | 5 | 7 | 22 | 8 | 5 | 1 | 105 | 9 |
| a. Post - 1990 Design Docs. | | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 |
| b. Pre - 1990 Design Docs. | | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 |
| c. Evaluations | | 3 | 6 | 4 | 18 | 12 | 14 | 5 | 7 | 22 | 8 | 5 | 1 | 105 | 9 |
| 2. Technical Documents | | 24 | 13 | 5 | 26 | 18 | 43 | 27 | 23 | 23 | 6 | 13 | 9 | 230 | 19 |
| 2. Abstracts Added Only to PROJECTS | | 4 | 5 | 1 | 11 | 2 | 6 | 8 | 7 | 16 | 3 | 15 | 1 | 79 | 7 |
| a. DIHF - Generated Abstracts | | 4 | 5 | 1 | 11 | 2 | 3 | 2 | 2 | 1 | 3 | 8 | 1 | 43 | 4 |
| b. Edited Author - prepared Abstracts | | - | - | - | - | - | 3 | 6 | 5 | 15 | - | 7 | - | 36 | 3 |
| 3. Total Number of Abstracts Added to DIS | | 99 | 107 | 95 | 110 | 111 | 124 | 118 | 103 | 125 | 89 | 119 | 147 | 1,347 | 112 |
| a. DIHF - Generated | 1,550/129 | 72 | 88 | 86 | 66 | 81 | 64 | 80 | 68 | 65 | 75 | 94 | 137 | 976 | 81 |
| b. Edited Author - prepared Abstracts | 250/21 | 27 | 19 | 9 | 44 | 30 | 60 | 38 | 35 | 60 | 14 | 25 | 10 | 371 | 31 |
| 4. Documents Indexed Only | 5,000/417 | 360 | 314 | 252 | 196 | 303 | 320 | 252 | 294 | 327 | 281 | 349 | 405 | 3,653 | 304 |
| a. Project Documents | | 190 | 179 | 141 | 128 | 134 | 164 | 97 | 175 | 202 | 146 | 137 | 196 | 1,889 | 157 |
| b. Technical Documents | | 170 | 135 | 111 | 68 | 169 | 156 | 155 | 119 | 125 | 135 | 212 | 209 | 1,764 | 147 |
| c. AV Materials | | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 |
| 5. Proposed Thesaurus Changes | 150/25 | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 |

| *YEAR/MONTH | | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | TOTALS | AVERAGES |
|---|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------|
| D. CUMULATIVE DATA BASE STATISTICS | | | | | | | | | | | | | | | |
| 1. DOCUMENT (DOCRD) | | 83,734 | 84,176 | 84,496 | 84,782 | 85,209 | 85,810 | 86,319 | 86,933 | 87,551 | 88,098 | 88,006 | 88,035 | | -- |
| 2. INVENTORY (INVRD) | | 38,550 | 38,699 | 38,892 | 38,943 | 38,993 | 39,144 | 39,144 | 39,148 | 39,418 | 39,743 | 39,729 | 39,559 | | -- |
| 3. SERIALS (SERRD) | | 1,445 | 1,448 | 1,448 | 1,448 | 1,448 | 1,448 | 1,450 | 1,450 | 1,450 | 1,450 | 1,450 | 1,450 | | -- |
| 4. PROJECTS (PROJRD) | | 10,573 | 10,581 | 10,586 | 10,590 | 10,597 | 10,601 | 10,611 | 10,621 | 10,634 | 10,872 | 10,884 | 10,889 | | -- |
| 5. CATALOG (CATRD) | | 5,936 | 5,983 | 6,030 | 6,048 | 6,063 | 6,082 | 6,097 | 6,112 | 6,124 | 6,141 | 6,146 | 6,145 | | -- |
| 6. INSTITUTION AUTHORITY (INST2RD) | | 7,818 | 7,857 | 7,882 | 7,902 | 7,938 | 7,975 | 8,025 | 8,077 | 8,138 | 8,198 | 8,232 | 8,297 | | -- |
| 7. RECIPIENTS (RECIprd) | | 14,894 | 14,906 | 15,077 | 15,077 | 15,327 | 15,333 | 15,504 | 15,508 | 15,549 | 16,005 | 16,008 | 16,023 | | -- |
| 8. BANK (BANKRD) | | 2,559 | 2,695 | 2,695 | 2,695 | 2,695 | 2,695 | 2,695 | 2,695 | 2,695 | 2,695 | 2,695 | 2,695 | | -- |

| *YEAR/MONTH | | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | TOTALS | AVERAGES |
|--|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|----------|
| E. MAILING LIST MAINTENANCE | | | | | | | | | | | | | | | |
| 1. RECIPRD Record Transactions | 250 (combined) | 14 | 43 | 180 | 188 | 1,266 | 102 | 336 | 84 | 951 | 142 | 70 | 44 | | |
| a. Additions | | 7 | 12 | 165 | 6 | 246 | 6 | 171 | 4 | 41 | 15 | 43 | 15 | 731 | 61 |
| b. Modifications | | 7 | 31 | 15 | 182 | 1,020 | 96 | 165 | 80 | 910 | 127 | 27 | 29 | 2,689 | 224 |
| 2. Total Number of ARDA Recipients | 4,500 | 3,085 | 3,084 | 3,080 | 3,080 | 3,074 | 3,073 | 3,069 | 3,065 | 3,057 | 3,055 | 3,050 | 3,050 | -- | 3,069 |
| 3. Total Number of Evaluation Recipients | | 2,632 | 2,634 | 2,621 | 2,605 | 2,583 | 2,595 | 2,591 | 2,596 | 2,612 | 2,612 | 2,612 | 2,604 | -- | 2,608 |
| 4. Requests for Labels | 5,000/417 | | | | | | | | | | | | | | |
| a. Total Number of Requests | | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 13 | 1 |
| b. Total Number of Labels | | 199 | 247 | 220 | 225 | 243 | 223 | 3,490 | 244 | 217 | 223 | 243 | 239 | 6,013 | 501 |

| *YEAR/MONTH | | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | TOTALS | AVERAGES |
|-------------------------------|-----------------|------|------|------|------|------|--------|--------|------|------|------|------|------|--------|----------|
| F. PUBLICATIONS | | | | | | | | | | | | | | | |
| 1. ARDA (issue) | | 18.1 | 18.1 | 18.1 | 18.1 | 18.1 | 18 1/2 | 18 1/2 | 18.3 | 18.3 | 18.3 | 18.3 | 18.3 | | |
| a. Number of Docs. Abstracted | 400/100 is | 56 | 89 | 100 | 130 | 150 | 150 | 150 | 47 | 74 | 80 | 92 | 100 | --- | --- |
| b. Date Mailed | | - | - | - | - | - | - | - | - | - | - | - | - | | |
| c. Number of Copies Printed | 4,500 per Issue | - | - | - | - | - | - | 3,300 | - | - | - | - | - | 3,300 | |

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| | | *YEAR/MONTH | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | TOTALS | AVERAGES |
|---|-----------------|-------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|----------|
| F. PUBLICATIONS (cont'd) | | | | | | | | | | | | | | | | |
| 2. Special Bibliographies | | | | | | | | | | | | | | | | |
| a. Number of Bibliographies Issued | 2 per Year | | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 |
| b. Number of Copies per Issue | 1,000 per Issue | | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 3. Acquisitions Lists | | | | | | | | | | | | | | | | |
| a. Number of Lists Distributed | 22 per Year | | 1 | 3 | 1 | 2 | 2 | 2 | 1 | 3 | 1 | 2 | 2 | 2 | 22 | 2 |
| b. Average Number of Copies Distributed | 1,000 per Issue | | 427 | 1,258 | 428 | 838 | 845 | 834 | 427 | 1,249 | 424 | 834 | 841 | 849 | 9,254 | 771 |
| 4. CD-DIS CD-ROM | | 200/16 | | | | | | | | | | | | | | |
| a. CD-DIS New Subscriptions | | | 15 | 11 | 7 | 5 | 20 | 11 | 20 | 8 | 14 | 3 | 1 | 35 | 150 | 13 |
| b. CD-DIS Total Subscriptions | | | 294 | 310 | 291 | 299 | 329 | 262 | 300 | 314 | 284 | 308 | 315 | 335 | 3,641 | 303 |
| c. CD-DIS Reference Requests | | | 1 | 2 | 1 | 1 | 1 | 7 | - | - | 1 | - | - | 2 | 16 | 1 |
| d. CD-DIS Info/Order Sheets Mailed | | | - | 87 | 7 | 3 | 13 | - | - | 53 | 33 | 15 | 15 | 170 | 396 | 33 |
| e. CD-DIS Pressed | | | - | 840 | - | - | 550 | - | 360 | - | - | - | 400 | - | 2,150 | 179 |
| a. CD-DIS Distribution | | | - | 312 | - | - | 318 | - | 309 | - | - | - | 323 | - | 1,262 | 105 |
| 5. MICRO-DIS | | 20/2 | | | | | | | | | | | | | | |
| a. Number of Micro-DIS | | | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 |
| 6. Training & Outreach Mat'l's | | 450/38 | | | | | | | | | | | | | | |
| a. Number of Mat'l's | | | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 |
| 7. A.I.D. Thesaurus | | 100/8 | | | | | | | | | | | | | | |
| a. Number of Thesaurus | | | - | - | - | 1 | 1 | - | - | - | - | 1 | 1 | 1 | 5 | 1 |
| G. FILMING REPORT | | | | | | | | | | | | | | | | |
| 1. Number of Documents Prepared for Filming | | | | | | | | | | | | | | | | |
| a. PD Docs. Sent to Filming | | | 233 | 319 | 264 | 212 | 386 | 482 | 404 | 350 | 311 | 216 | 1,126 | 531 | 4,834 | 403 |
| b. PN Docs. Sent to Filming | | | 127 | 199 | 124 | 84 | 169 | 259 | 196 | 165 | 122 | 82 | 700 | 161 | 2,388 | 199 |
| c. Total Frames Prepped | 430K/36K | | 106 | 120 | 140 | 128 | 217 | 223 | 208 | 185 | 189 | 134 | 426 | 370 | 2,446 | 204 |
| 2. Filming Totals | | | | | | | | | | | | | | | | |
| a. Total Docs. Filmed | 5,000/415 | | 20,275 | 22,072 | 19,604 | 16,153 | 30,245 | 33,000 | 32,902 | 26,708 | 23,174 | 17,520 | 78,771 | 43,196 | 363,620 | 30,302 |
| (1) Total PD Docs. | | | 198 | 327 | 330 | 203 | 375 | 375 | 411 | 394 | 307 | 168 | 1,048 | 474 | 4,010 | 304 |
| (2) Total PN Docs. | | | 89 | 179 | 174 | 124 | 169 | 158 | 237 | 186 | 81 | 79 | 696 | 130 | 2,302 | 192 |
| b. Total Fiche Filmed | | | 106 | 120 | 140 | 128 | 217 | 223 | 208 | 185 | 189 | 134 | 426 | 370 | 2,446 | 204 |
| (1) Total PD Fiche | | | 293 | 463 | 415 | 287 | 536 | 520 | 536 | 573 | 387 | 262 | 1,388 | 681 | 6,341 | 528 |
| (2) Total PN Fiche | | | 141 | 229 | 210 | 155 | 225 | 206 | 279 | 254 | 96 | 110 | 863 | 171 | 2,939 | 245 |
| c. Total Frames Filmed | | | 152 | 234 | 205 | 132 | 311 | 314 | 257 | 319 | 291 | 152 | 525 | 510 | 3,402 | 284 |
| (1) Total PD Frames | | | 18,477 | 25,599 | 21,743 | 15,303 | 30,232 | 28,525 | 28,263 | 33,502 | 19,094 | 15,640 | 69,668 | 39,280 | 345,326 | 28,777 |
| (2) Total PN Frames | | | 8,910 | 10,992 | 10,220 | 7,272 | 10,759 | 9,973 | 12,862 | 13,755 | 4,877 | 5,844 | 38,264 | 8,730 | 142,458 | 11,872 |
| 3. Duplicate Fiche Production: | | | | | | | | | | | | | | | | |
| a. Number of Masters | | | 9,567 | 14,607 | 11,523 | 8,031 | 19,473 | 18,552 | 15,401 | 19,747 | 14,217 | 9,796 | 31,404 | 30,550 | 202,868 | 16,906 |
| b. Total PD Fiche Duplicates | | | 293 | 463 | 415 | 287 | 536 | 520 | 536 | 573 | 387 | 262 | 1,388 | 681 | 6,341 | 528 |
| c. Total PN Fiche Duplicates | | | 423 | 687 | 630 | 465 | 675 | 618 | 837 | 762 | 288 | 330 | 2,589 | 513 | 8,817 | 735 |
| d. Total (PD&PN) Fiche | | | 1,520 | 2,340 | 2,050 | 1,320 | 3,110 | 3,140 | 2,570 | 3,190 | 2,910 | 1,520 | 5,250 | 5,100 | 34,020 | 2,835 |
| 4. Fiche Distribution | | | | | | | | | | | | | | | | |
| a. Total (PD&PN) Filmed | | | 1,943 | 3,027 | 2,680 | 1,785 | 3,785 | 3,758 | 3,407 | 3,952 | 3,198 | 1,850 | 7,839 | 5,613 | 42,837 | 3,570 |
| b. Fiche Set Distribution | 22/22 | | 0 | 198 | 327 | 330 | 203 | 375 | 375 | 411 | 394 | 307 | 168 | 1,048 | 4,136 | 345 |
| 1 PD Fiche Distribution (8 sets) | | | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 144 | 12 |
| a. Number of PD Fiche Docs. | | | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 48 | 4 |
| b. Number of PD Fiche | | | 141 | 229 | 210 | 155 | 225 | 206 | 279 | 254 | 96 | 110 | 863 | 171 | 2,651 | 221 |
| c. Total PD Fiche Distributed | | | 152 | 234 | 205 | 132 | 311 | 314 | 257 | 319 | 291 | 152 | 525 | 510 | 3,284 | 274 |
| | | | 456 | 702 | 615 | 396 | 933 | 942 | 771 | 957 | 873 | 288 | 330 | 2,589 | 9,852 | 821 |

de

| | | *YEAR/MONTH | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | NOV | SEP | TOTALS | AVERAGES |
|---|--|--------------|--------|-------|--------|-------|-------|-------|-------|--------|-------|-------|-------|-------|--------|----------|
| G. FILMING REPORT (cont'd) | | | | | | | | | | | | | | | | |
| 2. PN Fiche Distribution (14 sets) | | | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 96 | 8 |
| a. Number of PN Fiche Docs | | | 109 | 148 | 156 | 79 | 206 | 217 | 174 | 208 | 226 | 226 | 89 | 352 | 2,190 | 183 |
| b. Number of PN Fiche | | | 152 | 234 | 205 | 132 | 311 | 314 | 257 | 319 | 291 | 291 | 152 | 525 | 3,183 | 265 |
| c. Total PN Fiche Distributed | | | 1,520 | 2,340 | 2,050 | 1,320 | 3,110 | 3,140 | 2,570 | 3,190 | 2,910 | 2,910 | 1,520 | 5,250 | 31,830 | 2,653 |
| 5. DataBase Tape Exchanges (Distribution: x Exchanges) | | | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 |
| 6. PN Index Distribution (Distribution: 25 sets) | | | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 |
| 7. PD Index Distribution (Distribution: 25 sets) | | | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 |
| H. USER SERVICES | | | | | | | | | | | | | | | | |
| 1. Number of Documents Requested | | | 3,774 | 4,301 | 2,262 | 2,977 | 2,286 | 4,052 | 2,213 | 4,313 | 2,831 | 2,245 | 2,892 | 2,495 | 36,641 | 3,053 |
| a. Priority I (1 Day) | | 33,000/2,750 | 2,955 | 3,147 | 1,345 | 1,997 | 1,172 | 2,781 | 1,247 | 2,558 | 1,719 | 1,503 | 1,775 | 1,640 | 23,839 | 1,987 |
| b. Priority II (3 Days) | | 3500/292 | 37 | 97 | 404 | 215 | 147 | 217 | 93 | 42 | 128 | 71 | 149 | 224 | 1,824 | 152 |
| c. Priority III (7 Days) | | 11,500/950 | 782 | 1,057 | 513 | 765 | 967 | 1,054 | 873 | 1,713 | 984 | 671 | 968 | 631 | 10,978 | 915 |
| 2. Type of Copy Requested | | | | | | | | | | | | | | | | |
| a. Fiche (diazoo copies) | | 5,000/418 | 131 | 150 | 149 | 189 | 574 | 314 | 295 | 1,168 | 159 | 148 | 220 | 142 | 3,639 | 303 |
| b. Paper Blowbacks | | 25,000/2,100 | 2,575 | 3,542 | 1,224 | 2,014 | 1,263 | 3,329 | 1,480 | 452 | 2,031 | 1,325 | 1,664 | 2,141 | 23,040 | 1,920 |
| c. Paper Copy in Stock | | 15,000/1,250 | 1,068 | 609 | 889 | 774 | 304 | 409 | 438 | 93 | 641 | 772 | 1,008 | 212 | 7,217 | 601 |
| 3. Bulk Distribution (Number of Copies) | | 80,000/6,667 | 10,188 | 1,855 | 11,637 | 4,245 | 3,955 | 9,042 | 9,301 | 10,668 | 1,911 | 2,636 | 7,336 | 8,152 | 32,467 | 2,706 |
| a. CDIE Publications | | | 2,144 | 391 | 6,943 | 2,487 | 1,712 | 1,889 | 5,568 | 2,709 | 1,109 | 813 | 3,905 | 2,797 | 32,467 | 2,706 |
| b. Population | | | 364 | 195 | 85 | 165 | 275 | 75 | 130 | 55 | 295 | 130 | 84 | 156 | 2,009 | 167 |
| c. R&PS Publications | | | 2,321 | - | 2,326 | - | - | 2,361 | - | 2,356 | - | - | 2,353 | - | 11,717 | 976 |
| d. CDIE Portfolios | | | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 |
| e. ARDA | | | - | - | - | - | - | - | - | 3,271 | - | - | - | - | 3,271 | 273 |
| f. Acquisitions Lists | | | 2,073 | 1,269 | 430 | 840 | 850 | 840 | 430 | 1,260 | 430 | 830 | 850 | 825 | 10,927 | 911 |
| g. WID | | | - | - | - | - | - | - | - | - | 77 | - | - | 566 | 643 | 54 |
| h. Other | | | 3,286 | - | 1,853 | 753 | 1,118 | 3,877 | 3,173 | 1,017 | - | 863 | 144 | 3,808 | 19,892 | 1,658 |
| I. PRODUCTION THROUGHPUT | | | | | | | | | | | | | | | | |
| (AVERAGE TIME PER DOC.) | | | | | | | | | | | | | | | | |
| 1. A.I.D. Document Cataloging (Days) | | | 14 | 9 | 12 | 6 | 8 | 8 | 11 | 12 | 10 | 9 | 20 | 12 | -- | 11 |
| 2. Core Filming (Days) | | | 12 | 12 | 24 | 11 | 12 | 10 | 11 | 19 | 12 | 13 | 11 | 18 | -- | 14 |
| 3. Abstracting/Indexing/Editing (Days) | | | 68 | 71 | 62 | 81 | 78 | 349 | 101 | 68 | 55 | 83 | 68 | 62 | -- | 95 |
| 4. Indexing of Index - Only Docs. (Days) | | | 227 | 77 | 76 | 75 | 56 | 35 | 32 | 36 | 33 | 47 | 42 | 43 | -- | 65 |

2

| *YEAR/MONTH | | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | TOTALS | AVERAGES |
|---------------------------------------|----------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--------|----------|
| J. ADP SYSTEM USAGE | | | | | | | | | | | | | | | |
| 1. Number of Minisis Users | | 93 | 93 | 93 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | -- | 98 |
| 2. Number of Dial Up Ports | 20/20 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | -- | 14 |
| 3. CPU Usage (All Groups) | | | | | | | | | | | | | | | |
| a. Number of Sessions | | 303 | 2,664 | 3,100 | 1,562 | 2,965 | 3,437 | 2,562 | 3,354 | 2,837 | 2,569 | 2,844 | 2,981 | 31,178 | 2,598 |
| b. Total CPU Hours | | 124 | 100 | 207 | 112 | 160 | 183 | 106 | 182 | 137 | 131 | 162 | 197 | 1,801 | 150 |
| c. Total Logon Hours | | 3,158 | 3,136 | 3,350 | 4,424 | 3,112 | 3,896 | 3,039 | 4,735 | 3,543 | 3,201 | 3,291 | 3,978 | 42,863 | 3,572 |
| 4. CPU Usage (A.I.D. Users) | | | | | | | | | | | | | | | |
| a. Number of Sessions | | 949 | 698 | 991 | 682 | 721 | 817 | 462 | 708 | 667 | 585 | 643 | 758 | 8,681 | 723 |
| b. Total CPU Hours | | 11.0 | 5.6 | 12.0 | 6.0 | 7.0 | 7.9 | 5.3 | 6.8 | 6.3 | 5.3 | 8.0 | 7.5 | 88.7 | 7.4 |
| c. Total Logon Hours | 16000/1333 Hrs | 556 | 546 | 692 | 427 | 371 | 467 | 294 | 477 | 421 | 343 | 364 | 446 | 5,404 | 450 |
| 5. Printer Usage | | | | | | | | | | | | | | | |
| a. Number of Print Sessions | | 2,198 | 1,732 | 2,254 | 1,970 | 2,237 | 2,746 | 2,073 | 2,623 | 2,282 | 1,948 | 2,170 | 2,265 | 26,498 | 2,208 |
| b. Lines Printed HP Printer (million) | 15/1.25 | 1.3 | 0.8 | 1.0 | 0.8 | 0.9 | 1.8 | 0.9 | 1.1 | 0.9 | 0.8 | 1.0 | 1.0 | 12.3 | 1.0 |
| c. Total Sectors Used | | 456,224 | 316,048 | 568,352 | 351,280 | 358,336 | 655,312 | 395,808 | 472,720 | 345,344 | 323,200 | 412,992 | 370,272 | -- | 418,824 |
| 6. Total Disk Space Used | 2280 MB | 437 | 499 | 468 | 317 | 376 | 360 | 379 | 317 | 244 | 362 | 437 | 529 | -- | 394 |

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CUMULATIVE DOCUMENT DISTRIBUTION THROUGH THE MONTH OF SEPT 94

| REQUESTORS | ORDERS RECEIVED | ORDERS FILLED | FICHE COPIES | PAPER BLOWBACKS | STOCK COPIES | TOTAL DOCS. | Percent of Total |
|---------------------------------------|-----------------|---------------|--------------|-----------------|---------------|----------------|------------------|
| <u>PRIORITY I</u> | | | | | | | |
| USAID Total 003 | 797 | 796 | 0 | 3,471 | 622 | 4,093 | 11.2% |
| Africa | 349 | 349 | 0 | 1,578 | 169 | 1,747 | 4.8% |
| ANE/Asia | 114 | 115 | 0 | 379 | 49 | 428 | 1.2% |
| ANE/Near East | 75 | 71 | 0 | 338 | 69 | 407 | 1.1% |
| ENI/Europe | 21 | 21 | 0 | 85 | 57 | 142 | 0.4% |
| ENI/NIS | 9 | 9 | 0 | 46 | 3 | 49 | 0.1% |
| LAC | 229 | 231 | 0 | 1,045 | 275 | 1,320 | 3.6% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| AID/W Total 004 | 1,671 | 1,651 | 121 | 14,088 | 4,838 | 19,047 | 51.9% |
| Africa | 178 | 176 | 1 | 839 | 37 | 877 | 2.4% |
| ANE/Asia | 74 | 74 | 0 | 241 | 51 | 292 | 0.8% |
| ANE/Near East | 78 | 77 | 1 | 360 | 119 | 480 | 1.3% |
| ENI/Europe | 46 | 47 | 1 | 195 | 30 | 226 | 0.6% |
| ENI/NIS | 16 | 16 | 0 | 116 | 76 | 192 | 0.5% |
| BHR | 41 | 41 | 0 | 97 | 64 | 161 | 0.4% |
| LAC | 171 | 178 | 0 | 593 | 56 | 649 | 1.8% |
| PPC | 549 | 538 | 32 | 4,149 | 2,343 | 6,524 | 17.8% |
| GPS (incl PRE) | 360 | 349 | 86 | 2,857 | 545 | 3,488 | 9.5% |
| WID | 39 | 38 | 0 | 3,873 | 1,382 | 5,255 | 14.3% |
| Other Misc / Other AID (M. LPA) | 118 | 117 | 0 | 768 | 135 | 903 | 2.5% |
| AID/Contractors 008 | 266 | 215 | 84 | 538 | 116 | 738 | 2.0% |
| <u>PRIORITY I TOTAL</u> | 2,734 | 2,662 | 205 | 18,097 | 5,576 | 23,878 | 65.1% |
| <u>PRIORITY II</u> | | | | | | | |
| LDC Total 001 | 246 | 214 | 312 | 731 | 185 | 1,228 | 3.3% |
| Africa | 81 | 72 | 113 | 155 | 74 | 342 | 0.9% |
| ANE/Asia | 96 | 85 | 117 | 368 | 68 | 553 | 1.5% |
| ANE/Near East | 7 | 8 | 0 | 110 | 17 | 127 | 0.3% |
| ENI/Europe | 5 | 4 | 0 | 12 | 1 | 13 | 0.0% |
| ENI/NIS | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| LAC | 53 | 43 | 82 | 84 | 25 | 191 | 0.5% |
| Other | 4 | 2 | 0 | 2 | 0 | 2 | 0.0% |
| Development Orgs. 019 | 68 | 61 | 8 | 172 | 416 | 596 | 1.6% |
| <u>PRIORITY II TOTAL</u> | 314 | 275 | 320 | 903 | 601 | 1,824 | 5.0% |
| <u>PRIORITY III</u> | | | | | | | |
| Developed Country 017 | 325 | 286 | 355 | 566 | 295 | 1,216 | 3.3% |
| U.S. Business 160 | 1,044 | 790 | 516 | 2,230 | 711 | 3,457 | 9.4% |
| U.S. Education 140 | 440 | 332 | 1,731 | 899 | 287 | 2,917 | 7.9% |
| U.S. Government 130 | 140 | 133 | 69 | 541 | 93 | 214 | 0.6% |
| U.S. Individuals 170 | 662 | 595 | 469 | 1,954 | 286 | 2,709 | 7.4% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| <u>PRIORITY III TOTAL</u> | 2,611 | 2,136 | 3,140 | 6,190 | 1,672 | 11,002 | 30.0% |
| <u>ON-DEMAND TOTAL</u> | 5,659 | 5,073 | 3,665 | 25,190 | 7,849 | 36,704 | 100.0% |
| <u>BULK DISTRIBUTION</u> | | | | | | | |
| CDIE Publications | | | | | 32,467 | 32,467 | |
| Population | | | | | 2,099 | 2,099 | |
| R&RS Newsletter | | | | | 11,717 | 11,717 | |
| CDIE Portfolios | | | | | 0 | 0 | |
| ARDA | | | | | 3,271 | 3,271 | |
| Acquisitions Lists | | | | | 9,275 | 9,275 | |
| WID | | | | | 4,646 | 4,646 | |
| ABIC | | | | | 15,643 | 15,643 | |
| Other | | | | | 0 | 0 | |
| <u>BULK DISTRIBUTION TOTAL</u> | | | | | 79,118 | 79,118 | |
| <u>GRAND TOTAL</u> | 5,659 | 5,073 | 3,665 | 25,190 | 86,967 | 115,822 | |

