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***Development Information
Services Clearinghouse
FY93 Annual Report***

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Introduction

FY93 was another year of dramatic change within the Agency for International Development (USAID). Under the scrutiny of a critical Congress and as a perceived potential target of a new and ambitious administration, USAID was thrust into yet another unsettling reorganization which at this time is still in progress.

During FY93, USAID Bureaus had realigned themselves and were settling into their new structure, advanced computer technology became more readily available within the Agency, nations realigned themselves on the world scene, and as a nation we braced ourselves for yet another election year. The tried and proven methods of providing information services suddenly seemed as antiquated as eMail, and wide area networks began to dominate the technology scene within the Agency and beyond and to challenge the way USAID transacts business. As a contractor, LTS was called on to redefine our role as information providers, 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 FY93 must be viewed within the context of these ongoing changes within the Agency and their impacts on the technical support that LTS provides. For example, the decision to augment the POL/CDIE/E staff required a dedicated and competent LTS system staff to support, install, and maintain CDIE LAN equipment. The increased number of staff members committed to the R&RS function required a substantial additional investment in equipment and technical support. The organizational structure of USAID itself has required constant vigilance on the part of LTS in maintaining our network of document suppliers to ensure a steady flow of documents for processing through acquisitions. The emergence of electronic documents and user expectation that dissemination can proceed as usual have raised challenging technical issues requiring the development of new procedures and processes. The restructuring of the Newly Independent States and Eastern Europe has resulted in new strategies for project funding and unique documentation demanding flexibility. We note the changing project documentation and the trend away from formal project papers and toward less structured design documents, such as grant agreements and action memos. As a contractor to POL/CDIE/DI, LTS has been in the maelstrom of these changes, and challenged to respond effectively and efficiently to an ever evolving program of requirements. The present report documents LTS's response to the challenge of change and our accomplishments during the third year of our contract.

1 FUNCTIONAL AREAS

1.1 Systems Development, Operation, and Maintenance

LAN Conversion. During FY93, the decision was made to convert the CDIE local area network (LAN) from Novell NetWare to Banyan Vines and to connect the new CDIE LAN to the Agency wide area network (WAN). In conjunction with IRM and CDIE, various conversion scenarios were identified and evaluated. A plan was formulated and the necessary hardware and software acquired. The new servers were installed and software was loaded for evaluation. The actual conversion from Novell to Banyan will occur during the 1st quarter of FY94.

Equipment Upgrades/Enhancements. Throughout the year LTS has upgraded and/or replaced equipment as required to meet the varied needs of CDIE. Due to the physical relocation of the ESDS project to the DISC and the additional burden placed upon the DISC's already strained LAN server, the server was upgraded from a 386/25MhZ to a 486/MhZ platform.

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).

MicroDIS. Version 3.0 of MicroDIS was completed. Among other improvements, this release includes network capability. The product has been tested extensively in Central America by participants in the PROEXAG project. Based on the results at these installations, the software was provided to REDSO/WCA for evaluation on a Banyan LAN in an Agency mission environment. During FY94, this package will be made available to all registered users of MicroDIS. In addition, throughout the year LTS continued to support and distribute Version 2.2 of MicroDIS, thereby expanding the user community for the product.

CD-ROM Development

CD-DIS CD-ROM. Production of CD-DIS went into its second full year. By all accounts the product is well received. LTS has constantly striven to upgrade the capabilities of the software and to provide more useful data sources as part of this product. Most notable among these efforts is that during the past year LTS began the conversion of the *Agency Handbook Series* from paper to CD-ROM. This task came to fruition with the release of CD-DIS #7, which included this new database. This disc contains the entire contents of the 33-volume Handbook Series, including graphics and images.

DAI CD-ROM. LTS produced and developed for CDIE the Development Activity Information (DAI) CD-ROM, collaborating with approximately 20 international development organizations worldwide. The international organizations provided their development project information in a common development activity information exchange format, which was consolidated by the International Development Research Centre (IDRC) of Ottawa, Canada, into a single, comprehensive database. Utilizing the standards and techniques it uses to produce CD-DIS, LTS took this database and prepared the DAI CD-ROM. CDIE has played a major role in fostering greater cooperation between the various international donors by mastering and producing the DAI CD-ROM as its "contribution in kind" to this historical effort. With over 75,000 records, the DAI CD-ROM is a valuable resource for USAID Missions. The second edition of the CD-ROM, along with an updated user manual, was published during 1993 and a third edition, to be renamed INDIX, is scheduled for publication during the 1st quarter of 1994.

SABIR CD-ROM. The enthusiastic success and worldwide acceptance of both the CD-DIS and DAI CD-ROM products resulted in the United Nations ACCIS library in Geneva soliciting CDIE to produce a prototype CD-ROM to be named SABIR. For the SABIR CD-ROM, LTS incorporated a variation of the standardized user interface developed by LTS in cooperation with CDIE and combined several hundred thousand citations from the collections of approximately 25 different UN libraries. The CD-ROM enabled CDIE to make a notable contribution in support of UN efforts to improve the information distribution capabilities of UN collections and contributed to a strengthened information management program.

1.2 CDIE Acquisitions of USAID Documents

CDIE Acquisitions has seen many changes during FY93. Efforts were made throughout the year to be more visible, not only to Agency personnel, but also to contractors. To achieve this goal, several initiatives were put into action.

Acquisitions Cable. During FY92, a cable was sent to Missions requesting that they identify a Mission Liaison position. The reaction to the first cable was strong, but several Missions failed to respond, and during the first quarter of FY93, a second cable was sent to missions that had not yet responded to CDIE's request for a liaison. At the same time, CDIE Acquisitions sent a cable to the liaisons already identified to thank them for their efforts and to reiterate our offer to assist them in any way we can. (Note: This cable was in addition to the more personal contact CDIE Acquisitions already maintains with a large number of liaisons.) At present, 56 liaisons have been identified in the 89 USAID overseas offices (both country and regional Missions). We have liaisons in 25 out of 35 Missions in Africa; 7 of the 12 Asia Missions; 5 of the 7 NE Missions; 2 of the 10 in Europe; 17 of the 21 Missions in LAC. Furthermore, these numbers are still increasing as we continue to receive confirmation cables.

To facilitate Missions' submission of materials, the Development Information Services Clearinghouse (DISC) continued to make supplies available to the Missions such as reinforced envelopes, mailing labels, and printouts of Mission documents already on the DIS. CDIE

Acquisitions has also made available, to all responding Missions, information about CDIE's new product, CD-DIS, and the advantages for any Mission possessing it.

Contacting USAID Contractors. The second initiative during FY93, was to establish closer contact with USAID contractors. This highly successful effort resulted in an enormous response to the numerous mailings that were sent to contractors explaining their obligation to provide Agency documentation. Acquisitions contacted over 170 contractors, covering over 600 contracts let by the Agency. Contractors provided Acquisitions with contact lists, either for a general USAID liaison or a contract-specific person. In a further effort to maintain a strong dialogue, CDIE Acquisitions has given briefings, both over the phone and in person, to numerous contractors. CDIE Acquisitions updated and reorganized the briefing packet and established procedures for maintaining contractor contacts. One method is sending a postcard to inform contractors of our receipt of large shipments of documents. Another is to offer our services of checking bibliographies and supplying mailing labels, as we do for the USAID Missions and AID/W personnel.

CDIE Acquisitions also met with various USAID/W personnel in an attempt to reinforce the importance of timely submission of documentation. Acquisitions worked with both Bureau liaisons and direct-hire staff in the Washington offices to evaluate changes in documentation procedures and to learn what each Bureau viewed as its most important design documents. This effort enabled us to reevaluate our acquisitions policy regarding PIO/Ts and Trip Reports.

Reorganizational changes in the Agency and its changing documentation have created ongoing challenges for the Acquisitions staff, both in identifying project-related materials, and determining which key document types are providing the design and evaluative documentation for new USAID-funded activities.

As a function, Acquisitions is performed across two contracts: the primary outreach function is performed by LTS on-site under a subcontract arrangement; operational technical processing is performed at the Development Information Services Clearinghouse (DISC). In the past year, an effort was made to restructure the acquisitions functions performed at the DISC by integrating them with cataloguing and abstracting to blur the distinction between acquisitions, cataloguing, and abstracting.

1.3 Processing

Development Information System (DIS). LTS manages CDIE's computer-based Development Information System (DIS) which serves as the foundation for many of the information products and services that support the work of the Agency by preserving its *institutional memory*. Through the DIS, CDIE aims to systematically acquire and disseminate the Agency's *development experience* in a variety of computer, print, and micrographic formats. Over 113,000 USAID project, policy, and technical documents, and 8,500 associated USAID projects are identified and controlled through the family of databases comprising the DIS. During FY93,

over 6,500 new documents were added to the DIS as shown in Figure 1.

Documents Processed. With regard to document receipts, there has been a steady flow of documents throughout the year (with some months more plentiful than others). The most noticeable change has been our receipt of more PN's and fewer Inventory materials. This change is a direct result of the work CDIE Acquisitions has done with the contractors. Also, fewer duplicates were received (possibly a result of the increasing number of requests to either check publication lists or send project documentation listings). Only two months in FY93 show an increase in duplicates, the months of October (prior to our efforts) and April (the month Acquisitions cleared backlogged materials).

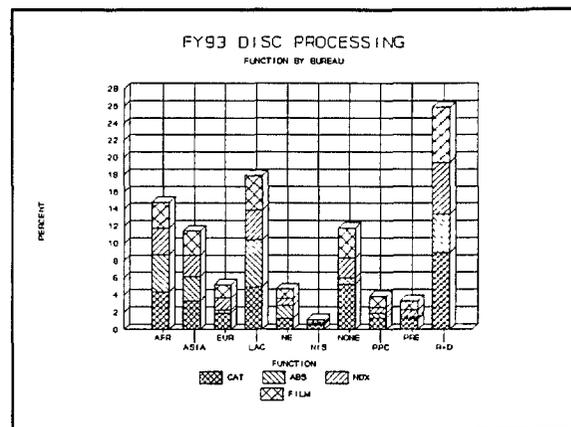


Figure 1
DISC Processing FY93

Document Tracking. With the merging of Acquisitions and Cataloguing functions, the Processing Unit is exploring the practicality of tracking documentation on the DIS from the time it is accepted by Acquisitions. Previous attempts to provide this tracking capability were hindered by the inability of MINISIS to prompt for fields after initial entry had been completed. That is, if Acquisitions had entered data, the system would not prompt the field tags for the Cataloguers. The Systems Development Group is investigating the possibility of programming the function keys to overcome this problem. It is envisioned that Acquisitions will enter a minimum number of fields required for identification and tracking purposes, similar to current Initial Partial Cataloguing Records (IPCR), (title, author, date of publication, bibliographic type category, Project Number, and Contract Number, the staff member entering the data, tracking notes, and the date entered fields). The function key program would enable the Cataloguers to augment fields and build on the initial entry.

Collaboration between the DIS and Records Management Databases. Despite the incongruence between the Records Management Bureau (APDMS) and DOCUMENT databases and document type categories, the Processing staff (Acquisitions, Cataloguing and Abstracting) have continued to retrieve significant documentation from the Bureau databases for inclusion in DOCUMENT. An average of 20-40 design and evaluation documents per month are identified from APDMS. In addition, Bureau liaisons assisted in locating individual items noted missing by either the R&RS staff or the contractors.

Processing continues to believe that more effective collaboration and possibly even consolidation of the documentation function is a central issue. Statistics show that over 50 percent of the Design Documents came from the Records Management Contracts Database (PRJSRD) and not through distribution to CDIE Acquisitions, and that over 80 percent of all USAID grants to

Private Voluntary Organizations (PVOs) came from PRJSRD, rather than through distribution. With the resurrection of the Records Management Bureau program in the Asia, Africa, and the new Global Support Bureaus, we are again finding many documents that are not being disseminated to CDIE Acquisitions. Consequently, we recently began to again review lists of Bureau documents in specified prime document type categories, focusing on design documents and evaluations, endeavoring to create a systematic procedure for ensuring that major documentation is routed to Processing for entry into DOCRD/DOCUMENT.

While the Records Management Bureau databases are very useful as a source of documents for the DOCUMENT data base, there are important limitations to their use. Most of the centrally funded Bureaus, including POL and FHA, do not participate in the program (with the exception of R&D, which films several offices). There has been some interest in PRE for inclusion in the program, but funds are not available. We have worked diligently to see that PRE documents are submitted for entry into the DIS; however, those submitted frequently have been slated for retirement. Currently, the retirement policies of Records Management and NARA conflict with the requirements that the DIS be the Agency's comprehensive "institutional memory" and provide information to requestors worldwide. Processing continues to advocate a coordinated system that requires submission to DIS Acquisitions or retrieval of all "Development Experience Documents" from Records Management Bureau databases before retirement.

CIMS database. The addition of the Contract Information Management System (CIMS) database to MINISIS offered potential for better control of contracts being funded. However, approximately 70 percent of the entries on CIMS RD lack project numbers. Subsequent tape revisions have failed to change this percentage significantly. During the year, new databases joining CIMS RD and PROJECTS were made available to facilitate searching project-related contracts.

Other issues

- **Electronic media** - A great deal of effort was expended throughout FY93 attempting to address issues related to receiving and disseminating electronic media. A committee met during the year to establish technical procedures for processing electronic media. As discussed elsewhere in this report, a worldwide cable was drafted to notify the Agency of CDIE's readiness to accept electronic media. At year's end the cable was being held pending resolution of Agency reorganization issues.
- **Restricted Documents** - Acquisitions continued to receive documents with restricted information which required special handling and special permission prior to dissemination outside of the Agency. These restricted documents required close coordination between the issuing office, DISC/DDU and the DISC Cataloguing staffs.

1.3.1 Cataloguing

Processing Targets: The target of 5,000 documents for the DOCUMENT data base was exceeded. A breakdown of the documents processed indicates: 52 percent of the documents were project documents (i.e., PD documents, including design and evaluation documents); over 47 percent were USAID-supported contractor-produced reports; and less than 1 percent consisted of non-USAID publications (including USAID-related GAO reports and audits). Further analysis as shown in Exhibit A, reveals the following distribution of document types processed:

Design documents	19 percent
Evaluation documents	13 percent
Program/Sector documents	5 percent
Research reports	44 percent
Annual/trip reports	13 percent
Other	6 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

Handbook 18 Revision: The Processing Staff contributed significantly to the revision of "Handbook 18," specifically, those sections focusing on CDIE Acquisitions, defining the nine types of "Development Experience Documents," defining submission requirements for all forms of media, and providing a style manual to assure that the "seven essential bibliographic elements" (listed below) are available on the title page of each document.

SUMMARY OF DOCUMENT TYPES BY BUREAU BASED ON GEOCODES

BUREAU	DESIGN TYPES	EVALUATION TYPES	PROGRAM/ SECTOR TYPES	RESEARCH TYPES	ANNUAL/ TRIP TYPES	OTHER	TOTAL
AFR	204	169	77	258	61	34	803
ASIA	86	137	32	258	73	41	627
EUR/NIS	95	29	40	97	140	7	408
LAC	283	199	50	302	104	24	962
NE	59	106	27	47	21	5	265
FCMD	177	8	0	17	19	1	222
GSP	118	52	29	533	130	68	930
PPC	7	6	0	112	2	10	137
NO GEOCODE	49	119	74	534	142	135	1053
TOTAL	1078	825	329	2158	692	325	5407
FCMD	187	32	0	27	72	1	319
GSP	171	150	71	1058	251	108	1809
PPC	30	24	4	188	3	12	261
TOTAL CENTRAL	388	206	75	1273	326	121	2389

The above chart does not reflect the full contribution of the Centrally-Funded Bureaus or their impact on Country-Specific and Regional Programs. The following chart, based on Central Program Project Numbers suggests the degree of interdependence between Country-Specific/Regional Programs and the Centrally-Funded Programs.

Exhibit A

Seven Essential Bibliographic Elements

Author name(s)
Descriptive title
Project number(s)
Sponsoring USAID/W office(s) or USAIDs
Contract number(s)
Contractor name(s)
Date of publication or issue (year produced or year distributed)

Training and Technical Support Activities: During FY93, the Cataloguers participated in numerous training and research support activities for both in-house DISC staff and the research staff. Training was provided to the new CDIE Acquisitions Coordinator and the newer members of the Processing Staff. In addition, support on specific research questions and tasks was provided to the R&RS, ABIC, PRE/H, E/NIS, and FHA staffs. Included in these support activities were priority processing and the provision of verification printouts of records of E/NIS documents, ABIC documents for the "ARTS Newsletter," R&D/WID documents, and PRE/H documents for published bibliographies. Criteria for DIS databases were revised to make E/NIS documentation more easily accessible. Support was given to R&RS Staff working on the management review of project implementation, program strategic documents, Afghanistan education projects, and documents for required Article V subMissions of scientific and technological documents.

Prime Development Activity Project Numbers. Cataloguing participated in discussions resulting in a redesign of the DOCUMENT database, in which a new project number field was added to differentiate "Prime Development Activity Project Numbers" from those projects which fund evaluations of other projects. All records for evaluation documents were reviewed and records modified as needed to reflect this new project number distinction.

Entry of Geographical (Geocode) codes for all DOCUMENT Records. During FY93, Cataloguers began to enter a Geocode (AIDGE/C100) for every record. In the past, this field was completed only for project documents and for major program documents, including Program Objective Documents, Country Development Strategy Statements, Action Plans, Annual Budget SubMissions, etc. Guidelines were written which require *specific country Geocodes* when only one country is the subject of a document; *regional codes*, when all subject countries are within one region or when one region is the subject of the document; and *worldwide codes* when subject countries are in more than one region, more than one region is the subject of the document, or the scope of the document is worldwide.

It became apparent that including geocodes for all records enhances searching by:

- allowing additional access for researchers and expediting specifically the searches for program and portfolio documents,
- enabling DISC Processing to determine how much support it is giving to each USAID and to each USAID/W Bureau in entering its documents, and
- facilitating DISC tracking of document subMissions from each Agency entity to fulfill reporting requirements.

Processing Electronic Full-text Documents. Throughout FY93 the processing staff expended considerable energy developing and testing various strategies for handling electronic records. Ten test records were entered on DOCUMENT and a report was prepared detailing the issues and problems encountered. Processing staff members received training on techniques and procedures for handling electronic documents, including downloading MINISIS records into full-text LAN files.

It is envisioned that an electronic document will have its MINISIS bibliographic citation downloaded into the full-text LAN file so that full bibliographic information will be readily available in a standard format at the beginning of each electronic document.

Cataloguing continues to work on protocols for electronic processing and to define procedures more clearly. Preliminary guidelines were submitted for review. The Cataloguing Coordinator also participated in meetings to draft a proposed electronic cable for submission of electronic documents to POL/CDIE/DI, Acquisitions. A sample electronic form which is a potential macro was designed to overcome some of the difficulties experienced.

Archiving of all audiovisual (AVRD) materials. All audiovisual materials on the premises in DISC's control were archived to the offsite warehouse to be stored under temperature/humidity controlled conditions and the records modified to show their new location in compliance with National Archives and Record Administration (NARA) regulations.

Cataloguing participated in the efforts to design and implement a program to address NARA's concerns with USAID's archiving and retirement of non-print media. While POL/CDIE/DI's materials are the Agency's "institutional memory," its holdings are not "official records" as defined by records management. However, POL/CDIE/DI and the DISC are cooperating in the NARA effort with other USAID Offices.

Freedom of Information vs. Restrictions on Dissemination of DIS Documents. One issue which has repeatedly created problems for DISC Processing is that of "restricted documents." A production operation like the DISC always experiences dysfunctions when it must handle large numbers of special cases. Restrictions range in nature from "procurement sensitive FAR

requirements" to concern about the contents of such program documents as Action Plans, Strategy Statements, Annual Budget Submissions, etc. One problem is that "procurement sensitive" refers to a category of the core "Development Experience Document" set -- the Design Documents (e.g., Project Papers, Program Assistance Approval Documents, and Grants) -- which are the source of abstracts for the PROJECTS database. Also, concerns over "program documents" strike at country-specific and region-specific strategic documents that historically have been in the public domain to the extent that Country Development Strategy Statements and their equivalents have always been PN or publicly accessible documents; program documents also constitute another core category of "Development Experience Documents." Furthermore, because only a few restrictions were applied before 1990, a disproportionately high percentage of current and recent documentation is not available to audiences that traditionally have had access to it.

To date, 808 documents are restricted, of which all but 7 have an issuance or publication date of 1990 or later. 136 restricted documents are program level; 433 restricted documents are in the approved design categories; 26 restricted documents are in the pre-approval design categories; 179 restricted documents are audits, which carry restrictive wording on the cover and/or title page; the remaining 34 restricted documents represent small numbers in a wide variety of document type categories.

1.3.2 Abstracting/Indexing

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.

Abstracting/Indexing Production Overview. A total of 1,223 abstracts were added to the DOCUMENT database, and another 118 were added to the PROJECTS database only. Total abstracting production was thus 1,341, compared to 1,410 in FY92. This 5 percent decline is probably a result of a decline in receipt of abstract-quality documents (i.e., design documents, recent evaluations, good technicals).

Document abstracting was more or less evenly divided between PNs and PDs. Our greatest stride forward was in author abstracts, which increased substantially over previous years, totaling 505 or nearly 40 percent of total abstracting production.

Targets for recent design documents could not be met because the documents simply were not there. Of a total of 409 design documents abstracted, 177 were the primary design document for a project; of these only 7 were dated 1993, 79 were from 1992, and 46 from 1991, for a total of 132 (vs. a target of 200). This paucity of primary design documents may be related to the fact that we were not able to obtain updated PROJAUTH information for the PROJECTS

database at all during the fiscal year. The work of the DISC is seriously hindered by the lack of an authoritative listing of Agency-approved projects. Our normal procedures for updating our project authority list were unavailable because of Agency reorganizations and altered reporting mechanisms. As a result, the PROJAUTH information available on the database is sadly out of date. In fact, a third of the projects we abstracted are not listed on PROJAUTH yet.

Total indexing output was on target, and significantly higher in FY93 (3,443 documents) than in FY92 (3,163). The addition of point-and-shoot indexing software has increased the efficiency of indexing data entry to the optimal level. Total processing output (abstracting and indexing) was 4,666 documents, slightly above last year's 4,573.

Finally, in FY93 as in previous years, A/I was again right in the center of DISC processing and publishing operations. Because of its in-depth knowledge of USAID documentation and the Agency's overseas project- and program-level operations, A/I is uniquely able to make substantive contributions to the acquisitions, cataloguing, 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 Records Management Geobureau databases; (2) proofed bibliographic records for all 4,000-some documents added to DOCRD database; (3) proofed publications, including ARDA and the current awareness publications.

AID/W Bureaus. A summary of Bureau specific abstracting and indexing services is provided in Section 2 of this report; however, 20 percent of new project description abstracts for the PROJECTS database were for centrally funded projects. In addition, the A/I department actively reviewed portfolio reports from USAID/W offices seeking new project descriptions. We also prepared 330 special summaries of environment and natural resources projects and activities for ENRIC (the Environment and Natural Resources Information Center), and we assisted in preparation of the United Nations SABIR CD-ROM user manual.

1.3.3 USAID Thesaurus/USAID Classification Scheme

With the publication of a new edition of the Thesaurus in FY92, only minor revisions were required in FY93. There has been very little feedback from users suggesting new terms. The geographic descriptors were updated during FY93, including Eastern Europe and the former USSR.

1.4 Dissemination

Dissemination clearly is an important DISC function. 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 FY93, the Document Distribution Unit received 5,956 orders for documents, and provided almost 40,000 documents -- through a combination of 3,509 copies of microfiche, 27,502 paper copies reproduced from microfiche, and 8,970 copies of documents available from

our in-house stock -- to three client groups, as shown in Figure 2. Paper copies of documents made from microfiche are still the most frequently requested format. An analysis of documents distributed by bibliographic type for the last fiscal year (Exhibit B) indicates that the most frequently requested documents types are, in descending order: USAID-supported Studies (32 percent), Special Evaluations (16 percent), Project Papers (6 percent), Evaluation Summaries (5 percent), Handbooks/Manuals (5 percent), and Conference Papers (5 percent). This analysis further indicates that design and evaluation documents and USAID-supported studies (contractor-prepared reports) account for approximately 70 percent of all documents ordered in the past year, with the remaining document types comprising the remaining 30 percent. Finally, this Exhibit illustrates that over 66 percent of the documents requested were published within the last five years.

PRIORITY TYPE	Orders	No. Documents
Priority 1 USAID and contractors	3,384	27,971
Priority 2 LDCs and Development Orgs	353	1,876
Priority 3 Business, Colleges, Public	2,219	10,134

Figure 2
DDU Document Distribution Summary

An analysis of Mission use of the DISC during FY93 (**Exhibit C**), indicates that the Africa Missions requested over 42 percent of the documents requested by Missions, with LAC Missions requesting almost 28 percent, Asia 15 percent, and Near East 9 percent.

The most frequently requested publications during FY93 are shown in **Exhibit D**. A survey was performed during the Summer to determine DISC user interest in receiving documents electronically. Most requestors would like the option of receiving their documents electronically, although there was no clear indication of the electronic form preferred.

Pricing. The basic pricing policy remained the same this year. 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 toward cost recovery was \$66,302 for FY93. This total includes proceeds from DDU and CD/DIS and 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 8,235 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.