BULK MAIL DISTRIBUTION SUMMARY FISCAL YEAR 1994

| Requestors | DIC PUBS | ARDA | POP PUBS | R&RS Newsletters | IVAL PUBS | NEW ACO | ABIC PUBS | WID PUBS | OTHERS | TOTAL |
|-----------------|-------------|------------|-------------|------------------|-------------|-------------|-------------|------------|------------|--------------|
| USAID's: | | | | | | | | | | |
| AFRICA | 2349 | 90 | 433 | 1620 | 3809 | 2706 | 5055 | 223 | 57 | 16342 |
| ANE/ASIA | 1135 | 42 | 265 | 1465 | 1629 | 2348 | 124 | 81 | | 7089 |
| ANE/NE | 582 | 25 | 150 | 125 | 980 | 1025 | 114 | 21 | 32 | 3054 |
| ENI/EUR | 341 | 7 | 65 | 320 | 534 | 169 | 95 | 21 | 12 | 1564 |
| ENI/NIS | | | | | | | 16 | | | 16 |
| LAC | 1128 | 60 | 427 | 1242 | 2405 | 2100 | 239 | 140 | 29 | 7770 |
| TOTAL | 5535 | 224 | 1340 | 4772 | 9357 | 8364 | 5627 | 486 | 130 | 35835 |

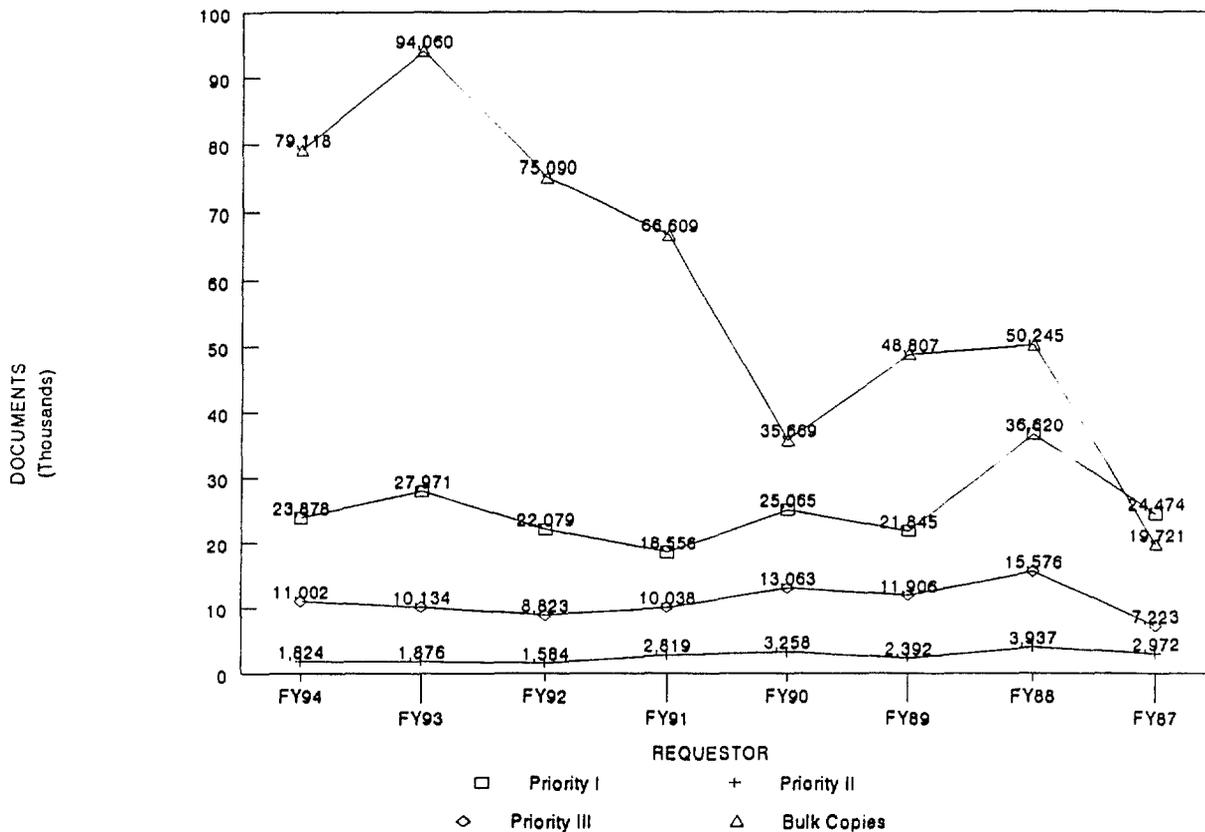
| | | | | | | | | | | |
|-----------------|-------------|------------|------------|-------------|-------------|------------|------------|------------|------------|--------------|
| AID/W: | | | | | | | | | | |
| AFRICA | 142 | 23 | 15 | 510 | 910 | 256 | 78 | 37 | 46 | 2017 |
| AID/W OTHER | 15 | | | 49 | 855 | 145 | 38 | 21 | | 1123 |
| ANE/ASIA | 72 | 11 | 4 | 400 | 478 | 9 | 50 | 12 | 34 | 1070 |
| ANE/NE | 33 | 5 | 4 | 40 | 333 | 9 | | 1 | | 425 |
| BHR | 18 | 13 | | 285 | 413 | 44 | 32 | 4 | 22 | 831 |
| ENI/EUR | 194 | 7 | 45 | 462 | 276 | 10 | 29 | 5 | 20 | 1048 |
| ENI/NIS | 57 | | 4 | 498 | 84 | 26 | 4 | 3 | 2 | 678 |
| GPS | 476 | 42 | 462 | 990 | 2275 | 231 | 412 | 79 | 90 | 5057 |
| IG | | 4 | | 235 | 284 | 1 | | | | 524 |
| LAC | 99 | 30 | 53 | 350 | 602 | 96 | 66 | 17 | 46 | 1359 |
| LPA | 12 | 4 | | | 446 | 11 | 11 | | 10 | 494 |
| M | 86 | 33 | | 2091 | 900 | 30 | 123 | 7 | 92 | 3362 |
| PPC | 45 | 14 | 56 | 535 | 518 | 31 | 32 | 67 | 13 | 1311 |
| SUBTOTAL | 1249 | 186 | 643 | 6445 | 8374 | 899 | 875 | 253 | 375 | 19299 |

| | | | | | | | | | | |
|-----------------|----------|-------------|----------|----------|-------------|----------|-------------|----------|----------|-------------|
| LDC's | | | | | | | | | | |
| AFRICA | | 378 | | | 153 | | 2950 | 4 | | 3485 |
| ASIA | | 875 | | | 679 | | 19 | 2 | | 1575 |
| EUROPE | | | | | | | | | | 0 |
| LAC | | 530 | | | 164 | | 5 | | | 699 |
| NEAR EAST | | 37 | | | 14 | | 39 | | | 90 |
| SUBTOTAL | 0 | 1820 | 0 | 0 | 1010 | 0 | 3013 | 6 | 0 | 5849 |

| | | | | | | | | | | |
|------------------|-------------|-------------|-------------|--------------|--------------|-------------|--------------|-------------|-------------|--------------|
| OTHERS | | | | | | | | | | |
| DIC EXTRAS | 920 | | 28 | 500 | | | | | | 1446 |
| NON-AID | 700 | 1041 | | | 4161 | 12 | 6868 | 3901 | 656 | 17339 |
| SUB TOTAL | 1620 | 1041 | 28 | 500 | 4161 | 12 | 6868 | 3901 | 656 | 18785 |
| TOTAL | 8404 | 3271 | 2009 | 11717 | 22902 | 9275 | 16383 | 4646 | 1161 | 79768 |

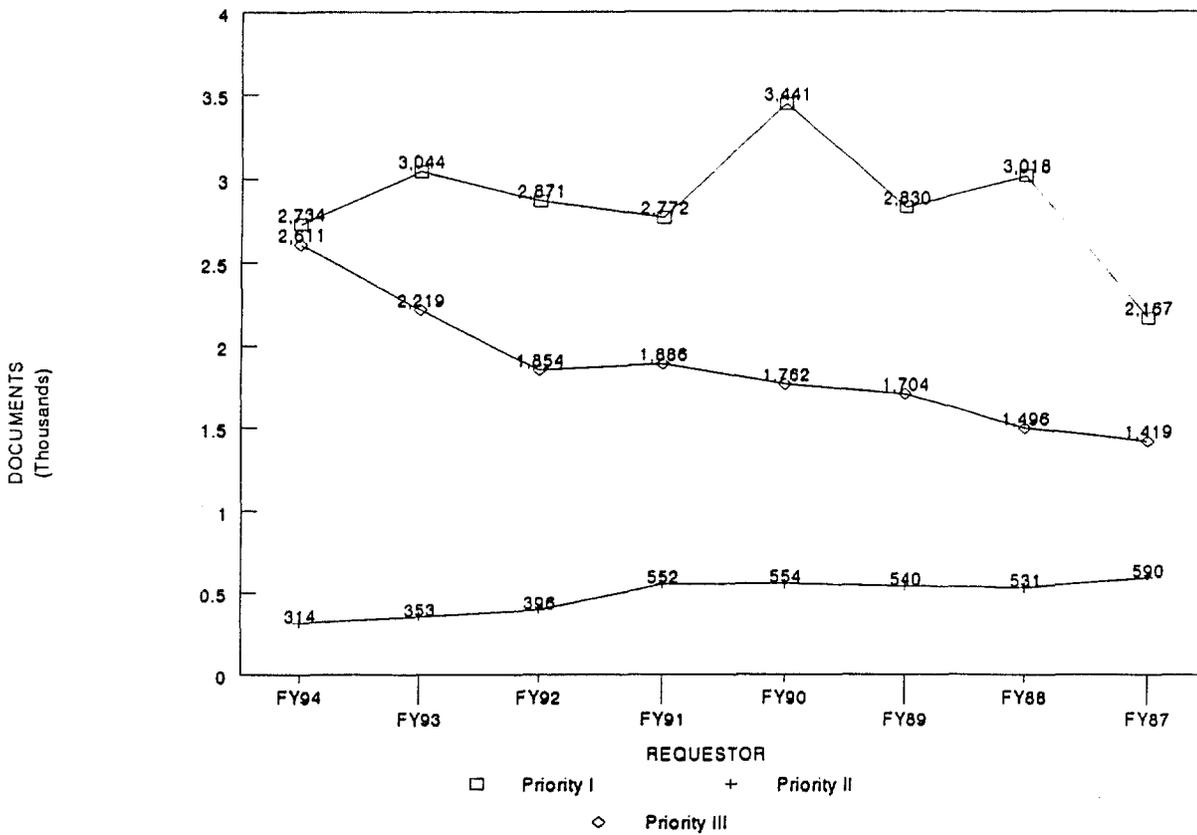
Period covered: 1 October 1993 thru 30 September 1994

FY87 - 94 DOCUMENT DISTRIBUTION



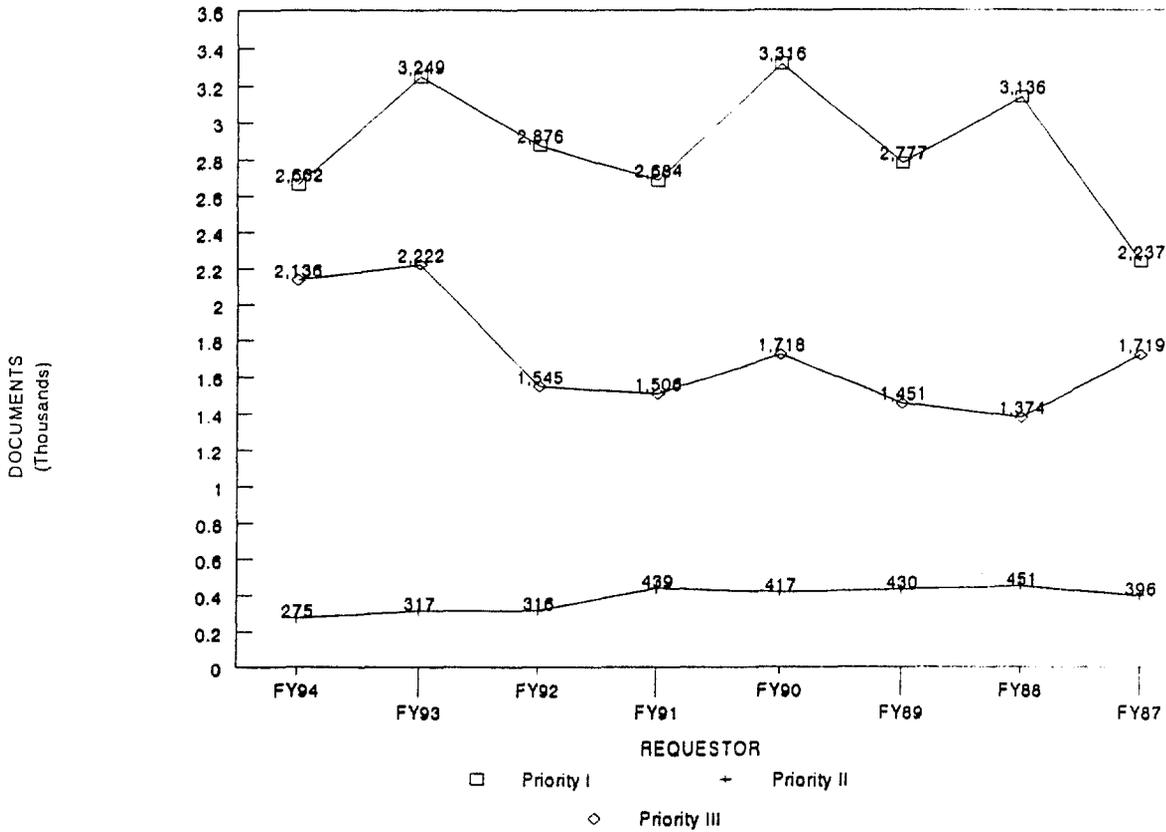
| REQUESTORS | | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | FY88 | FY87 |
|--------------------------------|-----|----------------|----------------|----------------|---------------|---------------|---------------|----------------|---------------|
| PRIORITY I | | | | | | | | | |
| USAID Total | 003 | 4,093 | 5,644 | 3,637 | 3,502 | 4,145 | 4,496 | 5,831 | 4,743 |
| AID/W Total | 004 | 19,047 | 21,052 | 17,296 | 13,982 | 19,025 | 15,109 | 26,080 | 18,139 |
| AID/Contractors | 008 | 738 | 1,275 | 1,146 | 1,072 | 1,895 | 2,240 | 4,709 | 1,592 |
| PRIORITY I TOTAL | | 23,878 | 27,971 | 22,079 | 18,556 | 25,065 | 21,845 | 36,620 | 24,474 |
| PRIORITY II | | | | | | | | | |
| LDC Total | 001 | 1,228 | 1,415 | 1,259 | 2,021 | 2,833 | 1,971 | 3,328 | 2,506 |
| Development Orgs. | 019 | 596 | 461 | 325 | 798 | 425 | 421 | 609 | 466 |
| PRIORITY II TOTAL | | 1,824 | 1,876 | 1,584 | 2,819 | 3,258 | 2,392 | 3,937 | 2,972 |
| PRIORITY III | | | | | | | | | |
| Developed Country | 017 | 1,216 | 1,384 | 1,141 | 1,187 | 1,699 | 2,324 | 3,930 | 1,651 |
| U.S. Business | 160 | 3,457 | 3,496 | 3,319 | 4,151 | 4,261 | 2,300 | 3,285 | 1,194 |
| U.S. Education | 140 | 2,917 | 2,225 | 1,714 | 2,582 | 4,901 | 3,305 | 5,471 | 1,807 |
| U.S. Government | 130 | 703 | 1,020 | 411 | 705 | 774 | 907 | 934 | 1,146 |
| U.S. Individuals | 170 | 2,709 | 2,009 | 2,238 | 1,290 | 1,397 | 3,070 | 1,919 | 1,418 |
| Other | 190 | - | - | - | 123 | 31 | - | 37 | 7 |
| PRIORITY III TOTAL | | 11,002 | 10,134 | 8,823 | 10,038 | 13,063 | 11,906 | 15,576 | 7,223 |
| ON-DEMAND TOTAL | | 36,704 | 39,981 | 32,486 | 31,413 | 41,386 | 36,143 | 56,133 | 34,669 |
| BULK DISTRIBUTION TOTAL | | 79,118 | 94,060 | 75,090 | 66,609 | 35,669 | 48,807 | 50,245 | 19,721 |
| GRAND TOTAL | | 115,822 | 134,041 | 107,576 | 98,022 | 77,055 | 84,950 | 106,378 | 54,390 |

FY87 - 94 DOCUMENT DISTRIBUTION
Orders RECEIVED



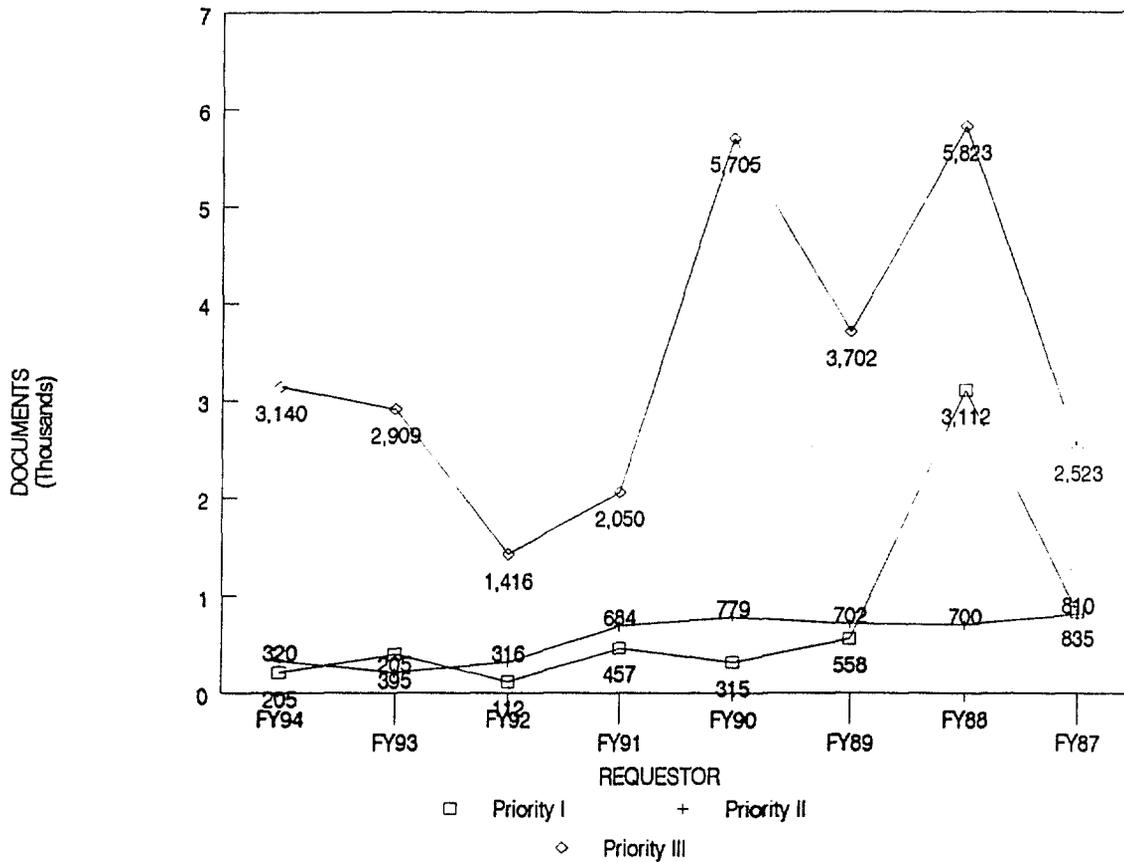
| REQUESTORS | | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | FY88 | FY87 |
|--------------------------------|-----|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| PRIORITY I | | | | | | | | | |
| USAID Total | 003 | 797 | 876 | 704 | 599 | 937 | 612 | 638 | 759 |
| AID/W Total | 004 | 1,671 | 1,849 | 1,849 | 1,829 | 2,085 | 1,815 | 1,867 | 1,059 |
| AID/Contractors | 008 | 266 | 319 | 318 | 344 | 419 | 403 | 513 | 349 |
| PRIORITY I TOTAL | | 2,734 | 3,044 | 2,871 | 2,772 | 3,441 | 2,830 | 3,018 | 2,167 |
| PRIORITY II | | | | | | | | | |
| LDC Total | 001 | 246 | 261 | 304 | 452 | 462 | 447 | 433 | 507 |
| Development Orgs. | 019 | 68 | 92 | 92 | 100 | 92 | 93 | 98 | 83 |
| PRIORITY II TOTAL | | 314 | 353 | 396 | 552 | 554 | 540 | 531 | 590 |
| PRIORITY III | | | | | | | | | |
| Developed Country | 017 | 325 | 329 | 250 | 282 | 317 | 314 | 286 | 280 |
| U.S. Business | 160 | 1,044 | 877 | 746 | 570 | 539 | 521 | 426 | 368 |
| U.S. Education | 140 | 440 | 351 | 282 | 439 | 434 | 369 | 367 | 347 |
| U.S. Government | 130 | 140 | 118 | 89 | 146 | 113 | 120 | 110 | 111 |
| U.S. Individuals | 170 | 662 | 544 | 487 | 408 | 357 | 380 | 307 | 311 |
| Other | 190 | - | - | - | 41 | 2 | - | - | 2 |
| PRIORITY III TOTAL | | 2,611 | 2,219 | 1,854 | 1,886 | 1,762 | 1,704 | 1,496 | 1,419 |
| ON-DEMAND TOTAL | | 5,659 | 5,616 | 5,121 | 5,210 | 5,757 | 5,074 | 5,045 | 4,176 |
| BULK DISTRIBUTION TOTAL | | 79,118 | 94,060 | 75,090 | 66,609 | 35,669 | 48,807 | 50,245 | 19,721 |
| GRAND TOTAL | | 84,777 | 99,676 | 80,211 | 71,819 | 41,426 | 53,881 | 55,290 | 23,897 |

FY87 - 94 DOCUMENT DISTRIBUTION
Orders FULFILLED



| REQUESTORS | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | FY88 | FY87 |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| PRIORITY I | | | | | | | | |
| USAID Total 003 | 796 | 877 | 697 | 591 | 824 | 612 | 752 | 781 |
| AID/W Total 004 | 1,651 | 2,061 | 1,900 | 1,801 | 2,102 | 1,794 | 1,865 | 1,160 |
| AID/Contractors 008 | 215 | 311 | 279 | 292 | 390 | 371 | 519 | 296 |
| PRIORITY I TOTAL | 2,662 | 3,249 | 2,876 | 2,684 | 3,316 | 2,777 | 3,136 | 2,237 |
| PRIORITY II | | | | | | | | |
| LDC Total 001 | 214 | 233 | 231 | 350 | 342 | 346 | 362 | 326 |
| Development Orgs. 019 | 61 | 84 | 85 | 89 | 75 | 84 | 89 | 70 |
| PRIORITY II TOTAL | 275 | 317 | 316 | 439 | 417 | 430 | 451 | 396 |
| PRIORITY III | | | | | | | | |
| Developed Country 017 | 286 | 279 | 237 | 229 | 453 | 281 | 280 | 208 |
| U.S. Business 160 | 790 | 763 | 636 | 460 | 454 | 466 | 381 | 285 |
| U.S. Education 140 | 332 | 583 | 253 | 356 | 366 | 320 | 353 | 236 |
| U.S. Government 130 | 133 | 111 | 81 | 126 | 100 | 108 | 106 | 988 |
| U.S. Individuals 170 | 595 | 486 | 338 | 312 | 344 | 276 | 248 | - |
| Other 190 | - | - | - | 23 | 1 | - | 6 | 2 |
| PRIORITY III TOTAL | 2,136 | 2,222 | 1,545 | 1,506 | 1,718 | 1,451 | 1,374 | 1,719 |
| ON-DEMAND TOTAL | 5,073 | 5,788 | 4,737 | 4,629 | 5,451 | 4,658 | 4,961 | 4,352 |
| BULK DISTRIBUTION TOTAL | 79,118 | 94,060 | 75,090 | 66,609 | 35,669 | 48,807 | 50,245 | 19,721 |
| GRAND TOTAL | 84,191 | 99,848 | 79,827 | 71,238 | 41,120 | 53,465 | 55,206 | 24,073 |

FY87 - 94 DOCUMENT DISTRIBUTION FICHE COPIES



| REQUESTORS | | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | FY88 | FY87 |
|--------------------------------|-----|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| PRIORITY I | | | | | | | | | |
| USAID Total | 003 | 0 | 147 | 11 | 105 | 132 | 248 | 1,326 | 155 |
| AID/W Total | 004 | 121 | 235 | 67 | 212 | 153 | 279 | 536 | 616 |
| AID/Contractors | 008 | 84 | 13 | 34 | 140 | 30 | 31 | 1,250 | 64 |
| PRIORITY I TOTAL | | 205 | 395 | 112 | 457 | 315 | 558 | 3,112 | 835 |
| PRIORITY II | | | | | | | | | |
| LDC Total | 001 | 312 | 205 | 231 | 644 | 696 | 680 | 633 | 771 |
| Development Orgs. | 019 | 8 | - | 85 | 40 | 83 | 22 | 67 | 39 |
| PRIORITY II TOTAL | | 320 | 205 | 316 | 684 | 779 | 702 | 700 | 810 |
| PRIORITY III | | | | | | | | | |
| Developed Country | 017 | 355 | 54 | 124 | 304 | 431 | 754 | 617 | 278 |
| U.S. Business | 160 | 516 | 1,101 | 413 | 225 | 546 | 352 | 477 | 236 |
| U.S. Education | 140 | 1,731 | 1,259 | 480 | 1,150 | 3,858 | 1,614 | 3,913 | 820 |
| U.S. Government | 130 | 69 | 4 | 21 | 130 | 436 | 492 | 462 | 857 |
| U.S. Individuals | 170 | 469 | 491 | 378 | 241 | 434 | 490 | 354 | 332 |
| Other | 190 | - | - | - | - | - | - | - | - |
| PRIORITY III TOTAL | | 3,140 | 2,909 | 1,416 | 2,050 | 5,705 | 3,702 | 5,823 | 2,523 |
| ON-DEMAND TOTAL | | 3,665 | 3,509 | 1,844 | 3,191 | 6,799 | 4,962 | 9,635 | 4,168 |
| BULK DISTRIBUTION TOTAL | | | | | | | | | |
| GRAND TOTAL | | 3,665 | 3,509 | 1,844 | 3,191 | 6,799 | 4,962 | 9,635 | 4,168 |

Documents Catalogued during FY94 by Year of Publication

| CODE | BIBTYPE NAME | 1994 | 1993 | 1992 | 1991 | 1990 | 1989 | 1988 | 1987 | 1986 | 1985 | 1984 | 1983 | 1982 | 1981 | Pre-1981 | Total | Percent |
|--------------|-------------------------------|-------------|-------------|------------|------------|------------|------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-------------|---------|
| 54 | Thesis/Dissertation | - | - | 1 | 1 | - | - | - | - | - | - | - | - | - | - | 1 | 3 | 0.1% |
| 55 | Periodical | 1 | 3 | - | - | 1 | - | - | - | - | - | - | - | - | - | 0 | 6 | 0.1% |
| 56 | Case Studies | 10 | 27 | 11 | 2 | - | - | 4 | 1 | - | - | - | - | - | - | 0 | 58 | 1.0% |
| 57 | Loan Pap/Cap Asst Paper (CAP) | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 7 | 7 | 0.1% |
| 58 | Biblio/Index/Lit Review | 5 | 15 | 6 | 1 | 5 | 1 | - | 2 | - | - | - | - | - | - | 4 | 39 | 0.7% |
| 59 | End-of-tour Report | - | 2 | 1 | - | - | 1 | - | - | - | - | - | - | - | - | 3 | 7 | 0.1% |
| 60 | Cable | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 62 | AID Supported Study | 267 | 589 | 235 | 119 | 54 | 85 | 20 | 16 | 8 | 2 | 5 | - | 2 | - | 33 | 1435 | 25.9% |
| 63 | Non-AID Research Study | 5 | 6 | 2 | 1 | 2 | 3 | 2 | 5 | 1 | 2 | 1 | - | 1 | - | 18 | 49 | 0.9% |
| 64 | Non-AID Prog/Proj Design Doc | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 65 | Handbook/Manual | 13 | 43 | 19 | 7 | 6 | 8 | 5 | 2 | 3 | 2 | 2 | - | 2 | 1 | 9 | 122 | 2.2% |
| 66 | Monograph | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 67 | Reference Work | 1 | 1 | - | 1 | - | - | - | - | - | - | - | - | - | - | 1 | 4 | 0.1% |
| 68 | Final Report | 67 | 119 | 38 | 11 | 3 | 10 | 5 | 2 | 1 | 2 | - | - | - | - | 2 | 260 | 4.7% |
| 70 | Discussion Paper | 44 | 48 | 6 | 2 | - | - | 9 | 1 | 1 | - | - | 1 | 1 | - | 2 | 115 | 2.1% |
| 72 | Airgram | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 81 | AID Contract/Grant | 12 | 63 | 76 | 31 | 27 | 11 | 2 | 10 | 3 | 3 | 4 | 6 | 6 | 3 | 40 | 297 | 5.4% |
| 90 | Summary Data (Stat reports) | 8 | 2 | 2 | 3 | 3 | 5 | - | 1 | 1 | 1 | - | - | - | - | 29 | 55 | 1.0% |
| 92 | Trip Report (TDY) | 70 | 170 | 33 | 10 | 4 | 7 | 2 | - | - | - | - | - | - | - | 0 | 296 | 5.3% |
| 93 | State-of-the-art Review | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 94 | Action Plan | 25 | 3 | - | - | 2 | - | - | - | - | - | - | - | - | - | 0 | 30 | 0.5% |
| 95 | CDSS | 1 | 3 | 3 | 1 | - | 1 | 1 | - | - | - | - | 1 | 1 | - | 0 | 12 | 0.2% |
| 96 | ABS | 6 | 2 | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 8 | 0.1% |
| 97 | Econ/Social Analysis | 10 | 19 | 9 | 6 | 4 | 1 | 4 | - | 1 | - | 1 | - | - | 1 | 3 | 59 | 1.1% |
| 98 | Program Document | 6 | 13 | 24 | 17 | 4 | 5 | 5 | - | 1 | - | - | - | - | - | 4 | 79 | 1.4% |
| 99 | Misc Project Documents | - | - | - | - | - | - | 2 | - | 1 | - | - | 2 | - | - | 3 | 8 | 0.1% |
| TOTAL | | 1150 | 2113 | 823 | 382 | 257 | 227 | 103 | 72 | 34 | 26 | 30 | 52 | 26 | 10 | 237 | 5542 | |
| | | 20.8% | 38.1% | 14.9% | 6.9% | 4.6% | 4.1% | 1.9% | 1.3% | 0.6% | 0.5% | 0.5% | 0.9% | 0.5% | 0.2% | 4.3% | | |

bc

Table 1

AID/DISC

QUARTERLY QUALITY ASSURANCE REPORT

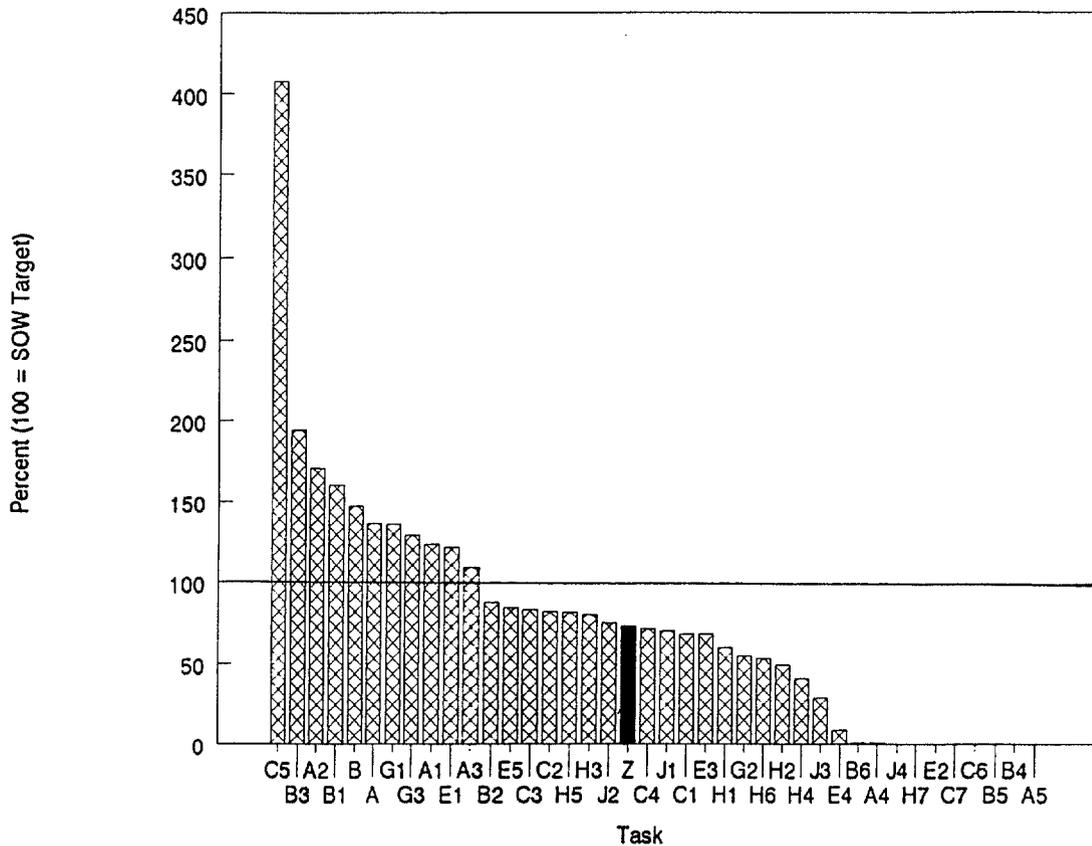
4th QUARTER, FY94 (JULY - SEPT 1994)

| | OUTPUT TARGETS FROM SOW *YEAR/MONTH | | | | FY94 4TH QTR TOTALS | AVERAGE MONTHLY OUTPUT | PERCENT OF MONTHLY TARGET | AVG MONTHLY VARIANCE |
|---|---|--------|--------|--------|---------------------------|------------------------------|---------------------------------|----------------------------|
| | | JUL | AUG | SEPT | | | | |
| A. DOCUMENT ACQUISITIONS | | | | | | | | |
| | 7,500/624 | 960 | 816 | 773 | 2,549 | 850 | 138.16% | 226 |
| 1. PN's Received for Cataloguing | 2,500/208 | 260 | 282 | 229 | 771 | 257 | 123.56% | 49 |
| 2. PD's Received for Cataloguing | 2,500/208 | 311 | 268 | 484 | 1,063 | 354 | 170.35% | 146 |
| 3. Items Received for INV | 2,500/208 | 374 | 263 | 44 | 681 | 227 | 109.13% | 19 |
| 4. AV Materials Rec'd for Cataloguing | 500/42 | - | - | 1 | 1 | 0 | 0.79% | (42) |
| 5. Items Retrieved from APDMS for DIS by Abstracting and Cataloguing | | 15 | 3 | 15 | 33 | 11 | --- | NA |
| B. DOCUMENT CATALOGING | | | | | | | | |
| | 7,500/624 | 872 | 755 | 1,125 | 2,752 | 917 | 147.01% | 293 |
| 1. PN's added to DOCUMENT | 2,500/208 | 219 | 295 | 484 | 998 | 333 | 159.94% | 125 |
| 2. PD's added to DOCUMENT | 2,500/208 | 328 | 159 | 58 | 545 | 182 | 87.34% | (26) |
| 3. PD & PN Docs. Added to INV | 2,500/208 | 325 | 301 | 583 | 1,209 | 403 | 193.75% | 195 |
| 4. No. of Changes to DOCRD | | 148 | 121 | 112 | 381 | 127 | --- | NA |
| 5. INV/DOCRD Duplicates Found | | 193 | 63 | 21 | 277 | 92 | --- | NA |
| 6. AV Materials | 500/42 | - | - | 1 | 1 | 0 | 0.79% | (42) |
| C. ABSTRACTING/INDEXING | | | | | | | | |
| 1. Original Abstracts Added to DIS | 1,800/150 | 75 | 94 | 137 | 306 | 102 | 68.00% | (48) |
| 2. Edited Author-Prepared Abstracts | 250/20 | 14 | 25 | 10 | 49 | 16 | 81.67% | (4) |
| 3. Documents Indexed Only | 5,000/417 | 281 | 349 | 405 | 1,035 | 345 | 82.73% | (72) |
| 4. New (1990) Design Docs Abstracted | 200/15 | 25 | 4 | 3 | 32 | 11 | 71.11% | (4) |
| 5. Pre-1990 Design Docs Abstracted | 100/9 | 17 | 20 | 73 | 110 | 37 | 407.41% | 28 |
| 6. AV Materials Abstracted | | - | - | - | 0 | 0 | --- | NA |
| 7. Proposed Thesaurus Changes | 150/25 | - | - | - | 0 | 0 | 0.00% | (25) |
| E. MAILING LIST MAINTENANCE/F. PUBLICATIONS | | | | | | | | |
| 1. RECIPRD Record Additions | 250/20 | 15 | 43 | 15 | 73 | 24 | 121.67% | 4 |
| 2. RECIPRD Record Modifications | Combined | 127 | 27 | 29 | 183 | 81 | --- | NA |
| 3. Total Number of ARDA Recipients | 4,500 | 3,055 | 3,050 | 3,050 | 3,052 | 3,052 | 67.81% | NA |
| 4. Number of Acquisitions Lists | 22 | 2 | 2 | 2 | 6 | 2 | 9.09% | NA |
| 5. Number of Copies per Issue | 1,000 | 834 | 841 | 849 | 841 | 841 | 84.13% | NA |
| G. FILMING REPORT | | | | | | | | |
| 1. Total Documents Filmed | 5,000/415 | 168 | 1,048 | 474 | 1,690 | 563 | 135.74% | 148 |
| 2. Fiche Set Distribution | 22 | 12 | 12 | 12 | 36 | 12 | 54.55% | (10) |
| 3. Total Frames Prepped | 430K/36K | 17,520 | 78,771 | 43,198 | 139,487 | 46,496 | 129.15% | 10,496 |
| H. DOCUMENT DISTRIBUTION (USER SERVICES) | | | | | | | | |
| 1. Priority I Docs (1 Day) | 33,000/2,750 | 1,503 | 1,775 | 1,640 | 4,918 | 1,639 | 59.61% | (1,111) |
| 2. Priority II Docs (3 Days) | 3,500/300 | 71 | 149 | 224 | 444 | 148 | 49.33% | (152) |
| 3. Priority III Docs (7 Days) | 11,500/950 | 671 | 968 | 631 | 2,270 | 757 | 79.65% | (193) |
| 4. Fiche (dialo copies) | 5,000/418 | 148 | 220 | 142 | 510 | 170 | 40.67% | (248) |
| 5. Paper Blowbacks | 25,000/2,100 | 1,325 | 1,664 | 2,141 | 5,130 | 1,710 | 81.43% | (390) |
| 6. Paper Copy in Stock | 15,000/1,250 | 772 | 1,008 | 212 | 1,992 | 664 | 53.12% | (586) |
| 7. Bulk Distribution | | 2,636 | 7,336 | 8,152 | 18,124 | | | |
| J. ADP SYSTEM USAGE | | | | | | | | |
| 1. Number of Dial Up Ports | 20/20 | 14 | 14 | 14 | 14 | 14 | 70.00% | (6) |
| 2. Total Lines Printed (million) | 15/1.25 | 0.8 | 1.0 | 1.0 | 2.8 | 0.9 | 74.67% | -0.3 |
| 3. Total Logon Hours (AID) | 18,000/1333 Hrs | 343 | 364 | 446 | 1,153 | 384 | 28.83% | (949) |
| 4. Total Logon Hours (All Users) | | 3,201 | 3,291 | 3,978 | 10,470 | 3,490 | --- | NA |
| K. DIHF/MISSION ACTIVITY | | | | | | | | |
| 1. Number of Standing Order Docs Sent (PN's) | | 1,512 | 9,432 | 4,266 | 15,210 | 5,070 | --- | NA |
| 2. Number of USAID Orders Received | | 67 | 47 | 56 | 170 | 57 | --- | NA |
| 3. Total Docs Ordered by USAIDs | | 353 | 318 | 331 | 1,002 | 334 | --- | NA |

72.66% DISCTOTAL

DISC Performance Summary By Task

Fourth Quarter, FY94



GRAPH LEGEND

A DOCUMENT ACQUISITIONS

- A1 PN's Received for Cataloguing
- A2 PD's Received for Cataloguing
- A3 Items Received for INV
- A4 AV Materials Rec'd for Cataloguing
- A5 Items Retrieved from APDMS for DIS by Abstracting and Cataloguing

B DOCUMENT CATALOGING

- B1 PN's added to DOCUMENT
- B2 PD's added to DOCUMENT
- B3 PD & PN Docs. Added to INV
- B4 No. of Changes to DOCRD
- B5 INV/DOCRD Duplicates Found
- B6 AV Materials

C ABSTRACTING/INDEXING

- C1 Original Abstracts Added to DIS
- C2 Edited Author - Prepared Abstracts
- C3 Documents Indexed Only
- C4 New (1990) Design Docs Abstracted
- C5 Pre-1990 Design Docs Abstracted
- C6 AV Materials Abstracted
- C7 Proposed Thesaurus Changes

E MAILING LIST MAINTENANCE/F. PUBLICATIONS

- E1 RECIPRD Record Additions
- E2 RECIPRD Record Modifications
- E3 Total Number of ARDA Recipients
- E4 Number of Acquisitions Lists
- E5 Number of Copies per Issue

G FILMING REPORT

- G1 Total Documents Filmed
- G2 Fiche Set Distribution
- G3 Total Frames Prepped

H DOCUMENT DISTRIBUTION (USER SERVICES)

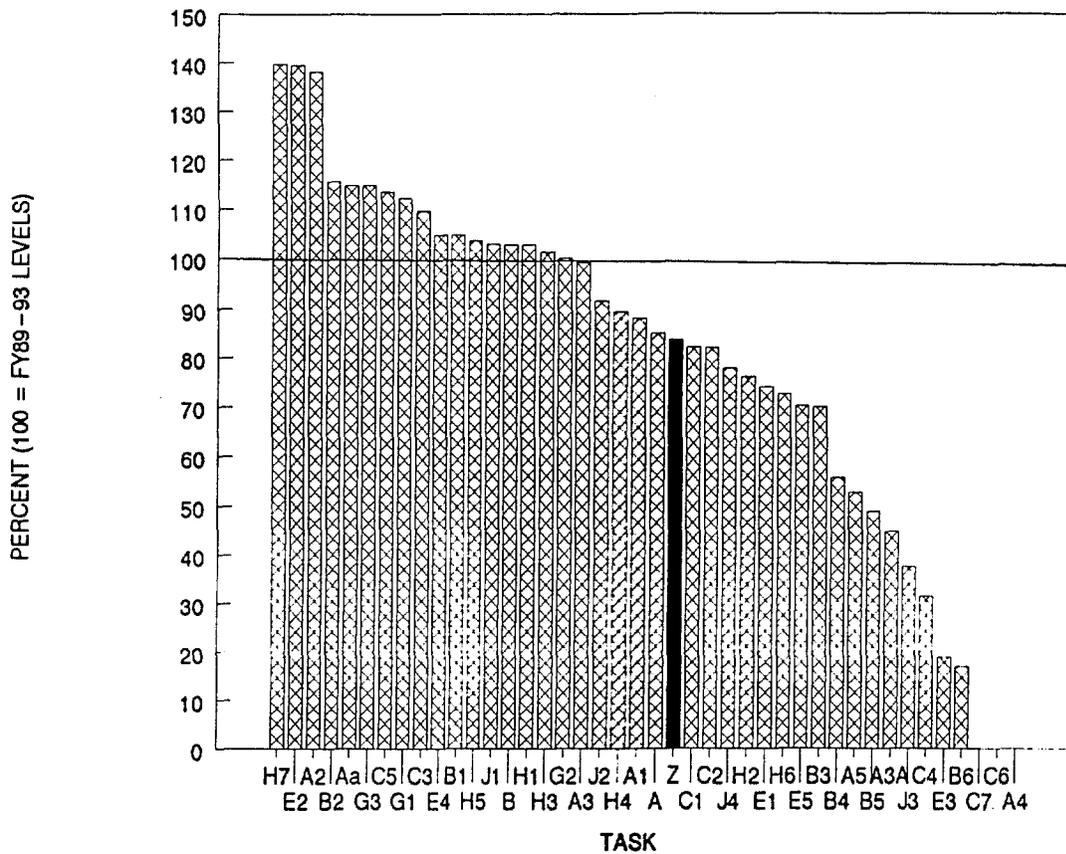
- H1 Priority I Docs (1 Day)
- H2 Priority II Docs (3 Days)
- H3 Priority III Docs (7 Days)
- H4 Fiche (dialzo copies)
- H5 Paper Blowbacks
- H6 Paper Copy in Stock
- H7 Bulk Distribution/Paper Copy

J ADP SYSTEM USAGE

- J1 Number of Dial Up Ports
- J2 Total Lines Printed (million)
- J3 Total Logon Hours (AID)
- J4 Total Logon Hours (All Users)

Z DISC Average, All Depts

DISC PERFORMANCE BY TASK



GRAPH LEGEND

- | | |
|---|--|
| A DOCUMENT ACQUISITIONS | E MAILING LIST MAINTENANCE/F. PUBLICATIONS |
| A1 PN's Received for Cataloguing | E1 RECIPRD Record Additions |
| A2 PD's Received for Cataloguing | E2 RECIPRD Record Modifications |
| A3 Items Received for INV | E3 Total Number of ARDA Recipients |
| A4 AV Materials Rec'd for Cataloguing | E4 Number of Acquisitions Lists |
| A5 Items Retrieved from APDMS for DIS by Abstracting and Cataloguing | E5 Number of Copies per Issue |
| B DOCUMENT CATALOGING | G FILMING REPORT |
| B1 PN's added to DOCUMENT | G1 Total Documents Filmed |
| B2 PD's added to DOCUMENT | G2 Fiche Set Distribution |
| B3 PD & PN Docs. Added to INV | G3 Total Frames Prepped |
| B4 No. of Changes to DOCRD | H DOCUMENT DISTRIBUTION (USER SERVICES) |
| B5 INV/DOCRD Duplicates Found | H1 Priority I Docs (1 Day) |
| B6 AV Materials | H2 Priority II Docs (3 Days) |
| C ABSTRACTING/INDEXING | H3 Priority III Docs (7 Days) |
| C1 Original Abstracts Added to DIS | H4 Fiche (dialzo copies) |
| C2 Edited Author - Prepared Abstracts | H5 Paper Blowbacks |
| C3 Documents Indexed Only | H6 Paper Copy in Stock |
| C4 New (1990) Design Docs Abstracted | H7 Bulk Distribution/Paper Copy |
| C5 Pre-1990 Design Docs Abstracted | J ADP SYSTEM USAGE |
| C6 AV Materials Abstracted | J1 Number of Dial Up Ports |
| C7 Proposed Thesaurus Changes | J2 Total Lines Printed (million) |
| | J3 Total Logon Hours (AID) |
| | J4 Total Logon Hours (All Users) |
| | Z DISC Average, All Depts |