Exhibit B

DISTRIBUTION OF ORDERS BY BIBTYPE FY89 - FY93

3-Jan-94

Bib Code	BIBTYPE NAME	FY89		FY90		FY91		FY92		FY93		CUMULATIVE	
		Copies	Orders	Copies	Orders								
--	(APDMS, WID, WBank, etc.)	2,880	1,685	4,724	1,724	4,441	2,238	9,475	3,834	6,842	3,654	28,362	13,135
01	PID	55	55	117	68	89	93	77	74	66	66	404	356
02	Proposal	11	11	20	20	7	8	9	9	9	9	56	57
03	Almanac	1	1	0	0	0	0	0	0	0	0	1	1
04	Atlas/Map	17	17	0	0	1	1	0	0	0	0	18	18
05	Dictionary	179	173	21	21	6	6	3	3	1	1	210	204
06	Directory	0	0	151	148	136	170	230	146	330	179	847	643
07	Encyclopedia	64	50	0	0	0	0	0	0	0	0	64	50
08	Thesaurus	0	0	25	19	9	7	24	11	12	12	70	49
09	Cong. Legislation/Hearings	0	0	0	0	9	8	22	22	397	94	428	124
10	PAR - Proj Appraisal Rpt	163	163	100	100	116	111	49	49	64	63	492	486
14	PER - Proj Evaluation Rpt	2	2	0	0	0	0	0	0	0	0	2	2
15	PES/ES - Proj Eval Summary	1,141	1,010	1,050	994	858	866	964	934	1,244	1,231	5,257	5,035
16	Sector Assessment	313	313	389	370	426	375	325	307	578	559	2,031	1,924
17	Special Evaluation	8,160	4,283	7,794	4,140	4,708	3,573	4,438	2,915	7,134	4,210	32,232	19,121
18	Audit Report	398	398	290	274	281	257	335	333	339	330	1,643	1,592
19	Non-AID Evaluation	35	35	38	38	42	37	57	56	114	102	286	268
20	Concept Paper	11	11	33	32	9	8	18	18	20	20	91	89
21	Conference Proceedings/Paper	2,754	1,745	3,599	2,228	1,613	1,510	1,696	1,199	1,611	1,295	11,273	7,977
22	PAIP - Prog Asst Init Proposal	11	11	11	11	25	25	17	17	15	15	79	79
23	Journal Article/Monograph	479	449	333	333	257	253	223	210	158	155	1,450	1,400
24	Policy Paper	1,960	471	1,493	245	749	242	414	148	434	202	5,050	1,308
25	Project Review Paper	10	10	0	0	2	2	2	2	1	1	15	15
26	Environmental Assessment	213	211	406	405	715	600	327	324	683	638	2,344	2,178
27	Proj Design/Amp Guide	143	92	315	156	193	119	140	106	201	161	992	634
28	Proj Evaluation Guide	340	135	287	141	146	81	164	89	276	146	1,213	592
29	NEC Design Document	0	0	2	2	6	7	4	4	4	4	16	17
36	Dev/Extended Risk Guaranty Paper	0	0	0	0	0	0	0	0	0	0	0	0
37	Loan Agreement	12	12	5	5	12	10	4	4	9	8	42	39
38	Grant Agreement (PROAG)	171	171	221	199	181	196	418	402	482	465	1,473	1,433
39	Congressional Presentation	43	43	64	35	87	71	77	66	62	54	333	269
41	Feasibility Study	138	137	122	122	66	69	55	54	105	92	486	474
42	Project Paper (PP)	1,401	1,363	1,575	1,130	906	905	1,464	1,417	1,464	1,425	6,810	6,240
43	PROP - Noncap Asst. Proj Prop	125	125	54	54	92	74	39	39	32	32	342	324
44	OPG - Operational Dev Grant	0	0	0	0	0	0	0	0	0	0	0	0
45	DGP - Developmental Grant Program	0	0	0	0	0	0	0	0	0	0	0	0
46	HGPD - Housing Guaranty Prog	4	4	1	1	9	7	2	2	1	1	17	15
47	PAAD - Prog Asst Approval Doc	81	81	91	91	134	155	173	169	300	297	779	793
48	IP/PEP - Invest Prop/Priv Ent Paper	0	0	0	0	0	0	0	0	0	0	0	0
49	NEC	43	43	26	26	23	23	43	40	47	45	182	177
50	Action Memo/Authoriz/AAM	27	14	35	35	21	22	35	35	62	61	180	167

DISTRIBUTION OF ORDERS BY BIBTYPE FY89 - FY93

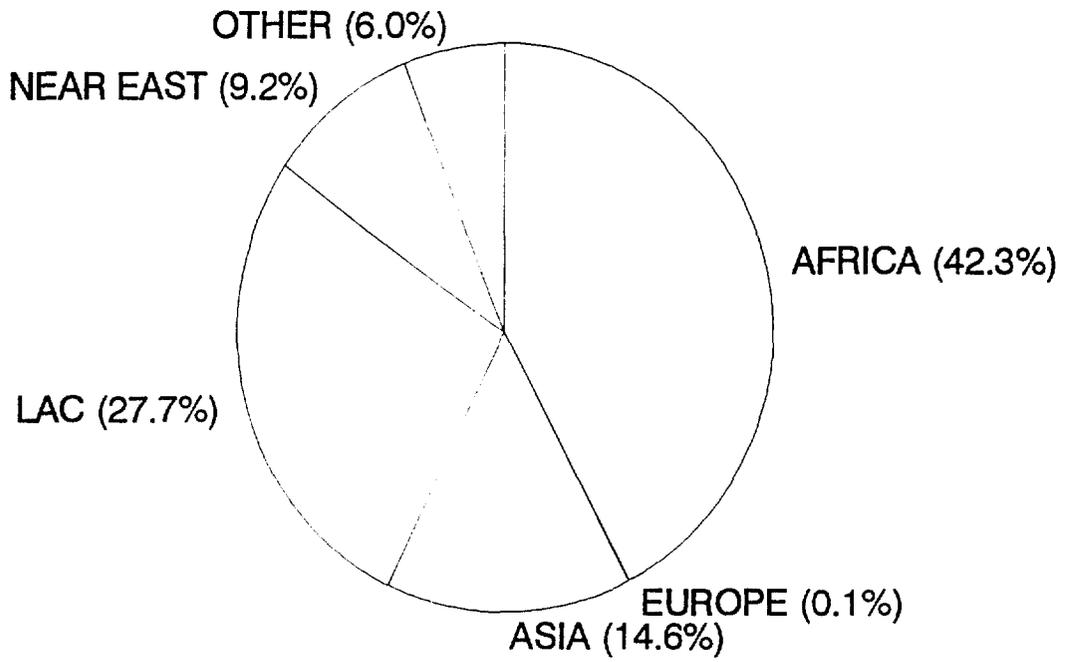
3-Jan-94

Bib Code	BIBTYPE NAME	FY89		FY90		FY91		FY92		FY93		CUMULATIVE	
		Copies	Orders	Copies	Orders								
52	Annual Report/Yearbook	188	176	329	329	128	123	120	110	168	126	933	864
53	Progress/Interim Report	304	271	264	245	191	178	153	151	225	189	1,137	1,034
54	Thesis/Dissertation	7	7	33	33	21	20	14	14	10	10	85	84
55	Periodical	30	23	108	50	130	47	56	45	66	52	390	217
56	Case Studies	292	283	703	660	216	207	188	164	201	194	1,600	1,508
57	Loan Pap/Cap Asst Paper (CAP)	64	45	20	20	18	16	44	44	18	17	164	142
58	Biblio/Index/Lit Review	1,605	499	859	739	595	469	451	247	510	398	4,020	2,352
59	End-of-tour Report	33	33	64	15	14	16	15	15	8	8	134	87
60	Cable	1	1	4	4	1	1	0	0	1	1	7	7
62	AID Supported Study	7,311	5,585	11,897	9,337	10,311	8,373	7,501	5,938	11,503	7,845	48,523	37,078
63	Non-AID Research Study	8	8	17	17	5	3	44	20	31	24	105	72
64	Non-AID Prog/Proj Design Doc	688	18	10	9	1	1	0	0	0	0	699	28
65	Handbook/Manual	6,034	1,319	5,382	2,071	2,612	1,521	1,937	933	2,338	1,096	18,303	6,940
66	Monograph	137	116	42	42	39	44	20	20	13	12	251	234
67	Reference Work	341	243	541	465	189	179	168	158	131	104	1,370	1,149
68	Final Report	695	577	694	492	409	416	496	488	747	728	3,041	2,701
70	Discussion Paper	322	277	246	218	151	141	96	84	122	104	937	824
72	Airgram	5	5	10	10	6	7	1	1	2	2	24	25
81	AID Contract/Grant	184	168	293	293	185	188	416	410	506	493	1,584	1,552
90	Summary Data (Stat reports)	101	40	138	57	60	65	203	174	340	283	842	619
92	Trip Report (TDY)	73	72	45	44	34	31	48	48	58	58	258	253
93	State-of-the-art Review	51	20	38	38	5	7	9	9	6	6	109	80
94	Action Plan	221	138	214	210	157	135	185	184	282	273	1,059	940
95	CDSS	499	384	376	373	260	251	482	444	473	466	2,090	1,918
96	ABS	297	242	180	180	108	96	107	105	82	80	774	703
97	Econ/Social Analysis	507	444	438	420	340	314	286	265	313	289	1,884	1,732
98	Program Document	48	44	44	44	78	72	154	112	284	164	608	436
99	Misc Project Documents	78	78	100	81	43	49	69	65	82	82	372	355
		41,509	---	46,481	---	32,682	---	34,584	---	41,617	---	196,873	---

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Exhibit C

USAID MISSION ORDERS – FY93



	Orders
AFRICA	406
EUROPE	1
ASIA	140
LAC	266
NEAR EAST	88
<u>OTHER</u>	<u>58</u>
<u>TOTAL</u>	<u>959</u>

Exhibit D

MOST FREQUENTLY REQUESTED DOCUMENTS FY93

Copies	Orders	Document No.	Title
277	63	PN-AAL-086	A.I.D. evaluation handbook
118	47	PN-AAL-087	Women in development : A.I.D.'s experience, 1973 - 1985, vol.
115	37	PN-AAL-100	Rapid, low - cost data collection methods for A.I.D.
220	43	PN-AAL-777	Women in development
167	43	PN-AAW-364	Gender issues in basic education and vocational training : a
101	31	PN-AAX-047	Integrating women into development programs : a guide for
148	51	PN-AAX-253	A.I.D. economic policy reform programs in Africa : a synthesis
270	32	PN-AAX-257	Evaluation of A.I.D. family planning programs : Kenya case
223	97	PN-AAX-258	Export and investment promotion : sustainability and effective
202	3	PN-AAX-259	Survie de l'enfant au Maroc
497	86	PN-AAX-260	A.I.D.'s in - country presence : an assessment
290	35	PN-AAX-261	Evaluation of A.I.D. family planning programs : Philippine case
121	30	PN-AAX-262	Evaluation of A.I.D. child survival programs : Bolivia case
187	44	PN-AAY-219	Guidebook for integrating women into small and micro enterprise
103	15	PN-ABC-092	Future of foreign assistance : a summary of issues and
352	94	PN-ABC-450	Gender issues in agriculture and natural resource management
131	18	PN-ABC-451	Gender information framework pocket guide : a set of guidelines
281	62	PN-ABC-454	Making the case for the gender variable : women and the wealth
237	42	PN-ABE-612	Private enterprise development : gender considerations
155	103	PN-ABG-001	Terms of endowment : a new A.I.D. approach to institutional
134	10	PN-ABG-005	Evaluation of A.I.D.'s family planning program in Kenya
419	68	PN-ABH-695	Women in development : a report to Congress by the Agency for
175	69	PN-ABI-677	Gender and adjustment
183	54	PN-ABJ-194	Evaluation publications catalog
467	66	PN-ABJ-598	Economic and social impacts of girls' primary education in
141	56	PN-ABJ-794	Gender and food aid
119	37	PN-ABK-002	Hungary : gender issues in the transition to a market economy
172	33	PN-ABK-842	Conference proceedings : women, economic growth and demographic
159	53	PN-ABK-950	Educating girls : strategies to increase access, persistence,
230	44	PN-ABL-103	Poland : gender issues in the transition to a market economy
151	32	PN-ABL-106	Gender relevant findings : synthesis report
166	52	PN-ABL-375	Financial services for women -- tools for microenterprise
202	41	PN-ABL-503	Engendering development in Asia and the Near East : a
142	32	PN-ABM-008	Gender information framework : executive summary
121	44	PN-ABM-009	Gender information framework
655	14	PN-ABM-315	Mobilizing savings and rural finance : the A.I.D. experience
178	109	PN-ABN-852	US merchandise trade with the developing world
236	141	PN-ABN-853	Latin America & the Caribbean; selected economic & social data

November 23, 1993

Highlights from a recent Service Evaluation Survey report for FY93 (see Section 1.8.2 below, include the following:

- Document delivery service has continued to improve during FY93 and clients are receiving their documents more quickly.
- User satisfaction with DDU services remains high.
- User satisfaction with the DIS as the sole source of needed documentation is very high.
- 95 percent of the orders received are considered "complete" by the requester.
- 98 percent of the orders are received in good condition.

1.5 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 POL/CDIE/DI and are not billed.

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
CDIE/NS	PN, PD

*Figure 3
Standing Order Fiche Distribution*

Core micrographics operations kept pace with the output of the Cataloguing Unit, ensuring that document flow was steady and turnaround time was minimized. In FY93, no serious fiching backlogs developed. On the contrary, there were times when document volumes were inadequate to maintain consistent production levels.

During FY93, 3,934 documents were prepared for fiching, totalling 298,416 frames, as compared with FY92 totals of 4,151 documents prepped totalling 331,054 pages of material.

Fiche Distribution. Certain offices receive standing order distribution of the current month's production of fiche. Over 39,639 microfiche duplicates were distributed on a standing order basis. **Figure 3** indicates the recipients of regular monthly fiche distribution. Regular database

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tape exchanges were provided to the International Development Research Centre during the year. Computer Output (COM) indexes were discontinued in FY92 because of the production of CD/DIS.

On-demand requests for single documents in microfiche resulted in preparation of 3,509 single diazo copies of microfiche. In addition, fiche were used to produce more than 27,000 blowback copies. Fiche retains its substantive utility as an archival medium and is still integral to the success of DISC dissemination operations.

1.6 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). Bureau-specific publication support activities for the year are described in Section 2 below.

ARDA. ARDA is currently published on a quarterly basis and distributed to a mailing list of 3,084 addressees. The primary audience of ARDA is LDC institutions, which comprise over 30 percent of the ARDA mailing list.

CD-DIS. During FY93, 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. 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). It contains over 75,000 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. CD-DIS is produced regularly on a quarterly update cycle and is currently distributed to a community of over 300 subscribers

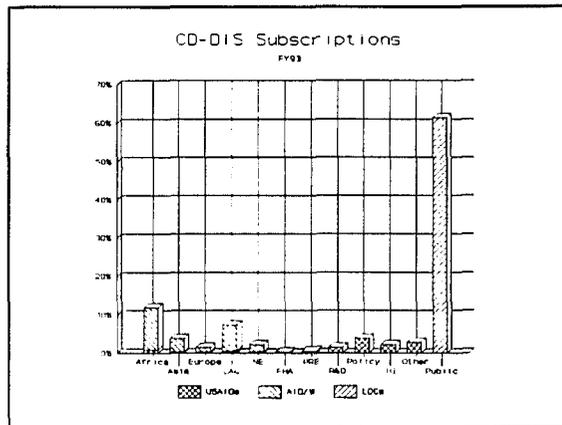


Figure 4
CD-DIS Subscriptions

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worldwide, including: USAID Missions, LDC institutions, universities, contractors, and the public, as shown in Figure 4. Distribution of CD-DIS greatly enhances end-user access to USAID development experience at an affordable price.

1.7 Training and User Education

The DISC training and user education program is designed to promote and facilitate direct use of USAID's Development Information System and all of its associated database and software products (e.g., CD-DIS, MicroDIS, GenIS). This is accomplished through: (1) 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 FY93 include:

- Individualized training of 12 new CDIE/DI Research and Reference staff in use of the MINISIS query command language, DIS database development and content, and online search, display, and printing techniques.
- General orientation in DISC and DIS capabilities for an additional nine new CDIE, R&RS, DISC, and ESDS staff.
- In-depth training sessions on special topics for Research and Reference staff (USAID Documents, DIS Search Techniques, Use of AC/SI Codes, and DIS Databases).
- Specialized briefings in CD-DIS and MicroDIS use for visiting USAID information center managers from Uganda and Nicaragua, as well as a similar but less detailed briefing for health information services librarians from 10 African and Asian countries, hosted by the American Public Health Association (APHA).
- Publication of an article about CDIE's outreach program for the National Federation of Abstracting and Information Services (NFAIS) Newsletter.
- Representation of CDIE/DI on a planning committee for a CD-ROM conference to be hosted by Mexico or Brazil.
- Participation, as the DISC representative, in a series of planning meetings to design a Magellan file management system for CDIE; development of a strategy for downloading DIS project records into this system.
- Investigation of alternative sources of project information for the DIS.

- Ongoing 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.
- Collaboration with other DISC staff in producing the United Nations SABIR CD-ROM, in particular contributing to the content review of the user manual and help messages.
- Ongoing liaison with international training librarians from the Peace Corps/Information Collection and Exchange office, U.S. Information Agency, and BOSTID in order to share materials, experience, and solutions to problems in international information access.
- Involvement in records management training development for FA/AS/ISS/RM, resulting in an increased understanding of Agency document management procedures and issues.

1.8 Quality Assurance / Service Evaluation

1.8.1 Quality Assurance

As reported in a recent Quality Assurance report covering FY93, current DISC production output exceeds output averages for the previous five years. Mission orders and bulk mailing volumes are on the increase. The DISC is actively involved in formulating workflow and procedures for accepting, processing, and distributing development experience documents in electronic format to USAID's user community. Preliminary processing procedures have been defined and are being tested. In addition, a nominal effort has been made to review and evaluate ISO 9000 standards and registration criteria for LTS and DISC operations.

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 FY93 Projected Totals vs. SOW Targets, ten (twenty-six percent) significantly exceeded their quarterly SOW targets, with mailing list and cataloguing activity leading the way.

1.8.2 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 5,788 orders filled during the fiscal year, 520 responses, or nine percent, were returned to the DISC. These returned forms were analyzed in an effort to quantify end-user satisfaction with DDU performance. Highlights from a recent Service Evaluation Survey report for FY93 previously issued under separate cover, include the

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following:

- Document delivery service has continued to improve during FY93 and clients are receiving their documents more quickly.
- User satisfaction with DDU services remains high.
- User satisfaction with the DIS as the sole source of needed documentation is very high.
- 95 percent of the orders received are considered "complete" by the requester.
- 98 percent of the orders are received in good condition.

It is noteworthy that reported **service performance has continue to improve** during the year, and that overall turnaround times continue to improve over previous reporting periods. Twenty-three percent of respondents indicated that their orders were received within three days after being placed. Forty-five percent indicated that they received their orders between one and three weeks, while thirty-two percent indicated they received their orders one to five 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 thirty-three percent were received within one day.

USAID/W: 46 percent of USAID/W orders were received within one day, 66 percent within three days. 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, 84 percent were received within a month, and the remaining 16 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, 60 percent reported receiving their orders within one week.

For **Priority II** orders, which require a three day turnaround, overall performance indicates nine 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, sixty-six percent received their orders within one week.

For **Priority III** orders, which require a seven day turnaround, sixty-three percent were received within the one week target; seventy-seven 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-five percent of the respondents replied in the affirmative. 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-eight percent of the responses were in the affirmative, up ten percent from the previous reporting period. The negative replies indicate the blowbacks were not up to client expectations for quality.

Ultimate End-User: Ninety-five 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 POL/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 is stable when compared with previous reporting periods. Users are aware of other sources for the documentation, but use the DIS for convenience.

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 research and development activities, ranging from academic review to field implementation.

Second, the value of the DDU is its personnel. 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. Ninety-five percent of orders are received in a timely fashion, complete, and in good condition.

SPECIAL ACTIVITIES

AED/R&RS Support:
--Jeff Bland
--Nila Iwaskiw
--Wade DeWitt (PT)
AED/CTIS Support:
--Jim Darling
AFR/SAFFIRE:
--John Glaser
AFR/ABIC:
--Rob Johnston (PT)
--Catherine Morrison (Intern)
G/R&D/PMIS
--Henry Summers
CDIE/E:
--Pat Woodberry

PROCESSING OPERATIONS

Acquisitions:

Wade DeWitt (PT)
Valerie Freeman
Paulette Phillips (PT)

Cataloging

Linda Brillhart
Lee Cliff
Margo Klish
Paulette Phillips (PT)

Abstracting/Indexing

Leith Emrich
Dennis Ferrara
David Gold (PT)
Clare Imholtz
Sherry Vadas (PT)
Peter Yellman

Thesaurus/Word List Control

Clare Imholtz

MANAGEMENT AND ADMINISTRATIVE COORDINATION

Jim Booth
Virginia Van Brunt

RECORDS MANAGEMENT SUPPORT

Scott Sherman
Hester Brown
Peg Clukey
Emmagene Harris
Dennis Hollinden
Elsie Jones
Greg Crowe
Vicki May
Alvin Summers
Loretha Tremble
Ivy Wallace
Tina Wilson-Romero
Wayne Woodson

SYSTEMS SUPPORT OPERATIONS

Paul Howard
Lynne Crone
Chris Dines
Rob Johnston (PT)
Dennis Nagle

ADMINISTRATIVE SUPPORT

LeShay Lewis
Vivian Sellars
Susanna Woodward

CLIENT SERVICES & OUTREACH

Document Delivery Services

Valerie Douglas
Peg Clukey (PT)
Carlton Hancock
Linwood Herring
Larry Howard
Elsie Jones (PT)
John Strother

Training Services:

Carolyn Goshen
Lauren Bloomberg

Publications

Roger Reynolds
David Gold (PT)

CD-ROM Publishing

Jim Harold (CD-DIS)
Jim Warner (Handbooks)

**Development Information
Services Clearinghouse
2/1/94**

1.9 Management

USAID Reorganization. Confusion resulting from ongoing reorganization within the Agency has had a detrimental affect on many production activities for the DISC. Over 3,500 changes to a mailing list of roughly 8,000 addressees were necessitated in part by the reorganization of USAID offices and Bureaus. Countless changes to processing authority files result from the many office and Bureau name changes.

Budget Constrictions. A major management challenge throughout FY93 was attempting to control costs and work within authorized CDIE budget allocations. One major consequence was releasing approximately 25 percent of existing space to another CDIE contractor. At the time, it appeared that the Records Management function, under M/FA/ISS/AS was diminishing. However, as FY93 progressed and M/FA/ISS/AS redirected its budget, the function grew and space became increasingly in short supply. It is hoped that additional space can be reclaimed by disposing of obsolete and outmoded equipment.

Project Management. Throughout FY93 management objectives have focused on regular reporting and meeting contractual obligations within mandated budget authorization levels. Staff resources to accomplish the myriad of contractual and otherwise mandated tasks has required regular fine tuning of both personnel and financial resources. Exhibit E represents a current organization chart.

Network Conversion. CDIE's decision to convert from a Novell to Banyan LAN has 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 significant additional expenditures, placing additional demands on already thin budget resources.

Reporting Requirements. Throughout FY93, the DISC was called upon to produce numerous ad hoc statistical reports, attempting to justify and allocate funds across a variety of programmatic and funding lines. LTS made every effort to comply with these reporting requests, however, finds that additional reporting requirements are burdensome, and offer but a simplistic view of the quantity and quality of work being performed under strict contractual production criteria.

Equipment Inventory. A comprehensive Equipment inventory is included as Appendix B to this report.

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

2 BUREAU ACTIVITY SUMMARY FOR FY93

In an effort to respond to CDIE/DI's request for more Bureau-specific reporting, the following section summarizes Bureau-specific support provided by LTS during FY93.

2.1 Geographical Bureaus

2.1.1 Africa Bureau

Africa Bureau		
Processing Activity	Number	Percent of Total
Documents Processed (DOCRD/INV)	2,406	15
Documents Distributed (On-Demand and Bulk)	29,652	22
CD DIS Subscriptions	37	22
ARDA Subscriptions	517	17
Mailing List Addresses	1,698	22

Processing. Special abstracting was done for two issues of the *ARTS Abstracts Bulletin* (for AFR/Office of Analysis, Research, and Technical Support). Also, 24 percent of new project description abstracts for the Projects database were written for Africa Bureau projects.

Dissemination Services

On-Demand Distribution: The DDU provided documents in response to specific requests from the Africa Bureau and USAID African Missions. During FY93, the African Missions accounted for 42.3% of USAID Mission requests and the USAID/W Africa Bureau accounted for 6.3% of Bureau requests.

It is believed the high percentage of requests by African Missions is due in part to the relief effort in Somalia and the emphasis on Democracy in Africa undertaken by the United States. Documentation on topics such as "Famine Relief" and "Disease Control" were provided to various organizations in Africa as well as USAID/Somalia. However, USAID/Kenya accounted for the most requests by an African Mission. The Technical Information Center located in REDSO/ESA contributed to this volume since the Librarian orders many recent documents to keep the library current.

Bulk Mail Distribution: During FY93, the Document Distribution Unit (DDU) provided bulk mail distribution services for the Office of Analysis, Research, and Technical Support (ARTS). These bulk mailings included: State of the Arts, ARTS Abstracts, and African Voices, Democratization in Africa, A Comparative Review of the Economic Impact of Selected Infectious Diseases in Africa. The bulk mail statistics for the ABIC are 4,681, representing 5% of the bulk mails completed by the DDU.

Other "special topic" bulk mailings sponsored by the Africa Bureau included: "Democracy and Governance," "Limiting Administrative Corruption in Democratizing Africa," "Impact of Selected Infectious Diseases in Africa," "Democratization in Africa: The Role of the Military," and "Workshop on Lessons Learned in Providing Electoral Assistance to Africa."

SAFIRE Project. The Southern Africa Food Information and Resource Exchange (SAFIRE) telecommunications project was jointly conceived and implemented by USAID and the United Nations World Food Programme (WFP). SAFIRE's primary objective was to assist the drought-stricken countries of southern Africa through the coordination of donor and host country humanitarian assistance efforts and to direct this assistance to those most affected by the worst drought in nearly a century. Currently, SAFIRE services 23 different organizations including 5 USAIDs, 10 WFP offices, and 8 host country institutions as well as Africa Bureau personnel involved in the project. In addition, SAFIRE interfaces with the FEWS (Famine Early Warning Signs) project sponsored by USAID and exchanges information, when appropriate.

While the drought is "officially over," the SAFIRE system has potential beyond its initial implementation. It is recognized that this enhanced African telecommunications capacity needs to be translated into longer term developmental purposes and there is widespread African interest towards the continuation of the SAFIRE network for longer-term developmental needs.

As part of AFR's SAFIRE activity, LTS designed and produced the documentation set for the SAFIRE software, including a user guide and a separate, comprehensive system operator's manual.

AFR/ARTS. LTS provided support to the AFR/ARTS office in several key functional areas: publications production; expedited processing (including cataloging and abstracting) of AFR/ARTS documents; primary document distribution of AFR/ARTS publications; mailing list maintenance; and LAN and technical systems support.

AFR/ARTS Publications Support. Publications support for Africa Bureau consisted mainly of production support for periodicals produced by the Africa Bureau Information Center (ABIC). These include three newsletters (*State of the ARTS*, *African Voices*, and *ARTS Abstracts*) and the ARTS technical report series. Support included design and layout services and coordination with commercial printers.

The year also saw the appearance of *ARTS Technical Report #1*, which was produced entirely

by the publications unit.

AFR/ARTS Dissemination. Since the formation of the ABIC, DDU has played a critical role in disseminating key publications for this center, particularly the *African Voices Newsletter*, *ARTS Abstracts*, and *State of the ARTS*.

An extensive mailing list of over 2,000 addresses of individuals and institutions worldwide is maintained by LTS for the distribution of AFR/ARTS publications.

AFR/ARTS Systems Support. In addition, LTS also provided extensive information system technical support such as LAN management, database management and programming, and information system training to ABIC and ARTS personnel. A software package, GenIS, was adapted from MicroDIS to specifically accommodate ABIC's need for a tailored database management system.

2.1.2 Asia/Near East Bureau

Asia/Near East Bureau		
Processing Activity	Number	Percent of Total
Documents Processed (DOCRD/INV)	2,627	17
Documents Distributed (On-Demand and Bulk)	19,809	15
CD DIS Subscriptions	29	6
ARDA Subscriptions	553	18
Mailing List Addresses	792	10

Processing. 23 percent of new project description abstracts for the Projects database were written for Asia/Near East Projects.

Dissemination Services

On-Demand: The USAID Missions in ANE accounted for **23.80%** of the USAID Mission requests and the USAID/W ANE Bureau account for **3.10%** of the Bureau requests.

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2.1.3 Europe/New Independent States

Europe Bureau		
Processing Activity	Number	Percent of Total
Documents Processed (DOCRD/INV)	844	6
Documents Distributed (On-Demand/Bulk)	5,080	4
CD DIS Subscriptions	5	1
ARDA Subscriptions	121	4
Mailing List Addresses	459	6

DIS Processing: Priority processing status was given to all abstracting for this Bureau throughout the year; 3 percent of new project description abstracts were written for projects in Eastern and Central Europe and the New Independent States. Several major project amendments were done for this region as well. Geographic descriptors for Eastern Europe and the NIS were brought fully up to date, reflecting changes in the region as of May 1993.

Dissemination Services

On-Demand Distribution: USAID Europe accounted for only 0.1% of the Mission requests. USAID/W (EUR) accounted for 9.6% of the Bureau requests.

2.1.4 Latin American & Caribbean Bureau

Latin America and Caribbean Bureau		
Processing Activity	Number	Percent of Total
Documents Processed (DOCRD/INV)	2,908	18
Documents Distributed (On-Demand/Bulk)	14,365	11
CD DIS Subscriptions	23	7
ARDA Subscriptions	670	22
Mailing List Addresses	888	11

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Processing: Abstracting/Indexing prepared four sample project status summaries for use on LAC's Magellan system. In addition, 30 percent of new project description abstracts for the PROJECTS database were for LAC projects.

Dissemination Services

Bulk Mail Distribution: During FY93 the DISC/DDU provided bulk mail dissemination for LAC/DP. A sum total of 2,031 flyers announcing the "U.S. Merchandise Trade with Developing Countries" were sent out to international development organizations, educational institutions, Congress, USIA overseas libraries, and commercial firms, as well as USAID/W and USAIDs overseas. As a result, **214** copies of the above publication were distributed.

On-Demand Distribution: Beginning in May 1993, the DDU received 300 copies of the LAC "Selected Economic and Social Data" via LAC/DP office. The following are the fiscal year figures. Dollar amounts may include other documents purchased along with the above title.

Postage:	\$ 405.22
Amount Paid:	\$1,884.20
Number of Copies:	248
Number of Requests:	147

The LAC Bureau accounted for **3.8%** of the Bureau requests.

2.2 Food & Humanitarian Assistance

Dissemination Services: FHA accounted for **1%** of the Bureau requests. The Housing and Urban Development Office was provided with several printouts showing the distribution level of their documents that were listed in their annual "Abstracts Bulletin." The DDU also housed several of their documents for on-demand distribution.

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2.3 Policy Directorate

Policy Directorate		
Processing Activity	Number	Percent of Total
Documents Processed (DOCRD/INV)	630	4
Documents Distributed (On-Demand/Bulk)	9,476	7
CD DIS Subscriptions	12	1
ARDA Subscriptions		
Mailing List Addresses	2,575	33

Dissemination Services. POL accounted for **38.8%** of the document requests. This percentage is attributed to requests from R&RS for documentation to aid in their research on various topics.

CDIE Processing Support. The Abstracting/Indexing Unit (A/I) provided the following support specifically to CDIE: (1) DAC evaluation inventories were prepared twice this year, in February and September. The September inventory was the first ever to include information on planned evaluations. (2) A/I took the lead in adding the new Prime Development Activity field (D200) retrospectively to 82,000 document records to eliminate confusion, particularly for evaluation documents, between the project funding a study and that being studied. (3) Special abstracting was done for the CDIE Evaluation Inventory.

2.3.1 Evaluation Office

CDIE Bulk Mail Distribution: DDU provided primary document distribution services for those titles published by the Evaluation Office. Of the **94,060** bulk mail items distributed during FY93, CDIE publications accounted for **39.6%** of the total. Over 37,000 copies of evaluation titles were distributed through primary distribution, in addition to those specifically requested on an individual title basis through regular on-demand dissemination services.