Table 2

AID/DISC

FIVE QUARTER QUALITY ASSURANCE REPORT COMPARISONS

4TH QUARTER, FY94 (JULY - SEPT 1994)

| OUTPUT TARGETS FROM SOW *YEAR/QTR | | 4th Qtr FY93 | 1st Qtr FY94 | 2nd Qtr FY94 | 3rd Qtr FY94 | 4th Qtr FY94 | FY94 TOTALS | FY94 vs. SOW TARGET | PREV 4 QTR AVG | CURR QTR vs. PRIOR 4 QTRS |
|---|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|---------------------------|----------------------|---------------------------------|
| A. DOCUMENT ACQUISITIONS | | | | | | | | | | |
| | 7,500/1,875 | 1,700 | 2,046 | 1,739 | 1,839 | 2,549 | 8,173 | 108.97% | 1,831 | 94.98% |
| 1. PN's Received for Cataloguing | 2,500/624 | 775 | 728 | 739 | 731 | 771 | 2,969 | 118.76% | 743 | 99.43% |
| 2. PD's Received for Cataloguing | 2,500/624 | 515 | 880 | 877 | 922 | 1,063 | 3,742 | 149.68% | 799 | 109.83% |
| 3. Items Received for INV | 2,500/624 | 130 | 143 | 83 | 204 | 681 | 1,111 | 44.44% | 140 | 59.29% |
| 4. AV Materials Rec'd for Cataloguing | 500/125 | 0 | 0 | 0 | 0 | 1 | 1 | 0.20% | 0 | 0.00% |
| 5. Items Retrieved from APDMS for DIS by Abstracting and Cataloguing | | 280 | 23 | 40 | 110 | 33 | 206 | --- | 113 | 35.32% |
| B. DOCUMENT CATALOGING | | | | | | | | | | |
| | 7,500/1,875 | 1,947 | 1,494 | 1,565 | 2,015 | 2,752 | 7,826 | 104.35% | 1,755 | 89.16% |
| 1. PN's added to DOCUMENT | 2,500/624 | 899 | 474 | 642 | 890 | 998 | 3,004 | 120.16% | 726 | 88.40% |
| 2. PD's added to DOCUMENT | 2,500/624 | 758 | 556 | 671 | 851 | 545 | 2,623 | 104.92% | 709 | 94.64% |
| 3. PD & PN Docs. Added to INV | 2,500/624 | 290 | 464 | 252 | 274 | 1,209 | 2,199 | 87.96% | 320 | 78.75% |
| 4. No. of Changes to DOCRD | | 791 | 526 | 1,322 | 465 | 381 | 2,694 | --- | 776 | 170.36% |
| 5. INV/DOCRD Duplicates Found | | 183 | 130 | 99 | 85 | 277 | 591 | --- | 124 | 79.68% |
| 6. AV Materials | 500/125 | 0 | 2 | 0 | 1 | 1 | 4 | 0.80% | 1 | 0.00% |
| C. ABSTRACTING/INDEXING | | | | | | | | | | |
| 1. Original Abstracts Added to DIS | 1,800/450 | 345 | 241 | 211 | 206 | 306 | 964 | 53.56% | 251 | 84.15% |
| 2. Edited Author-Prepared Abstracts | 250/60 | 109 | 43 | 99 | 113 | 49 | 304 | 121.60% | 91 | 108.79% |
| 3. Documents Indexed Only | 5,000/1,250 | 971 | 926 | 819 | 873 | 1,035 | 3,653 | 73.06% | 897 | 91.28% |
| 4. New (1990) Design Docs Abstracted | 200/50 | 7 | 9 | 5 | 9 | 32 | 55 | 27.50% | 8 | 66.67% |
| 5. Pre-1990 Design Docs Abstracted | 100/25 | 98 | 104 | 87 | 51 | 110 | 352 | 352.00% | 85 | 102.35% |
| 6. AV Materials Abstracted | | 0 | 0 | 0 | 0 | 0 | 0 | --- | 0 | 0.00% |
| 7. Proposed Thesaurus Changes | 150/38 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | --- |
| E. MAILING LIST MAINTENANCE/F. PUBLICATIONS | | | | | | | | | | |
| 1. RECIPRD Record Additions | 250/63 | 317 | 184 | 258 | 216 | 73 | 731 | 292.40% | 244 | 105.85% |
| 2. RECIPRD Record Modifications | Combined | 297 | 53 | 1,298 | 1,155 | 183 | 2,689 | --- | 701 | 185.23% |
| 3. Total Number of ARDA Recipients | 4,500 | 3,087 | 3,083 | 3,076 | 3,064 | 3,052 | 3,069 | 68.19% | 3,077 | 99.95% |
| 4. Number of Acquisitions Lists | 22 | 6 | 5 | 6 | 5 | 6 | 22 | 100.00% | 6 | 109.09% |
| 5. Number of Copies per Issue (avg) | 1,000 | 837 | 844 | 839 | 700 | 841 | 806 | 80.62% | 805 | 104.21% |
| G. FILMING REPORT | | | | | | | | | | |
| 1. Total Documents Filmed | 5,000/1,666 | 790 | 855 | 953 | 1,112 | 1,690 | 4,610 | 92.20% | 928 | 102.75% |
| 2. Fiche Set Distribution | 22 | 12 | 12 | 12 | 12 | 36 | 12 | 54.55% | 12 | 100.00% |
| 3. Total Frames Prepped | 430K/108K | 57,504 | 61,951 | 79,398 | 82,784 | 139,487 | 363,620 | 76.98% | 70,409 | 112.77% |
| H. DOCUMENT DISTRIBUTION (USER SERVICES) | | | | | | | | | | |
| 1. Priority I Docs (1 Day) | 33,000/8,250 | 7,167 | 7,447 | 5,950 | 5,524 | 4,918 | 23,839 | 72.24% | 6,522 | 91.23% |
| 2. Priority II Docs (3 Days) | 3,500/875 | 447 | 538 | 579 | 263 | 444 | 1,824 | 52.11% | 457 | 126.77% |
| 3. Priority III Docs (7 Days) | 11,500/2,875 | 2,844 | 2,352 | 2,786 | 3,570 | 2,270 | 10,978 | 95.46% | 2,888 | 96.47% |
| 4. Fiche (dialo copies) | 5,000/1,250 | 798 | 430 | 1,077 | 1,622 | 510 | 3,639 | 72.78% | 982 | 109.70% |
| 5. Paper Blowbacks | 25,000/6,250 | 7,373 | 7,341 | 6,606 | 3,963 | 5,130 | 23,040 | 92.16% | 6,321 | 104.51% |
| 6. Paper Copy in Stock | 15,000/3,750 | 2,287 | 2,564 | 1,487 | 1,172 | 1,992 | 7,215 | 48.10% | 1,878 | 79.20% |
| 7. Bulk Orders / Paper Copy | | 30,268 | 24,181 | 17,738 | 21,880 | 18,124 | 81,923 | --- | 23,517 | 75.43% |
| J. ADP SYSTEM USAGE | | | | | | | | | | |
| 1. Number of Dial Up Ports | 20/20 | 14 | 14 | 14 | 14 | 14 | 14 | 70.00% | 14 | 100.00% |
| 2. Total Lines Printed (million) | 15/1.25 | 2.8 | 3.4 | 3.2 | 2.9 | 2.8 | 12 | 82.00% | 3 | 104.07% |
| 3. Total Logon Hours (AID) | 16,000/4,000 Hrs | 1,807 | 1,794 | 1,265 | 1,192 | 1,153 | 5,404 | 33.78% | 1,515 | 83.53% |
| 4. Total Logon Hours (All Users) | | 12,901 | 9,644 | 11,431 | 11,317 | 10,470 | 42,862 | --- | 11,323 | 100.95% |
| K. DISC/MISSION ACTIVITY | | | | | | | | | | |
| 1. Number of Standing Order Docs Sent (PN's) | | 7,110 | 7,695 | 8,577 | 10,008 | 15,210 | 41,490 | --- | 8,348 | 102.75% |
| 2. Number of USAID Orders Received | | 264 | 223 | 194 | 207 | 170 | 794 | --- | 222 | 87.39% |
| 3. Total Docs Ordered by USAIDs | | 1,489 | 1,068 | 814 | 1,190 | 1,002 | 4,074 | --- | 1,140 | 71.39% |

DISC Total

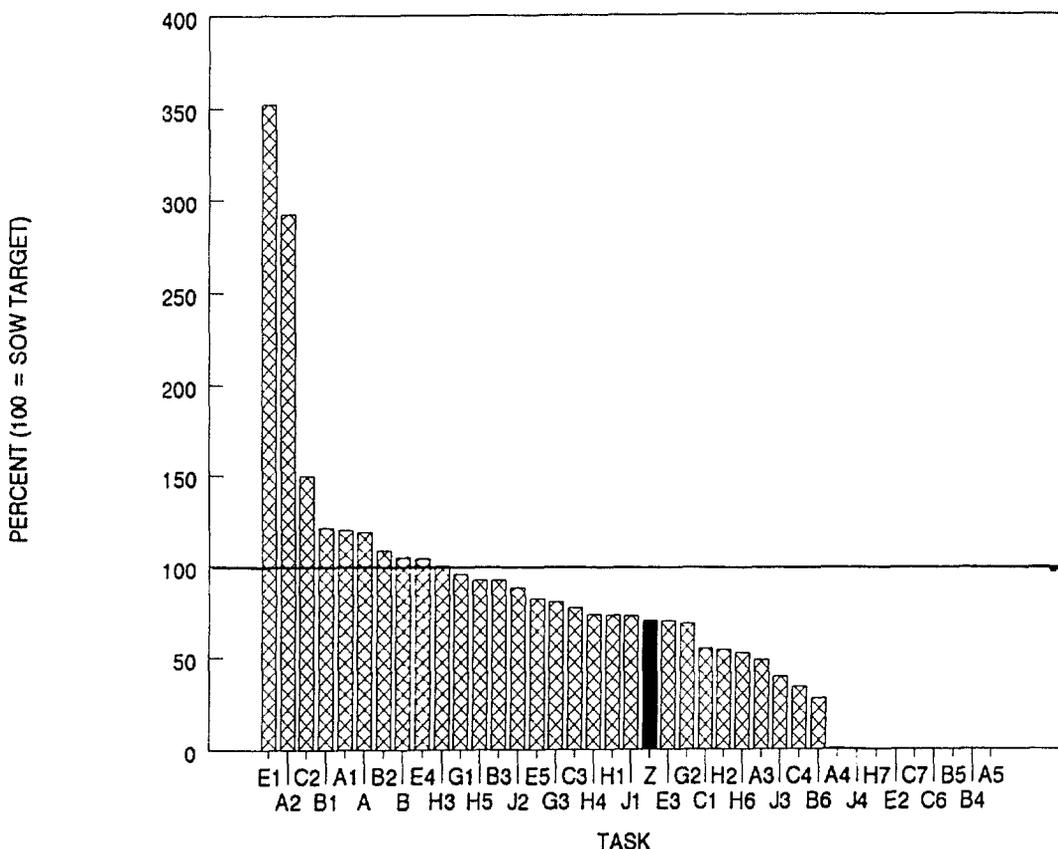
69.55%

81.56%

43

FY94 ACTUAL VS. SOW TARGETS

DISC, End of 4th Quarter



GRAPH LEGEND

A DOCUMENT ACQUISITIONS

- A1 PN's Received for Cataloguing
- A2 PD's Received for Cataloguing
- A3 Items Received for INV
- A4 AV Materials Rec'd for Cataloguing
- A5 Items Retrieved from APDMS for DIS by Abstracting and Cataloguing

B DOCUMENT CATALOGING

- B1 PN's added to DOCUMENT
- B2 PD's added to DOCUMENT
- B3 PD & PN Docs. Added to INV
- B4 No. of Changes to DOCRD
- B5 INV/DOCRD Duplicates Found
- B6 AV Materials

C ABSTRACTING/INDEXING

- C1 Original Abstracts Added to DIS
- C2 Edited Author-Prepared Abstracts
- C3 Documents Indexed Only
- C4 New (1990) Design Docs Abstracted
- C5 Pre-1990 Design Docs Abstracted
- C6 AV Materials Abstracted
- C7 Proposed Thesaurus Changes

E MAILING LIST MAINTENANCE/F. PUBLICATIONS

- E1 RECIPRD Record Additions
- E2 RECIPRD Record Modifications
- E3 Total Number of ARDA Recipients
- E4 Number of Acquisitions Lists
- E5 Number of Copies per Issue

G FILMING REPORT

- G1 Total Documents Filmed
- G2 Fiche Set Distribution
- G3 Total Frames Prepped

H DOCUMENT DISTRIBUTION (USER SERVICES)

- H1 Priority I Docs (1 Day)
- H2 Priority II Docs (3 Days)
- H3 Priority III Docs (7 Days)
- H4 Fiche (dialzo copies)
- H5 Paper Blowbacks
- H6 Paper Copy in Stock
- H7 Bulk Distribution/Paper Copy

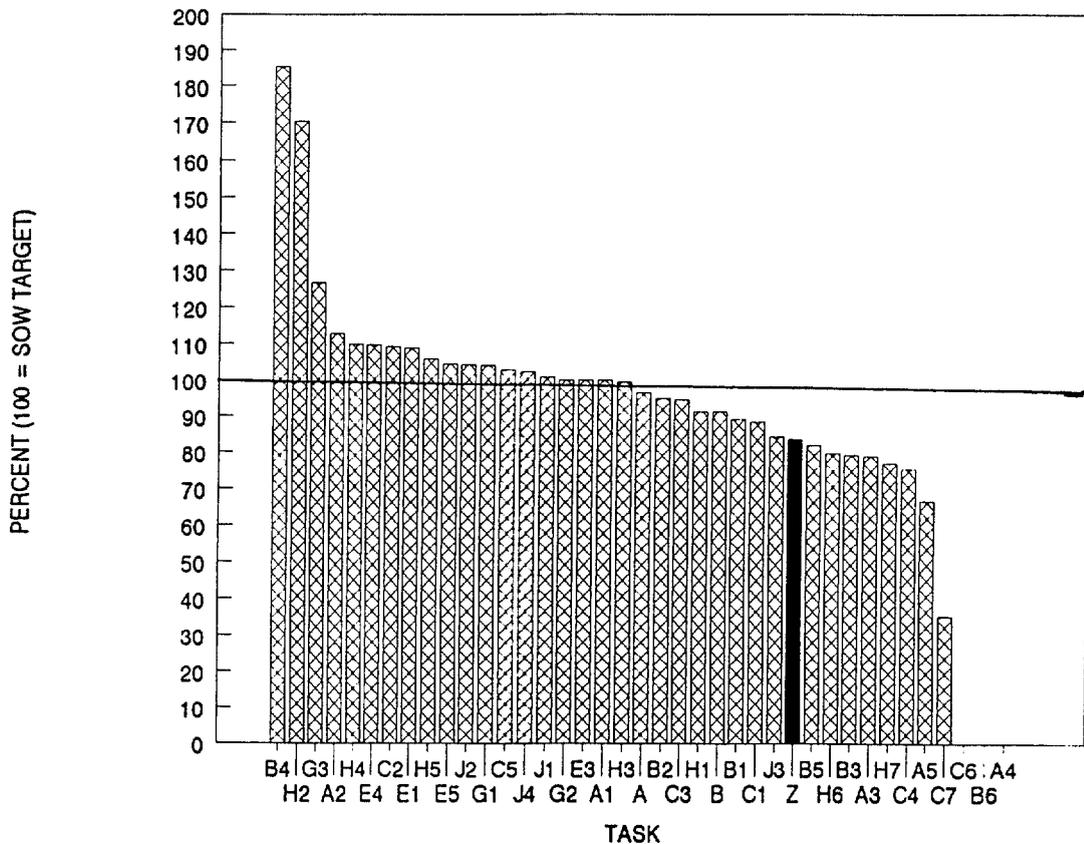
J ADP SYSTEM USAGE

- J1 Number of Dial Up Ports
- J2 Total Lines Printed (million)
- J3 Total Logon Hours (AID)
- J4 Total Logon Hours (All Users)

Z DISC Average, All Depts

FY94 VS. PRIOR 4 QTRS

DISC, END OF 2ND QUARTER



GRAPH LEGEND

A DOCUMENT ACQUISITIONS

- A1 PN's Received for Cataloguing
- A2 PD's Received for Cataloguing
- A3 Items Received for INV
- A4 AV Materials Rec'd for Cataloguing
- A5 Items Retrieved from APDMS for DIS by Abstracting and Cataloguing

B DOCUMENT CATALOGING

- B1 PN's added to DOCUMENT
- B2 PD's added to DOCUMENT
- B3 PD & PN Docs. Added to INV
- B4 No. of Changes to DOCRD
- B5 INV/DOCRD Duplicates Found
- B6 AV Materials

C ABSTRACTING/INDEXING

- C1 Original Abstracts Added to DIS
- C2 Edited Author-Prepared Abstracts
- C3 Documents Indexed Only
- C4 New (1990) Design Docs Abstracted
- C5 Pre-1990 Design Docs Abstracted
- C6 AV Materials Abstracted
- C7 Proposed Thesaurus Changes

E MAILING LIST MAINTENANCE/F. PUBLICATIONS

- E1 RECIPRD Record Additions
- E2 RECIPRD Record Modifications
- E3 Total Number of ARDA Recipients
- E4 Number of Acquisitions Lists
- E5 Number of Copies per Issue

G FILMING REPORT

- G1 Total Documents Filmed
- G2 Fiche Set Distribution
- G3 Total Frames Prepped

H DOCUMENT DISTRIBUTION (USER SERVICES)

- H1 Priority I Docs (1 Day)
- H2 Priority II Docs (3 Days)
- H3 Priority III Docs (7 Days)
- H4 Fiche (dialzo copies)
- H5 Paper Blowbacks
- H6 Paper Copy in Stock
- H7 Bulk Distribution/Paper Copy

J ADP SYSTEM USAGE

- J1 Number of Dial Up Ports
- J2 Total Lines Printed (million)
- J3 Total Logon Hours (AID)
- J4 Total Logon Hours (All Users)

Z DISC Average, All Depts

45

Table 3

AID/DISC

FIVE YEAR QUALITY ASSURANCE REPORT COMPARISONS

4TH QUARTER, FY94 (JULY - SEPT 1994)

| | OUTPUT TARGETS FROM FY92 SOW *YEAR | FY94 TOTALS | AVERAGE FY89-93 | FY94 vs. FY89-93 | TOTALS | | | | | |
|--|--|----------------|--------------------|------------------------|--------|--------|--------|--------|--------|--|
| | | | | | FY93 | FY92 | FY91 | FY90 | FY89 | |
| A. DOCUMENT ACQUISITIONS (Docs + Dupes) | | | | | | | | | | |
| Subtotal (PN/PD/INV) | 7500 | 7,801 | 6,786 | 114.95% | 7,727 | 7,478 | 5,366 | 7,120 | 6,240 | |
| 1. PN's Received for Cataloguing | 2,500 | 3,027 | 3,439 | 88.01% | 3,810 | 2,826 | 2,593 | 4,745 | 3,423 | |
| 2. PD's Received for Cataloguing | 2,500 | 3,447 | 2,494 | 138.23% | 2,884 | 2,716 | 1,676 | 2,375 | 2,817 | |
| 3. Items Received for INV | 2,500 | 1,111 | 1,121 | 99.11% | 921 | 1,345 | 1,097 | 0 | 0 | |
| 3a. Duplicates / Miscellaneous | | 2,252 | 5,046 | 44.83% | 3,661 | 7,539 | 3,613 | 5,613 | 4,805 | |
| 4. AV Materials Rec'd for Cataloguing | 500 | 0 | 1 | 0.00% | 0 | 5 | 2 | 0 | 0 | |
| 5. Items Retrieved from APDMS for DIS by Abstracting and Cataloguing | | 206 | 390 | 52.77% | 312 | 566 | 332 | 257 | 465 | |
| B. DOCUMENT CATALOGING | | | | | | | | | | |
| 1. PN's added to DOCUMENT | 2,500 | 3,004 | 2,868 | 104.75% | 3,221 | 3,053 | 3,281 | 2,313 | 2,471 | |
| 2. PD's added to DOCUMENT | 2,500 | 2,623 | 2,268 | 115.67% | 2,213 | 1,985 | 1,888 | 2,982 | 2,270 | |
| 3. PD & PN Docs. Added to INV | 2,500 | 2,199 | 3,151 | 69.80% | 1,076 | 5,838 | 3,386 | 2,867 | 2,786 | |
| 4. No. of Changes to DOCRD | | 2,694 | 4,838 | 55.68% | 3,353 | 8,044 | 4,445 | 1,560 | 6,790 | |
| 5. INV/DOCRD Duplicates Found | | 591 | 1,211 | 48.81% | 1,023 | 515 | 619 | 1,465 | 2,432 | |
| 6. AV Materials | 500 | 4 | 24 | 16.95% | 19 | 19 | 80 | 0 | 0 | |
| C. ABSTRACTING/INDEXING | | | | | | | | | | |
| 1. Original Abstracts Added to DIS | 1,800 | 984 | 1,174 | 82.10% | 1,031 | 1,054 | 1,147 | 1,533 | 1,106 | |
| 2. Edited Author - Prepared Abstracts | 250 | 304 | 371 | 81.98% | 426 | 209 | 394 | 432 | 393 | |
| 3. Documents Indexed Only | 5,000 | 3,653 | 3,332 | 109.63% | 3,450 | 3,042 | 3,150 | 3,482 | 3,536 | |
| 4. New (1990) Design Docs Abstracted | 200 | 55 | 175 | 31.50% | 26 | 81 | 215 | 189 | 362 | |
| 5. Pre-1990 Design Docs Abstracted | 100 | 352 | 310 | 113.82% | 299 | 395 | 201 | 551 | 103 | |
| 6. AV Materials Abstracted | | 0 | 0 | --- | 0 | 0 | 0 | 0 | 0 | |
| 7. Proposed Thesaurus Changes | 150 | 0 | 36 | 0.00% | 9 | 0 | 82 | 44 | 47 | |
| E. MAILING LIST MAINTENANCE/F. PUBLICATIONS | | | | | | | | | | |
| 1. RECIPRD Record Additions | 250 | 731 | 989 | 73.93% | 1,725 | 2,152 | 316 | 594 | 157 | |
| 2. RECIPRD Record Modifications | Combined | 2,689 | 1,928 | 139.50% | 1,425 | 5,082 | 636 | 704 | 1,791 | |
| 3. Total Number of ARDA Recipients | 4,500 | 3,069 | 16,153 | 19.00% | 3,097 | 3,110 | 6,470 | 29,114 | 38,973 | |
| 4. Number of Acquisitions Lists | 22 | 22 | 21 | 104.76% | 21 | 22 | 22 | 22 | 18 | |
| 5. Number of Copies per Issue | 1,000 | 806 | 1,149 | 70.14% | 1,468 | 873 | 2,500 | 503 | 403 | |
| G. FILMING REPORT | | | | | | | | | | |
| 1. Total Documents Filmed | 5,000 | 4,610 | 4,106 | 112.26% | 3,891 | 4,123 | 4,382 | 4,302 | 3,834 | |
| 2. Fiche Set Distribution | 22 | 12 | 12 | 100.00% | 12 | 12 | 144 | 156 | 156 | |
| 3. Total Frames Prepped | 430K | 364 | 317 | 114.89% | 302K | 331K | 340K | 345K | 300K | |
| H. DOCUMENT DISTRIBUTION (USER SERVICES) | | | | | | | | | | |
| 1. Priority I Docs (1 Day) | 33,000 | 23,839 | 23,195 | 102.77% | 27,971 | 22,448 | 18,553 | 25,061 | 21,944 | |
| 2. Priority II Docs (3 Days) | 3,500 | 1,824 | 2,397 | 76.08% | 1,876 | 1,637 | 2,819 | 3,258 | 2,397 | |
| 3. Priority III Docs (7 Days) | 11,500 | 10,978 | 10,836 | 101.31% | 10,134 | 9,034 | 10,041 | 13,063 | 11,906 | |
| 4. Fiche (dialo copies) | 5,000 | 3,639 | 4,074 | 89.33% | 3,509 | 1,888 | 3,211 | 6,799 | 4,982 | |
| 5. Paper Blowbacks | 25,000 | 23,040 | 22,251 | 103.54% | 27,502 | 25,323 | 18,955 | 21,038 | 18,438 | |
| 6. Paper Copy in Stock | 15,000 | 7,215 | 9,955 | 72.48% | 8,970 | 5,275 | 9,250 | 13,556 | 12,724 | |
| 7. Bulk Distribution / Paper Copy | | 81,923 | 58,594 | 139.81% | 93,950 | 57,186 | 57,359 | 35,669 | 48,807 | |
| J. ADP SYSTEM USAGE | | | | | | | | | | |
| 1. Number of Dial Up Ports | 20 | 14 | 14 | 102.94% | 14 | 14 | 14 | 14 | 12 | |
| 2. Total Lines Printed (million) | 15 | 12.3 | 13.4 | 91.52% | 11.0 | 13.5 | 15 | 14.7 | 13.0 | |
| 3. Total Logon Hours (AID) | 16,000 HRS | 5,404 | 14,440 | 37.42% | 8,595 | 18,291 | 17,158 | 13,974 | 14,183 | |
| 4. Total Logon Hours (All Users) | | 42,862 | 55,144 | 77.73% | 40,195 | 52,233 | 56,561 | 54,363 | 72,366 | |
| K. DISC/MISSION ACTIVITY | | | | | | | | | | |
| 1. Number of Standing Order Docs Sent | | 41,490 | 18,867 | 219.90% | 35,019 | 37,179 | 7,382 | 7,617 | 7,140 | |
| 2. Number of USAID Orders Received | | 794 | 941 | 84.36% | 1,494 | 704 | 639 | 1,257 | 612 | |
| 3. Total Docs Ordered by USAIDs | | 4,074 | 4,593 | 88.71% | 5,644 | 3,433 | 4,071 | 5,256 | 4,559 | |

9,999 = Projected FY94 Figures above previous year's average.
9,999 = Projected FY94 Figures > 10% below previous year's average.