Two new CDIE publications series were initiated during FY93: **Technical Reports**, which are distributed to a targeted audience, and **Program Assessment Reports**, which are also targeted, but automatically distributed to the USAID Mission Directors or USAID Representatives, USAID Technical Information Centers, USAID Evaluation Officers, Congress, the OMB, and the DAC.

A new matrix for distributing the CDIE Series was formulated. The mailing list was broken down into two categories: a "Priority List," including USAIDs, USAID/W, Congress, the

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DAC, and the OMB; and a "Secondary List," including all non-USAID types such as contractors, LDCs, universities...etc. A decision was made that the Secondary recipients would get the *Evaluation News Bulletin* and the *Evaluation Catalog/Supplement* for free, however, they would have to pay for all other CDIE publications.

The DISC also maintained a mailing list of 2,575 addresses for the Evaluation Office. This coded mailing list enabled the DISC to customize targeted mailings for multiple purposes. In part due to the Evaluation Office's distribution requirements, the Agency personnel roster was obtained on a quarterly basis to provide current Agency addresses. A questionnaire was mailed to both primary and secondary categories to determine the addressees' interest in the *Evaluation News Bulletin*, as well as to aid in updating the mailing list.

Finally, warehouse space was maintained both offsite and onsite to accommodate the inventory of evaluation titles.

On-Demand Dissemination. Large document requests were processed and distributed in support of Evaluation Studies conducted by the POA or ETS via their contractors MSI or DAI. These studies included an evaluation study on "Development through PVOs and NGOs and how USAID is using the funds to support development," as well as an evaluation study on the "Five different kinds of investments USAID makes in the agricultural arena."

DIC Dissemination Services. The DDU provided bulk mail distribution for the Development Information Center (DIC). The DDU distributed *Current Contents Bulletins, New This Month,* and *Requests & Responses* during this fiscal year. *Requests & Responses* accounted for **24.6%** of the bulk mail distributed.

DISC Dissemination Services. The *USAID Research and Development Abstracts* were distributed by the DDU for a sum total of **6,755** copies or **7.2%** of total distribution. The latest issue is volume 17, number 4.

The DISC produces the Acquisitions Lists, which the DDU distributes. A total of **9,110** copies were distributed (**9.7%** of total distribution). Many document requests are generated from these lists.

DI Publications Support. Contributing significantly to CDIE's outreach capability, the publications unit published three numbers of *USAID Research and Development Abstracts (ARDA)* during the year, and a total of 22 Acquisitions lists based on recent additions to the DIS. Publications also continued to work with SDG to refine CD-DIS documentation, and developed art for CD labels.

A key accomplishment for the year was the design and publication of the DI Annual Report, *Knowledge for Development*. This 16-page glossy report represents a major advance in the physical quality in-house publications can achieve and is a good example of the technical and

artistic capabilities of the publications unit.

Other support for CDIE included design and publications of the *Evaluation Publications Catalog* supplement, and 8-page addendum to the *Evaluation Publications Catalog* published by the DISC last year.

2.4 Private Enterprise Bureau

Private Enterprise Bureau		
Processing Activity	Number	Percent of Total
Documents Processed (DOCRD/INV)	546	3.4
Documents Distributed (On-Demand/Bulk)	1,841	1
CD DIS Subscriptions	2	1

Dissemination Services. The PRE bureau accounted for **1.5%** of the Bureau requests. During FY93, documents were requested in support of Capital Project as well as in support of CTIS.

2.5 Research and Development

Research & Development Bureau		
Processing Activity	Number	Percent of Total
Documents Processed (DOCRD/INV)	4,209	26
Documents Distributed (On-Demand/Bulk)	11,782	9
CD DIS Subscriptions	5	2
Mailing List	2,225	28

Dissemination Services. The R&D Bureau requests accounted for **24.5%** of bureau requests.

Bulk Mail Distribution: R&D Bureau has the greatest number of recipients receiving Current Contents Bulletins: "*Health, Population & Nutrition*".

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2.5.1 R&D/POP

Dissemination Services. LTS continued to provide support services to the R&D/POP office, including the distribution of population journals and the purchase and distribution of population related books.

The DDU provided bulk mail distribution for the Population Office as it has in the past. Total items distributed were **2,574**, accounting for **2.7%** of the total bulk mail distribution.

2.5.2 R&D/WID

LTS provided a variety of services to support the WID Office, including the labor and postage to support the following:

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

On-Demand Dissemination Services: Exhibit E summarizes statistics for on-demand document distribution support provided to the WID office during FY93. The total number of documents distributed in FY93 was 7,414 in contrast to 8,366 in FY92 and 5,007 documents distributed in FY91.

Bulk Mail Distribution: A total of **4,681** bulk mail items were distributed. Among these items were "*Gender and the Environment*," "*Financial Services for Women*," and "*Women's Issues in Development Cooperation: A Call for Action*," and the "*Report to Congress*." The *WID News Bulletin* was not distributed during this fiscal year.

The DDU provided limited photocopying services to the WID Office. The amount billed was \$162.76 for 16 copies of documents.

Mailing List. The WID mailing list includes 2,215 addresses. During FY93, 437 WID addresses were modified, and 423 new addresses were entered.

Warehouse Storage. We continue to store WID materials in both our onsite and offsite warehouse space. As of the end of FY93 there were 196 boxes in warehouse storage in contrast to 116 boxes in FY92, and 71 boxes in FY91. Over 60 linear feet of shelf space is used to store WID materials onsite.

Processing. Approximately 15 percent of the documents which appeared in ARDA during the last year were WID related; and roughly 10 percent of the documents processed were WID related.

Publications Support. Publications support for the WID office consisted of designing the cover art for the *Gender and Generation in the Workplace* workbook series. The publications unit also redesigned the WID newsletter, *Women in Development*.

3 FY94 PLANS BY FUNCTIONAL AREAS

3.1 Systems Development, Operation, and Maintenance

During FY94 the Systems Development Group will move forward on several fronts. First and foremost, the conversion of the CDIE LAN from Novell to Banyan will be completed and, after completion, efforts will be directed at fine tuning the operation of the LAN. Due to the constantly changing nature of the work that CDIE and the DISC are asked to perform, existing microcomputer equipment will be constantly evaluated and replaced or upgraded when appropriate.

LTS will continue the production of CD-DIS and, to the extent possible, will expand the content of the product. The rewrite of the CD-DIS front-end from Clipper to C will be completed. This new front-end will greatly enhance the ability of LTS to apply the interface to multiple CD-ROM products for use within the Agency. LTS will continue to produce the *Agency Handbook Series* on CD-ROM and, at some point in the year, will begin producing a separate CD to accommodate the handbooks as well as the FAMs, FARs, and such other information as designated by M/AS/ISS. In addition, LTS will produce the initial INDIX CD-ROM (replaces the DAI CD-ROM) for the International Development Research Centre. Efforts will be made to increase the visual appeal of the various CD-ROM products through the use of animation software. This will bring the Agency closer to utilizing CD-ROM as a multi-media platform for delivery of information.

Assuming that IDRC is forthcoming with beta software, LTS will develop and implement a test and evaluation plan for MINISIS Version H for whichever platforms upon which the software will function. MicroDIS Version 3.0 will be made available to all currently registered users and enhancements or corrections made as required. The systems group will devote considerable efforts to maintaining and enhancing the core repositories of information which comprise the Development Information System. In addition, the systems group will continue to provide support to the CDIE user community and maintain all relevant hardware and software.

3.2 CDIE Acquisitions

The main challenge for CDIE Acquisitions in FY94 will be working with the five Missions that are scheduled to close: Cote d'Ivoire, Togo, Zaire, Afghanistan, and South Pacific Regional. A memo was prepared and we have begun contacting those Missions to suggest several options on how CDIE Acquisitions can offer assistance in closing their document collections and submitting their development experience documents to the DIS. We look forward to cooperating with the Missions in anyway possible to make submission as easy as possible.

Acquisitions has also maintained a close relationship with Mission Liaisons named in the past year. The Missions that did not name an Acquisitions Liaison will be contacted separately in the upcoming year. Through these contacts we hope to increase development experience document submission from the Missions.

The Acquisitions Briefing Packet has been updated to reflect the Agency's reorganization and is being sent to all contractors. Acquisitions will continue to take an active role in contacting contractors to ensure document submission as per their contract.

Other activities which will continue in the coming year include the following:

1. **Identify list of Development Information Centers.** To enable Acquisitions to expand its database regarding regional Mission activities. Often the Mission Liaison is a DIC librarian. Investigate if DIC is direct hire or contractor.
2. **Set up document-type matrix.** To help identify changing trends in documentation, especially design documents.
3. **Establish annual dialogue with Mission Acquisitions Liaisons.** Send follow up cable to Missions that have responded and prepare introductory cable with new information and contacts. To Missions that have not responded send same information as above with additional encouragements to appoint a liaison.
4. **Revise Acquisitions Guidelines, Report Processing Form, Mission Guidelines, Audio Visual Guidelines (listings wanted only).**
5. **Update Briefing Packet**
6. **Conduct regular briefings in AID/W Bureau offices.**
7. **Maintain contact with Contractors** through response letters when documents are sent.

3.3 Processing

In the coming year, processing must continue to identify opportunities to streamline the cataloging process and address the issues involving processing multimedia documents. Several emerging trends will shape work flow in FY94, including the following:

- anticipated closing of at least five Missions, offers the potential of receiving mass collections for processing;
- reinstatement of the Records Management Bureau microfilming and CD-ROM imaging; and
- processing issues related to electronic documents.

To respond appropriately to all these changes will require creative solutions and provides the opportunity to design major new mechanisms into our current procedures.

3.3.1 Cataloguing

Cataloguing will work consistently with our Direct Hire Acquisitions and Cataloguing Coordinator to prioritize and accomplish as many of the following objectives as feasibly possible. Because of the fluid state of USAID, we will tailor our activities to the most crucial needs as determined by the Agency:

1. Continue to enter 5,000 documents on DOCRD and 2,500 on INVRD/AIDHOC.
2. Continue to create new and revised institution codes for USAIDs, USAID/W, contractors, and grantees, as needed.
3. Continue to process documents received through Technical Acquisitions expeditiously so as to keep a continual and even flow of documentation through all DISC processing levels and units.
4. Continue to support CD-DIS efforts.
5. Continue, in cooperation with Abstracting, to review Bureau Records Management data bases for Design Documents, Evaluations, and Technical Reports not received through distribution.
6. Continue to test mechanisms and procedures for the control of electronic documents.
7. Continue to seek Agencywide document submission requirements and required title page data (the "seven essential bibliographic elements") by means of

Handbook 18 requirements, of the Report Processing Form, of consolidation and conformity with Handbooks 3, 14, and 21, of Contractual obligation, and of Style Manual requirements as an absolute necessity for production-level processing.

8. Seek approval of a macro electronic "Report Processing Form" to insure that only complete, approved documents with required bibliographic information are transmitted.
9. Redefine criteria for DOCRD/DOCUMENT and for INVVD/AIDHOC, along more consistent lines so that ad hoc, individual decisions are reduced to a minimum.
10. Seek approval of an existing proposal for revision of the DOCRD/DOCUMENT database fields to expedite processing.
11. Continue to use the Initial Partial Cataloguing Record (IPCR) mechanism to reduce and eliminate the unrecorded queue. Complete the cataloguing of records currently in the IPCR queue, by identifying those that can be completed easily, using only one or two institution codes. It is our view that many documents can be entered only at the partial level with the addition of one or two institution codes. Propose limiting the number of institution codes that must be applied in the same way we currently limit the number of authors we will enter. We will also seek approval for establishing various levels of final processing, e.g., the most intensive entry for Design Documents, Evaluations, and ARDA Technical Documents and lower levels of processing for lower priority categories. The variety of kinds of "documents" we will be handling, the quantities we may have to control (if the collections of closed USAIDs are sent to Acquisitions, AIDHOC, and the demands of CD-DIS pragmatically require changes in processing criteria.
12. Train additional staff members on various facets of the Technical Acquisitions task and prepare formal criteria, procedures, and guidelines.
13. Train additional staff members on imaging techniques and downloading MINISIS records into LAN full-text files.
14. Test a minimal level entry in Acquisitions for every document accepted by Acquisitions. For face sheet documents, e.g., Project Papers, Evaluation Summaries, etc., the fields that would be entered are PROJ7, TITLE, BIBTYP, and YEAR. For technical reports, the fields that would be entered are one AUTHOR, TITLE, and YEAR. For both kinds of minimal entry, we will fill in the following tracking fields: OPID, DATEN, and ADATA indicating "Initial Acquisitions Entry (IAE)." Currently, MINISIS will not support such a system; however, the MINISIS Systems Specialist believes there may be programs she can

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write which will allow tracking from the time a document is accepted in Acquisitions without having a detrimental effect on Cataloguing.

15. Expedite the processing of AIDHOC, which was seriously hindered by staff vacancies, staff training, and concern with special issues. INVRD/AIDHOC materials have become increasingly important because of the changing nature of USAID's program, e.g. Eastern Europe and the Commonwealth of Independent States, Vietnam, Cambodia, and Laos, the Environment, Capital Programs, and Democratization.
16. Make preparations for a potentially vast quantity of documentation from the USAIDs that are likely to be closed.
17. Consolidate Technical Acquisitions tasks with the traditional Cataloguing tasks into a cohesive, comprehensive, and effective Processing function.
18. Prepare a Concept Paper, recommending sets of documents in INVRD/AIDHOC, which should be considered for mass transfer to DOCRD/DOCUMENT in recognition of changing Agency needs.

3.3.2 Abstracting/Indexing

During FY94, the Abstracting/Indexing Unit will continue to write cogent informative descriptions of USAID projects and programs along with informative abstracts of evaluation documents and USAID-sponsored research and technical papers; to perform descriptive indexing for all documents processed onto DOCRD; to use alternative sources of project information, such as CPs and Action Plans, when design documentation is not available, in its ongoing effort to make PROJECTS database records as complete as possible; and to provide broad support to the overall DISC processing and publications configuration. In the interests of providing as much information as efficiently possible, we will continue to make maximal use of author-provided abstracts and of scanning technology.

3.3.3 USAID Thesaurus/USAID Classification Scheme

In the future, indexing is certainly a prime area to be affected by new technical capacities. As a beginning, it would be interesting to investigate to what degree the full-text abstract searching capabilities which were initiated in FY92 have affected Thesaurus use and information retrieval.

Both the Thesaurus and the Classification Scheme will be updated during FY94.

3.4 Dissemination

During FY94 the Document Distribution Unit (DDU) will continue to provide dissemination

services both within USAID and to non-USAID entities. Paper copies of documents made from microfiche are still the most frequently requested format. According to a small survey of DDU users conducted during the summer, most requesters are interested in receiving their documents electronically (the survey did not collect sufficient detail to determine preferred electronic formats). The capability of providing electronic dissemination is one of the issues which will receive attention in FY94. Documents being considered for electronic dissemination will be those that are in high demand (i.e., USAID-supported studies, special evaluations, design documents, grants, project papers, PAADs, PAIPs, ABSs, and CDSSs).

3.5 Micrographics Institutional Memory (Core)

While microfilm is still deemed a valuable and viable archival medium, considerations have been raised concerning its role in an electronic environment. The Agency has progressed technically to the point where workstations and electronic networks are now part of the everyday work culture. As such, the pressures to receive, manage, and transmit documents electronically have become paramount. During FY94, micrographics staff will actively participate in evaluating the impact of electronic document management systems as a substitute or replacement for micrographics within the context of DISC operations. Their emphasis will be on maximizing the utility of a substantial existing resource and examining options for linking developments in the electronic document management sphere to the images stored within the microfilm collection. Issues such as communication, conversion, storage and distribution will be analyzed at great length.

3.6 Publications

During FY94, it is hoped that sufficient documents will be received to publish ARDA on a regular quarterly schedule. In addition, Publications will continue to issue monthly New Acquisitions Lists for project, evaluation, and technical documents. With the advent of WAN capability, we will investigate the feasibility of electronic distribution of new acquisitions lists.

3.7 Training and User Education

In FY94, all current modes of access to USAID's "institutional memory" must continue, at the same time that possibly radical changes in the packaging, dissemination, and methods of access to that memory must be anticipated. Primary objectives during the year are to:

Update all DIS, CD-DIS and MicroDIS users manuals. Since publication of the DIS Mini-Manual in July 1990, new and revised information has been issued through a series of 1-2 page updates, assuming that a completely new edition would be written following the upgrade to Minisis Version H. The development and ultimate implementation of Version H is now seriously behind schedule. In FY94, an interim, revised edition of the manual will be published.

CD-DIS is continually being modified, with at least one or more enhancements released with

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each issue. These are announced in the "Welcome" flyer which is mailed with each issue, and are cumulatively maintained in one of the Main Menu help files. Following completion of the "C" language version of the CD-DIS software, which will include several additional new features (e.g., highlighting of the search word in context) and menu options, the CD-DIS User's Guide will be revised to reflect all changes.

MicroDIS Version 3.0 software was completed in FY93, now permitting multi-user access in a LAN environment. The MicroDIS User's Manual (English version only) will be revised, and, since the current version resides in Word Star format, it will also be reformatted.

Investigate Computer-Based Training Authoring Systems. As new technologies increase options for access to information -- promising electronic document retrieval, direct staff access to USAID databases via networked CD-ROM servers and/or network-based online retrieval software, and, ultimately, Internet links worldwide -- the need also increases for self-directed, context-based learning.

Computer-based, interactive training (CBT) is now a viable, cost-effective training mechanism in USAID/W, and in most overseas Missions. Options for utilizing CBT in DIS system and resource training must be investigated.

Continue to Serve as an Advocate for the End-User. An essential aspect of the training function is simply ongoing communication. DISC training personnel must continue to serve as two-way communication conduits, explaining new capabilities to end-users, and working with system developers to create "simple systems" which work the way end-users would like them to -- without "training."

3.8 Quality Assurance / Service Evaluation

During FY94, quarterly quality assurance reports will be prepared to assess DISC performance as measured against established production targets. In addition, regular service evaluation reports will be prepared to determine user satisfaction with our services.

3.9 Management

Electronic Records. The DISC, as the active agent in preserving the Agency's institutional memory, is taking the initiative to strengthen its capacity to manage documents in electronic format. This is in direct response to mirroring the Agency's evolution in the way it does business. The wider implementation within the Agency of information technology and connectivity via LAN's has underscored the necessity of managing information across multiple formats, including electronic records. As the range of storage, access, and retrieval of information has become easier and more cost-effective, the importance of being able to make more of the information within Agency documentation available to the end-user has never been greater.

Effective incorporation of electronic records management can both reinforce and reaffirm the value of the institutional memory as a meaningful resource informing current and future decisions in light of "lessons learned." People must take advantage of the strengths and overcome the weaknesses of the paper and electronic forms as systems are designed for the electronic medium. To reach this goal, people must have a good understanding of both media and commit themselves to finding new and better ways of presenting information on-line or distributing it electronically. The DISC is in the unique position of being able to respond to this imperative quickly and intelligently. By strengthening its technical processing components such as acquisitions, cataloging, abstracting, indexing, system maintenance, and document distribution, the DISC can expand its capacity to preserve the Agency's institutional memory and better serve the large end-user community.

CD-ROM Production. In addition to continuing scheduled productions of the CD-DIS, DISC personnel will assist IDRC in publishing a CD-ROM of development assistance information compiled as part of the new Cooperative Group on the Exchange of Development Information.

New Technology. LTS will continue to seek new ways of introducing advanced technology into DISC operations in compliance with budgetary and contractual considerations. LTS recognizes the need to seek new ways of information capture, storage, retrieval, and dissemination -- e.g., the need for electronic records processing, mass storage, conversion of microfiche to alternative technologies, and the electronic dissemination of USAID information through new and planned WANs, LANs, and telecommunications channels -- and will monitor and plan for their introduction and use within the USAID milieu.

*Appendix A:
Statistical Supplement
October 1993*

LTS Corporation
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Arlington VA 22209-2404

AID/DISC

FY93 PROGRESS REPORT THROUGH SEPT 1993

* 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	569	465	406	637	560	772	627	594	470	485	685	530	6,800	567	
1. PN's Received for Cataloguing	323	159	190	430	293	167	151	367	281	322	271	182	3,136	261	
2,500/208	151	220	127	141	149	491	386	130	141	104	259	152	2,451	204	
2. PD's Received for Cataloguing	65	85	88	66	118	114	90	97	48	59	27	44	901	75	
2,500/208	0	0	0	0	0	0	0	0	0	0	0	-	0	0	
3. AV Materials Received for Cataloguing	30	1	1	0	0	0	0	0	0	0	128	152	312	26	
4. Items Retrieved from APDMS for DIS by Abstracting and Cataloguing															
B. DOCUMENT CATALOGING															
*YEAR/MONTH	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTALS	AVERAGES	
5,000/416	549	503	349	485	371	384	407	422	309	418	727	512	5,436	453	
1. Additions to DOCUMENT	399	360	202	309	178	234	260	210	172	188	269	442	3,223	269	
a. PN's	250	207	151	216	178	234	260	210	170	117	137	109	2,239	187	
(1) Full Processing	149	153	51	93	0	0	-	-	2	71	132	333	984	82	
(2) Partial Processing	150	143	147	176	193	150	147	212	137	230	458	70	2,213	184	
b. PD's	139	117	125	127	193	150	147	212	135	170	313	63	1,891	158	
(1) Full Processing	11	26	22	49	0	0	-	-	2	60	145	7	322	27	
(2) Partial Processing	55	100	126	71	100	99	115	12	108	115	101	74	1,076	90	
2. Additions to INV	6	37	42	15	25	13	9	-	92	6	14	65	324	27	
a. PN's	49	63	84	56	75	86	106	12	16	109	87	9	752	63	
b. PD's	3	4	57	29	100	15	18	-	40	11	55	21	353	29	
c. A.I.D. Historical Collection	604	603	475	556	471	483	522	434	417	533	828	586	6,512	543	
3. Total Docs. Proc DOCUMENT & INV	213	243	286	345	167	559	361	88	300	225	442	124	3,353	279	
4. No. of Changes to DOCRD	-	13	-	17	-	-	-	-	126	146	135	30	467	39	
a. No. of Changes to INVRD	165	63	171	54	77	39	179	48	44	76	65	42	1,023	85	
5. No. of Duplicates Found	1,082	1,068	1,068	1,066	1,066	1,063	1,062	1,062	1,062	1,062	1,063	1,066	-	0	
6. Est. Total Warehouse Queue (begin month)	0	-	1	5	-	-	-	-	-	3	3	-	12	1	
a. Added to Queue	14	-	3	5	3	1	-	-	-	2	-	-	28	2	
b. Withdrawn From Queue	1,068	1,068	1,066	1,066	1,063	1,062	1,062	1,062	1,062	1,063	1,066	1,066	-	0	
c. Estimated New Queue Total (end month)	16	0	1	2	0	0	0	0	0	0	1	0	20	2	
7. AV Materials	-	-	-	2	-	-	-	-	-	-	1	-	3	0	
a. Full Processing	16	-	1	-	-	-	-	-	-	-	-	-	17	1	
b. Partial Processing	-	-	-	-	-	-	-	-	-	-	124	-	124	10	
c. Modifications	-	-	-	-	-	-	-	-	-	-	-	-	0	0	
8. INSTDS	55	33	53	42	46	34	42	23	31	23	40	30	21	2	
a. Entries	5	3	-	-	7	4	-	-	2	-	-	-	21	2	
b. Modifications	C. ABSTRACTING/INDEXING														
*YEAR/MONTH	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTALS	AVERAGES	
1,800/150	117	66	108	62	68	137	124	111	141	143	72	130	1,279	107	
1. Abstracts Added to DOCUMENT	93	48	81	49	43	75	84	47	97	79	67	90	853	71	
a. DIHF Generated Abstracts	69	37	38	21	34	39	52	20	55	51	41	71	528	44	
1. Project Documents	0	0	0	0	1	2	6	6	4	1	1	5	26	2	
a. Post-1990 Design Docs	28	25	13	13	20	16	40	10	36	26	24	48	299	25	
b. Pre-1990 Design Docs	41	12	25	8	13	21	6	4	15	24	16	18	203	17	
c. Evaluations	6	4	4	4	-	9	9	7	9	5	8	5	70	6	
2. Amendments	18	7	39	24	9	27	23	20	33	23	18	14	255	21	
3. Technical Documents															

		*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		24	18	27	13	25	62	40	64	44	64	5	40	426	36
1. Project Documents			4	2	4	2	15	14	8	16	7	23	5	27	127	11
a. Post—1990 Design Docs.			1	—	—	—	—	—	—	—	—	—	—	—	1	0
b. Pre—1990 Design Docs.			—	—	—	—	—	3	—	—	—	—	—	—	3	0
c. Evaluations			3	2	4	2	15	11	8	16	7	23	5	27	123	10
2. Technical Documents			20	16	23	11	10	48	32	48	37	41	—	13	299	25
2. Abstracts Added Only to PROJECTS							0	8	3	2	1	3	14	2	33	3
a. DIHF—Generated Abstracts			1	2	1	1	—	1	3	2	1	2	8	1	23	2
b. Edited Author—prepared Abstracts			—	8	—	—	—	7	—	—	—	1	6	1	23	2
3. Total Number of Abstracts Added to DIS							68	145	127	113	142	146	86	132	959	80
a. DIHF—Generated	1,550/129		94	50	82	50	43	76	87	49	98	81	75	91	876	73
b. Edited Author—prepared Abstracts	250/21		24	26	27	13	25	69	40	64	44	65	11	41	449	37
4. Documents Indexed Only	5,000/417		222	200	172	323	94	540	350	226	352	286	348	337	3,450	288
a. Project Documents			116	104	80	177	36	214	158	82	122	111	200	191	1,591	133
b. Technical Documents			106	96	92	146	58	326	192	144	230	175	148	146	1,859	155
c. AV Materials			—	—	—	—	—	—	—	—	—	—	—	—	0	0
5. Proposed Thesaurus Changes	150/25		—	—	—	—	—	—	—	9	—	—	—	—	9	1
D. CUMULATIVE DATA BASE STATISTICS																
1. DOCUMENT (DOCRD)			78,578	79,080	79,430	79,915	80,286	80,670	81,078	81,500	81,809	82,227	82,953	83,465		--
2. INVENTORY (INVRD)			37,413	37,513	37,584	37,710	37,810	37,909	38,024	38,036	38,144	38,253	38,354	38,428		--
3. SERIALS (SERRD)			1,441	1,441	1,441	1,443	1,443	1,443	1,445	1,445	1,445	1,445	1,445	1,445		--
4. PROJECTS (PROJRD)			10,495	10,509	10,516	10,517	10,519	10,530	10,532	10,534	10,544	10,548	10,556	10,565		--
5. CATALOG (CATRD)			5,684	5,696	5,698	5,703	5,727	5,727	5,729	5,732	5,811	5,814	5,872	5,900		--
6. INSTITUTION AUTHORITY (INST2RD)			7,407	7,457	7,489	7,545	7,586	7,611	7,653	7,675	7,709	7,729	7,775	7,775		--
7. RECIPIENTS (RECI PRD)			13,430	13,464	13,675	13,774	14,426	14,457	14,490	14,502	14,569	14,585	14,881	14,887		--
8. BANK (BANKRD)			2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559		--
E. MAILING LIST MAINTENANCE																
1. RECI PRD Record Transactions	250 (combined)		373	75	670	75	884	91	47	39	782	25	543	46		
a. Additions			257	48	216	64	681	31	30	14	67	10	273	34	1,725	144
b. Modifications			116	27	454	11	203	60	17	25	715	15	270	12	1,925	160
2. Total Number of ARDA Recipients	4,500		3,103	3,103	3,103	3,102	3,102	3,103	3,099	3,095	3,095	3,088	3,089	3,084	--	0
3. Total Number of Evaluation Recipients			2,710	2,501	2,513	2,518	2,513	2,524	2,539	2,544	2,595	2,596	2,624	2,628	--	0
4. Requests for Labels	5,000/417															
a. Total Number of Requests			2	1	1	1	1	1	1	1	1	1	1	1	13	1
b. Total Number of Labels			3,510	286	227	230	252	232	228	256	225	232	236	225	6,139	512
F. PUBLICATIONS																
1. ARDA (issue)			17.2/17.3	17.3	17.3	17.3/17.4	17.3/17.4	17.3/17.4	17.4	17.4/18.1	17.4/18.1	18.1	18.1	18.1		
a. Number of Docs. Abstracted	400/100 Is.		100/7C	59	90	100/52	100/7C	100/80	50	100/1E	100/26	52	59	65	---	---
b. Date Mailed			—	—	—	—	—	—	—	—	—	—	—	—		
c. Number of Copies Printed	4,500 per Issue		4,000	—	—	—	—	3,700	—	—	—	3,700	—	—	11,400	