83.60% DISC TOTAL

46

DISTRIBUTION OF ORDERS BY BIBTYPE FY90 – FY94

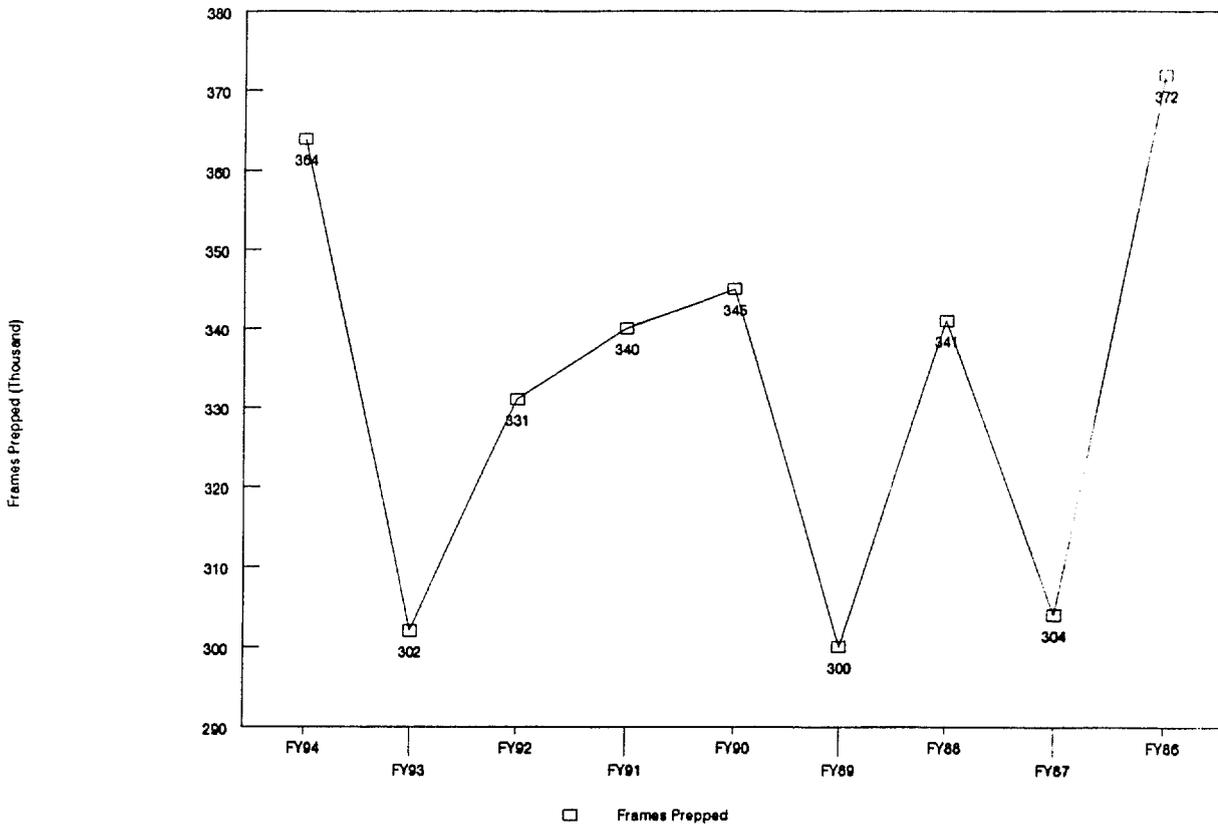
17-Oct-94

| | Bibtype Name | FY90 | | FY91 | | FY92 | | FY93 | | FY94 | | CUMULATIVE | |
|----|----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------|--------|
| | | Copies | Orders | Copies | Orders |
| -- | (APDMS, WID, WBank, etc.) | 4,724 | 1,724 | 4,441 | 2,238 | 9,475 | 3,834 | 6,842 | 3,654 | 4,429 | 2,053 | 29,911 | 13,503 |
| 01 | PID | 117 | 68 | 89 | 93 | 77 | 74 | 66 | 66 | 53 | 53 | 402 | 354 |
| 02 | Proposal | 20 | 20 | 8 | 7 | 9 | 9 | 9 | 9 | 24 | 24 | 70 | 69 |
| 04 | Atlas/Map | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| 03 | Almanac | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 05 | Dictionary | 21 | 21 | 6 | 6 | 3 | 3 | 1 | 1 | 1 | 1 | 32 | 32 |
| 06 | Directory | 151 | 148 | 136 | 170 | 230 | 146 | 330 | 179 | 491 | 296 | 1,338 | 939 |
| 08 | Thesaurus | 25 | 19 | 9 | 7 | 24 | 11 | 12 | 12 | 6 | 6 | 76 | 55 |
| 09 | Cong. Legislation/Hearings | 0 | 0 | 9 | 8 | 22 | 22 | 397 | 94 | 102 | 62 | 530 | 186 |
| 10 | PAR | 100 | 100 | 116 | 111 | 49 | 49 | 64 | 63 | 88 | 86 | 417 | 409 |
| 15 | PES | 1,050 | 994 | 858 | 866 | 964 | 934 | 1,244 | 1,231 | 813 | 801 | 4,929 | 4,826 |
| 16 | Sector Assessment | 389 | 370 | 426 | 375 | 325 | 307 | 578 | 559 | 639 | 602 | 2,357 | 2,213 |
| 17 | Special Evaluation | 7,794 | 4,140 | 4,708 | 3,573 | 4,436 | 2,915 | 7,134 | 4,210 | 5,768 | 2,677 | 29,840 | 17,515 |
| 18 | Audit Report | 290 | 274 | 281 | 257 | 335 | 333 | 339 | 330 | 210 | 205 | 1,455 | 1,399 |
| 19 | Non-A.I.D. Evaluation | 38 | 38 | 42 | 37 | 57 | 56 | 114 | 102 | 93 | 90 | 344 | 323 |
| 20 | Concept Paper | 33 | 32 | 9 | 8 | 18 | 18 | 20 | 20 | 14 | 14 | 94 | 92 |
| 21 | Conference Paper | 3,599 | 2,228 | 1,613 | 1,510 | 1,696 | 1,199 | 1,611 | 1,295 | 1,876 | 1,256 | 10,395 | 7,488 |
| 22 | PAIP | 11 | 11 | 25 | 25 | 17 | 17 | 15 | 15 | 16 | 15 | 84 | 83 |
| 23 | Journal Article | 333 | 333 | 257 | 253 | 223 | 210 | 158 | 155 | 99 | 93 | 1,070 | 1,044 |
| 24 | Policy Paper | 1,493 | 245 | 749 | 242 | 414 | 146 | 434 | 202 | 536 | 227 | 3,626 | 1,062 |
| 25 | Project Review Paper | 0 | 0 | 2 | 2 | 2 | 2 | 1 | 1 | 2 | 2 | 7 | 7 |
| 26 | Environmental Assess. | 406 | 405 | 715 | 600 | 327 | 324 | 683 | 638 | 357 | 355 | 2,488 | 2,322 |
| 27 | Proj Design/Imp Guide | 315 | 156 | 193 | 119 | 140 | 106 | 201 | 161 | 263 | 229 | 1,112 | 771 |
| 28 | Proj Eval Guide | 287 | 141 | 146 | 81 | 164 | 89 | 276 | 146 | 135 | 111 | 1,008 | 568 |
| 29 | NEC Design Document | 2 | 2 | 6 | 7 | 4 | 4 | 4 | 4 | 3 | 3 | 19 | 20 |
| 37 | Loan Agreement | 5 | 5 | 12 | 10 | 4 | 4 | 9 | 8 | 8 | 8 | 38 | 35 |
| 38 | Grant Agreement | 221 | 199 | 181 | 196 | 418 | 402 | 482 | 465 | 263 | 254 | 1,565 | 1,516 |
| 39 | CP | 64 | 35 | 87 | 71 | 77 | 66 | 62 | 54 | 108 | 80 | 398 | 306 |
| 41 | Feasibility Study | 122 | 122 | 66 | 69 | 55 | 54 | 105 | 92 | 90 | 87 | 438 | 424 |
| 42 | Project Paper | 1,575 | 1,130 | 906 | 905 | 1,464 | 1,417 | 1,464 | 1,425 | 1,206 | 1,176 | 6,615 | 6,053 |
| 43 | PROP | 54 | 54 | 92 | 74 | 39 | 39 | 32 | 32 | 39 | 38 | 256 | 237 |
| 46 | HGPD | 1 | 1 | 9 | 7 | 2 | 2 | 1 | 1 | 0 | 0 | 13 | 11 |
| 47 | PAAD | 91 | 91 | 134 | 155 | 173 | 169 | 300 | 297 | 111 | 108 | 809 | 820 |
| 49 | NEC | 26 | 26 | 23 | 23 | 43 | 40 | 47 | 45 | 29 | 29 | 168 | 163 |
| 50 | Action Memo/Authoriz/AM | 35 | 35 | 21 | 22 | 35 | 35 | 62 | 61 | 27 | 27 | 180 | 180 |

47

AID/DISC Filming

NINE YEAR COMPARISON FY86 – FY94



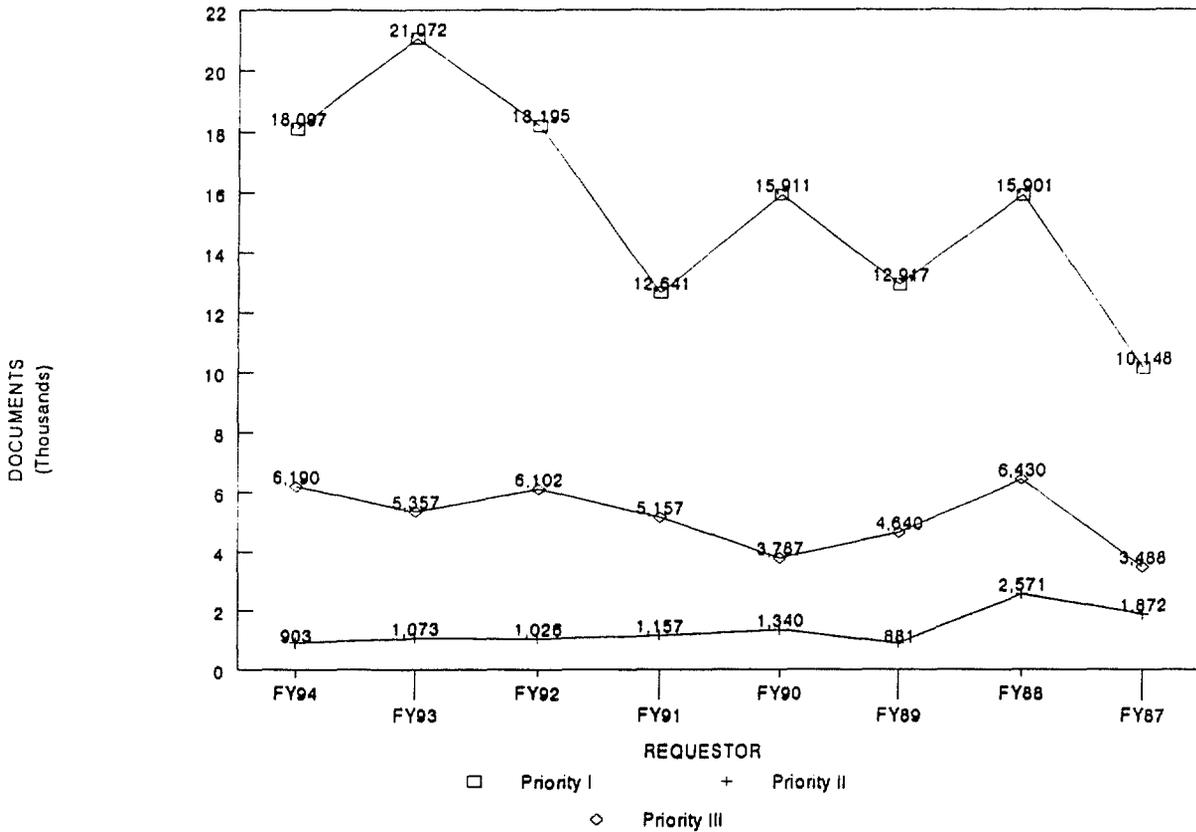
| | OUTPUT TARGETS FROM FY92 SOW *YEAR | TOTALS | | | | | | | | |
|-------------------------------------|--|--------|-------|-------|-------|-------|-------|-------|-------|-------|
| | | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | FY88 | FY87 | FY86 |
| G. FILMING REPORT | | | | | | | | | | |
| 1. Total Documents Filmed | 5,000 | 4,610 | 3,891 | 4,123 | 4,382 | 4,302 | 3,834 | 4,175 | 4,016 | 4,669 |
| 2. Fiche Set Distribution | 22 | 12 | 12 | 12 | 144 | 156 | 156 | 158 | 158 | 168 |
| 3. Total Frames Prepped (thousands) | 430K | 364 | 302 | 331 | 340 | 345 | 300 | 341 | 304 | 372 |

Documents Catalogued during FY94 by Year of Publication

| CODE | BIBTYPE NAME | 1994 | 1993 | 1992 | 1991 | 1990 | 1989 | 1988 | 1987 | 1986 | 1985 | 1984 | 1983 | 1982 | 1981 | Pre-1981 | Total | Percent |
|--|--------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|----------|-------|---------|
| 01PID | | 7 | 4 | 6 | - | - | - | - | - | - | - | - | - | - | - | 0 | 17 | 0.3% |
| 02Proposal | | - | - | 1 | 2 | 1 | - | 1 | - | - | - | - | - | - | - | 0 | 5 | 0.1% |
| 03Almanac | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 04Atlas/Map | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 05Dictionary | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 06Directory | | 8 | 12 | - | 2 | 3 | - | - | - | - | 1 | - | - | - | - | 0 | 1 | 0.0% |
| 07Encyclopedia | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 25 | 0.5% |
| 08Thesaurus | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 09Cong. Legislation/Hearings | | 4 | 2 | 2 | 14 | 5 | 8 | 2 | - | - | 1 | - | - | - | - | 0 | 0 | 0.0% |
| 10 PAR - Proj Appraisal Rpt | | - | - | - | - | - | - | - | - | - | - | - | 3 | - | - | 2 | 43 | 0.8% |
| 14 PER - Proj Evaluation Rpt | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 4 | 4 | 0.1% |
| 15 PES/ES - Proj Eval Summary | | 73 | 40 | 5 | 1 | 3 | - | - | 1 | 2 | - | - | - | - | - | 0 | 0 | 0.0% |
| 16 Sector Assessment | | 8 | 68 | 13 | 4 | 5 | 4 | 1 | 1 | - | 1 | 2 | 20 | 2 | - | 4 | 125 | 2.3% |
| 17 Special Evaluation | | 85 | 131 | 45 | 19 | 10 | 15 | 12 | 6 | 2 | 2 | 2 | - | - | - | 6 | 335 | 6.0% |
| 18 Audit Report | | 99 | 39 | 3 | 1 | 2 | 2 | 1 | 1 | - | - | 1 | - | - | - | 5 | 154 | 2.8% |
| 19 Non-AID Evaluation | | 15 | 16 | 3 | 6 | 3 | 1 | 1 | - | - | - | - | - | - | - | 1 | 46 | 0.8% |
| 20 Concept Paper | | 2 | 1 | 2 | 1 | 3 | - | - | 1 | - | - | - | - | - | - | 0 | 10 | 0.2% |
| 21 Conference Proceedings/Paper | | 37 | 94 | 50 | 12 | 22 | 11 | 2 | 2 | 1 | - | - | - | 1 | - | 5 | 237 | 4.3% |
| 22 PAIP - Prog Asst Init Proposal | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 23 Journal Article/Monograph | | 4 | 18 | 28 | 10 | 12 | 4 | 1 | - | - | - | 1 | - | - | - | 0 | 78 | 1.4% |
| 24 Policy Paper | | 3 | 1 | - | 9 | 4 | 6 | 1 | 2 | - | 1 | - | 5 | - | - | 2 | 34 | 0.6% |
| 25 Project Review Paper | | - | 1 | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 1 | 0.0% |
| 26 Environmental Assessment | | 1 | 23 | 8 | 6 | 1 | - | - | - | - | - | - | - | - | - | 0 | 39 | 0.7% |
| 27 Proj Design/Imp Guide | | 8 | 40 | 26 | 19 | 15 | 10 | 8 | - | 1 | - | 2 | 2 | 3 | - | 11 | 145 | 2.6% |
| 28 Proj Evaluation Guide | | 3 | 6 | 1 | 1 | 1 | 1 | - | 2 | - | 1 | - | 1 | - | - | 0 | 17 | 0.3% |
| 29 NEC Design Document | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 36 Dev/Extended Risk Guaranty Paper | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 37 Loan Agreement | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 2 | 2 | 0.0% |
| 38 Grant Agreement (PROAG) | | 13 | 70 | 51 | 2 | 1 | - | 2 | 2 | 1 | 1 | 2 | 2 | 2 | 2 | 21 | 172 | 3.1% |
| 39 Congressional Presentation | | 5 | 1 | - | 1 | - | 1 | - | - | - | 1 | - | - | - | - | 0 | 9 | 0.2% |
| 41 Feasibility Study | | 3 | 12 | 3 | 2 | 4 | - | 1 | - | - | - | - | 1 | - | - | 1 | 27 | 0.5% |
| 42 Project Paper (PP) | | 43 | 95 | 46 | 14 | 12 | 5 | 5 | 4 | 1 | 3 | 4 | 3 | 5 | 3 | 7 | 250 | 4.5% |
| 43 PROP - Noncap Asst. Proj Prop | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 3 | 3 | 0.1% |
| 44 OPG - Operational Dev Grant | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 45 DGP - Developmental Grant Program | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 46 HGPD - Housing Guaranty Prog | | - | - | 1 | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 47 PAAD - Prog Asst Approval Doc | | 4 | 13 | 7 | 6 | 1 | 1 | - | 1 | 1 | - | - | - | - | - | 0 | 1 | 0.0% |
| 48 IP/PEP - Invest Prop/Priv Ent Paper | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 34 | 0.6% |
| 49 NEC | | - | - | - | 4 | 3 | - | - | 1 | 1 | - | - | - | - | - | 0 | 0 | 0.0% |
| 50 Action Memo/Authoriz/AAM | | 2 | 7 | 6 | 8 | 1 | 2 | - | - | 1 | - | 2 | 1 | - | - | 3 | 33 | 0.6% |
| 52 Annual Report/Yearbook | | 20 | 71 | 15 | 5 | 5 | 1 | 1 | 3 | 1 | - | - | 1 | - | - | 1 | 124 | 2.2% |
| 53 Progress/Interim Report | | 152 | 220 | 35 | 20 | 25 | 17 | 3 | 4 | 1 | 2 | 1 | - | - | - | 0 | 480 | 8.7% |

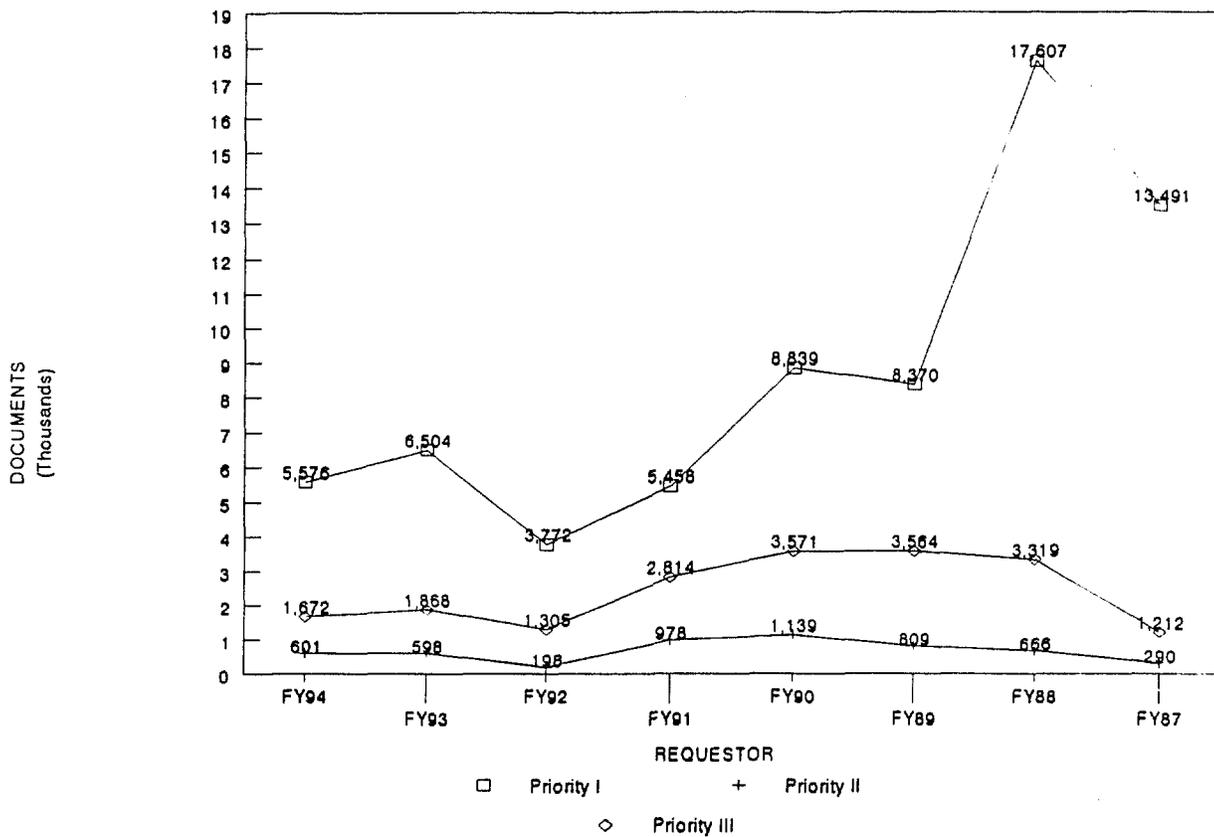
20

**FY87 - 94 DOCUMENT DISTRIBUTION
PAPER BLOWBACKS**



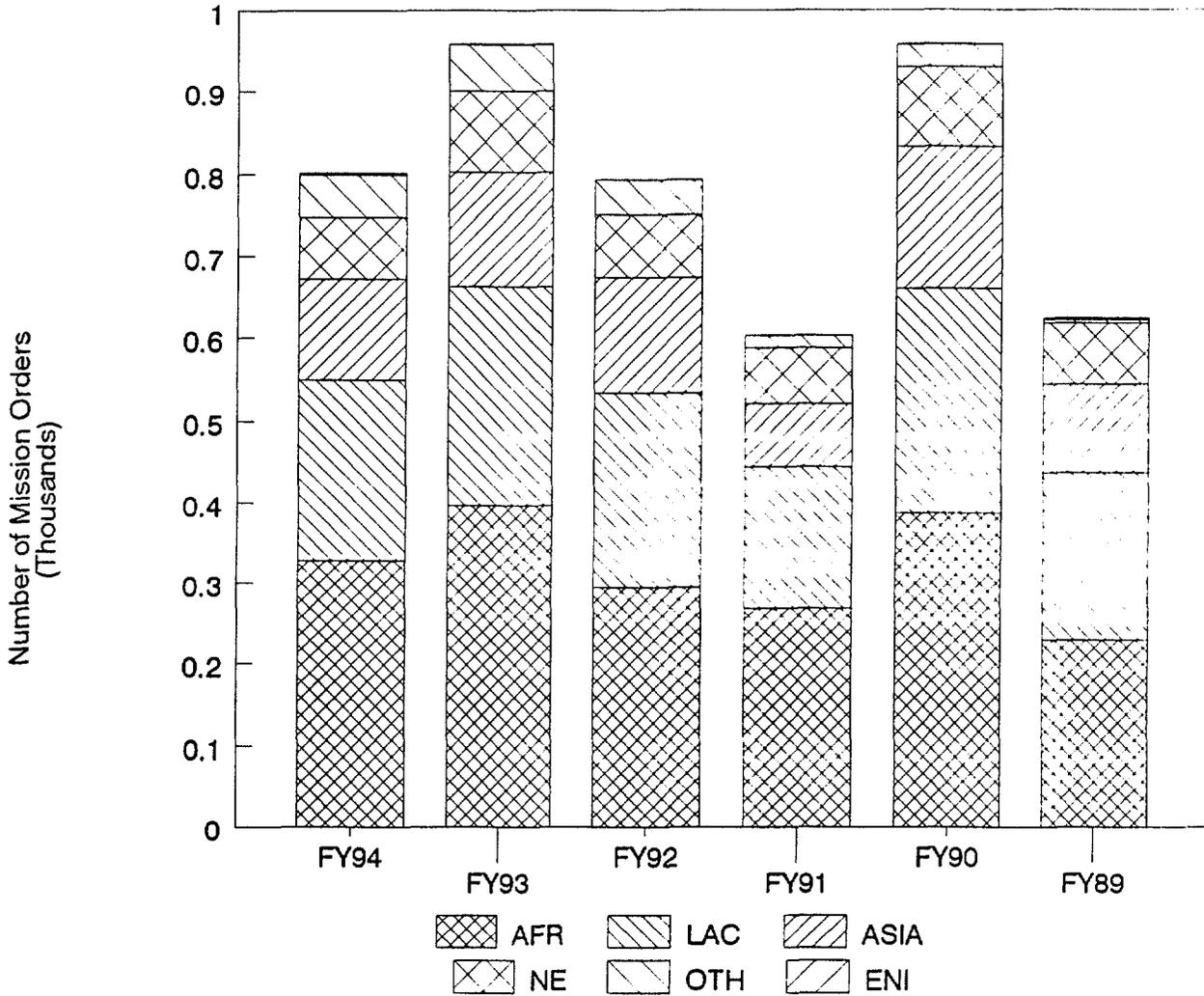
| REQUESTORS | | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | FY88 | FY87 |
|--------------------------------|-----|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| PRIORITY I | | | | | | | | | |
| USAID Total | 003 | 3,471 | 4,154 | 2,985 | 2,792 | 3,304 | 2,981 | 3,240 | 3,793 |
| AID/W Total | 004 | 14,088 | 15,955 | 14,236 | 9,204 | 11,424 | 8,685 | 11,153 | 5,293 |
| AID/Contractors | 008 | 538 | 963 | 974 | 645 | 1,183 | 1,251 | 1,508 | 1,062 |
| PRIORITY I TOTAL | | 18,097 | 21,072 | 18,195 | 12,641 | 15,911 | 12,917 | 15,901 | 10,148 |
| PRIORITY II | | | | | | | | | |
| LDC Total | 001 | 731 | 698 | 787 | 864 | 1,106 | 613 | 2,356 | 1,542 |
| Development Orgs. | 019 | 172 | 375 | 239 | 293 | 234 | 268 | 215 | 330 |
| PRIORITY II TOTAL | | 903 | 1,073 | 1,026 | 1,157 | 1,340 | 881 | 2,571 | 1,872 |
| PRIORITY III | | | | | | | | | |
| Developed Country | 017 | 566 | 830 | 783 | 636 | 785 | 601 | 2,034 | 1,193 |
| U.S. Business | 160 | 2,230 | 1,751 | 2,438 | 2,407 | 1,512 | 1,402 | 1,805 | 448 |
| U.S. Education | 140 | 899 | 629 | 949 | 880 | 623 | 1,335 | 1,160 | 802 |
| U.S. Government | 130 | 541 | 880 | 352 | 390 | 227 | 256 | 275 | 151 |
| U.S. Individuals | 170 | 1,954 | 1,267 | 1,580 | 750 | 616 | 1,046 | 1,152 | 889 |
| Other | 190 | - | - | - | 94 | 24 | - | 4 | 5 |
| PRIORITY III TOTAL | | 6,190 | 5,357 | 6,102 | 5,157 | 3,787 | 4,640 | 6,430 | 3,488 |
| ON-DEMAND TOTAL | | 25,190 | 27,502 | 25,323 | 18,955 | 21,038 | 18,438 | 24,902 | 15,508 |
| BULK DISTRIBUTION TOTAL | | - | - | - | - | - | - | - | - |
| GRAND TOTAL | | 25,190 | 27,502 | 25,323 | 18,955 | 21,038 | 18,438 | 24,902 | 15,508 |

FY87 - 94 DOCUMENT DISTRIBUTION STOCK COPIES



| REQUESTORS | | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | FY88 | FY87 |
|--------------------------------|-----|---------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| PRIORITY I | | | | | | | | | |
| USAID Total | 003 | 622 | 1,343 | 641 | 605 | 709 | 1,267 | 1,265 | 795 |
| AID/W Total | 004 | 4,838 | 4,862 | 2,993 | 4,566 | 7,448 | 6,145 | 14,391 | 12,230 |
| AID/Contractors | 008 | 116 | 299 | 138 | 287 | 682 | 958 | 1,951 | 466 |
| PRIORITY I TOTAL | | 5,576 | 6,504 | 3,772 | 5,458 | 8,839 | 8,370 | 17,607 | 13,491 |
| PRIORITY II | | | | | | | | | |
| LDC Total | 001 | 185 | 512 | 112 | 513 | 1,031 | 678 | 339 | 193 |
| Development Orgs. | 019 | 416 | 86 | 86 | 465 | 108 | 131 | 327 | 97 |
| PRIORITY II TOTAL | | 601 | 598 | 198 | 978 | 1,139 | 809 | 666 | 290 |
| PRIORITY III | | | | | | | | | |
| Developed Country | 017 | 295 | 500 | 234 | 247 | 483 | 969 | 1,279 | 180 |
| U.S. Business | 160 | 711 | 644 | 468 | 1,519 | 2,203 | 546 | 1,003 | 510 |
| U.S. Education | 140 | 287 | 337 | 285 | 555 | 420 | 356 | 398 | 185 |
| U.S. Government | 130 | 93 | 136 | 38 | 185 | 111 | 159 | 197 | 138 |
| U.S. Individuals | 170 | 286 | 251 | 280 | 299 | 347 | 1,534 | 413 | 197 |
| Other | 190 | - | - | - | 9 | 7 | - | 29 | 2 |
| PRIORITY III TOTAL | | 1,672 | 1,868 | 1,305 | 2,814 | 3,571 | 3,564 | 3,319 | 1,212 |
| ON-DEMAND TOTAL | | 7,849 | 8,970 | 5,275 | 9,250 | 13,549 | 12,743 | 21,592 | 14,993 |
| BULK DISTRIBUTION TOTAL | | 79,118 | 94,060 | 75,090 | 57,359 | 35,669 | 48,807 | 50,245 | 19,721 |
| GRAND TOTAL | | 86,967 | 103,030 | 80,365 | 66,609 | 49,218 | 61,550 | 71,837 | 34,714 |

USAID MISSION ORDERS FY89 – FY94



| | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | Total |
|----------|------|------|------|------|------|------|-------|
| AFR | 328 | 396 | 294 | 268 | 387 | 228 | 1901 |
| LAC | 222 | 266 | 240 | 176 | 273 | 208 | 1385 |
| ANE/ASIA | 122 | 140 | 140 | 76 | 174 | 108 | 760 |
| ANE/NE | 76 | 98 | 77 | 68 | 96 | 74 | 489 |
| OTHER | 51 | 58 | 42 | 14 | 28 | 4 | 197 |
| ENI | 2 | 1 | 0 | 0 | 1 | 2 | 6 |
| | 801 | 959 | 793 | 602 | 959 | 624 | 4738 |

USAID MISSION ORDERS FY89 – FY94

| AFRICA | | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | Total | Percent of Bureau | Percent of Grand Total |
|-----------------|----------------------|------|------|------|------|------|------|-------|----------------------|---------------------------|
| 611 | ZAMBIA | 12 | 11 | 11 | 4 | 11 | 6 | 55 | 38.7% | 1.2% |
| 612 | MALAWI | 11 | 10 | 14 | 19 | 30 | 18 | 102 | 71.8% | 2.2% |
| 613 | ZIMBABWE | 16 | 20 | 15 | 6 | 13 | 6 | 76 | 53.5% | 1.6% |
| 615 | KENYA | 31 | 43 | 39 | 55 | 60 | 31 | 259 | 182.4% | 5.5% |
| 617 | UGANDA | 11 | 12 | 11 | 5 | 8 | 15 | 62 | 43.7% | 1.3% |
| 620 | NIGERIA | 2 | — | — | 1 | — | 1 | 4 | 2.8% | 0.1% |
| 621 | TANZANIA | 7 | 13 | 4 | 14 | 5 | 4 | 47 | 33.1% | 1.0% |
| 631 | CAMEROON | 10 | 14 | 2 | 3 | 20 | 3 | 52 | 36.6% | 1.1% |
| 632 | LESOTHO | 2 | 14 | 11 | 5 | 10 | 6 | 48 | 33.8% | 1.0% |
| 633 | BOTSWANA | 2 | 4 | 5 | 5 | 11 | 3 | 30 | 21.1% | 0.6% |
| 635 | GAMBIA | 8 | 8 | 6 | 15 | 18 | 6 | 61 | 43.0% | 1.3% |
| 636 | SIERRA LEONE | — | 2 | — | — | — | — | 2 | 1.4% | 0.0% |
| 641 | GHANA | 8 | 14 | 14 | 14 | 7 | 2 | 59 | 41.5% | 1.2% |
| 645 | SWAZILAND | 8 | 10 | 10 | 4 | 4 | 7 | 43 | 30.3% | 0.9% |
| 649 | SOMALIA | — | — | 25 | 10 | 6 | 3 | 44 | 31.0% | 0.9% |
| 650 | SUDAN | 1 | — | 10 | 8 | 10 | 3 | 32 | 22.5% | 0.7% |
| 655 | CAPE VERDE | 3 | 6 | — | — | — | 2 | 11 | 7.7% | 0.2% |
| 656 | MOZAMBIQUE | 26 | 23 | — | — | 12 | 8 | 69 | 48.6% | 1.5% |
| 657 | GUINEA-BISSAU | 1 | 24 | — | — | 2 | 2 | 29 | 20.4% | 0.6% |
| 660 | ZAIRE | — | — | — | 11 | 17 | 11 | 39 | 27.5% | 0.8% |
| 663 | ETHIOPIA | 19 | 13 | 2 | — | — | — | 34 | 23.9% | 0.7% |
| 669 | LIBERIA | 2 | 1 | — | — | 1 | 7 | 11 | 7.7% | 0.2% |
| 673 | NAMIBIA | 7 | 3 | — | 1 | — | — | 11 | 7.7% | 0.2% |
| 674 | SOUTH AFRICA | 27 | 14 | 6 | 3 | 4 | 4 | 58 | 40.8% | 1.2% |
| 675 | GUINEA | 5 | 16 | 3 | 2 | 1 | 1 | 28 | 19.7% | 0.6% |
| 676 | CENTRAL AFRICAN REPU | 2 | 2 | — | — | — | — | 4 | 2.8% | 0.1% |
| 677 | CHAD | 7 | 8 | 6 | 2 | 5 | 4 | 32 | 22.5% | 0.7% |
| 679 | CONGO | — | — | 1 | — | — | — | 1 | 0.7% | 0.0% |
| 680 | BENIN | 2 | 3 | — | — | 7 | — | 12 | 8.5% | 0.3% |
| 681 | IVORY COAST | 25 | 35 | 39 | 19 | 20 | 17 | 155 | 109.2% | 3.3% |
| 682 | MAURITANIA | — | — | — | 1 | 3 | 2 | 6 | 4.2% | 0.1% |
| 683 | NIGER | 9 | 4 | 4 | 7 | 20 | 15 | 59 | 41.5% | 1.2% |
| 685 | SENEGAL | 19 | 15 | 16 | 8 | 12 | 7 | 77 | 54.2% | 1.6% |
| 686 | BURKINA FASO | 2 | 1 | 4 | 1 | 7 | 8 | 23 | 16.2% | 0.5% |
| 688 | MALI | 16 | 15 | 10 | 15 | 25 | 20 | 101 | 71.1% | 2.1% |
| 690 | SOUTH AFRICA - OSAR | 13 | 9 | 8 | 2 | — | — | 32 | 22.5% | 0.7% |
| 693 | TOGO | — | 2 | — | — | 2 | — | 4 | 2.8% | 0.1% |
| 695 | BURUNDI | 11 | 26 | 15 | 14 | 6 | 2 | 74 | 52.1% | 1.6% |
| 696 | RWANDA | 3 | 1 | 3 | 14 | 30 | 4 | 55 | 38.7% | 1.2% |
| Africa Subtotal | | 328 | 396 | 294 | 268 | 387 | 228 | 1901 | | 40.1% |

(3)

USAID MISSION ORDERS FY89 – FY94

| ASIA | | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | Total | Percent of Bureau | Percent of Grand Total |
|---------------|--------------------|------|------|------|------|------|------|-------|----------------------|---------------------------|
| 367 | NEPAL | 25 | 12 | 13 | 15 | 10 | 12 | 87 | 11.4% | 1.8% |
| 383 | SRI LANKA | 10 | 9 | 9 | 7 | 7 | 2 | 44 | 5.8% | 0.9% |
| 386 | INDIA | 19 | 14 | 12 | 1 | 5 | 4 | 55 | 7.2% | 1.2% |
| 388 | BANGLADESH | 24 | 32 | 40 | 23 | 50 | 19 | 188 | 24.7% | 4.0% |
| 391 | PAKISTAN | 10 | 17 | 19 | 7 | 28 | 19 | 100 | 13.2% | 2.1% |
| 482 | MYANMAR | - | - | - | - | 1 | - | 1 | 0.1% | 0.0% |
| 492 | PHILIPPINES | 13 | 24 | 7 | 6 | 23 | 18 | 91 | 12.0% | 1.9% |
| 493 | THAILAND | 6 | 7 | 5 | 8 | 16 | 14 | 56 | 7.4% | 1.2% |
| 497 | INDONESIA | 12 | 21 | 30 | 8 | 26 | 20 | 117 | 15.4% | 2.5% |
| 882 | FIJI/SOUTH PACIFIC | 3 | 4 | 5 | 1 | 6 | - | 19 | 2.5% | 0.4% |
| 889 | PAPUA NEW GUINEA | - | - | - | - | 2 | - | 2 | 0.3% | 0.0% |
| Asia Subtotal | | 122 | 140 | 140 | 76 | 174 | 108 | 760 | | 16.0% |

| ENI | | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | Total | Percent of Bureau | Percent of Grand Total |
|--------------|--------------|------|------|------|------|------|------|-------|----------------------|---------------------------|
| 115 | KAZAKSHISTAN | 1 | - | - | - | - | - | 1 | 16.7% | 0.0% |
| 138 | FRANCE | 1 | 1 | - | - | - | - | 2 | 33.3% | 0.0% |
| 145 | ITALY | - | - | - | - | 1 | 2 | 3 | 50.0% | 0.1% |
| ENI Subtotal | | 2 | 1 | 0 | 0 | 1 | 2 | 6 | | 0.1% |

| LAC | | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | Total | Percent of Bureau | Percent of Grand Total |
|--------------|--------------------|------|------|------|------|------|------|-------|----------------------|---------------------------|
| 504 | GUYANA | - | 1 | - | - | - | - | 1 | 0.1% | 0.0% |
| 505 | BELIZE | 2 | - | 4 | 5 | 8 | 3 | 22 | 1.6% | 0.5% |
| 508 | SURINAME | - | 1 | - | - | - | - | 1 | 0.1% | 0.0% |
| 510 | ARGENTINA | 1 | - | - | - | - | - | 1 | 0.1% | 0.0% |
| 511 | BOLIVIA | 24 | 26 | 16 | 4 | 11 | 12 | 93 | 6.7% | 2.0% |
| 512 | BRAZIL | 3 | 1 | 2 | - | - | - | 6 | 0.4% | 0.1% |
| 513 | CHILE | - | 3 | 8 | 4 | - | 1 | 16 | 1.2% | 0.3% |
| 515 | COSTA RICA | 16 | 14 | 15 | 17 | 25 | 16 | 103 | 7.4% | 2.2% |
| 517 | DOMINICAN REPUBLIC | 2 | 8 | 3 | 7 | 11 | 11 | 42 | 3.0% | 0.9% |
| 518 | ECUADOR | 15 | 22 | 36 | 18 | 26 | 36 | 153 | 11.0% | 3.2% |
| 519 | EL SALVADOR | 35 | 50 | 28 | 22 | 27 | 8 | 170 | 12.3% | 3.6% |
| 520 | GUATEMALA | 22 | 36 | 20 | 16 | 33 | 15 | 142 | 10.3% | 3.0% |
| 521 | HAITI | 14 | 26 | 21 | 24 | 43 | 51 | 179 | 12.9% | 3.8% |
| 522 | HONDURAS | 37 | 33 | 34 | 26 | 36 | 25 | 191 | 13.8% | 4.0% |
| 523 | MEXICO | 1 | 2 | 2 | 4 | 2 | - | 11 | 0.8% | 0.2% |
| 524 | NICARAGUA | 13 | 3 | 4 | 1 | 5 | - | 26 | 1.9% | 0.5% |
| 525 | PANAMA | 5 | 7 | 2 | 2 | 1 | - | 17 | 1.2% | 0.4% |
| 526 | PARAGUAY | 9 | 2 | - | - | 1 | - | 12 | 0.9% | 0.3% |
| 527 | PERU | 12 | 11 | 8 | 11 | 24 | 2 | 68 | 4.9% | 1.4% |
| 528 | URUGUAY | 4 | 2 | - | - | - | 2 | 8 | 0.6% | 0.2% |
| 532 | JAMAICA | 3 | 6 | 17 | 3 | 5 | 12 | 46 | 3.3% | 1.0% |
| 533 | TRINIDAD/TOBAGO | - | - | - | 1 | - | - | 1 | 0.1% | 0.0% |
| 534 | BARBADOS | 4 | 11 | 19 | 10 | 8 | 1 | 53 | 3.8% | 1.1% |
| 545 | ST KITTS/NEVIS | - | - | - | - | 4 | 12 | 16 | 1.2% | 0.3% |
| 596 | ROCAP | - | 1 | 1 | 1 | 3 | 1 | 7 | 0.5% | 0.1% |
| LAC Subtotal | | 222 | 266 | 240 | 176 | 273 | 208 | 1385 | | 29.2% |

54

USAID MISSION ORDERS FY89 – FY94

| NE | | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | Total | Percent of Bureau | Percent of Grand Total |
|-------------|---------------------|------|------|------|------|------|------|-------|----------------------|---------------------------|
| 263 | EGYPT | 44 | 49 | 30 | 38 | 37 | 25 | 223 | 45.6% | 4.7% |
| 268 | LEBANON | - | - | - | 1 | - | - | 1 | 0.2% | 0.0% |
| 271 | ISRAEL | 1 | - | 3 | - | 1 | - | 5 | 1.0% | 0.1% |
| 272 | OMAN | - | 1 | 5 | 4 | 3 | 2 | 15 | 3.1% | 0.3% |
| 278 | JORDAN | 7 | 16 | 5 | 3 | 3 | 9 | 43 | 8.8% | 0.9% |
| 279 | YEMEN ARAB REPUBLIC | 1 | 1 | 8 | 7 | 19 | 9 | 45 | 9.2% | 0.9% |
| 603 | DJIBOUTI | 1 | - | - | 2 | - | - | 3 | 0.6% | 0.1% |
| 608 | MOROCCO | 17 | 21 | 21 | 4 | 18 | 24 | 105 | 21.5% | 2.2% |
| 664 | TUNISIA | 5 | 10 | 5 | 9 | 15 | 5 | 49 | 10.0% | 1.0% |
| NE Subtotal | | 76 | 98 | 77 | 68 | 96 | 74 | 489 | | 10.3% |

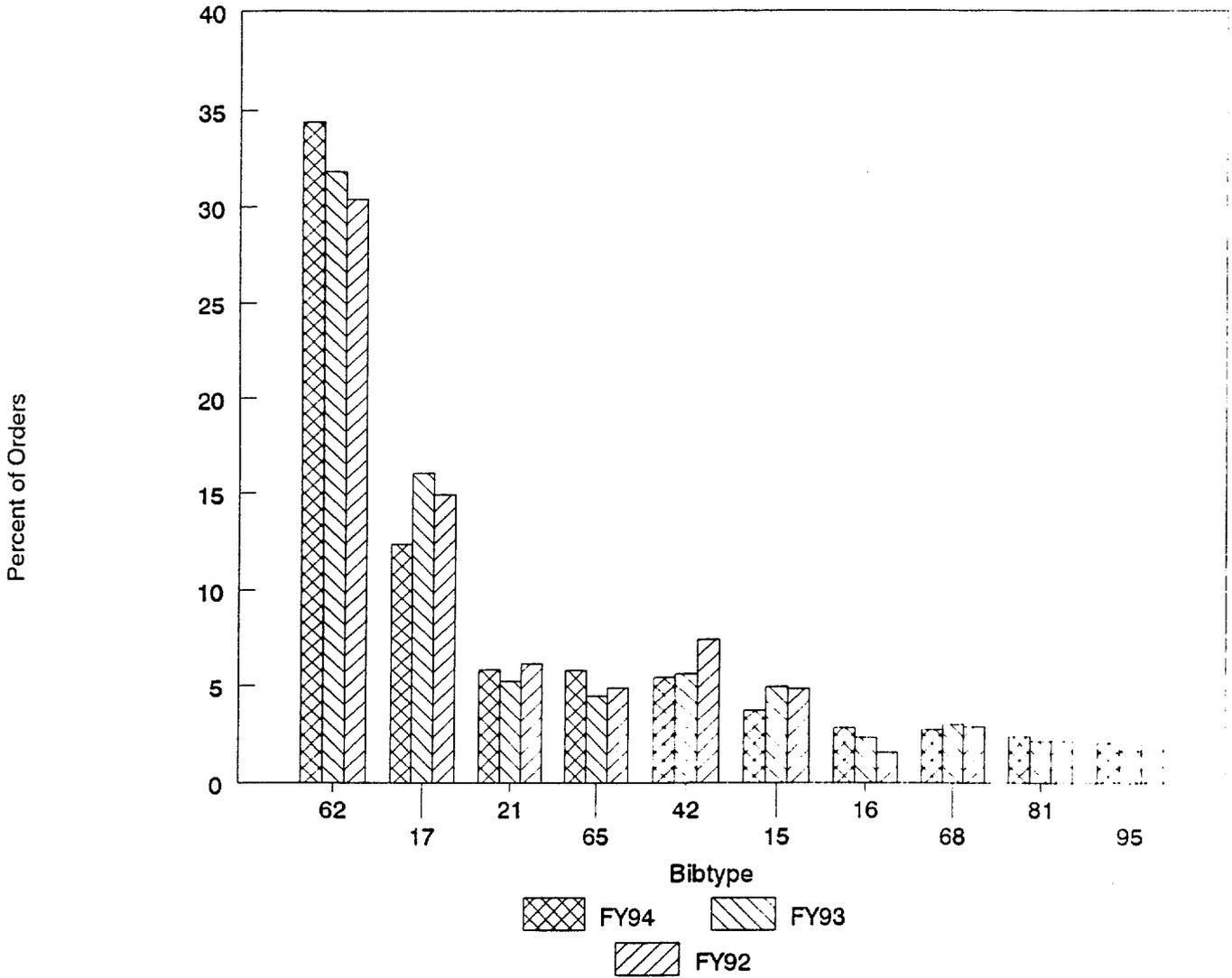
| OTHER | | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | Total | Percent of Bureau | Percent of Grand Total |
|----------------|------------|------|------|------|------|------|------|-------|----------------------|---------------------------|
| 002 | US | 4 | 7 | 4 | 4 | 2 | - | 21 | 10.7% | 0.4% |
| --- | No Listing | 47 | 51 | 38 | 10 | 26 | 4 | 176 | 89.3% | 3.7% |
| Other Subtotal | | 51 | 58 | 42 | 14 | 28 | 4 | 197 | | 4.2% |

Grand Total 801 959 793 602 959 624 4738

55

Documents Ordered by Year of Publication

FY92 – FY94 Comparison by Bibtype
(Ten Highest Percentage of Total Orders)



| Bibtype | Percent | | |
|---------------------------|-------------|-------------|-------------|
| | FY94 | FY93 | FY92 |
| 62 AID Supported Study | 34.4 | 31.8 | 30.4 |
| 17 Special Evaluation | 12.4 | 16.1 | 14.9 |
| 21 Conference Proceedings | 5.8 | 5.2 | 6.1 |
| 65 Handbook/Manual | 5.8 | 4.5 | 4.9 |
| 42 Project Paper | 5.4 | 5.6 | 7.4 |
| 15 PES/ES | 3.7 | 4.9 | 4.8 |
| 16 Sector Assessment | 2.8 | 2.3 | 1.6 |
| 68 Final Report | 2.7 | 3.0 | 2.8 |
| 81 AID Contract/Grant | 2.3 | 2.1 | 2.1 |
| 95 CDSS | 2.1 | 1.7 | 2.1 |
| | 77.4 | 77.2 | 77.3 |

FY94 Documents Ordered by Year of Publication

| CODE | BIBTYPE NAME | 1994 | 1993 | 1992 | 1991 | 1990 | 1989 | 1988 | 1987 | 1986 | 1985 | 1984 | 1983 | 1982 | 1981 | Pre-1981 | Total | Percent |
|------|-------------------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|----------|-------|---------|
| 01 | PID | 1 | 12 | 10 | 9 | 4 | 5 | 4 | 4 | 1 | - | - | 2 | 2 | - | 0 | 54 | 0.2% |
| 02 | Proposal | - | - | - | - | - | 2 | 1 | - | 2 | 1 | 5 | 6 | 2 | - | 5 | 24 | 0.1% |
| 03 | Almanac | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 04 | Atlas/Map | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 05 | Dictionary | - | - | - | - | - | - | - | - | - | 1 | - | - | - | - | 0 | 1 | 0.0% |
| 06 | Directory | 8 | 103 | 70 | 71 | 9 | 6 | 11 | 1 | 3 | - | 5 | 3 | 3 | 2 | 2 | 297 | 1.4% |
| 07 | Encyclopedia | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 08 | Thesaurus | - | - | - | 6 | - | - | - | - | - | - | - | - | - | - | 0 | 6 | 0.0% |
| 09 | Cong. Legislation/Hearings | - | 1 | 23 | 6 | 23 | 6 | - | - | 1 | - | - | - | - | - | 2 | 62 | 0.3% |
| 10 | PAR - Proj Appraisal Rpt | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 86 | 86 | 0.4% |
| 14 | PER - Proj Evaluation Rpt | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 15 | PES/ES - Proj Eval Summary | 12 | 115 | 82 | 58 | 85 | 66 | 66 | 46 | 58 | 45 | 36 | 42 | 18 | 33 | 39 | 801 | 3.7% |
| 16 | Sector Assessment | 2 | 183 | 219 | 57 | 42 | 25 | 4 | 5 | 13 | 16 | 15 | 2 | 4 | 2 | 13 | 602 | 2.8% |
| 17 | Special Evaluation | 139 | 467 | 485 | 226 | 227 | 237 | 131 | 174 | 114 | 125 | 59 | 100 | 61 | 27 | 103 | 2675 | 12.4% |
| 18 | Audit Report | 3 | 46 | 24 | 19 | 12 | 5 | 9 | 13 | 11 | 3 | 10 | 7 | 6 | 3 | 36 | 207 | 1.0% |
| 19 | Non-AID Evaluation | 2 | 10 | 26 | 11 | 6 | 2 | 7 | 5 | 3 | 3 | 2 | 1 | 3 | 1 | 7 | 89 | 0.4% |
| 20 | Concept Paper | - | 3 | - | 1 | 3 | - | - | 5 | 1 | 1 | - | - | - | - | 1 | 15 | 0.1% |
| 21 | Conference Proceedings/Paper | 7 | 163 | 247 | 340 | 132 | 77 | 116 | 34 | 41 | 15 | 18 | 10 | 14 | 11 | 32 | 1257 | 5.8% |
| 22 | PAIP - Prog Asst Init Proposal | - | 2 | - | 2 | - | 3 | 2 | 3 | 3 | - | - | - | - | - | 0 | 15 | 0.1% |
| 23 | Journal Article/Monograph | - | 4 | 15 | 17 | 12 | 7 | 6 | 4 | 7 | 3 | 9 | 2 | 2 | 1 | 4 | 93 | 0.4% |
| 24 | Policy Paper | 90 | 10 | 6 | 18 | 1 | - | 13 | 5 | 6 | 8 | 8 | 5 | 55 | - | 2 | 227 | 1.0% |
| 25 | Project Review Paper | - | - | - | - | - | - | - | - | - | - | - | 4 | - | - | 2 | 6 | 0.0% |
| 26 | Environmental Assessment | - | 57 | 83 | 31 | 35 | 21 | 39 | 28 | 5 | 9 | 7 | 5 | 12 | 13 | 11 | 356 | 1.6% |
| 27 | Proj Design/Imp Guide | - | 79 | 41 | 16 | 9 | 3 | 4 | 25 | 10 | 12 | 2 | - | 1 | 5 | 17 | 224 | 1.0% |
| 28 | Proj Evaluation Guide | - | 6 | 2 | 14 | 7 | 14 | 4 | 43 | 3 | 7 | 5 | - | 2 | 1 | 3 | 111 | 0.5% |
| 29 | NEC Design Document | - | - | - | 2 | 1 | - | - | - | - | - | - | - | - | - | 0 | 3 | 0.0% |
| 36 | Dev/Extended Risk Guaranty Paper | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 37 | Loan Agreement | - | - | - | - | - | - | - | 2 | 1 | - | 1 | - | 1 | 1 | 2 | 8 | 0.0% |
| 38 | Grant Agreement (PROAG) | - | 26 | 24 | 57 | 25 | 16 | 21 | 26 | 7 | - | 3 | 1 | 2 | - | 46 | 254 | 1.2% |
| 39 | Congressional Presentation | 31 | 26 | 2 | 2 | 4 | 1 | - | - | - | 10 | - | - | - | - | 2 | 78 | 0.4% |
| 41 | Feasibility Study | - | 15 | 16 | 10 | 16 | 1 | 5 | 3 | 5 | - | 4 | 2 | - | - | 10 | 87 | 0.4% |
| 42 | Project Paper (PP) | 9 | 94 | 173 | 197 | 109 | 97 | 70 | 79 | 46 | 54 | 41 | 33 | 31 | 29 | 113 | 1175 | 5.4% |
| 43 | PROP - Noncap Asst. Proj Prop | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 38 | 38 | 0.2% |
| 44 | OPG - Operational Dev Grant | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 45 | DGP - Developmental Grant Program | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 46 | HGPD - Housing Guaranty Prog | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 47 | PAAD - Prog Asst Approval Doc | 2 | 5 | 6 | 26 | 21 | 20 | 5 | 5 | 7 | 4 | - | 3 | 1 | - | 3 | 108 | 0.5% |
| 48 | IP/PEP - Invest Prop/Priv Ent Paper | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 49 | NEC | - | - | 2 | 9 | 5 | - | - | 1 | 1 | 3 | - | 2 | 2 | 1 | 3 | 29 | 0.1% |
| 50 | Action Memo/Authoriz/AAM | 1 | 1 | 2 | 5 | 4 | - | 5 | 1 | 2 | 2 | 2 | 1 | - | - | 1 | 27 | 0.1% |
| 52 | Annual Report/Yearbook | 30 | 101 | 21 | 12 | 8 | 4 | 3 | 4 | 2 | 1 | 1 | - | 2 | 13 | 7 | 209 | 1.0% |
| 53 | Progress/Interim Report | 18 | 111 | 44 | 15 | 8 | 5 | 12 | 12 | 15 | 9 | 14 | 3 | 5 | 10 | 22 | 303 | 1.4% |