*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	441	1,295	432	845	867	851	433	1,286	432	843	828	840	9,393	783
4. CD-DIS CD-ROM														
a. CD-ROM New Subscriptions 200/16	15	16	18	9	16	11	3	40	11	5	33	14	191	16
b. CD-ROM Total Subscriptions	199	216	250	232	248	258	225	268	279	251	284	298	3,008	251
c. CD-ROM Reference Requests	0	0	2	2	-	-	-	1	2	-	1	1	9	1
d. CD-ROM Info/Order Sheets Mailed	3	7	5	5	4	222	580	674	96	66	19	4	1,685	140
e. CD-DIS Pressed	-	300	-	275	-	-	325	-	-	-	350	-	1,250	104
f. CD-DIS Distribution	0	202	0	-	234	11	4	-	-	-	-	-	451	38
5. MICRO-DIS														
20/2	-	-	-	-	-	-	-	-	-	-	-	-	0	0
6. Training & Outreach Mat'l's														
450/38	-	-	-	-	-	-	-	-	-	-	-	-	0	0
7. A.I.D. Thesaurus														
100/8	-	1	1	1	2	2	1	-	-	-	-	1	9	1

*YEAR/MONTH	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTALS	AVERAGES
G. FILMING REPORT														
1. Number of Documents Prepared for Filming														
a. PD Docs. Sent to Filming	332	265	253	349	422	340	332	474	304	289	393	181	3,934	328
b. PN Docs. Sent to Filming	125	78	118	82	173	164	48	279	151	139	247	70	1,674	140
c. Total Frames Prepped 430K/36K	207	187	135	267	249	176	284	195	153	150	146	111	2,260	188
31,846	23,798	22,681	33,970	27,455	21,552	27,012	34,689	21,866	18,800	23,376	15,328	302,373	25,198	
2. Filming Totals														
a. Total Docs. Filmed 5,000/415	249	346	301	257	399	426	308	278	543	144	479	167	3,897	325
(1) Total PD Docs.	124	131	86	91	103	210	95	129	273	68	301	83	1,694	141
(2) Total PN Docs.	125	215	215	166	296	216	213	149	270	76	178	84	2,203	184
b. Total Fiche Filmed	377	541	442	382	581	538	443	398	699	200	602	212	5,415	451
(1) Total PD Fiche	161	197	107	120	127	233	117	151	330	94	339	97	2,073	173
(2) Total PN Fiche	216	344	335	262	454	305	326	247	369	106	263	115	3,342	279
c. Total Frames Filmed	22,483	33,214	25,366	22,906	34,147	26,019	23,766	23,524	36,244	11,183	28,554	11,010	298,416	24,868
(1) Total PD Frames	8,233	11,371	4,785	6,348	5,924	8,574	5,605	6,821	15,617	5,168	13,294	4,241	95,981	7,998
(2) Total PN Frames	14,250	21,843	20,581	16,558	28,223	17,445	18,161	16,703	20,627	6,015	15,260	6,769	202,435	16,870
3. Duplicate Fiche Production:														
a. Number of Masters	377	541	442	382	581	538	443	398	699	200	602	212	5,415	451
b. Total PD Fiche Duplicates	483	591	321	360	381	699	351	453	990	282	1,017	291	6,219	518
c. Total PN Fiche Duplicates	2,160	3,440	3,350	2,620	4,540	3,050	3,260	2,470	3,690	1,060	2,630	1,150	33,420	2,785
d. Total (PD&PN) Fiche	2,643	4,031	3,671	2,980	4,921	3,749	3,611	2,923	4,680	1,342	3,647	1,441	39,639	3,303
4. Fiche Distribution														
a. Total (PD&PN) Filmed	249	346	301	257	399	426	308	278	543	144	479	167	3,897	325
b. Fiche Set Distribution 22/22	12	12	12	12	12	12	12	12	12	12	12	12	144	12
1. PD Fiche Distribution (8 sets)	4	4	4	4	4	4	4	4	4	4	4	4	48	4
a. Number of PD Fiche Docs.	161	197	107	120	127	233	117	151	330	94	339	97	2,073	173
b. Number of PD Fiche	216	344	335	262	454	305	326	247	369	106	263	115	3,342	279
c. Total PD Fiche Distributed	648	1,032	1,005	786	1,362	915	978	741	1,107	318	789	345	10,026	836

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		*YEAR/MONTH	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	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.			125	215	215	166	296	216	213	149	270	76	178	84	2,203	184
b. Number of PN Fiche			216	344	335	262	454	305	326	247	369	106	263	115	3,342	279
c. Total PN Fiche Distributed			2,160	3,440	3,350	2,620	4,540	3,050	3,260	2,470	3,690	1,060	2,630	1,150	33,420	2,785
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. DOCUMENT DISTRIBUTION																
1. Number of Documents Requested			2,501	3,503	3,137	2,278	3,502	4,604	3,534	2,632	3,832	3,251	3,611	3,596	39,981	3,332
a. Priority I (1 Day)		33,000/2,750	1,762	2,239	2,271	1,692	2,154	3,694	2,265	1,806	2,921	2,409	2,532	2,226	27,971	2,331
b. Priority II (3 Days)		3500/292	142	93	225	161	173	55	125	290	165	60	240	147	1,876	156
c. Priority III (7 Days)		11,500/950	597	1,171	641	425	1,175	855	1,144	536	746	782	839	1,223	10,134	845
2. Type of Copy Requested																
a. Fiche (dialo copies)		5,000/418	181	272	188	177	636	224	610	207	216	9	207	582	3,509	292
b. Paper Blowbacks		25,000/2,100	1,933	2,592	2,307	1,779	1,890	3,197	1,788	1,553	3,090	2,479	2,581	2,313	27,502	2,292
c. Paper Copy in Stock		15,000/1,250	387	639	642	322	976	1,183	1,136	872	526	763	823	701	8,970	748
3. Bulk Distribution (Number of Copies)		80,000/6,667	7,300	6,686	2,280	7,281	7,598	9,472	5,369	10,637	7,061	13,966	10,514	5,788	93,952	7,829
a. CDIE Publications			2,097	3,337	1,548	1,170	6,376	3,340	1,002	6,087	1,275	6,360	3,781	778	37,151	3,096
b. Population			138	0	-	535	237	290	185	269	240	220	330	130	2,574	215
c. R&RS Publications			2,353	2,353	-	4,506	-	2,330	-	2,329	2,331	2,329	2,321	2,321	23,173	1,931
d. CDIE Portfolios			0	0	-	-	-	-	-	-	-	-	-	-	0	0
e. ARDA			229	0	-	-	-	-	3,256	-	-	-	3,088	182	6,755	563
f. World Bank Documents			42	15	29	32	-	26	-	33	23	15	76	125	416	35
g. Acquisitions Lists			450	915	435	860	880	860	440	1,290	440	840	860	840	9,110	759
h. WID			1,122	66	-	-	-	-	89	-	-	-	-	-	1,277	106
i. Other			869	0	268	178	105	2,626	397	629	2,752	4,202	58	1,412	13,496	1,125
I. PRODUCTION THROUGHPUT																
(AVERAGE TIME PER DOC.)																
1. A.I.D. Document Cataloging		(Days)	10	13	18	20	20	22	25	19	13	9	23	13	--	16
2. Core Filming		(Days)	13	11	23	12	12	11	12	10	13	11	19	13	--	12
3. Abstracting/Indexing/Editing		(Days)	91	73	72	78	92	60	155	88	94	81	301	103	--	99
4. Indexing of Index - Only Docs.		(Days)	62	72	72	85	88	90	97	77	74	66	73	75	--	72

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		*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			100	100	100	100	100	100	106	106	107	107	106	106	--	103
2. Number of Dial Up Ports	20/20		16	16	14	14	14	14	14	14	14	14	14	14	--	14
3. CPU Usage (All Groups)																
a. Number of Sessions			2,926	2,810	2,722	2,752	2,679	3,292	2,915	2,567	3,662	2,835	2,818	2,540	34,518	2,877
b. Total CPU Hours			150	111	134	110	110	117	98	84	159	126	92	133	1,424	119
c. Total Logon Hours			1,135	3,939	2,865	3,344	3,106	3,705	3,028	2,737	3,435	5,543	4,262	3,096	40,195	3,350
4. CPU Usage (A.I.D. Users)																
a. Number of Sessions			966	1,061	911	962	1,104	1,304	1,212	941	1,234	802	919	831	12,247	1,021
b. Total CPU Hours			7	9	7	10	9	10	8.7	7.5	8.5	5.0	7.0	6.0	94.7	7.9
c. Total Logon Hours	16000/1333 Hrs		1,135	723	673	674	705	712	715	687	764	667	633	507	8,595	716
5. Printer Usage																
a. Number of Print Sessions			1,688	1,720	1,304	1,815	1,767	1,870	1,688	1,598	2,746	2,256	1,897	1,784	22,133	1,844
b. Lines Printed HP Printer (million)	15/1.25		1.1	1.0	0.8	0.8	0.9	1.0	0.8	0.7	1.1	1.0	0.9	0.9	11.0	0.9
c. Total Sectors Used			426,872	418,464	334,800	313,456	372,928	417,696	421,072	247,920	467,744	381,904	358,112	377,296	--	378,189
6. Total Disk Space Used	2280 MB		520	490	487	495	453	446	508	442	500	477	490	486	--	483

AS

CUMULATIVE DOCUMENT DISTRIBUTION THROUGH THE MONTH OF SEPT 1993

REQUESTORS	ORDERS RECEIVED	ORDERS FILLED	FICHE COPIES	PAPER BLOWBACKS	STOCK COPIES	TOTAL DOCS.	Percent of Total
USAID Total 003	876	877	147	4,154	1,343	5,644	14.1%
Africa	369	368	4	2,251	924	3,179	8.0%
Asia	153	150	50	640	182	872	2.2%
Europe	27	27	0	164	35	199	0.5%
Near East	80	80	0	242	23	265	0.7%
LAC	247	252	93	857	179	1,129	2.8%
Other	0	0	0	0	0	0	0.0%
AID/W Total 004	2,174	2,061	235	15,955	4,862	21,052	52.7%
Africa	228	219	69	981	280	1,330	3.3%
Asia	106	105	0	348	92	440	1.1%
Europe	37	37	0	134	75	209	0.5%
Near East	83	83	1	290	28	319	0.8%
FHA	42	41	0	187	23	210	0.5%
LAC	206	204	5	687	106	798	2.0%
PRE	125	119	0	358	61	419	1.0%
POL	916	842	50	6,093	2,017	8,160	20.4%
R&D	187	167	107	1,099	825	2,031	5.1%
WID	52	50	0	4,094	1,071	5,165	12.9%
Other Misc	192	194	3	1,684	284	1,971	4.9%
AID/Contractors 008	334	311	13	963	299	1,275	3.2%
<u>PRIORITY I TOTAL</u>	3,384	3,249	395	21,072	6,504	27,971	70.0%
<u>PRIORITY II</u>							
LDC Total 001	261	233	205	698	512	1,415	3.5%
Africa	69	61	56	173	360	589	1.5%
Asia	108	101	90	356	90	536	1.3%
Europe	3	3	0	1	12	13	0.0%
Near East	9	9	4	57	7	68	0.2%
LAC	72	59	55	60	41	156	0.4%
PRE	0	0	0	51	2	53	0.1%
Development Orgs. 019	92	84	0	375	86	461	1.2%
<u>PRIORITY II TOTAL</u>	353	317	205	1,073	598	1,876	4.7%
<u>PRIORITY III</u>							
Developed Country 017	329	279	54	830	500	1,384	3.5%
U.S. Business 160	877	763	1,101	1,751	644	3,496	8.7%
U.S. Education 140	351	583	1,259	629	337	2,225	5.6%
U.S. Government 130	118	111	4	880	136	1,020	2.6%
U.S. Individuals 170	544	486	491	1,267	251	2,009	5.0%
Other	0	0	0	0	0	0	0.0%
<u>PRIORITY III TOTAL</u>	2,219	2,222	2,909	5,357	1,868	10,134	25.3%
<u>ON-DEMAND TOTAL</u>	5,956	5,788	3,509	27,502	8,970	39,981	100.0%
<u>BULK DISTRIBUTION</u>							
CDIE Publications					37,214	37,214	
Population					2,574	2,574	
R&RS Newsletter					23,173	23,173	
CDIE Portfolios					0	0	
ARDA					6,755	6,755	
World Bank Documents					461	461	
Acquisitions Lists					9,110	9,110	
WID					1,277	1,277	
ABIC					4,681	4,681	
Other					8,815	8,815	
<u>BULK DISTRIBUTION TOTAL</u>					94,060	94,060	
<u>GRAND TOTAL</u>	5,956	5,788	3,509	27,502	102,674	133,685	

FY93 USAID MISSION ORDERS

AFRICA		Orders	Percent of Bureau	Percent of Grand Total
611	ZAMBIA	11	2.7%	1.1%
612	MALAWI	10	2.5%	1.0%
613	ZIMBABWE	20	4.9%	2.1%
615	KENYA	43	10.6%	4.5%
617	UGANDA	12	3.0%	1.3%
621	TANZANIA	13	3.2%	1.4%
631	CAMEROON	14	3.4%	1.5%
632	LESOTHO	14	3.4%	1.5%
633	BOTSWANA	4	1.0%	0.4%
635	GAMBIA	8	2.0%	0.8%
636	SIERRA LEONE	2	0.5%	0.2%
641	GHANA	14	3.4%	1.5%
645	SWAZILAND	10	2.5%	1.0%
655	CAPE VERDE	6	1.5%	0.6%
656	MOZAMBIQUE	23	5.7%	2.4%
657	GUINEA-BISSAU	24	5.9%	2.5%
663	ETHIOPIA	13	3.2%	1.4%
664	TUNISIA	10	2.5%	1.0%
669	LIBERIA	1	0.2%	0.1%
673	NAMIBIA	3	0.7%	0.3%
674	SOUTH AFRICA	14	3.4%	1.5%
675	GUINEA	16	3.9%	1.7%
676	CENTRAL AFRICAN REPUBLIC	2	0.5%	0.2%
677	CHAD	8	2.0%	0.8%
680	BENIN	3	0.7%	0.3%
681	IVORY COAST	35	8.6%	3.6%
683	NIGER	4	1.0%	0.4%
685	SENEGAL	15	3.7%	1.6%
686	BURKINA FASO	1	0.2%	0.1%
688	MALI	15	3.7%	1.6%
690	SOUTH AFRICA - OSARAC	9	2.2%	0.9%
693	TOGO	2	0.5%	0.2%
695	BURUNDI	26	6.4%	2.7%
696	RWANDA	1	0.2%	0.1%
<i>Bureau Subtotal</i>		406		42.3%

ASIA			Percent of Bureau	Percent of Grand Total
367	NEPAL	12	8.6%	1.3%
383	SRI LANKA	9	6.4%	0.9%
386	INDIA	14	10.0%	1.5%
388	BANGLADESH	32	22.9%	3.3%
391	PAKISTAN	17	12.1%	1.8%
492	PHILIPPINES	24	17.1%	2.5%
493	THAILAND	7	5.0%	0.7%
497	INDONESIA	21	15.0%	2.2%
882	FIJI/SOUTH PACIFIC	4	2.9%	0.4%
<i>Bureau Subtotal</i>		140		14.6%

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FY93 USAID MISSION ORDERS

LATIN AMERICA AND THE CARIBBEAN			Percent of Bureau	Percent of Grand Total
504	GUYANA	1	0.4%	0.1%
508	SURINAME	1	0.4%	0.1%
511	BOLIVIA	26	9.8%	2.7%
512	BRAZIL	1	0.4%	0.1%
513	CHILE	3	1.1%	0.3%
515	COSTA RICA	14	5.3%	1.5%
517	DOMINICAN REPUBLIC	8	3.0%	0.8%
518	ECUADOR	22	8.3%	2.3%
519	EL SALVADOR	50	18.8%	5.2%
520	GUATEMALA	36	13.5%	3.8%
521	HAITI	26	9.8%	2.7%
522	HONDURAS	33	12.4%	3.4%
523	MEXICO	2	0.8%	0.2%
524	NICARAGUA	3	1.1%	0.3%
525	PANAMA	7	2.6%	0.7%
526	PARAGUAY	2	0.8%	0.2%
527	PERU	11	4.1%	1.1%
528	URUGUAY	2	0.8%	0.2%
532	JAMAICA	6	2.3%	0.6%
534	BARBADOS	11	4.1%	1.1%
596	ROCAP	1	0.4%	0.1%
Bureau Subtotal		266		27.7%

NEAR EAST			Percent of Bureau	Percent of Grand Total
263	EGYPT	49	55.7%	5.1%
272	OMAN	1	1.1%	0.1%
278	JORDAN	16	18.2%	1.7%
279	YEMEN ARAB REPUBLIC	1	1.1%	0.1%
608	MOROCCO	21	23.9%	2.2%
Bureau Subtotal		88		9.2%

EUROPE			Percent of Bureau	Percent of Grand Total
138	FRANCE	1		0.1%

OTHER

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002	US	7		0.7%
Bureau Subtotal		58		6.0%

GRAND TOTAL 959 100.0%

DOCUMENT	WID Documents Distributed FY93												TOTAL
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	
PDAAY404	2	0	2	1	0	0	0	0	1	0	1	1	8
PNAAL087	0	20	9	5	16	21	4	0	13	0	1	3	92
PNAAL777	1	7	34	6	42	50	2	0	6	0	53	14	215
PNAAN220	0	0	5	0	0	0	0	0	6	0	0	0	11
PNAAS121	1	0	5	0	0	0	0	0	5	0	0	0	11
PNAAS673	1	4	2	1	0	0	3	0	5	0	2	3	21
PNAAW364	1	36	31	2	21	1	3	0	9	0	33	30	167
PNAAX047	1	1	9	2	8	2	2	0	29	0	43	3	100
PNAAY219	5	11	37	7	23	2	46	0	28	0	3	26	188
PNAAZ700	0	1	5	1	0	0	0	0	0	0	0	0	7
PNABC276	7	2	7	2	14	1	0	0	3	0	0	0	36
PNABC450	9	12	77	11	22	31	53	0	68	0	54	14	351
PNABC451	2	0	7	1	3	0	45	0	8	0	1	3	70
PNABC452	4	1	19	3	16	1	2	0	4	2	3	3	58
PNABC453	2	0	11	2	9	0	25	0	5	0	4	4	62
PNABC454	3	38	64	9	23	51	0	0	20	1	25	12	246
PNABD317	0	0	4	0	0	0	0	0	0	0	0	0	4
PNABD953	0	0	7	0	0	0	0	0	0	0	0	0	7
PNABE612	2	16	42	7	19	1	25	0	28	0	19	83	242
PNABE782	1	0	6	0	0	0	0	0	20	0	0	0	27
PNABF235	4	0	23	6	13	11	3	0	13	0	1	3	77
PNABH695	140	2	14	11	23	93	4	1	16	1	4	56	365
PNABH726	1	25	4	4	7	0	2	0	15	1	20	17	96
PNABH727	2	25	6	8	5	20	3	0	2	0	16	6	93
PNABH729	0	25	5	3	4	0	2	0	4	0	21	4	68
PNABH730	1	25	5	6	5	0	0	0	3	1	17	4	67
PNABH731	1	25	5	2	4	20	3	0	3	0	17	16	96
PNABI677	3	3	25	9	20	21	24	0	22	0	20	15	162
PNABJ598	2	3	13	8	22	71	104	0	9	0	7	16	255
PNABJ679	2	0	3	4	18	0	2	0	12	2	2	7	52
PNABJ794	4	1	25	9	17	2	1	0	36	0	19	14	128
PNABK002	4	27	5	7	29	33	2	0	5	0	2	3	117
PNABK452	1	0	2	1	3	0	1	0	2	0	1	2	13
PNABK842	0	50	4	7	7	0	52	0	3	1	5	43	172
PNABK950	1	0	4	5	5	101	3	0	3	0	6	6	134
PNABL103	4	27	5	8	28	39	104	0	6	0	2	3	226
PNABL106	5	18	2	4	4	50	23	0	3	0	27	13	149
PNABL375	2	13	4	1	9	2	1	0	103	2	8	5	150
PNABL503	0	1	13	2	5	0	81	0	6	1	28	5	142
PNABM008	1	0	5	5	4	20	77	0	10	0	1	13	136
PNABM009	2	0	6	2	23	20	4	0	23	0	17	17	114
PNABM010	4	1	7	3	9	0	21	1	16	1	20	6	89
PNABM011	6	1	7	4	7	0	21	1	16	1	20	6	90
WID-001	5	120	7	9	5	33	8	0	9	0	56	142	394
WID-002	PNABD317												
WID-003	3	0	6	2	2	0	3	0	2		2	2	22
WID-004	0	0	3	0	0	0	0	0	0	0	0	0	3
WID-005	0	0	8	0	0	0	0	0	0	0	0	0	8
WID-006	PNABC451												
WID-007	0	0	8	0	0	2	0	0	0	0	0	0	10
WID-008	0	1	8	0	0	30	0	0	14	0	0	0	53
WID-009	PNABE782												
WID-010	1	1	12	0	2	30	0	0	12	0	0	0	58

WID-011	2	1	4	2	14	50	2	0	7	0	51	13	146
WID-012	2	2	3	0	2	0	0	0	0	0	0	0	9
WID-013	1	0	1	0	0	0	0	0	1	0	0	0	3
WID-014	0	1	4	0	0	0	0	0	1	0	0	0	6
WID-015	1	0	0	0	0	0	0	0	1	0	0	0	2
WID-016	0	1	0	0	0	0	0	0	0	0	0	0	1
WID-017	0	3	4	0	0	0	20	0	3	0	0	0	30
WID-018	2	0	2	0	0	0	0	0	0	0	0	0	4
WID-019	PNAAN220												
WID-020	0	3	14	3	17	0	4	0	16	0	4	8	69
WID-021	9	61	59	12	29	85	13	0	253	1	4	216	742
WID-022	1	0	4	1	14	0	2	0	7	0	1	7	37
WID-023	1	0	9	2	16	0	2	0	7	0	1	5	43
WID-024	1	1	6	3	18	0	5	0	7	0	2	9	52
WID-025	1	1	6	2	6	0	4	0	5	0	2	3	30
WID-026	1	2	4	1	6	0	4	0	16	0	3	1	38
WID-027	2	2	5	2	4	0	1	0	8	0	1	1	26
WID-028	3	2	9	3	15	0	3	0	12	0	4	2	53
WID-029	4	2	5	1	4	0	2	0	5	0	1	3	27
WID-030	1	1	5	2	14	0	7	0	4	0	1	1	36
WID-031	4	4	4	3	16	0	5	0	11	0	4	3	54
WID-032	PNABH695												
WID-033	0	1	7	0	0	30	0	0	0	0	0	0	38
WID-034	0	0	3	0	0	0	0	0	0	0	0	0	3
WID-035	0	0	2	0	0	0	0	0	0	0	0	0	2
WID-036	0	0	6	0	0	30	0	0	0	0	0	0	36
WID-037	1	1	3	1	0	0	0	0	1	0	0	0	7
WID-038	1	1	3	0	0	0	0	0	4	0	0	0	9
WID-039	0	0	4	0	0	242	1	0	0	0	0	0	247
OTHER	6	0	48	11	0	2	0	0	29	21	62	23	202
Total	285	633	851	239	671	1198	834	3	1024	36	722	918	7414
Orders Recd	60	27	46	32	35	27	39	3	29	8	25	41	372
Orders Sent	35	38	51	27	43	19	45	3	28	7	26	41	363
9 Dec 93													

DOCRD HISTORICAL BIBLIOGRAPHIC DISTRIBUTION: FY83 – FY93

30-Sept-93

Bib Code	BIBTYPE NAME	PRE												TOTAL
		FY83	FY83	FY84	FY85	FY86	FY87	FY88	FY89	FY90	FY91	FY92	FY93	
01	PID	2	7	0	7	13	19	30	35	24	25	15	12	189
02	Proposal	8	1	2	4	32	12	16	17	26	13	2	3	136
03	Almanac	0	0	0	0	0	0	0	0	0	0	0	0	0
04	Atlas/Map	0	0	0	2	2	1	0	1	2	0	0	0	8
05	Dictionary	26	1	1	0	1	1	0	2	16	3	2	1	54
06	Directory	27	15	16	9	9	15	15	21	1	26	4	28	186
07	Encyclopedia	0	0	0	0	0	0	0	0	0	0	0	0	0
08	Thesaurus	1	1	2	1	1	0	1	0	0	0	1	0	8
09	Cong. Legislation/Hearings	0	0	0	0	0	1	1	0	0	11	8	4	25
10	PAR – Proj Appraisal Rpt	1,577	15	64	41	31	1	3	1	45	8	0	0	1,786
14	PER – Proj Evaluation Rpt	11	1	0	1	0	0	0	0	0	0	0	0	13
15	PES/ES – Proj Eval Summary	1,108	190	225	174	189	125	141	155	200	99	78	93	2,777
16	Sector Assessment	229	37	37	49	67	63	37	31	78	89	72	149	938
17	Special Evaluation	936	224	293	475	450	324	375	364	399	334	255	282	4,711
18	Audit Report	471	92	62	91	168	151	132	148	113	181	167	206	1,982
19	Non-AID Evaluation	62	12	14	15	21	23	7	16	13	62	31	52	328
20	Concept Paper	0	0	0	0	5	5	14	4	9	7	7	6	57
21	Conference Proceedings/Paper	1,124	213	202	328	323	437	377	293	367	513	372	341	4,890
22	PAIP – Prog Asst Init Proposal	0	0	0	0	5	4	13	6	8	4	4	4	48
23	Journal Article/Monograph	344	60	74	164	107	107	74	87	80	165	153	96	1,511
24	Policy Paper	1	14	2	7	1	13	21	4	6	3	15	7	94
25	Project Review Paper	7	0	2	2	0	0	0	3	0	0	0	0	14
26	Environmental Assessment	42	15	3	9	15	36	20	26	16	34	89	75	380
27	Proj Design/Imp Guide	48	15	2	35	11	20	22	15	42	51	88	132	481
28	Proj Evaluation Guide	34	5	10	11	13	9	9	5	13	17	9	14	149
29	NEC Design Document	0	0	0	0	0	0	0	1	3	1	0	0	5
36	Dev/Extended Risk Guaranty Paper	0	0	0	0	0	0	0	0	0	0	0	0	0
37	Loan Agreement	39	15	1	0	0	7	3	2	31	18	0	3	119
38	Grant Agreement (PROAG)	54	36	1	0	10	118	201	222	314	180	253	132	1,521
39	Congressional Presentation	32	7	3	26	6	10	8	6	8	5	13	4	128
41	Feasibility Study	233	47	19	38	45	44	48	16	35	28	41	41	635
42	Project Paper (PP)	1,357	246	160	307	332	250	194	291	199	202	207	170	3,915
43	PROP – Noncap Asst. Proj Prop	1,398	27	13	16	36	4	3	0	45	7	0	1	1,550
44	OPG – Operational Dev Grant	0	0	0	0	0	0	0	0	1	0	0	0	1
45	DGP – Developmental Grant Program	0	0	0	0	0	0	0	0	0	0	0	0	0
46	HGPD – Housing Guaranty Prog	28	14	1	2	0	1	0	0	0	0	1	0	47
47	PAAD – Prog Asst Approval Doc	26	19	15	29	52	50	45	40	32	52	42	19	421
48	IP/PEP – Invest Prop/Priv Ent Paper	0	0	0	0	0	0	0	0	0	0	0	0	0
49	NEC	200	26	14	61	25	17	44	18	23	17	6	12	463
50	Action Memo/Authoriz/AAM	27	1	0	3	1	6	26	21	100	28	14	25	252
52	Annual Report/Yearbook	1,330	135	87	185	112	165	147	175	147	89	97	169	2,838
53	Progress/Interim Report	1,565	647	296	383	367	346	417	144	80	31	88	322	4,686
54	Thesis/Dissertation	2	2	1	11	5	3	3	23	10	5	0	3	68
55	Periodical	3	2	5	10	10	27	8	7	6	4	2	14	98
56	Case Studies	137	65	17	15	18	37	47	51	26	62	34	22	531
57	Loan Pap/Cap Asst Paper (CAP)	449	18	3	9	2	0	0	1	5	0	3	0	490
58	Biblio/Index/Lit Review	442	85	55	93	72	56	51	35	66	30	30	26	1,041
59	End-of-tour Report	135	29	14	41	36	22	6	32	9	15	6	11	356

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DOCRD HISTORICAL BIBLIOGRAPHIC DISTRIBUTION: FY83 – FY93

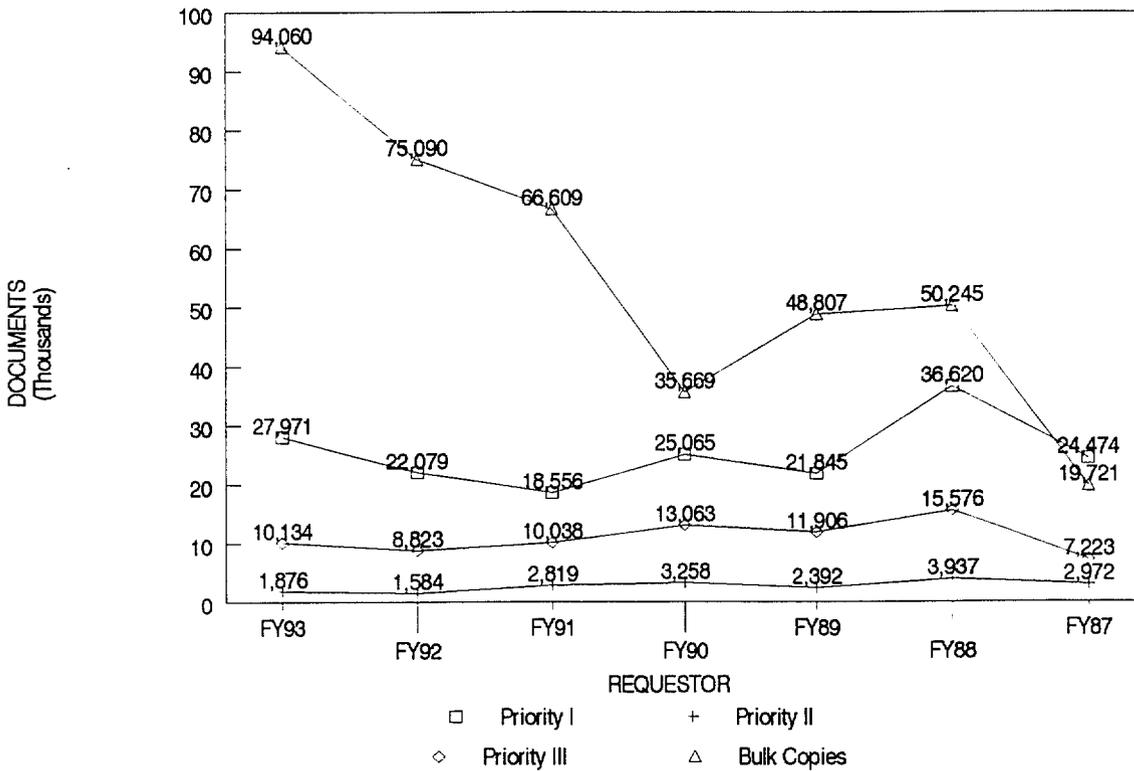
30-Sept-93

Bib Code	BIBTYPE NAME	PRE												TOTAL
		FY83	FY83	FY84	FY85	FY86	FY87	FY88	FY89	FY90	FY91	FY92	FY93	
60	Cable	25	0	0	0	1	3	1	0	1	0	0	1	32
62	<i>AID Supported Study</i>	5,919	1,236	917	1,179	1,056	1,258	1,277	1,319	1,730	1,639	1,225	1,625	20,380
63	Non-AID Research Study	31	6	3	0	0	0	0	0	0	0	4	5	49
64	Non-AID Prog/Proj Design Doc	0	0	0	0	0	0	4	1	1	0	0	0	6
65	<i>Handbook/Manual</i>	434	204	48	11	24	86	170	182	139	165	118	132	1,713
66	Monograph	1	27	129	119	28	3	0	0	2	0	0	1	310
67	Reference Work	193	61	45	156	84	32	15	15	29	15	10	12	667
68	Final Report	479	136	100	186	125	104	146	137	124	176	134	194	2,041
70	Discussion Paper	278	48	20	11	35	32	63	10	11	32	12	6	558
72	Airgram	51	3	0	0	2	23	6	1	1	0	29	2	118
81	AID Contract/Grant	214	67	13	53	60	131	172	418	329	243	285	563	2,548
90	Summary Data (Stat reports)	86	7	58	64	5	38	21	4	37	46	60	16	442
92	Trip Report (TDY)	76	67	99	282	168	405	117	7	25	24	32	202	1,504
93	State-of-the-art Review	32	6	5	2	8	1	3	0	0	0	0	0	57
94	Action Plan	0	0	0	0	7	1	99	20	47	42	11	18	245
95	CDSS	1	35	0	0	234	29	43	20	32	13	34	21	462
96	ABS	0	12	10	0	509	163	78	143	68	107	73	4	1,167
97	Econ/Social Analysis	65	7	8	6	35	85	127	48	38	97	63	62	641
98	Program Document	5	2	2	1	9	21	33	25	37	87	55	54	331
99	Misc Project Documents	1,492	67	24	41	2	48	53	31	45	15	11	18	1,847
TOTAL		22,897	4,330	3,197	4,765	4,985	4,993	4,987	4,700	5,294	5,120	4,365	5,415	65,268

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FY87 - 93 DOCUMENT DISTRIBUTION

TOTAL DOCUMENTS



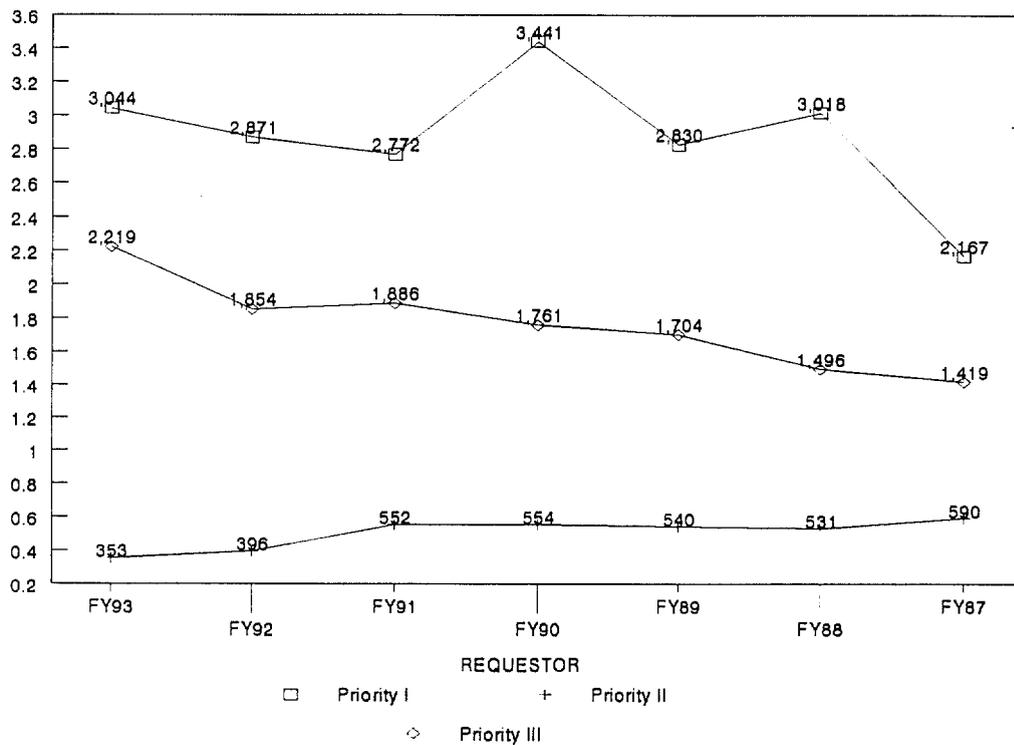
FY87 - 93 DOCUMENT DISTRIBUTION

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

FY87 - 93 DOCUMENT DISTRIBUTION

ORDERS RECEIVED

DOCUMENTS
(Thousands)



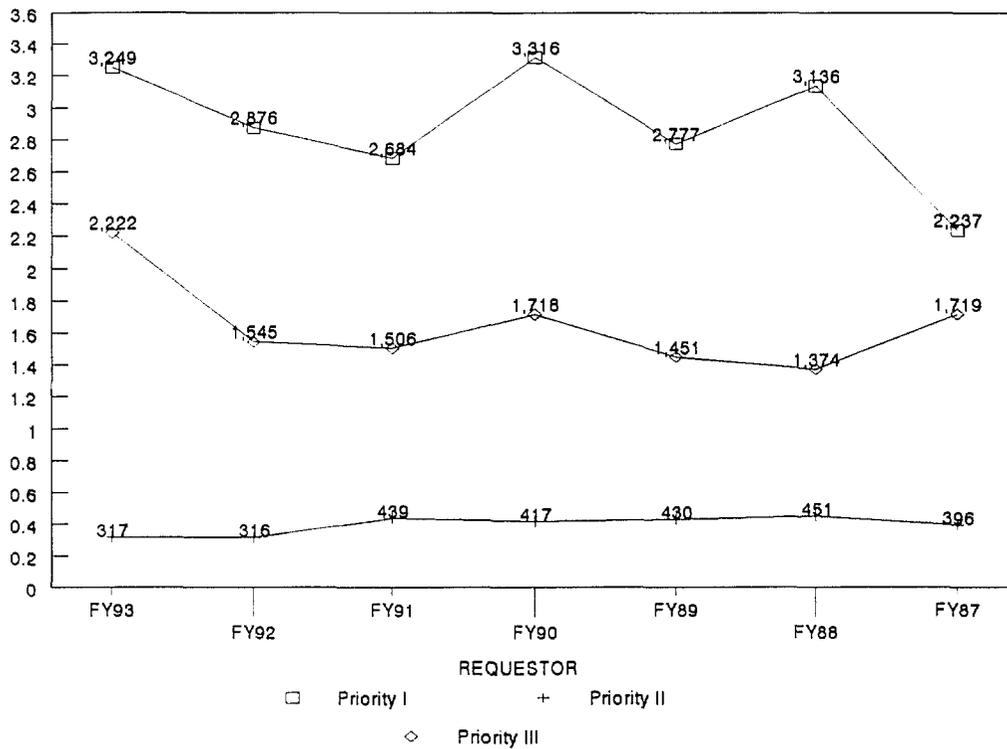
FY87 - 93 DOCUMENT DISTRIBUTION Orders Received

REQUESTORS		FY93	FY92	FY91	FY90	FY89	FY88	FY87
PRIORITY I								
USAID Total	003	876	704	599	937	612	638	759
AID/W Total	004	1,849	1,849	1,829	2,085	1,815	1,867	1,059
AID/Contractors	008	319	318	344	419	403	513	349
PRIORITY I TOTAL		3,044	2,871	2,772	3,441	2,830	3,018	2,167
PRIORITY II								
LDC Total	001	261	304	452	462	447	433	507
Development Orgs.	019	92	92	100	92	93	98	83
PRIORITY II TOTAL		353	396	552	554	540	531	590
PRIORITY III								
Developed Country	017	329	250	282	317	314	286	280
U.S. Business	160	877	746	570	539	521	426	368
U.S. Education	140	351	282	439	434	369	367	347
U.S. Government	130	118	89	146	113	120	110	111
U.S. Individuals	170	544	487	408	357	380	307	311
Other	190	-	-	41	1	-	-	2
PRIORITY III TOTAL		2,219	1,854	1,886	1,761	1,704	1,496	1,419
ON-DEMAND TOTAL		5,616	5,121	5,210	5,756	5,074	5,045	4,176
BULK DISTRIBUTION TOTAL		94,060	75,090	66,609	35,669	48,807	50,245	19,721
GRAND TOTAL		99,676	80,211	71,819	41,425	53,881	55,290	23,897

FY87-93 DOCUMENT DISTRIBUTION

ORDERS FULFILLED

DOCUMENTS
(Thousands)



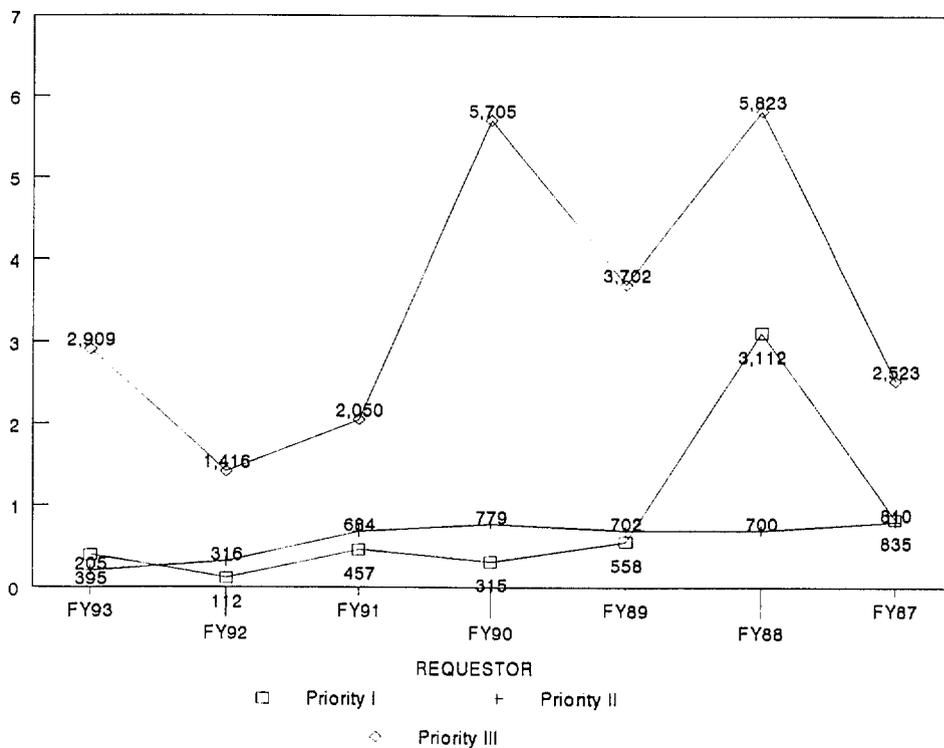
FY87 - 93 DOCUMENT DISTRIBUTION Orders FULFILLED

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

FY87-93 DOCUMENT DISTRIBUTION

FICHE COPIES

DOCUMENTS
(Thousands)

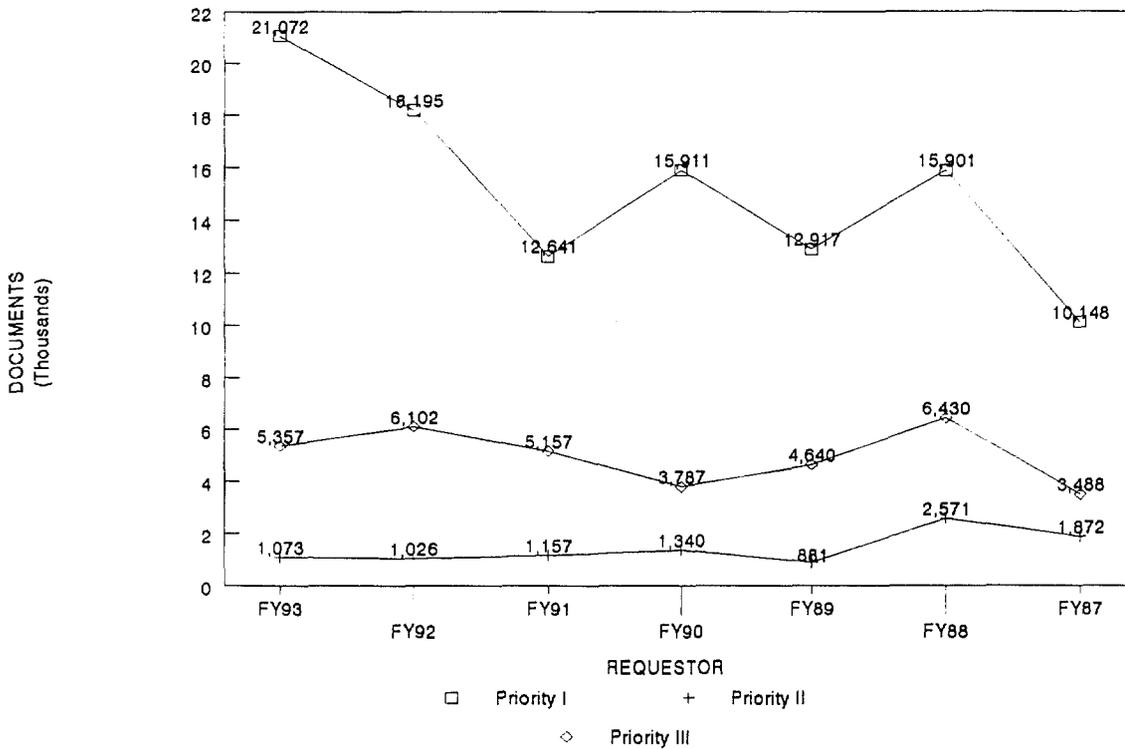


FY87 - 93 DOCUMENT DISTRIBUTION FICHE COPIES

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

FY87-93 DOCUMENT DISTRIBUTION

PAPER BLOWBACKS



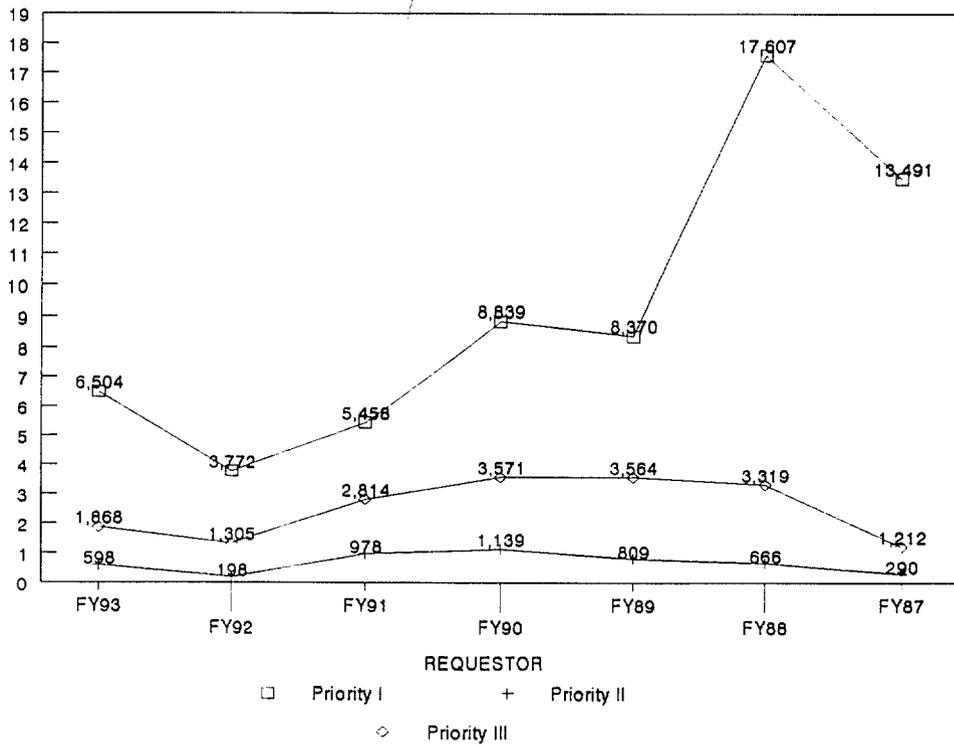
FY87 - 93 DOCUMENT DISTRIBUTION PAPER BLOWBACKS

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

FY87-93 DOCUMENT DISTRIBUTION

STOCK COPIES

DOCUMENTS
(Thousands)



FY87 - 93 DOCUMENT DISTRIBUTION STOCK COPIES

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

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DIS ACQUISITIONS REPORT – FY93

01 – Nov – 93

SOURCE		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD TOTAL	PERCENT	MONTH AVG	CONTRACT TO DATE	PERCENT
AFRICA	USAID	81	70	56	97	52	65	65	71	63	47	62	41	770	13.8%	70	2071	13.4%
	AID/W	24	0	0	0	5	3	0	4	1	0	0	0	37	0.7%	5	320	2.1%
ASIA	USAID	35	22	11	42	19	19	64	85	24	52	66	16	455	8.1%	25	1024	6.7%
	AID/W	8	0	0	0	0	0	0	4	0	1	0	0	13	0.2%	1	152	1.0%
EUR	USAID	2	23	18	36	48	54	30	29	26	13	16	20	315	5.6%	30	373	2.4%
	AID/W	12	0	0	0	0	0	0	0	0	1	0	0	13	0.2%	2	44	0.3%
LAC	USAID	80	48	58	72	88	118	50	66	49	52	91	68	840	15.0%	77	2192	14.2%
	AID/W	12	0	0	0	0	2	0	0	0	2	0	0	16	0.3%	2	289	1.9%
NE	USAID	14	11	13	29	14	45	29	5	31	64	24	11	290	5.2%	21	800	5.2%
	AID/W	4	0	0	0	1	0	0	0	1	0	0	0	6	0.1%	1	10	0.1%
NIS	USAID	-	-	-	-	-	-	-	4	9	5	17	14	49	0.9%	0	49	0.3%
	AID/W	-	-	-	-	-	-	-	0	0	0	0	0	0	0.0%	0	0	0.0%
FHA (FVA/OFDA)		4	0	0	7	2	3	15	28	1	2	27	5	94	1.7%	3	362	2.4%
	PRE	27	9	8	37	20	39	10	47	11	10	7	21	246	4.4%	23	655	4.3%
R&D		141	180	138	210	172	265	220	90	128	144	183	111	1982	35.5%	184	4874	31.7%
FA – FIN & ADMIN		0	0	0	0	0	0	0	1	0	1	0	0	2	0.0%	0	4	0.0%
ADMIN		-	-	-	-	-	-	-	1	2	2	0	0	5	0.1%	0	5	0.0%
POLICY		7	1	1	1	1	4	14	41	51	3	21	12	157	2.8%	3	510	3.3%
POL\CDIE		-	-	-	-	-	-	-	-	1	2	0	0	3	0.1%	0	3	0.0%
IG		17	7	11	31	18	28	37	17	22	17	16	12	233	4.2%	19	652	4.2%
OTHER		6	8	3	8	2	13	3	4	2	6	0	3	58	1.0%	7	857	5.6%
Unidentified		0	0	0	1	0	0	0	0	0	2	0	0	3	0.1%	0	41	0.3%
TOTAL		474	379	317	571	442	658	537	497	422	426	530	334	5587	100.0%	474	15398	100.0%

DOCUMENT TYPE																		
	PD's	151	159	127	141	149	167	151	130	141	104	259	152	1831	18.1%	149	5516	18.4%
	PN's	323	220	190	430	293	491	386	367	281	322	271	182	3756	37.0%	325	9882	33.0%
Subtotal		474	379	317	571	442	658	537	497	422	426	530	334	5587	55.1%	474	15398	51.4%
Inventory		65	85	88	66	118	114	90	91	48	59	27	44	895	8.8%	89	3337	11.1%
Subtotal		539	464	405	637	560	772	627	588	470	485	557	378	6482	63.9%	563	18735	62.6%
Duplicates		527	131	130	326	280	280	636	261	448	570	21	51	3661	36.1%	279	11200	37.4%
AVRD		0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	4	0.0%
Total Processed		1066	595	535	963	840	1052	1263	849	918	1055	578	429	10143	100.0%	842	29939	100.0%

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DOCRD HISTORICAL BIBLIOGRAPHIC DISTRIBUTION: FY83 - FY93

3-Jan-94

Bib Code	BIBTYPE NAME	PRE											TOTAL	
		FY83	FY83	FY84	FY85	FY86	FY87	FY88	FY89	FY90	FY91	FY92		FY93
--	(APDMS, WID, WBank, etc.)	--	--	--	--	--	--	--	--	--	--	--	--	--
01	PID	2	7	0	7	13	19	30	35	24	25	16	12	190
02	Proposal	8	1	2	4	32	12	16	17	26	13	2	3	136
03	Almarac	0	0	0	0	0	0	0	0	0	0	0	0	0
04	Atlas/Map	0	0	0	2	2	1	0	1	2	0	0	0	8
05	Dictionary	26	1	1	0	1	1	0	2	16	3	2	1	54
06	Directory	27	15	16	9	9	15	15	21	1	26	7	28	189
07	Encyclopedia	0	0	0	0	0	0	0	0	0	0	0	0	0
08	Thesaurus	1	1	2	1	1	0	1	0	0	0	1	0	8
09	Cong. Legislation/Hearings	0	0	0	0	0	1	1	0	0	11	8	4	25
10	PAR - Proj Appraisal Rpt	1,577	15	64	41	31	1	3	1	45	8	0	0	1,786
14	PER - Proj Evaluation Rpt	11	1	0	1	0	0	0	0	0	0	1	0	14
15	PES/ES - Proj Eval Summary	1,108	190	225	174	189	125	141	155	200	99	86	93	2,785
16	Sector Assessment	229	37	37	49	67	63	37	31	78	89	94	149	960
17	Special Evaluation	936	224	293	475	450	324	375	364	399	334	281	282	4,737
18	Audit Report	471	92	62	91	168	151	132	148	113	181	193	206	2,008
19	Non-AID Evaluation	62	12	14	15	21	23	7	16	13	62	38	52	335
20	Concept Paper	0	0	0	0	5	5	14	4	9	7	8	6	58
21	Conference Proceedings/Paper	1,124	213	202	328	323	437	377	293	367	513	401	341	4,919
22	PAP - Prog Asst Init Proposal	0	0	0	0	5	4	13	6	8	4	4	4	48
23	Journal Article/Monograph	344	60	74	164	107	107	74	87	80	165	200	96	1,558
24	Policy Paper	1	14	2	7	1	13	21	4	6	3	17	7	96
25	Project Review Paper	7	0	2	2	0	0	0	3	0	0	0	0	14
26	Environmental Assessment	42	15	3	9	15	36	20	26	16	34	94	75	385
27	Proj Design/Imp Guide	48	15	2	35	11	20	22	15	42	51	98	132	491
28	Proj Evaluation Guide	34	5	10	11	13	9	9	5	13	17	9	14	149
29	NEC Design Document	0	0	0	0	0	0	0	1	3	1	0	0	5
36	Dev/Extended Risk Guaranty Paper	0	0	0	0	0	0	0	0	0	0	0	0	0
37	Loan Agreement	39	15	1	0	0	7	3	2	31	18	23	3	142
38	Grant Agreement (PROAG)	54	36	1	0	10	118	201	222	314	180	331	132	1,599
39	Congressional Presentation	32	7	3	26	6	10	8	6	8	5	13	4	128
41	Feasibility Study	233	47	19	38	45	44	48	16	35	28	45	41	639
42	Project Paper (PP)	1,357	246	160	307	332	250	194	291	199	202	233	170	3,941
43	PROP - Noncap Asst. Proj Prop	1,398	27	13	16	36	4	3	0	45	7	0	1	1,550
44	OPG - Operational Dev Grant	0	0	0	0	0	0	0	0	1	0	0	0	1
45	DGP - Developmental Grant Program	0	0	0	0	0	0	0	0	0	0	0	0	0
46	HGPD - Housing Guaranty Prog	28	14	1	2	0	1	0	0	0	0	2	0	48
47	PAAD - Prog Asst Approval Doc	26	19	15	29	52	50	45	40	32	52	44	19	423
48	IP/PEP - Invest Prop/Priv Ent Paper	0	0	0	0	0	0	0	0	0	0	0	0	0
49	NEC	200	26	14	61	25	17	44	18	23	17	6	12	463
50	Action Memo/Authoriz/AAM	27	1	0	3	1	6	26	21	100	28	14	25	252

DOCRD HISTORICAL BIBLIOGRAPHIC DISTRIBUTION: FY83 – FY FY93

3-Jan-94

Bib Code	BIBTYPE NAME	PRE													TOTAL
		FY83	FY83	FY84	FY85	FY86	FY87	FY88	FY89	FY90	FY91	FY92	FY93		
52	Annual Report/Yearbook	1,330	135	87	185	112	165	147	175	147	89	120	169	2,861	
53	Progress/Interim Report	1,565	647	296	383	367	346	417	144	80	31	146	322	4,744	
54	Thesis/Dissertation	2	2	1	11	5	3	3	23	10	5	0	3	68	
55	Periodical	3	2	5	10	10	27	8	7	6	4	2	14	98	
56	Case Studies	137	65	17	15	18	37	47	51	26	62	35	22	532	
57	Loan Pap/Cap Asst Paper (CAP)	449	18	3	9	2	0	0	1	5	0	3	0	490	
58	Biblio/Index/Lit Review	442	85	55	93	72	56	51	35	66	30	39	26	1,050	
59	End-of-tour Report	135	29	14	41	36	22	6	32	9	15	6	11	356	
60	Cable	25	0	0	0	1	3	1	0	1	0	0	1	32	
62	AID Supported Study	5,919	1,236	917	1,179	1,056	1,258	1,277	1,319	1,730	1,639	1,382	1,625	20,537	
63	Non-AID Research Study	31	6	3	0	0	0	0	0	0	0	4	5	49	
64	Non-AID Prog/Proj Design Doc	0	0	0	0	0	0	4	1	1	0	0	0	6	
65	Handbook/Manual	434	204	48	11	24	86	170	182	139	165	135	132	1,730	
66	Monograph	1	27	129	119	28	3	0	0	2	0	0	1	310	
67	Reference Work	193	61	45	156	84	32	15	15	29	15	11	12	668	
68	Final Report	479	136	100	186	125	104	146	137	124	176	156	194	2,063	
70	Discussion Paper	278	48	20	11	35	32	63	10	11	32	12	6	558	
72	Airgram	51	3	0	0	2	23	6	1	1	0	29	2	118	
81	AID Contract/Grant	214	67	13	53	60	131	172	418	329	243	296	563	2,559	
90	Summary Data (Stat reports)	86	7	58	64	5	38	21	4	37	46	61	16	443	
92	Trip Report (TDY)	76	67	99	282	168	405	117	7	25	24	69	202	1,541	
93	State-of-the-art Review	32	6	5	2	8	1	3	0	0	0	0	0	57	
94	Action Plan	0	0	0	0	7	1	99	20	47	42	12	18	246	
95	CDSS	1	35	0	0	234	29	43	20	32	13	36	21	464	
96	ABS	0	12	10	0	509	163	78	143	68	107	73	4	1,167	
97	Econ/Socia Analysis	65	7	8	6	35	85	127	48	38	97	89	62	667	
98	Program Document	5	2	2	1	9	21	33	25	37	87	62	54	338	
99	Misc Project Documents	1,492	67	24	41	2	48	53	31	45	15	13	18	1,849	
TOTAL		22,897	4,330	3,197	4,765	4,985	4,993	4,987	4,700	5,294	5,120	5,062	5,415	75,745	