51

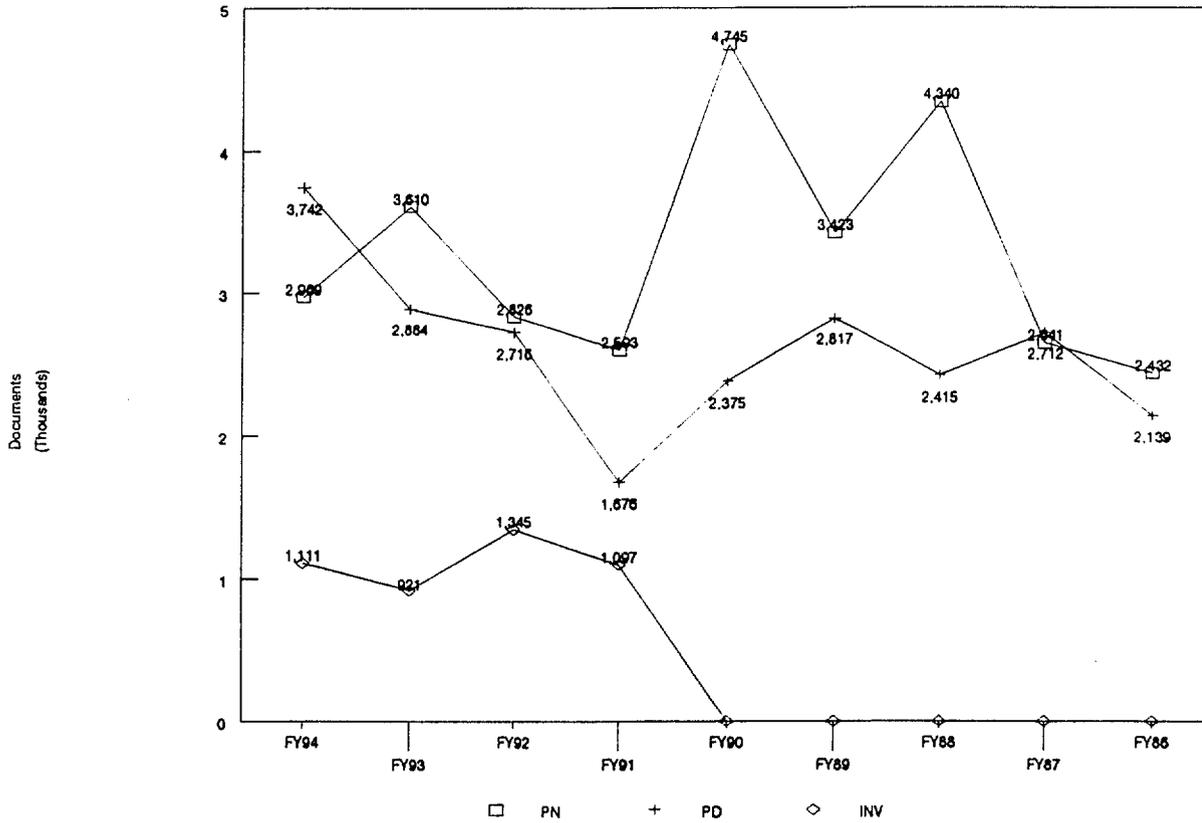
FY94 Documents Ordered by Year of Publication

| CODE | BIBTYPE NAME | 1994 | 1993 | 1992 | 1991 | 1990 | 1989 | 1988 | 1987 | 1986 | 1985 | 1984 | 1983 | 1982 | 1981 | Pre-1981 | Total | Percent |
|--------------|-------------------------------|-------------|--------------|--------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|---------|
| 54 | Thesis/Dissertation | - | - | - | 1 | - | 2 | 2 | - | - | - | - | - | - | - | 3 | 8 | 0.0% |
| 55 | Periodical | - | 22 | - | - | 1 | 15 | 4 | 2 | - | - | - | - | - | - | 1 | 45 | 0.2% |
| 56 | Case Studies | 1 | 93 | 50 | 12 | 11 | 8 | 7 | 8 | 3 | 11 | 2 | - | 4 | 2 | 8 | 220 | 1.0% |
| 57 | Loan Pap/Cap Asst Paper (CAP) | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 17 | 17 | 0.1% |
| 58 | Biblio/Index/Lit Review | 1 | 67 | 149 | 12 | 8 | 9 | 7 | 5 | 13 | - | 4 | 3 | 2 | 1 | 16 | 297 | 1.4% |
| 59 | End-of-tour Report | - | - | 1 | 1 | - | - | - | - | 1 | 3 | - | - | - | 3 | 2 | 11 | 0.1% |
| 60 | Cable | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 62 | AID Supported Study | 134 | 1806 | 2103 | 1129 | 654 | 456 | 236 | 187 | 105 | 85 | 81 | 83 | 70 | 76 | 241 | 7446 | 34.4% |
| 63 | Non-AID Research Study | - | 1 | 7 | - | - | 2 | - | - | - | - | - | - | - | 2 | 1 | 13 | 0.1% |
| 64 | Non-AID Prog/Proj Design Doc | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0 | 0.0% |
| 65 | Handbook/Manual | 5 | 179 | 354 | 49 | 66 | 112 | 49 | 111 | 78 | 24 | 3 | 10 | 177 | 6 | 32 | 1255 | 5.8% |
| 66 | Monograph | - | - | - | - | - | - | - | - | - | 4 | 2 | - | - | 1 | 1 | 8 | 0.0% |
| 67 | Reference Work | 1 | - | 6 | 8 | 1 | 5 | 7 | - | - | 18 | 10 | 6 | 1 | 1 | 7 | 71 | 0.3% |
| 68 | Final Report | 4 | 96 | 120 | 104 | 48 | 45 | 29 | 26 | 18 | 18 | 14 | 10 | 9 | 8 | 40 | 589 | 2.7% |
| 70 | Discussion Paper | 15 | 15 | 9 | - | 1 | 2 | 11 | 9 | 8 | 3 | 2 | 4 | 6 | 3 | 8 | 96 | 0.4% |
| 72 | Airgram | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 4 | 4 | 0.0% |
| 81 | AID Contract/Grant | - | 19 | 89 | 76 | 88 | 43 | 27 | 37 | 21 | 19 | 12 | 15 | 13 | 11 | 38 | 508 | 2.3% |
| 90 | Summary Data (Stat reports) | 115 | 58 | 42 | 7 | 2 | 4 | - | 1 | - | 109 | - | 10 | - | - | 1 | 349 | 1.6% |
| 92 | Trip Report (TDY) | - | 17 | - | 3 | 1 | 1 | 2 | 3 | 16 | 11 | 15 | 3 | 4 | - | 0 | 76 | 0.4% |
| 93 | State-of-the-art Review | - | - | 40 | - | - | - | - | - | - | - | - | - | - | - | 1 | 41 | 0.2% |
| 94 | Action Plan | 2 | 2 | 4 | 8 | 8 | 13 | 13 | 1 | 2 | 1 | 1 | - | - | - | 0 | 55 | 0.3% |
| 95 | CDSS | - | 61 | 99 | 57 | 49 | 72 | 36 | 8 | 6 | 2 | 17 | 10 | 11 | 7 | 9 | 444 | 2.1% |
| 96 | ABS | - | - | 10 | 16 | 12 | 9 | 6 | 6 | 5 | 4 | 3 | 3 | 4 | 6 | 10 | 94 | 0.4% |
| 97 | Econ/Social Analysis | - | 76 | 72 | 77 | 7 | 8 | 27 | 13 | 15 | 4 | - | 1 | 3 | 2 | 17 | 322 | 1.5% |
| 98 | Program Document | 2 | 18 | 32 | 29 | 14 | 9 | 3 | 4 | 2 | 1 | 3 | 2 | - | - | 6 | 125 | 0.6% |
| 99 | Misc Project Documents | - | 2 | 4 | 2 | 5 | - | 1 | - | 2 | 1 | 2 | 1 | 2 | - | 6 | 28 | 0.1% |
| TOTAL | | 635 | 4172 | 4814 | 2828 | 1784 | 1438 | 1005 | 949 | 663 | 650 | 418 | 395 | 535 | 282 | 1081 | 21649 | |
| | | 2.9% | 19.3% | 22.2% | 13.1% | 8.2% | 6.6% | 4.6% | 4.4% | 3.1% | 3.0% | 1.9% | 1.8% | 2.5% | 1.3% | 5.0% | | |

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AID/DISC Acquisitions

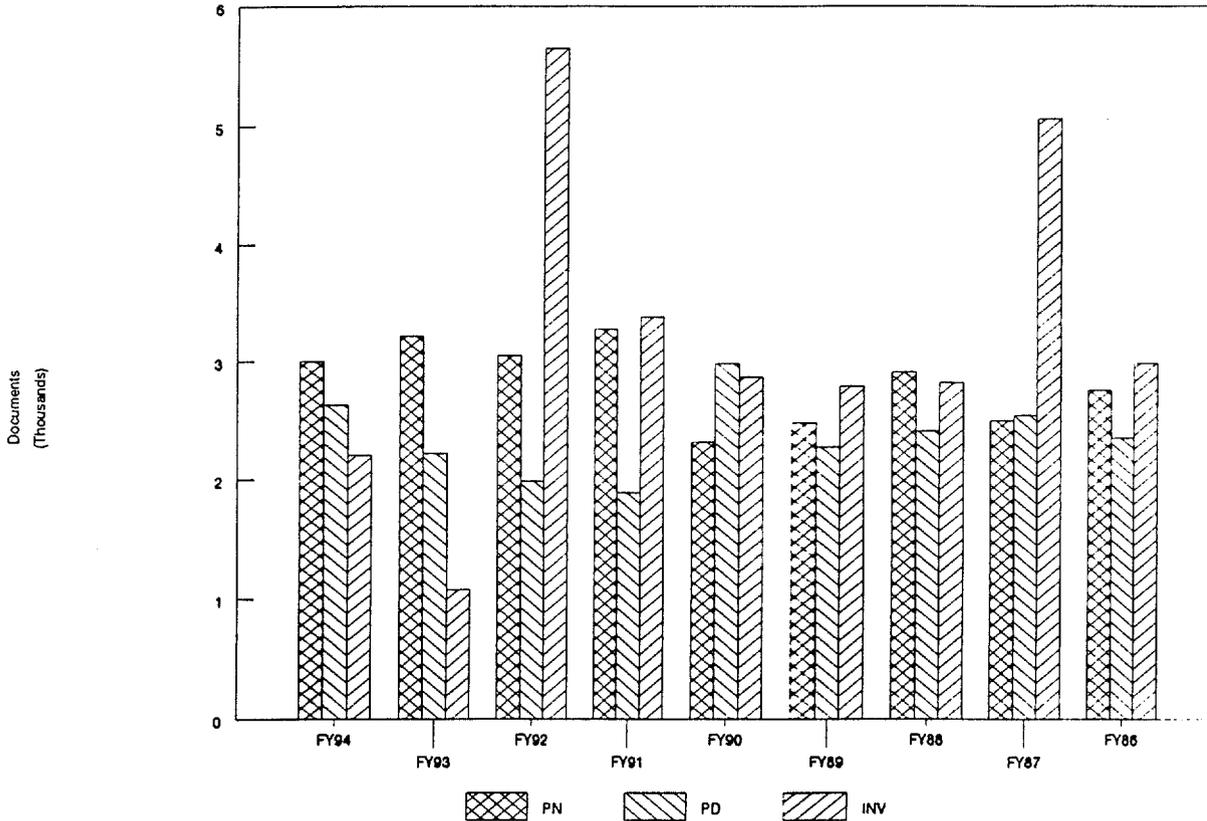
NINE YEAR COMPARISON FY94-FY86



| | OUTPUT TARGETS FROM FY92 SOW *YEAR | TOTALS | | | | | | | | |
|---------------------------------|--|--------|-------|-------|-------|-------|-------|-------|-------|-------|
| | | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | FY88 | FY87 | FY86 |
| A. DOCUMENT ACQUISITIONS | | | | | | | | | | |
| | (Docs + Dupes) | | | | | | | | | |
| | Subtotal (PN/PD/INV) | 7500 | 8,028 | 7,727 | 7,478 | 5,366 | 7,120 | 6,240 | 6,755 | 5,353 |
| 1. | PN's Received for Cataloguing | 2,500 | 2,999 | 3,610 | 2,826 | 2,593 | 4,745 | 3,423 | 4,340 | 2,641 |
| 2. | PD's Received for Cataloguing | 2,500 | 3,742 | 2,884 | 2,716 | 1,676 | 2,375 | 2,817 | 2,415 | 2,712 |
| 3. | Items Received for INV | 2,500 | 1,111 | 921 | 1,345 | 1,097 | 0 | 0 | 0 | 0 |
| 3a. | Duplicates / Miscellaneous | | 2,252 | 3,661 | 7,539 | 3,613 | 5,613 | 4,805 | 7,212 | 5,320 |
| 4. | AV Materials Rec'd for Cataloguing | 500 | 0 | 0 | 5 | 2 | 0 | 0 | 0 | 0 |
| 5. | Items Retrieved from APDMS for DIS by Abstracting and Cataloguing | | 206 | 312 | 586 | 332 | 257 | 465 | 461 | 290 |

AID/DISC Cataloging

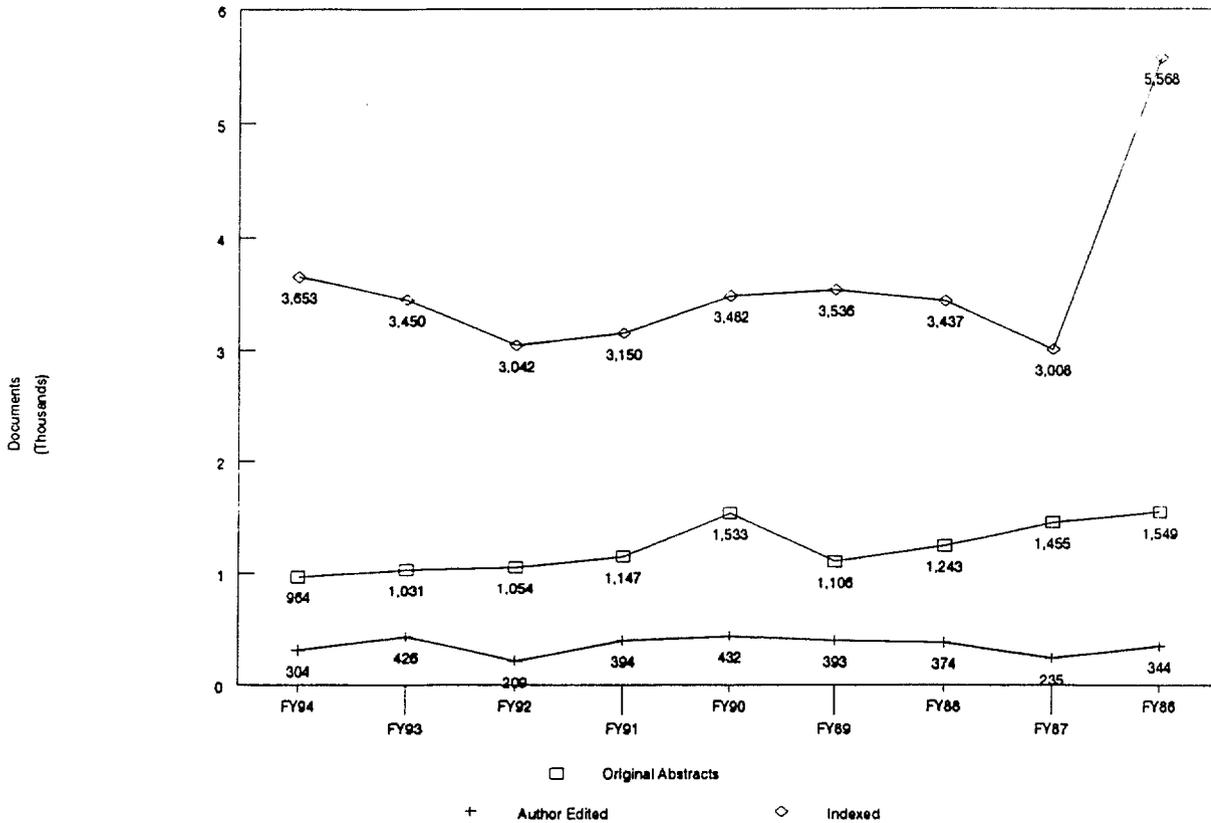
NINE YEAR COMPARISON FY86 – FY94



| | OUTPUT TARGETS FROM FY92 SOW *YEAR | TOTALS | | | | | | | | |
|-------------------------------|--|--------|-------|--------|-------|-------|-------|-------|--------|-------|
| | | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | FY88 | FY87 | FY86 |
| B. DOCUMENT CATALOGING | 7,500 | 7,826 | 6,510 | 10,676 | 8,555 | 8,162 | 7,527 | 8,140 | 10,100 | 8,091 |
| 1. PN's added to DOCUMENT | 2,500 | 3,004 | 3,221 | 3,053 | 3,281 | 2,313 | 2,471 | 2,911 | 2,498 | 2,755 |
| 2. PD's added to DOCUMENT | 2,500 | 2,623 | 2,213 | 1,985 | 1,888 | 2,982 | 2,270 | 2,408 | 2,539 | 2,352 |
| 3. PD & PN Docs. Added to INV | 2,500 | 2,199 | 1,076 | 5,838 | 3,386 | 2,887 | 2,786 | 2,821 | 5,063 | 2,984 |
| 4. No. of Changes to DOCRD | | 2,694 | 3,353 | 8,044 | 4,445 | 1,560 | 6,790 | 2,149 | 4,217 | 5,200 |
| 5. INV/DOCRD Duplicates Found | | 591 | 1,023 | 515 | 619 | 1,465 | 2,432 | 1,728 | 3,543 | 3,819 |
| 6. AV Materials | 500 | 4 | 19 | 19 | 80 | 0 | 0 | 0 | 0 | 0 |

AID/DISC Abstracting

NINE YEAR COMPARISON FY86 – FY94



| | OUTPUT TARGETS FROM FY92 SOW *YEAR | TOTALS | | | | | | | | |
|---------------------------------------|--|--------|-------|-------|-------|-------|-------|-------|-------|-------|
| | | FY94 | FY93 | FY92 | FY91 | FY90 | FY89 | FY88 | FY87 | FY86 |
| C. ABSTRACTING/INDEXING | | | | | | | | | | |
| 1. Original Abstracts Added to DIS | 1,800 | 964 | 1,031 | 1,054 | 1,147 | 1,533 | 1,106 | 1,243 | 1,455 | 1,549 |
| 2. Edited Author – Prepared Abstracts | 250 | 304 | 426 | 209 | 394 | 432 | 393 | 374 | 235 | 344 |
| 3. Documents Indexed Only | 5,000 | 3,653 | 3,450 | 3,042 | 3,150 | 3,482 | 3,536 | 3,437 | 3,008 | 5,568 |
| 4. New (1990) Design Docs Abstracted | 200 | 55 | 26 | 81 | 215 | 189 | 362 | 273 | 317 | 190 |
| 5. Pre-1990 Design Docs Abstracted | 100 | 352 | 299 | 395 | 201 | 551 | 103 | 368 | 105 | 109 |
| 6. AV Materials Abstracted | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7. Proposed Thesaurus Changes | 150 | 0 | 9 | 0 | 82 | 44 | 47 | 52 | 50 | 144 |

DISTRIBUTION OF ORDERS BY BIBTYPE FY90 – FY94

17-Oct-94

| | Bibtype Name | FY90 | | FY91 | | FY92 | | FY93 | | FY94 | | CUMULATIVE | |
|----|----------------------------|---------------|--------|---------------|--------|---------------|--------|---------------|--------|---------------|--------|----------------|--------|
| | | Copies | Orders | Copies | Orders |
| 52 | Annual Report/Yearbook | 329 | 329 | 128 | 123 | 120 | 110 | 168 | 126 | 1,040 | 209 | 1,785 | 897 |
| 53 | Progress Report | 264 | 245 | 191 | 178 | 153 | 151 | 225 | 189 | 320 | 303 | 1,153 | 1,066 |
| 54 | Thesis | 33 | 33 | 21 | 20 | 14 | 14 | 10 | 10 | 9 | 8 | 87 | 85 |
| 55 | Periodical | 108 | 50 | 130 | 47 | 56 | 45 | 66 | 52 | 63 | 45 | 423 | 239 |
| 56 | Case Studies | 703 | 660 | 216 | 207 | 188 | 164 | 201 | 194 | 295 | 220 | 1,603 | 1,445 |
| 57 | Loan Paper / CAP | 20 | 20 | 18 | 16 | 44 | 44 | 18 | 17 | 18 | 17 | 118 | 114 |
| 58 | Bibliography | 859 | 739 | 595 | 469 | 451 | 247 | 510 | 398 | 701 | 297 | 3,118 | 2,150 |
| 59 | End-of-Tour Report | 64 | 15 | 14 | 16 | 15 | 15 | 8 | 8 | 11 | 11 | 112 | 65 |
| 60 | Cable | 4 | 4 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 6 | 6 |
| 62 | A.I.D. Supported Study | 11,897 | 9,337 | 10,311 | 8,373 | 7,501 | 5,938 | 11,503 | 7,845 | 12,733 | 7,447 | 53,945 | 38,940 |
| 63 | Non-A.I.D. Research Study | 17 | 17 | 5 | 3 | 44 | 20 | 31 | 24 | 13 | 13 | 110 | 77 |
| 64 | Non-A.I.D. Design Document | 10 | 9 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 11 | 10 |
| 65 | Handbook/Manual | 5,382 | 2,071 | 2,612 | 1,521 | 1,937 | 933 | 2,338 | 1,096 | 2,158 | 1,256 | 14,427 | 6,877 |
| 66 | Monograph | 42 | 42 | 44 | 39 | 20 | 20 | 13 | 12 | 10 | 9 | 129 | 122 |
| 67 | Reference Work | 541 | 465 | 189 | 179 | 168 | 158 | 131 | 104 | 77 | 71 | 1,106 | 977 |
| 68 | Final Report | 694 | 492 | 409 | 416 | 496 | 488 | 747 | 728 | 599 | 592 | 2,945 | 2,716 |
| 70 | Discussion Paper | 246 | 218 | 151 | 141 | 96 | 84 | 122 | 104 | 107 | 96 | 722 | 643 |
| 72 | Airgram | 10 | 10 | 7 | 6 | 1 | 1 | 2 | 2 | 4 | 4 | 24 | 23 |
| 81 | A.I.D. Contract/Grant | 293 | 293 | 185 | 188 | 416 | 410 | 506 | 493 | 518 | 509 | 1,918 | 1,893 |
| 90 | Summary Data | 138 | 57 | 60 | 65 | 203 | 174 | 340 | 283 | 391 | 349 | 1,132 | 928 |
| 92 | Trip Report | 45 | 44 | 34 | 31 | 48 | 48 | 58 | 58 | 117 | 116 | 302 | 297 |
| 93 | State-of-the-Art Review | 38 | 38 | 7 | 5 | 9 | 9 | 6 | 6 | 1 | 1 | 61 | 59 |
| 94 | Action Plan | 214 | 210 | 157 | 135 | 185 | 184 | 282 | 273 | 56 | 55 | 894 | 857 |
| 95 | CDSS | 376 | 373 | 260 | 251 | 482 | 444 | 473 | 466 | 447 | 444 | 2,038 | 1,978 |
| 96 | ABS | 180 | 180 | 108 | 96 | 107 | 105 | 82 | 80 | 93 | 94 | 570 | 555 |
| 97 | Eco-Social Analysis | 438 | 420 | 340 | 314 | 286 | 265 | 313 | 289 | 547 | 322 | 1,924 | 1,610 |
| 98 | Program Document | 44 | 44 | 78 | 72 | 154 | 112 | 284 | 164 | 167 | 124 | 727 | 516 |
| 99 | NEC Project Documents | 100 | 81 | 43 | 49 | 69 | 65 | 82 | 82 | 50 | 49 | 344 | 326 |
| | TOTAL | 46,481 | | 32,682 | | 34,584 | | 41,617 | | 38,444 | | 193,817 | |

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Appendix B

Technical Acquisitions and Cataloguing: Support to and from USAIDs and Bureaus and Major Issues Arising in FY94

Last year was a particularly challenging year. In addition to a substantial increase in the number of documents that needed to be handled by both units, we continued testing electronic mechanisms. The responsibilities of this task have doubled with no increase in staff size. We expect this trend to continue on the bases of: improved communication by the Acquisitions Coordinator with the USAIDs; of the very productive efforts for retrieval of current design documents and evaluations; the productive retrospective reviews of the APDMS data sets; and the number of closing USAIDs which are submitting their entire holdings of A.I.D. documentation; and the planned move of all A.I.D./W Offices in FY 1995.

To cope with the massiveness of the task, we instituted "Simplified Entry." Sets of documents all under the same contract and project number, progress reports, and trip reports, documents that have all of the needed information on the title page but that are not design documents, evaluations, and/or technical reports, are entered under this new mechanism. Such records also may contain compound documents, the secondary ones being cited in the Ancillary Data (B820) field rather than entered on individual records.

We placed particular emphasis on adding policy and program materials to the DIS last year. The Bureau for Management provided 177 documents, which included information on the reorganization, Congressional presentations by high-level A.I.D. officials, confirmation hearings, etc. Kissinger Commission information was provided by LAC. We received 63 documents from Congress' "Serial Set," on foreign assistance, including the Senate and House versions of the Foreign Assistance Act of 1991 from AFR/SAR. We added these documents in this category to the DIS as "contextual" documents because the Congressional discussions and versions of the proposed act have a profound effect on A.I.D. While such documentation is readily available in Washington, D.C., we were concerned that the USAIDs have ready access to this information, particularly in view of the ongoing discussion on foreign assistance and on expanded usage of CD-DIS.

The inclusion of this information in the DIS generated questions on DIS criteria and on appropriate Bibtype Codes. The issue of having a data base specifically for "management" documents surfaced. Concerns about the ephemeral or "draft" nature of program documents and on potential "political sensitivity" were raised.

Version control: Version control has been and continues to be a problem in the cataloguing process. Cataloguers often see the same material with no -- or perhaps slight -- variation, issued under different covers or series. For example, a study may be published first under the contractor's banner and then be re-issued as an A.I.D. evaluation or other project-related series a year or so later. Alternatively, it may appear as a journal article. Extra time must be taken to

pull microfiche to verify that the material is identical or to determine whether there are sufficient differences to justify processing the later edition. When the newly received edition does not substantially differ, its series title and number or other distinguishing information is recorded in an "Also known as" note in the ancillary data field of the existing record. Instances such as these, which seem to be occurring with greater frequency, demonstrate why cataloguing is not a simple matter of data entry and why "living" documents, with many iterations, pose a significant problem in the electronic age.