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Documents Catalogued during FY93 by Year of Publication

CODE	BIBTYPE NAME	1993	1992	1991	1990	1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	Pre-1980	Total	Percent
01	PID	7	3	-	1	1	-	-	-	-	-	-	-	-	-	0	12	0.2%
02	Proposal	-	-	1	-	1	1	-	-	-	-	-	-	-	-	0	3	0.1%
03	Almanac	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
04	Atlas/Map	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
05	Dictionary	1	-	-	-	-	-	-	-	-	-	-	-	-	-	0	1	0.0%
06	Directory	7	15	1	1	3	1	-	-	-	-	-	-	-	-	0	28	0.5%
07	Encyclopedia	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
08	Thesaurus	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
09	Cong. Legislation/Hearings	-	3	-	-	-	-	-	-	-	-	-	-	-	-	1	4	0.1%
10	PAR - Proj Appraisal Rpt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
14	PER - Proj Evaluation Rpt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
15	PES/ES - Proj Eval Summary	57	28	5	-	1	-	-	1	1	-	-	-	-	-	0	93	1.7%
16	Sector Assessment	21	52	24	19	13	3	4	5	-	-	2	1	1	1	3	149	2.8%
17	Special Evaluation	80	134	29	14	9	6	3	3	2	2	-	-	-	-	1	283	5.2%
18	Audit Report	137	59	5	3	-	-	-	-	-	-	-	-	-	-	2	206	3.8%
19	Non-AID Evaluation	9	22	-	2	1	-	-	2	1	1	5	5	2	2	0	52	1.0%
20	Concept Paper	4	-	1	-	-	1	-	-	-	-	-	-	-	-	0	6	0.1%
21	Conference Proceedings/Paper	42	149	50	26	24	22	19	2	-	2	-	-	-	-	5	341	6.3%
22	PAIP - Prog Asst Init Proposal	2	-	-	-	1	-	1	-	-	-	-	-	-	-	0	4	0.1%
23	Journal Article/Monograph	2	28	12	17	14	3	7	2	1	4	-	2	-	-	4	96	1.8%
24	Policy Paper	2	2	-	3	-	-	-	-	-	-	-	-	-	-	0	7	0.1%
25	Project Review Paper	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
26	Environmental Assessment	9	45	14	5	2	-	-	-	-	-	-	-	-	-	0	75	1.4%
27	Proj Design/Imp Guide	34	33	31	10	8	7	4	3	-	-	-	-	-	-	2	132	2.4%
28	Proj Evaluation Guide	2	4	3	-	2	1	1	1	-	-	-	-	-	-	0	14	0.3%
29	NEC Design Document	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
36	Dev/Extended Risk Guaranty Paper	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
37	Loan Agreement	-	-	-	-	-	-	-	-	-	-	1	2	-	-	0	3	0.1%
38	Grant Agreement (PROAG)	27	52	7	3	5	5	3	2	5	6	4	3	4	2	4	132	2.4%
39	Congressional Presentation	1	-	2	-	-	1	-	-	-	-	-	-	-	-	0	4	0.1%
41	Feasibility Study	6	15	3	9	1	1	-	-	1	-	-	-	-	1	4	41	0.8%
42	Project Paper (PP)	56	78	17	3	3	1	4	2	1	3	1	-	-	-	1	170	3.1%
43	PROP - Noncap Asst. Proj Prop	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	0.0%
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	-	15	3	-	-	-	1	-	-	-	-	-	-	-	0	19	0.4%
48	IP/PEP - Invest Prop/Priv Ent Paper	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
49	NEC	-	2	2	2	1	2	1	-	1	1	-	-	-	-	0	12	0.2%
50	Action Memo/Authoriz/AAM	8	8	7	-	-	-	1	-	-	-	-	1	-	-	0	25	0.5%
52	Annual Report/Yearbook	22	76	22	11	8	10	4	-	-	-	-	-	-	-	15	168	3.1%
53	Progress/Interim Report	140	93	32	18	14	8	4	5	-	-	1	-	1	1	6	323	6.0%

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Documents Catalogued during FY93 by Year of Publication

CODE	BIBTYPE NAME	1993	1992	1991	1990	1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	Pre-1980	Total	Percent
54	Thesis/Dissertation	-	1	1	-	1	-	-	-	-	-	-	-	-	-	0	3	0.1%
55	Periodical	7	3	3	-	-	-	-	-	-	-	-	-	-	-	1	14	0.3%
56	Case Studies	10	8	4	-	-	-	-	-	-	-	-	-	-	-	0	22	0.4%
57	Loan Pap/Cap Asst Paper (CAP)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
58	Biblio/Index/Lit Review	7	11	4	1	1	1	1	-	-	-	-	-	-	-	0	26	0.5%
59	End-of-tour Report	1	5	2	1	1	-	-	-	-	-	-	-	-	-	1	11	0.2%
60	Cable	-	1	-	-	-	-	-	-	-	-	-	-	-	-	0	1	0.0%
62	AID Supported Study	271	728	198	133	136	93	15	6	3	4	3	2	4	-	29	1625	30.0%
63	Non-AID Research Study	1	3	-	-	1	-	-	-	-	-	-	-	-	-	0	5	0.1%
64	Non-AID Prog/Proj Design Doc	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
65	Handbook/Manual	16	72	13	8	4	6	3	1	1	-	-	-	-	-	8	132	2.4%
66	Monograph	-	-	-	-	-	1	-	-	-	-	-	-	-	-	0	1	0.0%
67	Reference Work	1	5	3	-	1	2	-	-	-	-	-	-	-	-	0	12	0.2%
68	Final Report	62	86	27	3	7	-	1	2	-	-	1	1	-	1	2	193	3.6%
70	Discussion Paper	2	1	-	-	-	-	2	-	-	-	-	-	-	-	1	6	0.1%
72	Airgram	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	0.0%
81	AID Contract/Grant	25	85	112	51	30	25	35	20	26	7	9	8	8	6	116	563	10.4%
90	Summary Data (Stat reports)	3	6	1	1	4	-	-	-	-	-	-	-	-	-	1	16	0.3%
92	Trip Report (TDY)	58	85	32	13	8	4	-	2	-	-	-	-	-	-	0	202	3.7%
93	State-of-the-art Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
94	Action Plan	11	4	1	1	1	-	-	-	-	-	-	-	-	-	0	18	0.3%
95	CDSS	9	4	-	3	2	-	1	-	-	-	-	-	-	-	2	21	0.4%
96	ABS	-	2	1	1	-	-	-	-	-	-	-	-	-	-	0	4	0.1%
97	Econ/Social Analysis	13	23	7	4	3	2	-	1	-	-	-	-	-	-	9	62	1.1%
98	Program Document	1	31	10	3	-	2	1	-	-	-	-	-	-	-	6	54	1.0%
99	Misc Project Documents	3	4	4	3	-	-	4	-	-	-	-	-	-	-	0	18	0.3%
TOTAL		1177	2084	694	373	312	209	120	60	43	30	27	25	20	14	227	5415	
		21.7%	38.5%	12.8%	6.9%	5.8%	3.9%	2.2%	1.1%	0.8%	0.6%	0.5%	0.5%	0.4%	0.3%	4.2%		

dp

*Appendix B:
Equipment Inventory
October 1993*

LTS Corporation
1500 Wilson Boulevard Suite 1010
Arlington VA 22209-2404

Inventory of HP3000 Related Equipment

	A	B	C	D	E	F	G	H	I
2	ITEM NAME	MAKE	MODEL	SERIAL #	AID TAG#	OFF	ROOM#	InUse	Surplus
3									
4	60HZ PCM	HP	HP 30015A			DISC	1010A		X
5	ACCELERATOR	HP	HP 30151A			DISC	1010A		X
6	ADCC-EXTEND	HP	HP 30019A			DISC	1010A		X
7	ADCC-EXTEND	HP	HP 30019A			DISC	1010A		X
8	ADCC-EXTEND	HP	HP 30019A			DISC	1010A		X
9	ADCC-MAIN	HP	HP 30018A			DISC	1010A		X
10	ADD-ON SUBSY	HP	HP 7970E		220	DISC	1010A		X
11	ADDCC-MAIN	HP	HP 30018A			DISC	1010A		X
12	ADDS HP-IB	HP	HP 7926M		102	DISC	1010A		X
13	ADDS HPIB	HP	HP 7970E		80	DISC	1010A		X
14	ATP Box	HP	30151A	2432A03543	285	DISC	1010A		X
15	ATP DIR CON	HP	HP 30145			DISC	1010A		X
16	ATP SYS IT B	HP	HP 30144A			DISC	1010A		X
17	Console	HP	700/92	3146A00002	900	DISC	1010A	X	
18	CPU	HP	9123	2536A19082	19	DISC	1018		X
19	CPU	HP	Model 3000/48	2221V02193	103	DISC	1010A		X
20	CPU	HP	Model 3000/9479	3139A13305	899	DISC	1010A	X	
21	Disc Box Machine				50	DISC	1016	X	
22	DISC CONTLLR	HP	HP 13037C	2135A16345		DISC			X
23	EAGLE DISC	HP	HP 7937H	2925A48985	1	DISC	1010A	X	
24	EAGLE DISC	HP	HP 7937H	2925A48986	2	DISC	1010A	X	
25	EAGLE DISC	HP	HP 7937H	2925A49020	3	DISC	1010A		X
26	EAGLE DISC	HP	HP 7937H	2925A49019	4	DISC	1010A		X
27	GEN I/O CH-RAM	HP	HP 30079A			DISC	1010A	X	
28	GEN I/O CH-RAM	HP	HP 30079A			DISC	1010A	X	
29	GEN I/O CH-RAM	HP	HP 30079A			DISC	1010A	X	
30	Terminal	HP	2628A	2405V21134	139	DISC	1024	X	
31	Terminal	HP	2628A	2426V25914	158	DISC	1018		X
32	Terminal	HP	HP 2392A	2445511553	175	DISC	1018		X
33	HPIB APT KIT	HP	HP 12745A			DISC	DISC		X
34	Keyboard	HP	HP C1405A	2917S11961	12	DISC	1010A	X	
35	Keyboard	HP		NONE	55	DISC	1031	X	
36	Keyboard	HP	HP 2622A	2126W05557	55	DISC	1030	X	
37	Keyboard	HP	HP 2922A	2126W05149	56	DISC	1018		X
38	Keyboard	HP	HP 2922A	2126W05568	57	RM	NS B930		X
39	Keyboard	HP	HP 2622A	2126W05551	58	DISC	1018		X
40	KEYBOARD	HP	2922A	2143W05851	60	NS	B930		X
41	Keyboard	HP	HP 2622A	2143W05852	61	DISC	1018		X
42	Keyboard	HP	HP 2922A	2143W05851	62	DISC	1018		X
43	Keyboard	HP	HP 2626W	2152A04854	66	DISC	DISC		X
44	Keyboard	HP	HP	NONE	68	DISC	1019	X	
45	Keyboard	HP	HP 2626W	2150A04830	68	DISC	1018		X
46	Keyboard	HP	HP 2626W	2150A04825	70	DISC	1018		X
47	Keyboard	HP	HP 2623A	2147V00415	72	DISC	1018		X
48	Keyboard	HP	HP 2626W	2216V22922	89	DISC	1018		X
49	Keyboard			71100988	90	DISC	1010	X	
50	Keyboard	HP	HP 2626W	2216V22925	91	DISC	1018		X
51	Keyboard	HP	HP 2622A	2245W30062	95	DISC	1002	X	
52	Keyboard	HP	HP 2922A	2245W30061	97	CON	TT1400	X	
53	Keyboard	HP	HP 2626W	2306V40880	100	DISC	1018		X
54	Keyboard	HP	HP 2621B	2307V33737	102	DISC	1018		X
55	Keyboard	HP	HP 2624B	2645V45498	109	DISC	DISC		X
56	Keyboard	HP	HP 2624B	2645V45499	111	DISC	1018		X

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Inventory of HP3000 Related Equipment

	A	B	C	D	E	F	G	H	I
2	ITEM NAME	MAKE	MODEL	SERIAL #	AID TAG#	OFF	ROOM#	InUse	Surplus
57	Keyboard	HP	HP 2626W	2306V40881	113	DISC	1018		X
58	Keyboard	HP	HP 2628A	2405V21135	140	DISC	1018		X
59	Keyboard	HP	HP 2628A	2405V21139	142	DISC	DISC		X
60	Keyboard	HP	HP 2382A	2218A15639	144	DISC	1018		X
61	Keyboard				159	DISC	1025	X	
62	Keyboard	HP	HP 2626A	2426V25922	166	DISC	1018		X
63	Keyboard	HP	HP 2628A	2405V21134	169	DISC	DISC		X
64	Keyboard	HP	HP 46010A	2445S11553	176	DISC	1018		X
65	Keyboard	HP	HP2628A	2429	227	DISC	1018		X
66	Keyboard	HP	HP 46010A	2523S11121	228	LIBR	105	X	
67	Keyboard	HP		2641S10089	231	DISC	1003	X	
68	Keyboard	HP	HP	3027S50226	241	DISC	1019		X
69	Keyboard	HP	HP 2521S	10028	454	DISC	DISC		X
70	Keyboard	HP	HP 2521S	10097	457	DISC	DISC		X
71	Keyboard	HP	VECTRA	2542S1094	462	DISC	1003	X	
72	Keyboard	HP		NONE	466	DISC	1031		X
73	Keyboard	HP	C1400A	3141S100684	917	DISC	1010A	X	
74	Keyboard	HP	C1400A	313ZS10360	919	DISC	1020	X	
75	Memory:1MB 39,4	HP	HP 30161A			DISC	1010A		X
76	Memory:1MB 39,4	HP	HP 30161A			DISC	1010A		X
77	Memory:1MB 39,4	HP	HP 30161A			DISC	1010A		X
78	Modem	HP	HP 3451	250590	63	AFR	NS2465	X	
79	Modem	HP	HP VA3451	250589	64	DISC	1010	X	
80	Modem,Chassis	HP	HP VA1680	VA3467PX3	151	DISC	1010A	X	
81	Modem, Chassis	HP	HP VA1616	VA3467PMX3	152	DISC	1010A	X	
82	Modem	RV	HP VA3451	543446	160	DISC	1010A		X
83	Modem	RV	RacalVadic3451	434520	162	DISC	1010A		X
84	Modem	RV	RacalVadic3451	543449	163	DISC	1010A		X
85	Modem	RV	RacalVadic3451	543433	164	DISC	1010A		X
86	Modem	RV	RacalVadic212L	466191	170	DISC	1010A		X
87	Modem	RV	HP 212LC	466189	171	SA18	1400	X	
88	Modem	RV	Racal Vacic232V	534311	172	DISC	1010A		X
89	Modem	RV	HP 212LC	629914	191	DISC	1010A		X
90	Modem	RV	HP 212LC	629913	192	NS	B930		X
91	Modem	RV	VA3467PX		151	DISC	1010A	X	
92	Modem	RV	VA3467PX		151	DISC	1010A	X	
93	Modem	RV	VA3467PX		151	DISC	1010A	X	
94	Modem	RV	VA3467PX		151	DISC	1010A		X
95	Modem	RV	VA3467PX		151	DISC	1010A		X
96	Modem	RV	VA3467PX		151	DISC	1010A		X
97	Modem	RV	VA3467PX		151	DISC	1010A		X
98	Modem	RV	VA3467PX		151	DISC	1010A		X
99	Modem	RV	VA3467PX		151	DISC	1010A		X
100	Modem	RV	VA3467PX		151	DISC	1010A		X
101	Modem	RV	VA3467PX		151	DISC	1010A		X
102	Modem	RV	VA3467PX		151	DISC	1010A		X
103	Modem	RV	VA3467PX		151	DISC	1010A		X
104	Modem	RV	VA3467PX		151	DISC	1010A		X
105	Modem	RV	VA3467PX		151	DISC	1010A		X
106	Modem	RV	VA3467PX		151	DISC	1010A		X
107	Modem	Intel	PCEM72144	K098182A20	921	DISC	1010A	X	
108	Modem	Intel	PCEM72144	K098183A20	922	DISC	1010A	X	
109	Modem	Intel	PCEM72144	K098188A20	923	DISC	1010A	X	
110	Modem	Intel	PCEM72144	K098181A20	924	DISC	1010A	X	

Inventory of HP3000 Related Equipment

2	A	B	C	D	E	F	G	H	I
	ITEM NAME	MAKE	MODEL	SERIAL #	AID TAG#	OFF	ROOM#	InUse	Surplus
111	Modem	Intel	PCEM72144	K099640N10	925	DISC	1010A	X	
112	Modem	Intel	PCEM72144	K099641N10	926	DISC	1010A	X	
113	Modem	Intel	PCEM72144	K099647N10	927	DISC	1010A	X	
114	Modem	Intel	PCEM72144	K099611N10	928	DISC	1010A	X	
115	Modem	Intel	PCEM72144	K098055A20	929	DISC	1010A	X	
116	Modem	Intel	PCEM72144	K098196A20	930	DISC	1010A	X	
117	Modem	Intel	PCEM72144	K099604N10	931	DISC	1010A	X	
118	Modem	Intel	PCEM72144	K099615N10	932	DISC	1010A	X	
119	Modem(HP Supp)	HP S	50759A	(owned by HP)	none	DISC	1010A	X	
120	Modem Chassis			NONE	287	DISC	1010A	X	
121	PRED SUP	HP	HP 05093A			DISC	DISC	X	
122	Printer	HP	LASERJET 2000		6	DISC	1010A	X	
123	Printer	HP	2680A/400lpm	2134A06629	10	DISC	1010A		X
124	Printer	HP	2619A/1000lpm	2230A02055	AID	DISC	1010A		X
125	PRINTER I/F	HP	HP 26069A			DISC	1010A		X
126	Printer, Laser	HP	LaserJet/2686A	2535J06857	253	DISC	1010A	X	
127	Printer, Line	HP	2235C/RuggedW	2735A00873	9	DISC	1010A	X	
128	Printer, Line	HP	HP 2619A	2230A02055	153	DISC	1010A		X
129	Printer, Line	HP	HP 2934A	2422A052124	161	DISC	1018		X
130	Printer, Line	HP	HP 2934A	2422A05162	165	DISC	1010	X	
131	PWR SPPLY	HP	HP 63909F			DISC	1010A		X
132	S44,48,58GIG	HP	HP 30079A			DISC	1010A		X
133	S44/48 MEM C	HP	HP 30094A			DISC	1010A		X
134	Tape Drive	HP	7980A	2806A50288	5	DISC	1010A		X
135	Terminal	HP	HP 2622W	2126W05557	47	DISC	1031	X	
136	TERMINAL	HP	2622A	2126W05568	48	NS	B930		X
137	Terminal	HP	HP 2922A	2126W05149	49	DISC	1018		X
138	Terminal	HP	HP 2622A	2126W05551	53	DISC	1030	X	
139	Terminal	HP	HP 2622A	2143W05852	59	DISC	1018		X
140	Terminal	HP	HP 2922A	2143W05851	60	NS	B930		X
141	Terminal	HP	HP 2626A	2152A04854	65	DISC	1031	X	
142	Terminal	HP	HP 2626W	2150A04830	67	DISC	1018		X
143	Terminal	HP	HP 2626W	2216V22922	88	DISC	DISC		X
144	Terminal	HP	HP 2626W	2216V22925	90	DISC	1018		X
145	Terminal	HP	HP 2622A	2245W30062	94	DISC	1002	X	
146	Terminal	HP	HP 2922A	2245W30061	96	SA18	TT1400	X	
147	Terminal	HP	HP 2621B	2307V33737	101	DISC	1018		X
148	Terminal	HP	HP 2624B	2645V45499	110	DISC	1018		X
149	Terminal	HP	HP 2626W	2306V40881	112	DISC	1018		X
150	Terminal	HP	HP 2628A	2405V21134	139	DISC	1018		X
151	Terminal	HP	HP 2628A	2405V21135	141	DISC	1018		X
152	Terminal	HP	HP 2628A	2405V21139	143	DISC	DISC		X
153	Terminal	HP	HP 2382A	2218A15639	145	DISC	1018		X
154	Terminal	HP	HP 2626A	2426V25922	166	DISC	1018		X
155	Terminal	HP	HP 2392A	2440A22096	174	DISC	1018		X
156	Terminal	HP	HP 2392A	2440A22110	176	DISC	1018		X
157	Terminal	HP	2624B		177	DISC	1018		X
158	Terminal	HP	HP 2392A	2505A32465	180	DISC	1019	X	
159	Terminal	HP	HP 2392A	2219A52435	227	LIBR	105	X	
160	Terminal	HP	150	2641A44600	231	DISC	1003	X	
161	Terminal	HP	HP 2392A	2641V45844	356	DISC	1018		X
162	Terminal	HP	700/92	3152A80596	918	DISC	1020	X	
163									
164									

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Inventory of PC LAN Equipment at DISC

1	A	B	C	D	E	K	L	M	N	
2	Item	Mfg/	Model	Serial No.	AID Tag#	Current	Location	Big/Room	Status	Surplus
3	A/C Power Adapter	Compaq	2681	19054		DISC	1009			X
4	A/C Power Adapter	Compaq	18124			DISC	1009			X
5	CD Recordable System	Meridian Data	Cdd521102	EENCDD521		DISC	1015	X		
6	CD ROM Reader	Chinon	CDX-435	V1530847		DISC	1015	X		
7	CD-ROM Publisher	Meridian			40	DISC	1010A	X		
8	CD-ROM Reader	Chinon	COX-431	U1M01251		DISC	1010A	X		
9	CD-ROM Reader, Port.	NEC	CDR-37	12800468		DISC	1006	X		
10	CDROM Reader	Hitachi	CDR-15035	K9H044595	449	DISC	1006			X
11	Concentrator	SMC	3512TP		885	DISC	1010A	X		
12	Concentrator	SMC	3512TP			DISC	1010A	X		
13	CPU	Duque	386SX			DISC	1007	X		
14	Disk Drive, External	Compaq	2685	1922AX1h0639		DISC	1009			X
15	Expansion Base Unit	Compaq	2684	1930AYH0921		DISC	1006			X
16	Expansion Base Unit	Compaq		1923AY1H	653	DISC	1005	X		
17	Fax Modem	Intel	PCFM6501			DISC	1015	X		
18	Fiche Reader/Printer	Minolta	RP505	165588	235	DISC	1037	X		
19	Fiche Scanner	TDC	ImageScan 3000	2530	242	DISC	1037	X		
20	Fiche Scanner	TDC	ImageScan 3000	2542	244	DISC	1037	X		
21	Floppy Drive	Compaq	2685	1913AXIH0263		DISC	1006			X
22	HUB	Arcnet	008TH	1691		DISC	1010A	X		
23	HUB	Arcnet	008TH	1718		DISC	1010A	X		
24	HUB	Arcnet	008TH	1717		DISC	1010A	X		
25	HUB	Arcnet	008TH	1720		DISC	1010A	X		
26	HUB	Arcnet	008TH	1697		DISC	1010A	X		
27	Key Board	IBM			262	DISC	1031	X		
28	Keyboard	Honeywell		2138	321	DISC	1001	X		
29	Keyboard	Honeywell	101WN	K8476		DISC	1010A	X		
30	Keyboard	Honeywell	101WN	2124		DISC	1010A	X		
31	Keyboard	Honeywell	101WN	K9736		DISC	1010A	X		
32	Keyboard	Honeywell	101WN	D8329	883	DISC	1010A	X		
33	Keyboard	Vanguard	386OPTI	5030002	214	DISC	1009			X
34	Keyboard	Hewlett Packard	C1405A#ABA	2917511981	12	DISC	1006	X		
35	Keyboard	Hewlett Packard	2392A	2605510533	92	DISC	1018			X
36	Keyboard	Hewlett Packard	2392A	2929550090	920	DISC	1018			X
37	Keyboard	Hewlett Packard	46021A	2650521381	20	DISC	1018			X
38	Keyboard	Dell		3567185	382	DISC	1006			X
39	Keyboard	Honeywell	101WN	F1829		DISC	1015	X		
40	Keyboard	Honeywell	101WN	R0472		DISC	1009	X		
41	Keyboard	IBM			256	DISC	1009			X
42	Keyboard	Honeywell	101WN	A9970		DISC	1009	X		
43	Keyboard	Honeywell	101WN	101134		DISC	1009			X

Inventory of PC LAN Equipment at DISC

1	A	B	C	D	E	K	L	M	N
2	Item	Mfg/	Model	Serial No.	AID Tag#	Location	Blg/Room	InUse	Surplus
44	Keyboard	Honeywell	101WN	Q2061	1006	DISC	1003	X	
45	Keyboard	Honeywell	101WN	Q2060	1003	DISC	1003	X	
46	Keyboard	Honeywell	101WN	Q2018	1041	DISC	1037	X	
47	Keyboard	Honeywell	101WN	Q20878	1037	DISC	1037	X	
48	Keyboard	Honeywell	101WN	Q20878	1033	DISC	1037	X	
49	Keyboard	Honeywell	101RXE	B1107	398	DISC	1027	X	
50	Keyboard	Honeywell	101RXD	Fk6739	209	DISC	1027	X	
51	Keyboard	Hewlett Packard			66	DISC	1027	X	
52	Keyboard	Dell		3567183	387	DISC	1027	X	
53	Keyboard	Hewlett Packard			55	DISC	1031	X	
54	Keyboard	Honeywell	101WN	R6451	331	DISC	1026	X	
55	Keyboard	Honeywell	101Rxd	F6770	187	DISC	1015	X	
56	Keyboard	Honeywell	101Rxd	G6447		DISC	1015	X	
57	Keyboard	BTC	BTC-5060XT	71100637	234	DISC	1015	X	
58	Keyboard	Keytronic		2916500	396	DISC	1015	X	
59	Keyboard	Dell		2903853	26	DISC	1015	X	
60	Keyboard	Honeywell	101WN	Q8166		DISC	1007	X	
61	Keyboard	Honeywell	101Rxd	G8979	205	DISC	1017	X	
62	Keyboard	Honeywell	101Rxd	G7069	263	DISC	1017	X	
63	Keyboard	Honeywell	101RX	B5040	201	DISC	1016	X	
64	Keyboard	Honeywell	101WN	C2222	197	DISC	1014	X	
65	Keyboard	Honeywell	101WN	R6444	3500	DISC	1019	X	
66	Keyboard	Honeywell	102Rxi	A4853	519	DISC	1019	X	
67	Keyboard	Hewlett Packard	46011A	3027550226	241	DISC	1019	X	
68	Keyboard	Honeywell	101WN	N9697	344	DISC	1020	X	
69	Keyboard	Honeywell	101WN	N9704	346	DISC	1020	X	
70	Keyboard	Honeywell	101WN	Q8150	183	DISC	1020	X	
71	Keyboard, Expanded	Mtek	K104	K90094345	112	DISC	1009	x	
72	Keybord	Honeywell	101WN	Q8160	1011	DISC	1002	X	
73	Labeller	Reno	L325	A0499	1043	DISC	1037	X	
74	Microfiche Reader	MicroDesign	935	5061259	449	DISC	1019	X	
75	Modem	Intel Suprafax	V.32bis	14E101584	?	DISC	1001	X	
76	Modem	Intel	14.45X		884	DISC	1010A	X	
77	Modem	Everex	24E+	1100192	211	DISC	1016	X	
78	Modem	Intel	14.45X		338	DISC	1010A	X	
79	Modem	Intel	9600EX		885	DISC	1010A	X	
80	Monitor	Viewsonic	7035B	302181189BC1	1032	DISC	1001	X	
81	Monitor	Leading Tech	1280A	ONO2316	91	DISC	1010A	X	
82	Monitor	Dell	VGA	81131139	68	DISC	1010A	X	
83	Monitor	CTX	CUP5439A	K30-30601673		DISC	1010A	X	
84	Monitor	Relisys	RM9502		881	DISC	1010A	X	

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Inventory of PC LAN Equipment at DISC

1	A	B	C	D	E	K	L	M	N
2	Item	Mfg/	Model	Serial No.	AID Tag#	Location	Big/Room	InUse	Surplus
85	Monitor	MicroDisplay	VHR400	40193	77	DISC	1018		X
86	Monitor	Amdek	310A	5470910		DISC	1018		X
87	Monitor	Princeton GraphSys	Max12	KW25545		DISC	1018		X
88	Monitor	Magnavox	8CM878	52837508	258	DISC	1018		X
89	Monitor	Amdek	600	Y5E007584	475	DISC	1018		X
90	Monitor	Relisys	RE9513	1342469	213	DISC	1009	x	
91	Monitor	Hewlett Packard	VGA	8911J59816	13	DISC	1006	X	
92	Monitor	MagTech	Mx17H	MHX610163		DISC	1015	X	
93	Monitor	Compaq	410		64	DISC	1005	X	
94	Monitor	ViewSonic 17	1782	5330800588		DISC	1009	X	
95	Monitor	DellComp	VC2	90203497	25	DISC	1009	X	
96	Monitor	ViewSonic 5E	7035B	3Q22815776C1	1010	DISC	1002	X	
97	Monitor	ViewSonic	5E VGA	3021811983	1040	DISC	1037	X	
98	Monitor	ViewSonic	5E VGA	3002181187	1036	DISC	1037	X	
99	Monitor	ViewSonic	5E VGA	3021811896	1032	DISC	1037	X	
100	Monitor	Samsung	MA2565	92103823	88	DISC	1027	X	
101	Monitor	Dell	SuperVGA Color		28	DISC	1027	X	
102	Monitor	Dell	SuperVGA Color		314	DISC	1027	X	
103	Monitor	Amdek	Video 310A	51880172	287	DISC	1031	X	
104	Monitor	CTX	CVP-5468	CE-0142558	464	DISC	1026	X	
105	Monitor	Magnavox	20CM64-0741	83753552		DISC	1015	X	
106	Monitor	Samtron	SM-430	8922026101		DISC	1015	X	
107	Monitor	Samsung	MA2565	92103278	233	DISC	1015	X	
108	Monitor	Dell		25769711	395	DISC	1015	X	
109	Monitor	Relisys	RE9514	10080678	188	DISC	1015	X	
110	Monitor	CTX	CVP5468	2925J36417	125	DISC	1007	X	
111	Monitor	Relisys	RE9514	10011000	899	DISC	1017	X	
112	Monitor	Relisys	RE9514		206	DISC	1017	X	
113	Monitor	Relisys	RE9514	1344342	238	DISC	1016	X	
114	Monitor	Relisys	RE9514	10130700	196	DISC	1014	X	
115	Monitor	ViewSonic 5E	7035B	3023820631C1	897	DISC	1019	X	
116	Monitor	Relisys	RE9514	10201622	517	DISC	1019	X	
117	Monitor	ViewSonic 5E	7035B	302H021949C1	345	DISC	1020	X	
118	Monitor	ViewSonic 5E	7035B	3023118186C1	347	DISC	1020	X	
119	Monitor	Relisys	RE9514	10271570	181	DISC	1020	X	
120	Monitor	ViewSonic17	17HV2	5330800028	915	DISC	1008	X	
121	Monitor, SVGA	Viewsonic	5E			DISC	1001	X	
122	Monitor, VGA	ViewSonic 5E	5E	3021811893	1005	DISC	1003	X	
123	Monitor, VGA	ViewSonic	5E	3022816460	1002	DISC	1003	X	
124	Mouse	Logitech	C73F9F	48ULT301154	56	DISC	1010A	X	
125	Mouse	Microsoft	28898	3843455		DISC	1010A	X	

Inventory of PC LAN Equipment at DISC

1	A	B	C	D	E	K	L	M	N
2	Item	Mfg/	Model	Serial No.	AID Tag#	Location	Blg/Room	InUse	Surplus
126	Mouse	?	?	?	?	DISC	1009		
127	Mouse	Microsoft	28898	2843460		DISC	1006	X	
128	Mouse	Logitech	M-MD14-9F	LT272C00906		DISC	1006		X
129	Mouse	Microsoft	28898	4846541		DISC	1015	X	
130	Mouse	?	M73FWA	LU268800	573	DISC	1005	X	
131	Mouse	Microsoft	BUS Mouse	116533		DISC	1009	X	
132	Mouse	Microsoft	PS/2 Comp	4603900		DISC	1009	X	
133	Mouse	Microsoft	28898	3888350	1058	DISC	1002	X	
134	Mouse	Microsoft	28898	2290638	1059	DISC	1003	X	
135	Mouse	Microsoft	28898	3843461	323	DISC	1003	X	
136	Mouse	Microsoft	28898	3843458	1042	DISC	1037	X	
137	Mouse	Microsoft	28898	3845915	1038	DISC	1037	X	
138	Mouse	Microsoft	28898	3845915	1034	DISC	1037	X	
139	Mouse	Microsoft	28898	1755656	1057	DISC	1026	X	
140	Mouse	Microsoft	28898	1091195	462	DISC	1015	X	
141	Mouse	Microsoft	28898	4846537		DISC	1015	X	
142	Mouse	Microsoft	PS/2 Comp	40265		DISC	1007	X	
143	Mouse	Microsoft	28898	3843459	1053	DISC	1017	X	
144	Mouse	Logitech		LTS09022461	342	DISC	1016	X	
145	Mouse	Logitech	M-MD1A-9F	LT182N00281	912	DISC	1008	X	
146	PC 386 CPU	Duque				DISC	1010A	X	
147	PC CPU	Hauppauge	386		78	DISC	1010A	X	
148	PC CPU	Dell	325	SYS3250017216	24	DISC	1010A	X	
149	PC CPU	Relialogic	386SX	101013	882	DISC	1010A	X	
150	PC CPU	IBM			260	DISC	1018		X
151	PC CPU	Wells American	AT200	527T001E/2	53	DISC	1018		X
152	PC CPU	IBM	5160	63574125160	428	DISC	1018		X
153	PC CPU	IBM	5160	62087045160	257	DISC	1018		X
154	PC CPU	IBM	5160	63595045160	443	DISC	1018		X
155	PC CPU	IBM	5160	63573475160	426	DISC	1018		X
156	PC CPU	IBM	5160	63594965160	441	DISC	1018		X
157	PC CPU	IBM	5160		44	DISC	1018		X
158	PC CPU	IBM	5160	63574155160	423	DISC	1018		X
159	PC CPU	IBM	5160	63573915160	437	DISC	1018		X
160	PC CPU	IBM	5160	2082597	435	DISC	1018		X
161	PC CPU	IBM	5160	338056	2759	DISC	1018		X
162	PC CPU	IBM	5160	63573005160	432	DISC	1018		X
163	PC CPU	Hewlett Packard	RS25C	2920A02943	14	DISC	1006	X	
164	PC CPU	Duque				DISC	1015	X	
165	PC CPU	Compaq	2683	1921HU94H	2762	DISC	1005	X	
166	PC CPU	Duque	486DX/66			DISC	1009	X	

Inventory of PC LAN Equipment at DISC

1	A	B	C	D	E	K	L	M	N
2	Item	Mfg/	Model	Serial No.	AID Tag#	Location	Big/Room	InUse	Surplus
167	PC CPU	Duque	386SX/25			DISC	1009	X	
168	PC CPU	Duque	386SX MiniTower		1001	DISC	1003	X	
169	PC CPU	Duque	386SX		1039	DISC	1037	X	
170	PC CPU	Duque	386SX/33		1035	DISC	1037	X	
171	PC CPU	Duque	386SX/33		1031	DISC	1037	X	
172	PC CPU	Duque	386SX/25		334	DISC	1027	X	
173	PC CPU	Dell	Sys210093089	sys210004380	27	DISC	1027	X	
174	PC CPU	Dell	Sys210092589	Sys210003655	313	DISC	1027	X	
175	PC CPU	IBM	5160	62086196160	274	DISC	1031	X	
176	PC CPU	Duque	386SX/25		332	DISC	1026	X	
177	PC CPU	Duque	386 Tower		189	DISC	1015	X	
178	PC CPU	PC Brand	Data1000	A908126588	232	DISC	1015	X	
179	PC CPU	PC Brand	Data1000	A90812571	86	DISC	1015	X	
180	PC CPU	Dell	Sys200	286125064855	397	DISC	1015	X	
181	PC CPU	Dell	Sys325	Sys325001750	67	DISC	1015	X	
182	PC CPU	Duque	386/SX		207	DISC	1017	X	
183	PC CPU	Dell	Sys210	Sys210004390	351	DISC	1017	X	
184	PC CPU	Duque	386SX/20		343	DISC	1016	X	
185	PC CPU	Duque	386SX/20		198	DISC	1014	X	
186	PC CPU	Ideal	386/40DX	27230	898	DISC	1019	X	
187	PC CPU	Duque			518	DISC	1019	X	
188	PC CPU	?		MM1036748	349	DISC	1020	X	
189	PC CPU	?		MM10136744	348	DISC	1020	X	
190	PC CPU	Duque	386SX/20		182	DISC	1020	X	
191	PC CPU	Duque	486DX/66		914	DISC	1008	X	
192	PC CPU -Portable	Vanguard	386OPT1	5030002	95	DISC	1009	x	
193	PC CPU MiniTower	Duque	386SX		1004	DISC	1003	X	
194	PC CPU Portable	Compaq	2680	1901HU3hE70	63	DISC	1009		X
195	PC CPU-Portable	Compaq	PLUS	3480391-S	137	DISC	1006		X
196	PC CPU-Tower	Duque	386SX Tower		1009	DISC	1002	X	
197	PC LAN Server	Duque	486DX			DISC	1010A	X	
198	PC Notebook	Everex	Tempo LX	EGY23500195		DISC	1006	X	
199	PC Notebook	Zenith	ZWL183-92	8381097824	72	DISC	1006		X
200	PC-CPU Notebook	Everex LX	386SX/20	EQY23400160	911	DISC	1008	X	
201	PC386 CPU	Duque	386SX		340	DISC	1001	X	
202	Power Adapter	Everex	POW-00041-00	C91G0512T	913	DISC	1008	X	
203	Print Redirector	Buffalo	5X-1000	87c1007		DISC	1006		X
204	Printer	Citizen	HSP35	8013494		DISC	1018		X
205	Printer, Colorjet	Hewlett Packard	C2114A	3151A29042	916	DISC	1008	X	
206	Printer, Dot Matrix	Panasonic	KX1091	13124SKKACH	41	DISC	1001	X	
207	Printer, Dot Matrix	Epson	LQ1050	2013740	39	DISC	1010A	X	

Inventory of PC LAN Equipment at DISC

1	A	B	C	D	E	K	L	M	N
2	Item	Mfg/	Model	Serial No.	AID Tag#	Location	Big/Room	InUse	Surplus
208	Printer, Dot Matrix	Epson	LQ850	OF20004173	274	DISC	1006	X	
209	Printer, Dot Matrix	Qume	1140Plus	5N357	115	DISC	1009		X
210	Printer, Dot Matrix	Panasonic	KX-P1091	6FKACJ68917		DISC	1027	X	
211	Printer, Dot Matrix	Epson	LQ850	OF20003824	368	DISC	1017	X	
212	Printer, Dot Matrix	Panasonic	KXP1091i	SKKACHI2372	49	DISC	1016	X	
213	Printer, Dot Matrix	Epson	LQ850	OF20003815	200	DISC	1014	X	
214	Printer, Dot Matrix	Epson	P88MA	OF20003736	38	DISC	1020	X	
215	Printer, Labels	Seiko	S11		887	DISC	1010A	X	
216	Printer, Laser	Hewlett Packard	LJet III 33449A	3001A33707	93	DISC	1003	X	
217	Printer, Laser	Dataproducts	LZR2600	R02367	243	DISC	1037	X	
218	Printer, Laser	Dataproducts	LZR2600	R04181	245	DISC	1037	X	
219	Printer, Laser	Hewlett Packard	LJet2686A	2424245385	203	DISC	1026	X	
220	Printer, Laser	Hewlett Packard IIP	PH33471AX	CE0142500	10	DISC	1007	X	
221	Printer, Paintjet	Hewlett Packard	C1602A	BSD8536	94	DISC	1008	X	
222	Scanner	Fujitsu	M3097E	146		DISC	1015	X	
223	Speaker-1	Labtech	C5-550		1007	DISC	1003	X	
224	Speaker-2	Labtech	C5-500		1008	DISC	1003	X	
225	Tape Back-up Unit	Intel	Storage Express		886	DISC	1010A	X	
226	UPS	APC	1250	59304034827	888	DISC	1010A	X	
227	VDT Monitor	Hewlett Packard	2626W	2152A04854	65	DISC	1027	X	
228	VDT Monitor	Hewlett Packard	2622A	2126W05551	53	DISC	1031	X	
229	VDT Monitor	Hewlett Packard	2392A		180	DISC	1019	X	
230									
231	SURPLUS EQUIPMENT								
232									
233	CD ROM Drive	Amdek	LD-1	70100010K					X
234	IC Board	WANG	PCPM101						X
235	IC Board	WANG							X
236	IC Board	WANG	PCPM038-C						X
237	IC Board	WANG	PCPm038-C	Option					X
238	IC Board	WANG	PCPM038-1						X
239	IC Board	WANG	PCPM038-C						X
240	IC Board	WANG	PCPM038-C						X
241	Keyboard	IBM	1390120	2144566	351				X
242	Keyboard	Mtek	k104	K90108579	99				X
243	Keyboard	Mtek	k104	K90094880	118				X
244	Keyboard	Wells American	Rt Keyboard	R17W831A	55				X
245	Keyboard	Maxiswitch Co	218600201	7113	21				X
246	Keyboard	Chicony		96401880					X
247	Keyboard	Keytronic		758524					X
248	Keyboard	IBM			429				X

Inventory of PC LAN Equipment at DISC

1	A	B	C	D	E	K	L	M	N
2	Item	Mfg/	Model	Serial No.	AID Tag#	Current Location	Blg/Room	Status InUse	Surplus
249	Keyboard	IBM			286				X
250	Keyboard	IBM			438				X
251	Keyboard	IBM			424				X
252	Keyboard	IBM			444				X
253	Keyboard	IBM							X
254	Keyboard	IBM							X
255	Keyboard	Honeywell	101Rxd	B5042	440				X
256	Keyboard	WANG		279-2097	156				X
257	Monitor	Samsung	MA2565	92103880					X
258	Monitor	Wyse	WY700	20T100763	54				X
259	Monitor	IBM	5151	548040	*CDSIA2761				X
260	Monitor	Amdek	Video310A	5470451	442				X
261	Monitor	Amdek	Video310A	5470943	422				X
262	Monitor	Amdek	Video310A	5180432	255				X
263	Monitor	CTX	CVP-5468	CE-0115204	130				X
264	Monitor	Imtec	1470W	90900346	85				X
265	Monitor	NEC	JC-1401P3A	6ZDO1156C					X
266	Monitor	XTron	TA12X	41216785	45				X
267	Monitor	XTron	TA12X	50427196					X
268	Monitor	Magnavox	7MB623074G	56306863	253				X
269	Monitor	Magnavox	7MB623074G	37292745	259				X
270	Monitor	Amdek	Video310A	5200589	273				X
271	Monitor	Relisys	RE9514	10011417	319				X
272	Monitor	Samsung	MA2565	92103811	82				X
273	Monitor	Amdek	V310A	5470882	436				X
274	Monitor	WANG	PM-004-B	SU0493	155				X
275	Monitor	Relisys		10081142	210				X
276	Monitor	Dell	VC-3	25769711	386				X
277	Monitor	Relisys	RE9514	20005572					X
278	Monitor	CTX	CVR-5468N	CE-0126269	116				X
279	PC CPU	Leading Edge	MP-1676	H90734					X
280	PC CPU	WANG	PC-PM0381	ZB5996					X
281	PC CPU	WANG	PCP002	2331	154				X
282	PC CPU	WANG	PCPM038-1	2B5994					X
283	PC CPU	PC's Limited	AT	842650006619	48				X
284	PC CPU	DTK	Data1000	A9081244	83				X
285	Printer	Panasonic	KXP1091i	6LKALC39922	42				X
286	Printer	Panasonic	KXP1091i	6JKALR19153	350				X
287	Printer	Epson	LQ850	21032576	391				X
288	Printer	Epson	LQ850	4012748	430				X
289	Printer	Panasonic	KXP1091i	5BMACE59866					X

Inventory of PC LAN Equipment at DISC

1	A	B	C	D	E	K	L	M	N
2	Item	Mfg/	Model	Serial No.	AID Tag#	Location	Big/Room	InUse	Surplus
290	Printer	Panasonic	KXP1191	8KKA5AQ6245					X
291	Printer	Citizen	AL-10	301772267					X
292	Printer	Epson	LQ850	21032629	392				X
293	Printer	Panasonic	KXP1091i	6BKACT38002	52				X
294	Printer	Epson	LQ1050	OF60003940					X
295	Printer	Epson	FX185	12001912	66				X
296	Printer	NLQ	SC-5500	3910420					X
297	Printer	Citizen	AL-15	2003361					X
298	Printer	Epson	FX185	12001904	289				X
299	Printer	Okidata	GE5232	21487	*CDSIA2677				X
300	Printer	IBM	4201001	472145777	478				X
301	Printer	Epson	LQ570	41N0004819					X
302	Switch Box	INMAC	372-4A	4-00012	157				X
303	Terminal/PC	Hewlett Packard	HP150II	2547A24424	458	DISC	1018		X
304	Terminal/PC	Hewlett Packard	HP150II	2544A22299	455	DISC	1018		X
305	Terminal/PC	Hewlett Packard	2626W	2306V40880	99	DISC	1018		X

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Item	Manufacturer	Model	Serial Number	AID	Location	Room	In	Sample
CD-ROM Reader	Chinon	CDX435	U1530846		SA18	208C	*	
CD-ROM Reader	Chinon	CDX435	U1530845		SA18	208C	*	
CD-ROM Reader	Chinon	CDX431	U1007054	00630	SA18	208C	*	
CD-ROM Reader	Hitachi	COR15035	K9H044499	00447	SA18	208C		*
CD-ROM Reader	Chinon	CDX435	U1530941		SA18	208C	*	
CD-ROM Reader	Chinon	CDX431	U1007335	00633	SA18	208C	*	
CD-ROM Reader	Chinon	CDX431	U1007336	00632	SA18	208C	*	
CD-ROM Reader	Chinon	CDX431	U1005046	00631	SA18	208C	*	
CD-ROM Reader	Chinon	CDX431	U1006121	00629	SA18	208C	*	
CD-ROM Reader	Chinon	CDX431	U1005045	00628	SA18	208C	*	
CD-ROM Reader	Chinon	CDX431	U1006160	00627	SA18	208C	*	
CD-ROM Reader	Hitachi	COR15035	K9H044643	00452	SA18	208C		*
CD-ROM Reader	Chinon	CDX435	U1531175		SA18	208C	*	
CD-ROM Reader	Hitachi	COR15035	K9H044603	00492	SA18	208C		*
CD-ROM Reader	Chinon		U1530942		SA18	208C	*	
CD-ROM Reader	Chinon		U1531985		SA18	208C	*	
CD-ROM Reader	Chinon		U1530986		SA18	208C	*	
CD-ROM Reader	Hitachi	COR15035	K9H045156	00453	SA18	208C		*
CD-ROM Reader	Hitachi	COR15035	K0H044736	00451	SA18	208C		*
CPU	DUQUE	386		00212	SA18	208C	*	
CPU	PC Brand	386	321950008	00126	SA18	208C	*	
CPU	Dellallogic	386	101010		SA18	208C	*	
Keyboard	Honeywell	101WN	F4379	00648	SA-18	208D	✓	
Keyboard	Honeywell				SA-18	203F	✓	
Keyboard	Honeywell	101WN	T4675	00616	SA-18	203B	✓	
Keyboard	Mtek	K104	K90108154	00108	SA-18	206F	✓	
Keyboard	Mtek	K104	K90108573	00105	SA-18	212	✓	
Keyboard	Honeywell	101RXd	63705	00139	SA-18	206G	✓	
Keyboard	Honeywell	101WN	L1712	00682	SA-18	212		✓
Keyboard	Honeywell	101WN	T4680	00613	SA-18	206E	✓	
Keyboard	Honeywell	101WN	P1828	00683	SA-18	212		✓
Keyboard	Honeywell	101WN	T4679	00652	SA-18	203B	✓	
Keyboard	Honeywell	101RXD	F6742		SA18	208C	*	
Keyboard	Honeywell	101WN	T4678	00649	SA-18	206C	✓	
Keyboard	Mtek	K104	K90055918	00132	SA-18	208B	✓	
Keyboard	Honeywell	101WN	F4390	00643	SA-18	212	✓	

Item	Manufacturer	Model	Serial Number	AID	Location	Room	In	Surpl
Keyboard	Honeywell	101WN	C4083	00651	SA-18	206D	✓	
Keyboard	Honeywell	101WN	R0470	00561	SA-18	203	✓	
Keyboard	Mtek	K104	K90094343	00124	SA-18	208A	✓	
Keyboard	Honeywell	101WN	C8067	00531	SA-18	208D	✓	
Keyboard	Honeywell	101RXd	G3894	00653	SA-18	203	✓	
Keyboard	Honeywell	101WN	F8812	00646	SA-18	212	✓	
Keyboard	Honeywell	102RXi	A4852	00144	SA-18	206C	✓	
Keyboard	Honeywell	101WN	C9652	00509	SA-18	203	✓	
Keyboard	Honeywell	101WN	15211	00540	SA-18	206E	✓	
Keyboard	Honeywell	101WN	R0497	00562	SA-18	203E	✓	
Keyboard	Honeywell	101WN	U9302	00669	SA-18	DIC	✓	
Keyboard	Mtek	K104	K90055920	00461	SA-18	DIC	✓	
Keyboard	Honeywell	101WN	K7412	00639	SA-18	209H	✓	
Keyboard	Honeywell	101WM	C4125		SA18	208C	*	
Keyboard	MAX EECO	ME101	00063594	00658	SA-18	208	✓	
Keyboard	Honeywell	101WN	R0299		SA-18	203D	✓	
Keyboard	Honeywell	101WN	U9297	00568	SA-18	DIC	✓	
Keyboard	Honeywell	101WN	C8052	00528	SA-18	203E	✓	
Keyboard	HP	460iA	2523511121	AID227	SA-18	DIC	✓	
Keyboard	Mtek	K104	K9018151	00465	SA-18	209	✓	
Keyboard	Honeywell	101WN	Q1849	00664	SA-18	DIC	✓	
Keyboard	Honeywell	101WN	19766	00635	SA-18	216A	✓	
Keyboard	Dell	A101R	26756	00667	SA-18	DIC	✓	
Keyboard	Honeywell	101WN	C4117	00686	SA-18	DIC	✓	
Keyboard	Mtek	K104	K90108574	00135	SA-18	216A	✓	
Keyboard	Mtek	K104	K90094334	00115	SA-18	222		✓
Keyboard	Mtek	K104	K90108572	00129	SA-18	222	✓	
Keyboard	Dell	AT101R	3543573	00031	SA-18	DIC	✓	
Keyboard	Mtek	K104	K90108575	00121	SA-18	DIC	✓	
Keyboard	Dell	?	00028335	00661	SA-18	DIC	✓	
Keyboard	Honeywell	101WM	K8535		SA18	208C	*	
Keyboard	Dell	?	3566801	00356	SA-18	DIC	✓	
Keyboard	Mtek	K104	K90108152	00101	SA-18	203C	✓	
Keyboard	Honeywell	101WN	19773	00559	SA-18	203C	✓	
Keyboard	Honeywell	101RXd	G3764	00516	SA-18	DIC	✓	
Keyboard	Honeywell	101RXd	F7229	00655	SA-18	206G	✓	
Keyboard	Honeywell	101WN	M7131	00550	SA-18	203D	✓	

Item	Manufacturer	Model	Serial Number	AID	Location	Room	In	Surpl
Modem	Intel	9600EX	K0982460H15	00511	SA-18	203	✓	
Modem	Everex	EV967	BOH0016764	00642	SA-18	208A	✓	
Modem	Everex	EV967	BOH0020670	00687	SA-18	DIC	✓	
Modem	Intel	9600EX	K098981401A	00512	SA-18	203	✓	
Modem	Everex	24E+	BOH11100181	00663	SA-18	DIC	✓	
Modem	Intel	9600EX	K0978796J1A	00684	SA-18	203	✓	
Modem	Everex	EV967	BOH0016779	00414	SA-18	206G	✓	
Modem	Intel	9600EX	K0982478H15	00513	SA-18	203	✓	
Modem	Intel	9600EX	K098150501A	00203	SA-18	203	✓	
Modem	Intel	9600EX	K098397261A	00276	SA-18	203	✓	
Modem	Intel	9600EX	K0979680H1A	00280	SA-18	203	✓	
Modem	Everex	EV967	BOH0016716	00641	SA-18	212	✓	
Modem	Intel	9600EX	K098927301A	00204	SA-18	203	✓	
Modem	Everex	24E+	BOH0041034	00662	SA-18	DIC	✓	
Modem	Racal Vadic	2400VP	9B20344012	00411	SA-18	DIC	✓	
Modem	Intel	9600EX	K0976798J1A	00277	SA-18	203	✓	
Modem	Intel	9600EX	K097414840	00279	SA-18	203	✓	
Modem	Everex	24E+	BOH0016908	00421	SA-18	DIC	✓	
Modem (Internal)					SA-18	DIC	✓	
Modem	Intel	9600Ex	K098970901A		SA18	208C	*	
Modem	Racal-Vadic	2400VP	9B24718012	00416	SA-18	203B	✓	
Modem	Intel	9600Ex	K09837061D A	00194	SA18	208C	*	
Modem	Racal-Vadic	2400VP	9B20408012	00399	SA-18	206C	✓	
Modem	Maxwell	2400VP	9B20391012	00419	SA-18	206E	✓	
Modem	Everex	24E+	BOH0040963	00640	SA-18	209G	✓	
Modem	Everex	24E+	BOH0020698	00106	SA-18	203E	✓	
Modem	Intel	9600Ex	K098970101A	00217	SA18	208C	*	
Modem	Intel	9600Ex	K0989703D1 A		SA18	208C		*
Modem	Intel	9600Ex	K098956010A	00502	SA18	208C	*	
Modem	Intel	9600Ex	K0982450H1 A	00202	SA18	208C	*	
Modem	Intel	9600EX	K098971201A	00503	SA18	208C	*	
Modem	Everex	24E+		00417	SA-18	216A	✓	
Modem	Intel	9600Ex	K0986702E1 A	00282	SA18	208C	*	
Modem	SupraFax	14.E	108204	00647	SA-18	212	✓	

Item	Manufacturer	Model	Serial Number	AID	Location	Room	In	Surpl
Modem	Everex	24E+	BOH0020628	00560	SA-18	203D	✓	
Modem	Intel	9600Ex	K09897101A	00501	SA18	208C	*	
Modem	Everex	24E+	BOH0016714	00418	SA-18	203C	✓	
Modem	Intel	9600Ex	K0979686H1 A	00281	SA18	208C	*	
Modem	Everex	24E+	BOH0020665	00413	SA-18	216A	✓	
Modem	Everex	EV967	BOH11100204	00650	SA-18	206C	✓	
Modem	Everex	24E+	BOH0040956	00556	SA-18	203D	✓	
Modem	Intel	9600Ex	K098927201A	00504	SA18	208C	*	
Monitor	Dell	VC-2	90607624	00369	SA-18	DIC	✓	
Monitor	CTX	CVP5468	CE0142487	00119	SA-18	DIC	✓	
Monitor	Relisys	RM9502	2Q03340	00634	SA18	208C	*	
Monitor	Relisys	RE9514	10161160	00505	SA-18	208	✓	
Monitor	Relisys	RE9514	10271555	00526	SA-18	203E	✓	
Monitor	CTX	CVP5468	CE0142494	00467	SA-18	203D	✓	
Monitor	ViewSonic	7035B	3021811887C1	00567	SA-18	DIC	✓	
Monitor	Mitsubishi	XC-1430C	U143021153	00659	SA-18	208	✓	
Monitor	CTX	CVP5468	CE-0138379	00114	SA-18	216A	✓	
Monitor	Dell	VC-3	98K04077	00032	SA-18	DIC	✓	
Monitor	Relisys	RE9514	10271556	00529	SA-18	DIC	✓	
Monitor	Relisys	RE1422	1012795	00665	SA-18	DIC	✓	
Monitor	Samtron	SC428V		00636	SA-18	216A	✓	
Monitor	Dell	VC-3	98K02937	00383	SA-18	DIC	✓	
Monitor	Relisys	RE9514	10271108	00195	SA-18	222	✓	
Monitor	CTX	CVP5468	AE0073610	00136	SA-18	209	✓	
Monitor	Relisys	RE9514	20045084	00548	SA-18	203D	✓	
Monitor	Dell	VC-3	98K2891	00493	SA-18	203E	✓	
Monitor	Relisys	RE1422	20022101		SA18	208C	*	
Monitor	CTX	CVP5468	CE0142672	00460	SA-18	DIC	✓	
Monitor	Viewsonic	1782	5330800173	00637	SA-18	209H	✓	
Monitor	HP	2392A		AID228	SA-18	DIC	✓	
Monitor	ViewSonic	386/33	3021811873C1	00564	SA-18	DIC	✓	
Monitor	Dell	VC-3	25769711	00374	SA-18	206G	✓	
Monitor	Dell	VC-3	2576911	00364	SA-18	208D	✓	
Monitor	Dell	VC-2	81134724	00388	SA-18	203	✓	
Monitor	Relisys	RM9503	00311374	00508	SA-18	203	✓	
Monitor	Relisys	REp514	10201626	00514	SA-18	DIC	✓	