In the dynamic context of electronic documents, where an evaluation can be "updated," or where a work plan becomes the core text for a progress report which then becomes the core text for the next work plan, etc., a mechanism will be needed to identify and automatically enter such documents into the DIS. Version control is seen as a major issue for both the Records Management and the DIS functions. Whatever mechanisms are created should respond to information storage, retrieval, dissemination (by reproduction or by electronic transmission), and archival functions simultaneously and build a consolidated system that answers a myriad of user needs.

We encountered similar questions with those documents we received as electronic transmissions. In general, those documents received electronically do not meet current criteria for the DIS. In view of the "living," (those documents still being created, i.e., iterations) document concept, expressed in the KRA report, "Text and Document Handling Study," and "Final Forms Management Report -- USAID Forms Management Study" (April 7, 1994), major questions for what DIS will include in the future arise. KRA refers to "finished" documents, [We prefer the term, "completed."] which are the traditional documents included in the DIS. Will the DIS be expected to have numerous electronic versions, or is that a records management function? If the DIS becomes responsible for "living" documents, it is recommended that the "Availability Field" (B810) have special wording which states:

This is the version of the cited document, received on [date] at [time]. The DIS is not responsible for any more recent version, until such version is received and entered into the data base.

The rapidly increasing number of subscriptions to this product also required continual work with the CD-DIS Systems Manager to modify records and to confront electronic document issues.

APDMS Support of DIS: 732 APDMS documents were retrieved for entry into the DIS. Most were Design Documents.

The lack of a document title field on APDMS and the difference in Bibliographic typing schemes has always been a constraint to finding these documents. However, Tina is reviewing the APDMS data bases procedurally. Implementation of the "Common Bridge Fields" and use of the APDMS Bibtypes across all APDMS and DIS data bases would benefit all users and expedite retrieving important APDMS documents for the DIS.

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Retirement and Disposition Issues Raised by the Records Management Temporary Duty Assignments of Effie Hunter, the Closing USAIDs, and the FY 1995 Move of A.I.D./W Offices:

The Acquisitions Coordinator and the Technical Acquisitions and Cataloguing Section are concerned that the "Development Experience Documents" in closing USAID collections not be discarded or retired without the assurance that they are in the DIS. In reviewing the Trip Reports from **Effie Hunter** on Cameroon and Chad, we identified certain categories that we believe should be systematically sent to DIS Acquisitions at the DISC.

After reviewing Ms. Hunter's report, our view is that everything, other than the administrative categories, in Item Number 20510 (Program Subject Files) and many documents in the categories cited as "Section 2," "Section 6," and "Section 7" should be sent to DIS Acquisitions at the DISC. It would be preferable if we could identify specific bibliographic types and provide certain other qualifications for the Section 6 and Section 7 groups. However, we believe it would be better to take all the documents in those categories than to lose major "**Development Experience Documents.**"

APDMS documents slated for retirement were reviewed and **135 Design Documents** from ANE; **654 Design Documents** for AFR; and **98 Design Documents** for LAC on retrospective activities were identified to determine which should be entered into the DIS.

GLOBAL Bureau

The importance of the Global programs to Regional and Country-Specific programs became increasingly visible. We have long been concerned about the lack of transparency showing the interrelationships between the Centrally Funded and geographically-based programs. Frequently, our Acquisitions experience has indicated that many projects realistically have at least two project numbers, the Centrally Funded design and the specific geographic number showing how the basic worldwide design was adapted. A representative project is "Basic Research and Implementation in Developing Education Systems (BRIDGES)," Project Number 936-5824. The Project Officer and her contractors, at the inception of this project, advised DISC Acquisitions of the interrelatedness and the country-specific projects included.

Ongoing support was provided by the Cataloguing Staff in providing priority entry of documents for inclusion in urban and housing bibliographies.

Bureau for Humanitarian Response

Because of the Administrator's emphasis on Rural Participatory strategies, DISC made a concerted effort to retrieve information from the APDMS data base, PRJSRD. Also, many PVO Progress Reports were entered. This universe of information has always been very difficult to access. Contributing factors are the number of registered PVOs, the use of umbrella activities under which given PVOs do essentially the same activity worldwide, and the plethora of NGOs

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that produce documents informally but are not aware of their value to the DIS. Tracking these activities is difficult in that the Contract Numbers, rather than the Country-Specific Project Numbers, take precedence. Its OFDA activities, by their very nature, as emergency relief and response, normally do not produce the traditional kinds of documentation. Partially, this is because disaster relief activities need to respond quickly, with a minimum of paperwork. Like Global, the impact this Bureau has on Regional and Country-Specific activities is not as transparent as is desirable, especially in view of the emphasis being placed on indigenous groups as facilitators of development.

Bureau for Africa

Uganda: In response to a letter from **A. Carson**, the DISC sent 10 packets of additional reference books received from the DIC for the **East African School of Librarianship at Makerere University**. In addition to having her students create an on-line catalogue for the school, Anne is also guiding the automation of USAID/Kampala's collection, using MICRODIS. She will be giving a special presentation on USAID's system at anniversary celebrations for the School of Librarianship.

USAID/Chad: V. Van Brunt contacted L. Clift several times for information on project documentation for Chad and for the SAHEL. We found it a good opportunity to test sending hitfiles with eMails. L. Crone again solved every glitch with her usual expertise.

USAID/Senegal: The Cataloguers worked intensively with **Fatou Kader**, the Documentation Center Librarian in Dakar. The revised DISC Operations Manual sections on Acquisitions, Technical Acquisitions, and Cataloguing were provided in both paper and electronic diskette formats. Coding tables for APDMS Bibtypes, DIS Bibtypes, and Geocodes were included. Hitfiles from the DOCUMENT data base were converted and supplied in Word Perfect, as were the draft electronic macro "Report Processing Form" and a schematic, developed by C. Dines and V. Freeman, showing the correlation between Fatou's CDS-ISIS and the DIS' MINISIS fields. We also provided paper copies of this information.

In addition to information provided, M. Klish and L. Brillhart took Fatou through all the steps in entering a document and prepared step-by-step guidelines so that Fatou has a very comprehensive understanding of DISC procedures.

We also participated in presentations on CDS-ISIS Fatou gave.

Fatou explained the ambitious re-engineering plan being implemented at USAID/Dakar.

We were also able to supply Fatou with very good, recent reference books, courtesy of J. Butsch and the A.I.D./W/DIC.

USAID/Cameroon: **Nina Minka**, the Development Information Center (DIC) Coordinator is highly qualified and experienced; that Mission is responsible for the documentation of the Central

African Republic, Guinea, and Chad's documentation during the coup d'etat period. It also has an extensive videotape collection of approximately 560 items and was one of the two collections which constituted the original **AVRD** audiovisual data base.

With USAID/Yaounde's closing, Nina worked closely with W. DeWitt to review bibliographies and to make sure that all relevant documentation, including Yaounde's large videocassette collection is acquired for the DIS. Seven boxes of documents and 10 boxes of videocassettes are currently being reviewed and entered by P. Phillips.

Like USAID/Pakistan, q.v., Cameroon should be considered a prototype for handling closing USAID and moving A.I.D./W Office documentation effectively.

USAID/Mauritania: Project Assistance Completion Reports for 18 projects were received and entered because REDSO/WCA "is closing the program in Mauritania." This was a very well coordinated activity from the DISC standpoint; a bibliography was sent along with the documents and a very clear memorandum.

AFR/SA: Seventeen boxes of retrospective A.I.D. and non-A.I.D. documents were processed by Technical Acquisitions. Included in this set were many important Congressional documents on the proposed Foreign Assistance legislation and on various foreign aid programs.

USAID/Somalia: All documents submitted on Somalia were entered into DOCRD as priorities. In particular, 2 Memoranda of Understanding on Project Numbers 649-0140 and 649-0150 were entered as priorities in order to provide design information quickly. The purposes of the projects were to assist the U.N. in reestablishing the judicial and public safety sectors in Somalia.

AFR/ARTS: The Cataloguing Staff provided ongoing support for ARTS in providing priority entry for documents it included in its newsletters.

Bureau for Asia and Near East

USAID/Pakistan: **J. Blackton, Director, USAID/Pakistan, (formerly head of PPC),** directed a major task, implemented by **D. Radi,** to send significant documentation on Afghanistan and Pakistan because the programs in both countries are closing. Because of his indepth knowledge of the Development Information sector, this was unequivocally the most organized set of preselected material ever received in massive batches at the DISC. As a result, the following memorandum was written by the Technical Acquisitions and Cataloguing Staff:

"It is recommended that the document submission activity, coordinated by John Blackton and his staff in USAID/Pakistan be replicated Agencywide. The task, as implemented under his direction, is depicted below in the belief that it should be the prototype for the Agency worldwide.

From the DISC perspective, the USAID/Pakistan activity was characterized by the following:

- Two weeks before any documents were sent, the Mission Director sent an eMail, dated September 12, 1994, to the Direct Hire Coordinator of Acquisitions and Cataloguing, indicating the importance of the documents, the fact that they had been preselected, how many boxes were being sent, the way in which submission would occur, and that the "first wave" should be expected quite soon.

The following excerpt from the Technical Acquisitions and Cataloguing Unit's September, 1994 report quotes portions of Mr. Blackton's eMail and illustrates the coordinated effort and care which went into providing the Mission's documents:

USAID/Pakistan: M. Pope forwarded an eMail from John Blackton, USAID/Pakistan (including the Afghanistan program). Intensive preliminary work was done at the Mission Director's instruction, e.g.:

"As part of our information management efforts in the closeout of the USAID missions for Pakistan and for Afghanistan we have taken very considerable care to identify important documents, reports, and records which should be part of the permanent CDIE/DI archive. We are very sensitive to the fact that the primary responsibility for intelligent triage of documents rests in the field.... Consequently, we have devoted very substantial American staff time to the careful review, sorting and inventorying of documents with an eye to the longterm value of the information for future users."

Mr. Blackton also states that of all international donors, only A.I.D. had a significant program in Afghanistan. Consequently, the information that will be entered into the DIS will be the ONLY information during crucial years, on which to base future assistance programs.

Because of the Mission Director's expertise in the information sector, particularly with regard to his prior management role over PPC/CDIE/DI, the Technical Acquisitions and Cataloguing Unit regards this set as an invaluable prototype for proper entry of massive collections from closing USAIDs and from A.I.D./W Offices in their preparation for moving in 1995. We believe special attention should be given to developing guidelines for other closing USAIDs and for A.I.D./W, based on the activity as structured and administered in Pakistan by Mr. Blackton and his staff.

The practices initiated and implemented by Mr. Blackton and his staff suggest the kind of guidance that should be issued by A.I.D./W to cover closing USAIDs and A.I.D./W Offices prior to their move to the new building in 1995:

- On September 20, 1994, the first box on Afghanistan arrived. On September 23, 16 more boxes arrived.

- Each box was labelled with forms in very large print:

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

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ATTN. MARGARET POPE
ACQUISITIONS COORDINATOR
PPC/CDIE/DI
ROOM 303, SA-18
WASHINGTON, D.C. 20523-1803

with a return address of:

AGENCY FOR INTERNATIONAL DEVELOPMENT
A.I.D. MISSION FOR PAKISTAN AND AFGHANISTAN
OFFICE OF PORTFOLIO OPERATIONS

- On the side of each box was an envelope with the same address and a return address which showed the responsible USAID/Pakistan staff member's name (D. Radi).
- Inside that envelope was an exact listing of what was contained in the boxes.
- Inside the box was a duplicate copy of the list of the box's contents.
- Care was taken to pack the boxes well and not to overload them so as to reduce the weight and logistics problems at every transit point.
- The envelope identified the Box Number, as did the two lists.
- Very few duplicate copies were found; only 7.21% of the documents had been entered into the DIS previously. This is such a low duplicate rate that implications are that Islamabad, which has CD-DIS, reviewed the DOCUMENT data base to see if documents were in the DIS. If so, the intensive effort expended in "preselection" was of great assistance to expediting the entry of these documents into the DIS. In fact, the DISC staff skipped the usual Technical Acquisitions task. The Cataloguers entered the documents directly, saving substantial time and effort usually expended by the Technical Acquisitions Staff.

USAID/Bangladesh: L. Bilquis, Acquisitions Liaison, continues to provide Dhaka's documents, making this one of the best covered USAIDs on the data base. Last year, this USAID received widespread recognition for the success of its massive family planning program and for the pioneering and sustained excellence of the Grameen Bank program, for which Muhammed Yunus recently won a major award.

USAID/Bangladesh: M. Klish entered 68 documents on Natural Resources Management (Project Number 497-0362), and **L. Brilhart** entered 64 documents on Technical Resources II (Project Number 388-0074).

USAID/Philippines: 24 boxes of documents were sent and are being entered quickly because **W. De Witt** and **P. Phillips** reviewed massive bibliographies, prepared by **Litz Santana**, the Mission

Liaison, enabling the DISC to identify exactly those documents needed for the DIS. This USAID has consistently worked diligently with PPC/CDIE/DI, Acquisitions.

ANE/ME: 2 boxes of materials on the West Bank and Gaza were received, reviewed in Technical Acquisitions, were added as a priority in support of the initiatives in the Middle East.

USAID/Morocco: A set of 37 background documents were entered and the DOCIDs were provided DOCIDs for a Request For Proposal on Morocco's Family Planning Maternal Child Health (FP/MCH) program (Project Number 6080223).

USAID/Morocco: 25 document submissions were tracked by Technical Acquisitions for the Mission, and W. DeWitt was advised of the titles in the set.

USAID/Sri Lanka: Frequent, consistent submission of documents from this USAID because of the conscientious efforts of Srma de Soyza, the Acquisitions Mission Liaison, resulted in very good coverage for this USAID in the DIS.

USAID/Indonesia: Frequent, consistent submission of documents from this USAID because of the conscientious efforts of the Acquisitions Mission Liaison resulted in very good coverage for this USAID in the DIS. Particularly noteworthy were the 68 documents submitted for "Natural Resources Management," (Project No. 497-0362).

USAID/Thailand: Frequent, consistent submission of documents from this USAID because of the conscientious efforts of the Acquisitions Mission Liaison resulted in very good coverage for this USAID in the DIS.

ISPAN (Regional Project): The Irrigation Support Projects (ISPAN I and II) consistently currently and retrospectively supplied documents for the DIS. In addition to the regional Project Number 3980289, country specific information for Pakistan, Egypt, India, Sri Lanka, Thailand, Indonesia, etc., are also well covered because of the conscientious submission of documents.

Bureau for Europe and the New Independent States

ENI has been a priority for inclusion in the data base since its inception. In fact, the rules were changed for the document set from this Bureau to catalogue Progress and Trip Reports from this Bureau as priorities. This is an exception to the general rule for all other Bureaus.

Several requests have been received in response to a Request For Proposal for the Management Training and Economics Education Program in Central and Eastern Europe. Fortunately, Cataloguing had entered 2 identified documents and had 10 progress reports ready for filming. Document Distribution has been able to respond to the demand because some of the documents were entered under the new "Simplified Entry" protocol.

On 8/11/94, the Document Distribution Unit received a request for design documents from the Committee on Science, Space, and Technology, House of Representatives on several projects: Eastern European Regional Human Resources Program (Project Number 180-0002); Restructuring Agriculture and Agribusiness (Project Number 180-0024); Management Training and Market Economics Education (Project Number 180-0029); Environmental Training (180-0041); and New Independent States Private Sector Initiative (Project Number 110-0005). 8 of the 10 design documents requested were on **DOCUMENT**. All 10 were on APDMS; the two that were not on **DOCUMENT** were entered as soon as the request was received.

Special priority cataloging was established for the following activities:

- Regional Energy Efficiency Project (Project Number 180-0030)
- New Independent States: Energy Efficiency and Market Reform Project (Project Number 110-0002)
- "United States Government Assistance Program: Status of Projects" [Hungary], January 1994
- Eastern Europe Enterprise Funds (Project Number 180-0010)

Bureau for Latin America and the Caribbean

Pursuant to the Administrator's initiative, **A. Langhaug**, the onsite New State Research and Reference Services Coordinator, sent L. Brillhart a set of 18 documents on Rural Participatory strategies and appraisal methodologies for Systems Approach to Regional Income and Sustainable Resource Assistance (Project Number 936-5452). Linda catalogued the documents immediately and provided the DOCIDs as requested by Anne.

Anne was also concerned about the number of portfolio reviews not in the DIS. She acquired all missing ones in LAC for the system. These important management reports are called by many different names, e.g., "Semi-annual Report (SAR)," "Semi-annual Status Report (SASR)," a "Project Implementation Status Report (PISR)," a "Portfolio Review." Either "Mission Portfolio Review" or "Mission Portfolio Management Review" most clearly indicates the function of these documents and separates them from progress reports on individual projects and/or on individual contracts.

Anne also acquired a set of documents from the Records Center. These documents had to be returned to be destroyed. It would be logical to set up a mechanism by which documents needed by a U.S. Government entity could be acquired by that agency rather than for the requesting agency to have to reproduce the documents and return them for destruction.

Priority documents were entered for A. Langhaug on LAC health and environmental management, and the democratization/public administration sectors.

Priority documents, which graphically depict the complexity and interrelationships among Centrally-Funded, Regional, and Country-Specific projects were entered for: Agricultural and Rural Development Technical Services (Project Numbers 597-0022 and 598-0654), for Access

to Land, Water, and Other Natural Resources, Project Number 936-5453, and for the PL 480, Title II and Title III Programs in Bolivia (Project Numbers 511-PL-02 and 511-PL-03).

Documents from the 1961-1965 era were entered as a priority for the Republic of Chile Program in Tax Administration, Project Number 513-0109.

Several documents on Democratization in El Salvador (Project Number 519-0411) and on Peace and National Recovery (Project Number 519-0394) were entered as priorities.

USAID/Haiti: Late in FY 1994, Haiti became a major priority.

During her temporary duty in A.I.D./W, **Danielle Wahab** resumed previous responsibilities as Librarian and Acquisitions Liaison for the Mission. She advised us that the Director has instructed that the reopened USAID/Haiti Development Information Center will be accessible to the public as well as to USAID staff because of the Director's appreciation for the value of information. She selected reference books received from the DIC; 14 parcels were pouched to her the same day.

USAID/Bolivia: A comprehensive bibliography of Bolivian documents was provided by A. Langhaug. Additional support was provided when Anne requested an "electronic report processing form" during her temporary duty in Bolivia, which was transmitted to her by the W. DeWitt, the Acquisitions Coordinator.

USAID/Ecuador: L. Clift participated in a DISC conference with **Sophia Reinoso** on the RHUDO Information Center she is setting up in that USAID for all of LAC.

Bureau for Management

Approximately 1,000 documents were sent by the Management Bureau for review by PPC/CDIE/DI, Technical Acquisitions. 207 were duplicates. 177 were added to the DIS. The remainder include correspondence, memoranda, statistical data, etc., which we are recommending be reviewed for Records Management purposes (e.g., inclusion, disposition, retirement).

GC: Support was provided by S. Sherman and L. Clift in finding documentation on "Worldwide Malaria Eradication Research," (Project Number 931-0033) from the 1960s and 1970s. A.I.D. is defending against environmental claims on the use of DDT. Initially five documents were found on DOCUMENT; 52 documents were found on INVRD. 24 of the entries on INVRD had country-specific project numbers also. Scott ran these project numbers and found another 35 documents. He submitted PRJDOC3 printouts showing a total of 87 documents.

PPC/CDIE/DI/DIC: **J. Butsch** submitted the remaining historical documents (cited in "A.I.D. Historical Collection : Historical Materials at the A.I.D. Development Information Center") to

PPC/CDIE/DI, Acquisitions for entry into the DIS. Some of the documents were previously entered but not fully processed.

PPC/CDIE/DI/DISC: P. Phillips identified **830** Initial Partial Cataloguing Records (IPCRs) that have institution codes and will be submitted for filming and complete processing in batches.

Operations Manual Revision -- Technical Acquisitions and Cataloguing Sections:

L. Clift completed writing and compiling the Technical Acquisitions and Cataloguing Sections of the Operations Manual and their annexes. C. Dines converted several Lotus charts to Word Perfect for inclusion in the Manual. L. Lewis prepared a chart of the Language Codes, and V. Van Brunt and V. Freeman reformatted sections of the Cataloguing Manual. The exercise demonstrated many of the problems associated with creating and compiling an electronic document, including incompatible formats; imbedded instructions in components of documents which overrode settings in the main text; tedium of correcting idiosyncracies displayed by the reveal codes function; slowness of the system when dealing with multiple large documents, especially when time constraints are a factor and operating on many system users simultaneously; etc.

FY95 PLANS BY FUNCTIONAL AREAS

DISC Goals FY95

Work closely with USAID/W and Missions to ensure a comprehensive coverage of USAID development experience documents are received and processed. Continue close collaboration with USAID contractors to ensure timely submission of documents. Continue to monitor official project files which continue to yield over 50 percent of design documents.

Continue to work within SOW targets for Clearinghouse processing and distribution services.

Continue to maintain the Development Information System database systems to ensure continued access to USAID's development experience.

In the coming year, we hope to become more involved in electronic publishing, specifically through the development and dissemination of file independent portable documents. This should lead to the development of dramatically enhanced versions of the AID Thesaurus, Evaluations Catalog, ARDA, and other publications.

Complete transfer of DIS report and project information to M/IRM provided resources that permits USAID/W-wide access to corporate memory via WAN.

Working in conjunction with M/OP, complete notification and approval of new contract language requiring USAID contractors to submit reports and documentation in an agency-approved

electronic media and developing the procedures to receive and process the information into the DIS

Using IRM provided standards and procedures, migrate major portions of DIS documents and project information to a database server that will permit remote database access to USAID's institutional memory via Internet.

Work closely with USAID/Haiti personnel to establish procedures and compile development information resources that will facilitate future mission planning and operations following reinstatement of the development program in Haiti.

Complete Revision of Handbook 18 that spells out requirements for submitting project/program documentation in accordance with new programming guidelines and for ensuring the preservation of new electronic programming documentation as part of the agency's corporate memory.

Align corporate memory management policies and procedures to reflect realignment of USAID organizational responsibilities and technology shifts leading to closer integration of development experience information into overall program and project planning, management and evaluation.

1. Systems Development, Operation, and Maintenance
2. Processing

The Technical Acquisitions and Cataloging Staff seeks the achievement of the following goals:

- Approve pertinent sections of Revised Handbook 18 on Acquisitions and its inclusion along with the Acquisitions Guidelines in full-text, electronic format on "**CD-DIS**," "**Internet**," and the "**Resources Directives**" CD-ROM, particular attention to the "**Development Experience Document**," the "**Seven Essential Bibliographic Elements**," and the requirement for submission of only **ONE (1)** copy of any document for environmental, DISC procedural efficiency, and the increasing technological capabilities.
- Approve and implement a policy eliminating retirement requirements for "**Development Experience Documents**," submitted to PPC/CDIE/DI, Acquisitions for entry into a consolidated DIS/APDMS information management system. Rationale is for the National Archives NARA regulatory set to be supplied to that authority in the same way any document or set of documents would be supplied to any requestor.
- Reach agreement on Revised Handbook 18 requirements and Handbook 21 requirements for retirement and retention of documents, to be followed by immediate approval of and dissemination of Agencywide directive(s). Dissemination of such

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official guidance should be both in paper format and electronically on CD-DIS, on Internet, and via eMail Agencywide.

- Use guidelines established in the closeout of USAID/Pakistan, covering the Afghanistan and Pakistan programs, as a prototype for the submission of documents from closing USAIDs and from A.I.D./W Offices, scheduled to move in 1995.
- Test and select technological equipment and programs which will enable Technical Acquisitions and Cataloguing to achieve the entry of massive quantities of documents resulting from closing USAIDs and the A.I.D./W move, which are expected to increase exponentially in the next five years. Such a system, from this section's standpoint, should include:
 - the capability to perform entry via prompts, via menus, and via tagging, highlighting, and wandng of the 7 essential elements to the appropriate indices.
 - the inclusion of **all** coding tables **online**.
 - the capability to make a change in one data base one time which will be stored for replication in all other data bases, as needed. An example is entering a new institution code directly into a record in DOCRD and having it automatically stored and a code assigned in the INSTDS data base permanently. The next time that institution is searched, the system should automatically highlight the correct INSTDS entry and enable it to be entered immediately into the record by highlighting and entering it.
 - a self-indexing program, which enables the inclusion of the A.I.D. Thesaurus terms, the ACSI codes, the Handbook 21 Subject and Item Codes, and any acronym.
 - automatic Quality-Control (QC) mechanisms, such as spell-check and logical confirmation of Project Numbers, Contract Numbers, Bibliographic types, etc.
 - version control for "living" documents.
 - assurance of approval/authorization for "completed" documents, especially for Policy Statements, Strategies, Design Documents, and Evaluations (whether by official stamp, signature, and date or using electronic signatures.)
 - Create a special standardized message for inclusion online, on CD-DIS, and on Internet which is inserted into any bibliographic citation for any document that is incomplete, illegible, or missing pages to solicit submission of good, complete copies: Sample proposed wording follows:

"The document cited herein is incomplete and/or illegible. We request any DIS user who has a good copy of this document to submit it to PPC/CDIE/DI, Acquisitions,

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Room 303, SA-18, Agency for International Development, Washington, DC 20523, USA to replace the flawed copy currently in the DIS archives. Thank you."

- Implement enhanced systems capabilities.
- Attain contractual targets for both Technical Acquisitions and Cataloguing.
- Consolidate DIS and APDMS, using "**Common Bridge Fields**" and the APDMS bibtype set, with expansions to include Policy and Program documents.
- Have seen work begun on a standardized worldwide, Agencywide online "**Data Field Definition, Bibliographic Code and Authorized Subject Dictionary and Filing Protocol Manual**," operating under a "**continual revision**" policy and maintained by an authorized standing committee comparable to the Thesaurus Committee.
- Have the capability to enter documents into the DIS **procedurally** (i.e., large numbers of documents in any format, e.g., paper copy, diskettes, electronic full-text transmissions), quickly, and effectively.