Item	Manufacturer	Model	Serial Number	AID	Location	Room	In	Out
Monitor	CTX	CVP5468	CE0142683	00122	SA-18	208A	✓	
Monitor	Relisys	RE9514	10201624	00142	SA-18	206C	✓	
Monitor	Relisys	RE1422	20148796	00645	SA-18	212	✓	
Monitor	Relisys	RE9514	10310881	00532	SA-18	212	✓	
Monitor	CTX	CVP5468	CE0142496	00110	SA-18	208B	✓	
Monitor	CTX	CVP5468NI	A5022501648	00624	SA-18	206C	✓	
Monitor	Relisys	RE9514	10271554	00523	SA-18	203	✓	
Monitor	Relisys				SA-18	203F	✓	
Monitor	Magnavox	20CM640741	11026286	00626	SA-18	208D	✓	
Monitor	CTX	CVP5468	CE0129952	00103	SA-18	212	✓	
Monitor	CTX	CVP5468	CE0142492	00127	SA-18	203C	✓	
Monitor	Dell	VC-3	98K04535	00357	SA-18	DIC	✓	
Monitor	CTX	CVP5468	CE0142517	00102	SA-18	203C	✓	
Monitor	CTX	CVP5468	CE0142585	00469	SA-18	206E	✓	
Monitor	ViewSonic	7035B	3023820791C1	00654	SA-18	206G	✓	
Monitor	CTX	CVP5468NI	A5022501655	00621	SA-18	203B	✓	
Monitor	CTX	CVP5468NI	A5022501675	00615	SA-18	203B	✓	
Monitor	CTX	CVP5468	CE0142414	00109	SA-18	206F	✓	
Monitor	CTX	CVP5468	A5022501718	00612	SA-18	206E	✓	
Monitor	CTX	CVP5468	A50033251	00134	SA-18	206D	✓	
Mouse	Microsoft		2483541	00536	SA-18	212	✓	
Mouse	Microsoft	PS2	0040257	06232	SA-18	208D	✓	
Mouse	Microsoft		0813396	00458	SA-18	216A	✓	
Mouse	Logitech					208	✓	
Mouse	Microsoft	PS2		00269	SA-18	203	✓	
PC	ASI	386	?	00681	SA-18	208	✓	
PC	DUQUE	386/20	?	00530	SA-18	DIC	✓	
PC	DUQUE	386/33		00570	SA-18	216A	✓	
PC	Dell	210	004383	00689	SA-18	203E	✓	
PC	PC Brand	386SX	321944001	00463	SA-18	206D	✓	
PC	Ideal	386	10634	00623	SA-18	206C	✓	
PC	DUQUE	386		00143	SA-18	206C	✓	
PC	PC Brand	386SX	321946006	00111	SA-18	212	✓	
PC	Ideal	486	11934	00644	SA-18	212	✓	
PC	PC Brand	386SX	321951006	00117	SA-18	208B	✓	
PC	PC Brand	386SX	321943003	00123	SA-18	208A	✓	
PC	PC Brand	386SX	321952004	00104	SA-18	212	✓	

Item	Manufacturer	Model	Serial Number	AID	Location	Room	In	Suppl
PC	Dell	200/286	286125064883	00362	SA-18	208D	✓	
PC	DUQUE Twr	386		00625	SA-18	208D	✓	
PC	Ideal	386	10636	00611	SA-18	206E	✓	
PC	DUQUE	386		00141	SA-18	206E	✓	
PC	PC Brand	386SX	321937005	00113	SA-18	203C	✓	
PC	PC Brand	386SX	321953002	00100	SA-18	203C	✓	
PC	PC Brand	386SX	321941007	00107	SA-18	203D	✓	
PC	PC Brand	386SX	321936007	00465	SA-18	206F	✓	
PC	DUQUE	386/20		00527	SA-18	203E	✓	
PC	Ideal	386	10644	00614	SA-18	203B	✓	
PC	Ideal	386	10588	00622	SA-18	203B	✓	
PC	DUQUE	386		00524	SA-18	203	✓	
PC	DUQUE	Tower 486		00638	SA-18	209H	✓	
PC	PC Brand	386SX	321933004	00459	SA-18	DIC	✓	
PC	DUQUE	386SX		00522	SA-18	222		✓
PC	Ideal	386/33	18598	00563	SA-18	DIC	✓	
PC	PC Brand	386SX		00183	SA-18	209	✓	
PC	Dell	210	210003752	00030	SA-18	DIC	✓	
PC	PC Brand	386SX	331683003	00184	SA-18	222	✓	
PC	PC Brand	386SX	321949000	00131	SA-18	216A	✓	
PC	Dell	210	004377	00381	SA-18	DIC	✓	
PC	DUQUE	386/33		00666	SA-18	DIC	✓	
PC	Ideal	386DX/33	18574	00566	SA-18	DIC	✓	
PC	Dell	210	004378	00371	SA-18	DIC	✓	
PC	DUQUE	386/33			SA-18	203F	✓	
PC	DUQUE Twr	386		00685	SA-18	203	✓	
PC	Dell	210	210003626	00365	SA-18	203	✓	
PC	PC Brand	386SX	321939001	00470	SA-18	206G	✓	
PC	Dell	210/286	210003764	00372	SA-18	206G	✓	
PC	PC Brand	386SX	321942005	00120	SA-18	DIC	✓	
PC	DUQUE	386		00515	SA-18	DIC	✓	
PC	Dell	210	004347	00355	SA-18	DIC	✓	
PC	DUQUE	386/33		00549	SA-18	203D	✓	
Printer	Epson	LQ850	0021023006	00361	SA-18	DIC		✓
Printer	Epson	LQ850 P88MA	OF20003802	00393	SA-18	206E	✓	
Printer	HP	Deskjet 500		00569	SA-18	DIC	✓	
Printer	Epson	LQ850 P88MA	08007087	00390	SA-18	203	✓	

Item	Manufacturer	Model	Serial Number	AID	Location	Room	In	Serial
Printer	Asonic	KXP-1091	6FKACJ68128	00690	SA-18	203E		✓
Printer	Epson	LQ850 P88MA	0021032626	00354	SA-18	203B	✓	
Printer	Panasonic	KXP-1091	6FKACJ68330	00668	SA-18	DIC	✓	
Scanner	HP Scanjet+	HP9195A	2812J21425	00660	SA-18	208	✓	
VGA Monitor	Relisys	RE9514	10081068	00521	SA18	208C	*	

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Equipment Purchased for Bureau Liaison Staff and ABIC Personnel

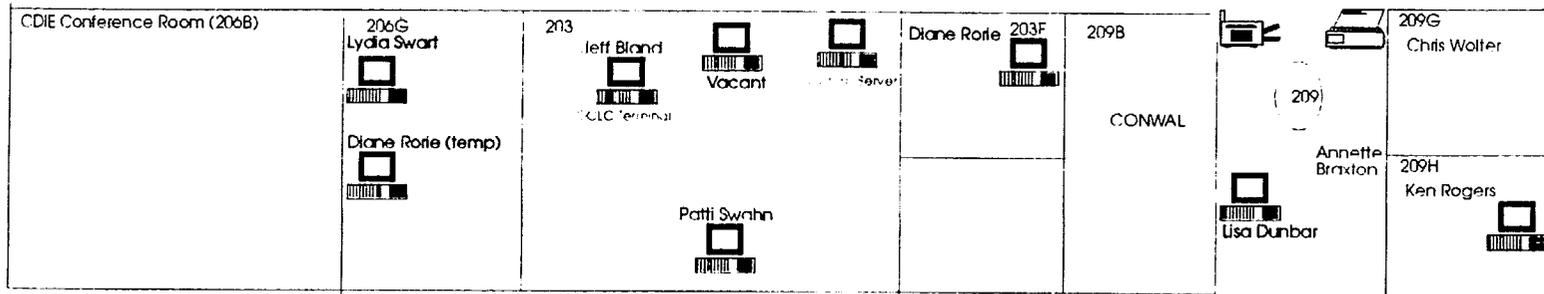
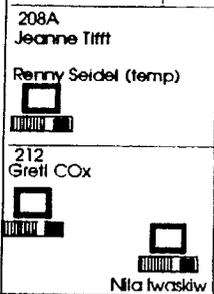
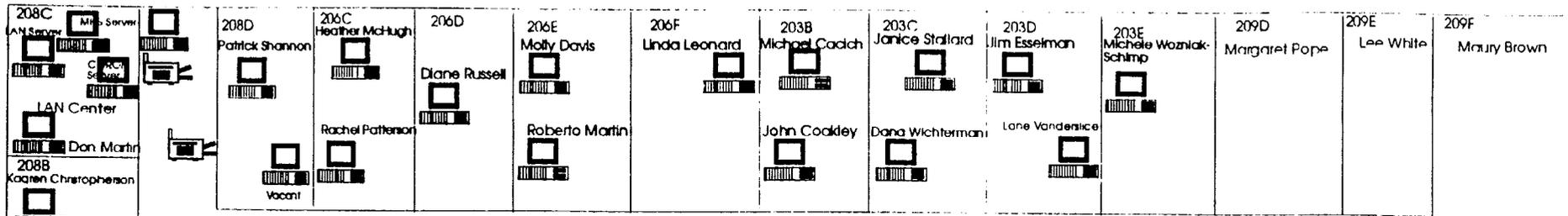
1	A	B	C	D	E	K	L	M	N
2	Item	Mfg/	Model	Serial No.	AID Tag#	Current Location	Bldg/Room	Status InUse	Surplus
3	ABIC Equipment Inventory:								
4	PC CPU	Dell	Sys210	SYS21004343	590	NS (ABIC)	2664	X	
5	CD ROM Reader	NEC	CDR-74	B2900447	601	NS (ABIC)	2664	X	
6	Monitor	Relisys	5E	1003127	602	NS (ABIC)	2664	X	
7	Monitor	ViewSonic 15		5231003127	600	NS (ABIC)	2664	X	
8	CD-ROM Reader	Hitachi		K9H045128	445	NS (ABIC)	2664	X	
9	CD-ROM Reader	Hitachi		K9H045111	455	NS (ABIC)	2664	X	
10	PC CPU Tower	Dell	450SE	1Q1Z0	596	NS (ABIC)	2664	X	
11	PC CPU	Dell	Sys210	SYS21004344	599	NS (ABIC)	2664	X	
12	PC CPU	Dell	Sys210	SYS21004346	607	NS (ABIC)	2664	X	
13	PC CPU	Ideal	Sys386	10646	609	NS (ABIC)	2664	X	
14	PC CPU	Duque	386SX		604	NS (ABIC)	2664	X	
15	Fax Machine	Xerox	7024		603	NS (ABIC)	2664	X	
16	Printer, Laser	Hewlett Packard	LJ III	3140A46135	606	NS (ABIC)	2664	X	
17	Modem	ATI	9600b	18024	608	NS (ABIC)	2664	X	
18	Modem	ATI	9600b	18022	598	NS (ABIC)	2664	X	
19	Modem	ATI	9600b	18073	605	NS (ABIC)	2664	X	
20	Modem	ATI	9600b	15022	?	NS (ABIC)	2664	X	
21	Modem	Hayes Ultra	V.32 9600	AQ2420043479	?	NS (ABIC)	2664	X	
22	Modem	Hayes Ultra	V.32 9600	AQ2420043480	579	NS (ABIC)	2664	X	
23	Modem	Hayes V Series	9600	AQ2410003045	578	NS (ABIC)	2664	X	
24	Modem	Intel	14.4EX	K0098056AZ0	?	NS (ABIC)	2664	X	
25	PC CPU	Dell	325N	OSMRW	?	NS (ABIC)	2664	X	
26	PC CPU	Dell	325N	ON250	?	NS (ABIC)	2664	X	
27	PC CPU	Dell	325N	ONMZG	?	NS (ABIC)	2664	X	
28	PC CPU	Dell	325N	OSZ7W	?	NS (ABIC)	2664	X	
29	PC CPU Notebook	Texas Inst	WIN3000SX	1679520512	?	NS (ABIC)	2664	X	
30	Printer, Portable	Canon	BJ-10ex	PDC32603	?	NS (ABIC)	2664	X	
31									
32	Bureau Liaison Equipment:								
33	PC CPU	Duque	386SX/33		?	NS, LAC	2253	X	
34	Printer, Dot Matrix	Epson	LQ850		?	NS, LAC	2253	X	
35	Modem	Intel	9600		?	NS, LAC	2253	X	
36	PC CPU	Duque	386SX/33		?	SA2	103	X	
37	Printer, Dot Matrix	Epson	LQ850			SA2	103	X	
38	Modem	Intel	9600			SA2	103	X	
39	PC CPU	Dell	Sys210			NS, AFR	2664	X	
40	Modem?					NS, AFR	2664	X	
41	PC CPU	Duque	386SX/33			SA2 (PRE)	550	X	
42	FaxBoard	Intel	SatisFAXion		?	SA2 (PRE)	550	X	
43	PC CPU	Dell 210	Sys210			NS, NE	3313	X	
44	Fax Modem	Intel	SatisFAXion			NS, NE	3313	X	
45	Printer, Dot Matrix	Epson	LQ850			NS, NE	3313	X	
46	PC CPU	Duque	386SX/20			SA2 (PRE/CP)	551	X	
47	Fax Modem	Intel	SatisFAXion			SA2 (PRE/CP)	551	X	
48	Printer, Dot Matrix	Epson	LQ850			SA2 (PRE/CP)	551	X	
49	PC CPU	Duque	386SX/20			NS (Asia)	2253	X	
50	Modem	Intel	9600			NS (Asia)	2253	X	
51	Printer, Dot Matrix	Epson	LQ570			NS (Asia)	2253	X	
52									
53									
54									
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57									
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59									

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Equipment Purchased for AED under LTS Subcontract to AED Prime PDC-0232-C-00-0068-00

1	A	B	C	D	E	K	L	M	N
2	Item	Mfg/	Model	Serial No.	AID Tag#	Current Location	Blg/Room	Status	Surplus
3	Center for Trade and Investment Services								
4	PC CPU	Duque	486DX/66	4D3-11045	951	SA2 (CTIS)	100	X	
5	Monitor	Magnavox	MAGMX15F	NA12313064974	952	SA2 (CTIS)	100	X	
6	Keyboard	Honeywell	101WN	Q9524	953	SA2 (CTIS)	100	X	
7	Mouse	Microsoft	28898	307670	954	SA2 (CTIS)	100	X	
8	PC CPU	DGI	486DX2/66MH	4D3-11055	955	SA2 (CTIS)	100	X	
9	Monitor	Magnavox	MAGMX15F	MA1213065226	956	SA2 (CTIS)	100	X	
10	Keyboard	Honeywell	101WN	J9232	957	SA2 (CTIS)	100	X	
11	Mouse	Microsoft	28898	307271	958	SA2 (CTIS)	100	X	
12	PC CPU	Duque	486DX2/66MH		959	SA2 (CTIS)	100	X	
13	Monitor	Magnavox	MAGMX17F	MHX610168	960	SA2 (CTIS)	100	X	
14	Keyboard	Honeywell	101WN	J7931	965	SA2 (CTIS)	100	X	
15	Mouse	Microsoft	28898	3843227	962	SA2 (CTIS)	100	X	
16	PC CPU	Duque	486SX/33		963	SA2 (CTIS)	100	X	
17	Monitor	Magnavox	ViewSonic5E	3021811892C1	964	SA2 (CTIS)	100	X	
18	Keyboard	Honeywell	101WN	Q2091	965	SA2 (CTIS)	100	X	
19	Mouse	Microsoft	28898	3843232	966	SA2 (CTIS)	100	X	
20	PC CPU	Duque	486SX/33		967	SA2 (CTIS)	100	X	
21	Monitor	Magnavox	ViewSonic5E	3022113328C1	968	SA2 (CTIS)	100	X	
22	Keyboard	Honeywell	101WN	Q2140	969	SA2 (CTIS)	100	X	
23	Mouse	Microsoft	28898	3843230	970	SA2 (CTIS)	100	X	
24	PC CPU	Duque	486SX/33		971	SA2 (CTIS)	100	X	
25	Monitor	Magnavox	ViewSonic5E	30218111883C1	972	SA2 (CTIS)	100	X	
26	Keyboard	Honeywell	101WN	Q2135	973	SA2 (CTIS)	100	X	
27	Mouse	Microsoft	28898	3843230	974	SA2 (CTIS)	100	X	
28	PC CPU	Duque	486SX/33		975	SA2 (CTIS)	100	X	
29	Monitor	Magnavox	ViewSonic5E	3022815696C1	976	SA2 (CTIS)	100	X	
30	Keyboard	Honeywell	101WN	Q8754	977	SA2 (CTIS)	100	X	
31	Mouse	Microsoft	28898	3843232	978	SA2 (CTIS)	100	X	
32	PC CPU	Duque	486SX/33		979	SA2 (CTIS)	100	X	
33	Monitor	Magnavox	ViewSonic5E	302211226Q	980	SA2 (CTIS)	100	X	
34	Keyboard	Honeywell	101WN	Q21104	981	SA2 (CTIS)	100	X	
35	Mouse	Microsoft	28898	3843213	982	SA2 (CTIS)	100	X	
36	PC CPU Notebook	Texas Inst.	TM4000E	237A330695	983	SA2 (CTIS)	100	X	
37	Mouse	Microsoft	Ballpoint		984	SA2 (CTIS)	100	X	
38	CD ROM Reader	NEC	CDR-38	34023835C	985	SA2 (CTIS)	100	X	
39	SCSI Adaptor	NEC		3528659		SA2 (CTIS)	100	X	
40	Printer, Laser	Hewlett Packard	LaserJetIII	3151J07651	986	SA2 (CTIS)	100	X	
41	PC CPU	IBM	5180	62088585	288	SA2 (CTIS)	100	X	
42	Monitor	Amdek	Video 310A	5470878	439	SA2 (CTIS)	100	X	
43	Keyboard	IBM PC			256	SA2 (CTIS)	100	X	
44	Modem, External	Everax24+ E		E108214ITT	987	SA2 (CTIS)	100	X	
45	CD-ROM Server	486SX/25		MM10136368	988	SA2 (CTIS)	100	X	
46	Monitor	Relisys	Monochrome	2Y01795	989	SA2 (CTIS)	100	X	
47	Keyboard	Honeywell	101WN	T8143	990	SA2 (CTIS)	100	X	
48	CD ROM Jukebox	TAC 7Drive			991	SA2 (CTIS)	100	X	
49	Printer, Junction Box	Belkin Comp.	AutoSwitch +	70	7				
50									
51	USAID/Guatemala Regional Information Clearinghouse (RIC)								
52	Monitor	Dell	VD-10-B	M430013295	OficinaRIC	USAID Guat.	RIC	X	
53	Monitor	Dell	VD-10-B	M430013293	OficinaRIC	USAID Guat.	RIC	X	
54	Monitor	Dell	VD-10-B	M430013296	OficinaRIC	USAID Guat.	RIC	X	
55	Monitor	Dell	VD-10-B	M430015084	OficinaRIC	USAID Guat.	RIC	X	
56	PC CPU	Dell	3335/L	27YQX	OficinaRIC	USAID Guat.	RIC	X	
57	PC CPU	Dell	433/L	27YT4	OficinaRIC	USAID Guat.	RIC	X	
58	PC CPU	Dell	433/L	2814G	OficinaRIC	USAID Guat.	RIC	X	
59	PC CPU	Dell	433/L	27Y13	AID/ROCAP	USAID Guat.	RIC	X	
60	PC CPU Notebook	Dell	325NIC	IBIE1AIG90	OficinaRIC	USAID Guat.	RIC	X	
61	Keyboard	Dell	ATR101R	K9212-006334	OficinaRIC	USAID Guat.	RIC	X	
62	Keyboard	Dell	ATR101R	K9212-001862	OficinaRIC	USAID Guat.	RIC	X	
63	Keyboard	Dell	ATR101R	K9212-001880	AID/ROCAP	USAID Guat.	RIC	X	
64	Keyboard	Lexmark/Dell	M	13868125003035	OficinaRIC	USAID Guat.	RIC	X	
65	UPS	Liebert	PCET	C02831900030000	OficinaRIC	USAID Guat.	RIC	X	
66	UPS	Liebert	PCET	C02831900010000	OficinaRIC	USAID Guat.	RIC	X	
67	UPS	Liebert	PCET	C02831900040000	OficinaRIC	USAID Guat.	RIC	X	
68	UPS	Liebert	PCET	C02831900020000	AID/ROCAP	USAID Guat.	RIC	X	
69	Mouse	Microsoft	LR85734	717960	OficinaRIC	USAID Guat.	RIC	X	
70	Mouse	Microsoft	LR85734	605423	OficinaRIC	USAID Guat.	RIC	X	
71	Mouse	Microsoft	LR85734	7118808	OficinaRIC	USAID Guat.	RIC	X	
72	Mouse	Microsoft	LR85734	593180	OficinaRIC	USAID Guat.	RIC	X	
73	Mouse	Microsoft	LR85734	700789	AID/ROCAP	USAID Guat.	RIC	X	
74	CD-DRIVE	Sony	CDV 6211-41	800881	OficinaRIC	USAID Guat.	RIC	X	
75	CD-DRIVE	Sony	CDV 6211-41	800883	AID/ROCAP	USAID Guat.	RIC	X	
76	Tape Back Up System	WANGTEK	E5525ES	33964-003REVX2	OficinaRIC	USAID Guat.	RIC	X	
77	Fax Machine	Xerox	7240	1922474	OficinaRIC	USAID Guat.	RIC	X	
78	Printer, Laser	Hewlett Packard	7440A	2929L02319	OficinaRIC	USAID Guat.	RIC	X	
79	Printer, Laser	Xerox	4030	9047	OficinaRIC	USAID Guat.	RIC	X	
80	RIC Software								
81	Aldus Pagemaker	Aldus	Ver. 4.0	03-4004.201230493	OficinaRIC	USAID Guat.	RIC	X	
82	Multitech Systems	Multitech		821120ax-060	OficinaRIC	USAID Guat.	RIC	X	
83	Office for Windows	Microsoft	Ver 3.5	1S3RWT	OficinaRIC	USAID Guat.	RIC	X	
84	Office for Windows	Microsoft	Ver 3.5	4W1S4Q	OficinaRIC	USAID Guat.	RIC	X	
85	Word for Windows	Microsoft	Ver. 2.0	1GWGM Z	OficinaRIC	USAID Guat.	RIC	X	
86	Word for Windows	Microsoft	Ver. 2.0	WODIG S	OficinaRIC	USAID Guat.	RIC	X	
87	Windows	Microsoft	Ver. 3.1	27538	OficinaRIC	USAID Guat.	RIC	X	
88	MS-DOS	Microsoft	Ver. 5.0	27539	OficinaRIC	USAID Guat.	RIC	X	
89	ProComm Plus	Dalstorm	Ver. 2.01	2895300207-0	OficinaRIC	USAID Guat.	RIC	X	
90	The Norton Utilities	Symantec	Ver. 6.01	3784810322	OficinaRIC	USAID Guat.	RIC	X	
91	The Norton Antivirus	Symantec	Ver. 2.01	3784810454	OficinaRIC	USAID Guat.	RIC	X	
92	ACCESS	Microsoft	Ver. 1.0	7U02E 9	OficinaRIC	USAID Guat.	RIC	X	

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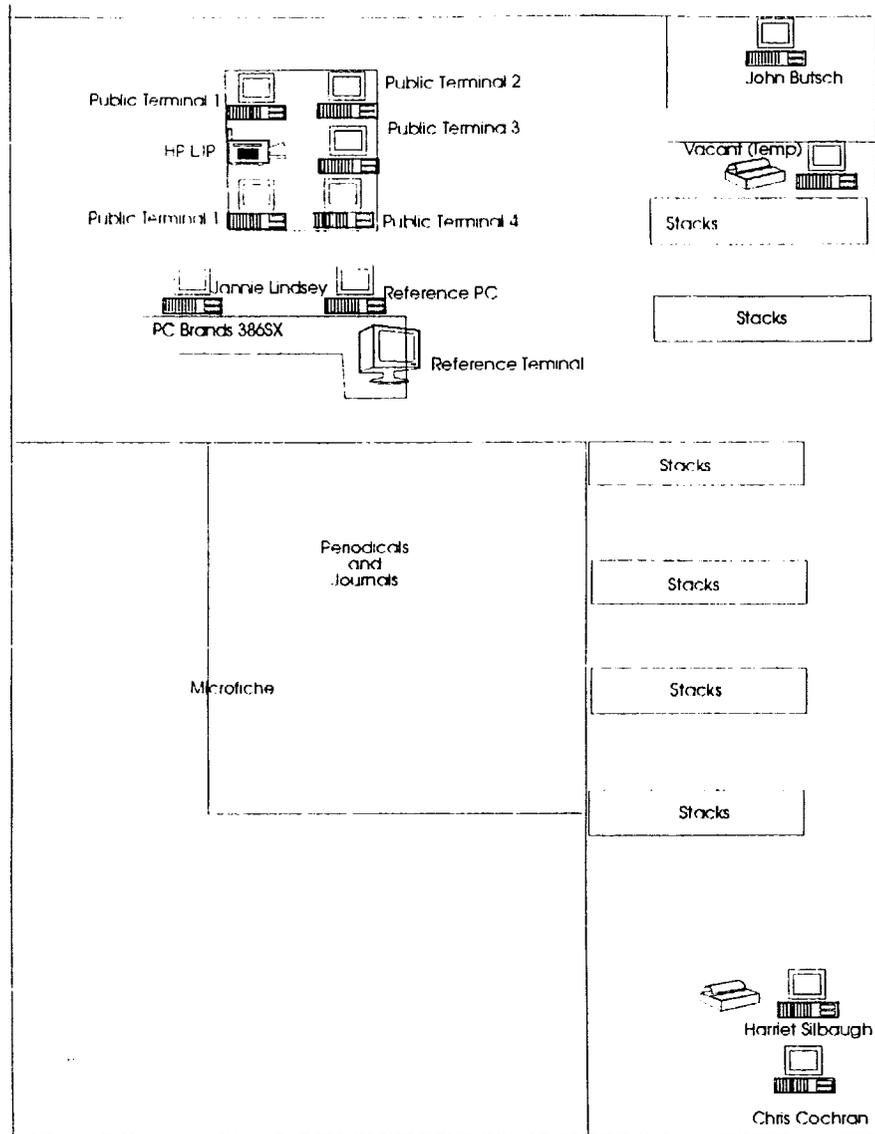


All Equipment in this area provided by IRM or other CDIE Contractors

Chart 2
CDIE/DI Equipment Layout
2nd Floor, SA18

22

**Chart 2A
Equipment in DIC**



23

AID/W
Wide
Area
Network

PRE Liaison
Scott Kleinberg

Capital Projects:
Jack McCarthy

7-Drive
CD-ROM
Server

PRE Bureau/LAN

R&D Bureau/LAN

LAC Bureau/LAN

AFR Bureau/LAN

ABIC/LAN

ASIA Bureau/LAN

NE Bureau/LAN

CTS

Henry Summers

Anne Langhaug

Leslie Vinjamuri-Wright

Rebecca Latorraca

Joe Duncan

Wendy Kapustin

Cheryl Simmons

Patricia Mantey

Craig Fisher

TI Laptop w/
CD-ROM Reader

CD-ROM Reader
USAID/EI Salvador

Lisa Peterson

David Gately

Xerox FAX

HP LJ III

Leslie Dougherty

HP LJ IIIID

Regional
Information
Clearinghouse
Equipment

FidoNet
Server

Monica Talwar

HP Terminal in
FA/OP for use
by Amin Summers

Lori Harton

Rob Johnson

Public Terminal

Ncog Le

Jim Darling

Purchased
for AED
under Subcontract
for CTS and
RIC Support

Dell Laptops

TI Laptop

Canon Bubblejet
Printer

DISC/HP 3000

See Chart 1
for DISC
Equipment

Mike Narcowicz

**Chart 3
Equipment in AID/NS Offices**