

PD-ABP-752



LTS CORPORATION

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***Development Information
Services Clearinghouse
FY91 Annual Report***

Submitted to:

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Prepared as partial fulfillment of

Contract PDC-232-C-00-0094-00

by

LTS Corporation

December 1991

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1. INTRODUCTION

FY 1991 was a year of change. The most obvious signs of this change were the A.I.D.-mandated move of the entire contract operation from Bethesda to Rosslyn and the subsequent shift in nomenclature from the Document and Information Handling Facility (DIHF) to the Development Information Services Clearinghouse (DISC). Accompanying these external changes were more systemic and unexpected changes resulting from the realignment of contractual responsibilities and from budget uncertainties and the nascent reorganization effort within A.I.D. These changes, those of the latter type in particular, posed a not inconsiderable challenge to LTS in meeting contract requirements. The present report documents LTS's response to that challenge.

2. FUNCTIONAL AREAS

2.1 Systems Development, Operation, and Maintenance

During FY91 the Systems Development Group (SDG) of LTS primarily devoted its time and energies to providing improved access to the Development Information System (DIS) which is its charge. Specifically, effort was expended in the following functional areas:

- HP systems maintenance and enhancement,
- CD-ROM front-end interface development,
- PC-based network expansion, and
- miscellaneous tasks.

HP Systems Maintenance and Enhancement

Perhaps the two most significant events associated with the HP-3000 minicomputer during FY91 were its relocation along with the DISC from Bethesda to Rosslyn and the placement of an order to replace the existing model 48 with a model 947. In between these two events, which occurred at the beginning and end of FY91 respectively, SDG devoted its energies toward making the DIS databases more meaningful and the computer more responsive to its users.

To these ends, procedures were introduced to, among other things, on a monthly basis download the information from title fields and process it through a spelling checker to ensure the accuracy of the data. Considerable effort was directed to verifying the data and to making the many changes needed to ensure data consistency. With the installation of a LAN for DISC use, HPWord files were reviewed and historical documents were downloaded to the LAN for subsequent use, including the **DISC Operations Manual**. In addition, programs and procedures were developed to convert data contained in the MINISIS Catalog and Document databases into a format for input into the Assistant ILS and to convert data from the Assistant input format into MINISIS input format for back loading into the Catalog database.

The five year comparison of ADP system use shown in **Exhibit A** indicates that total logon hours increased about four percent between FY90 and FY91. **Exhibit B** summarizes the major DISC databases by number of records and their relative percentage of the total system resource for FY91.

On the hardware side, the system was constantly monitored in an effort to maximize availability and access. After considerable effort, SDG was able to determine that certain of the 2400 bps modems attached to the HP-3000 were of dubious quality. These were subsequently replaced with 9600 bps modems which have provided a more stable platform, resulting in easier access, faster and more reliable service, and fewer problems.

Due to the move to new facilities and the replacement of many of the older HP terminals with PCs, many users now have a desktop workstation capable of accessing both the HP-3000 and the DISC network. This added versatility has greatly enhanced operations.

CD-ROM Interface Development

During FY90 LTS developed the prototype CD-DIS CD-ROM which was distributed to a diverse collection of potential users for evaluation. During the early portion of FY91 these evaluations began to return to LTS. While universally positive in terms of the content of the disk, some indicated a need for a less sophisticated method of accessing the information contained on the CD-ROM prototype.

As a result, it was decided to develop an intuitive front-end for CD-DIS. SDG staff evaluated numerous examples of CD-ROM interfaces and participated in the local SIGCAT CD-CINC (Consistent INterface Committee) meetings in an effort to gather sufficient information to allow us to adequately design such a product. A design team was established and the specifications for the interface were developed and refined. By the end of FY91, the actual programming of the interface was well on its way to completion.

PC-based Network Expansion

At the beginning of FY91, the CDIE network was running Novell 286sft v2.15 software and consisted of 33 stations supporting 4 laser printers, a high speed printer, approximately 15 dot matrix printers, and a CD-ROM server with 12 CD-ROM drives. By the end of FY91 the CDIE network software had been upgraded to Novell 386 v3.10 and the supported hardware had expanded to include over 60 workstations, including 2 dedicated print servers, an eMAIL server, and a 4 port communications server. In addition, the network supports 4 remote access ports, an unattended backup facility, 6 laser printers, approximately 12 shared dot matrix printers, and numerous stand alone printers.

At the DISC, a LAN was installed using Novell 286 v2.2 software which currently consists of 34 workstations, including an eMAIL server, 4 laser printers, and 2 remote access

Exhibit A

ADP SYSTEM USAGE

FIVE YEAR COMPARISONS

FY86 - FY91

	OUTPUT TARGETS FROM FY91 SOW *YEAR	ACTUAL FY91	TOTALS				
			FY90	FY89	FY88	FY87	FY86
J. ADP SYSTEM USAGE							
1. Number of Dial Up Ports	20	14	14	12	12	12	12
2. Total Lines Printed (million)	15	15	14.7	13.0	13.9	12.3	15.6
3. Total Logon Hours (AID)	16,000 HRS	17,158	13,974	14,183	15,386	12,608	—
4. Total Logon Hours (All Users)		56,561	54,363	72,366	68,815	65,652	61,034

ADP System Usage

Logon Hours: AID / Total

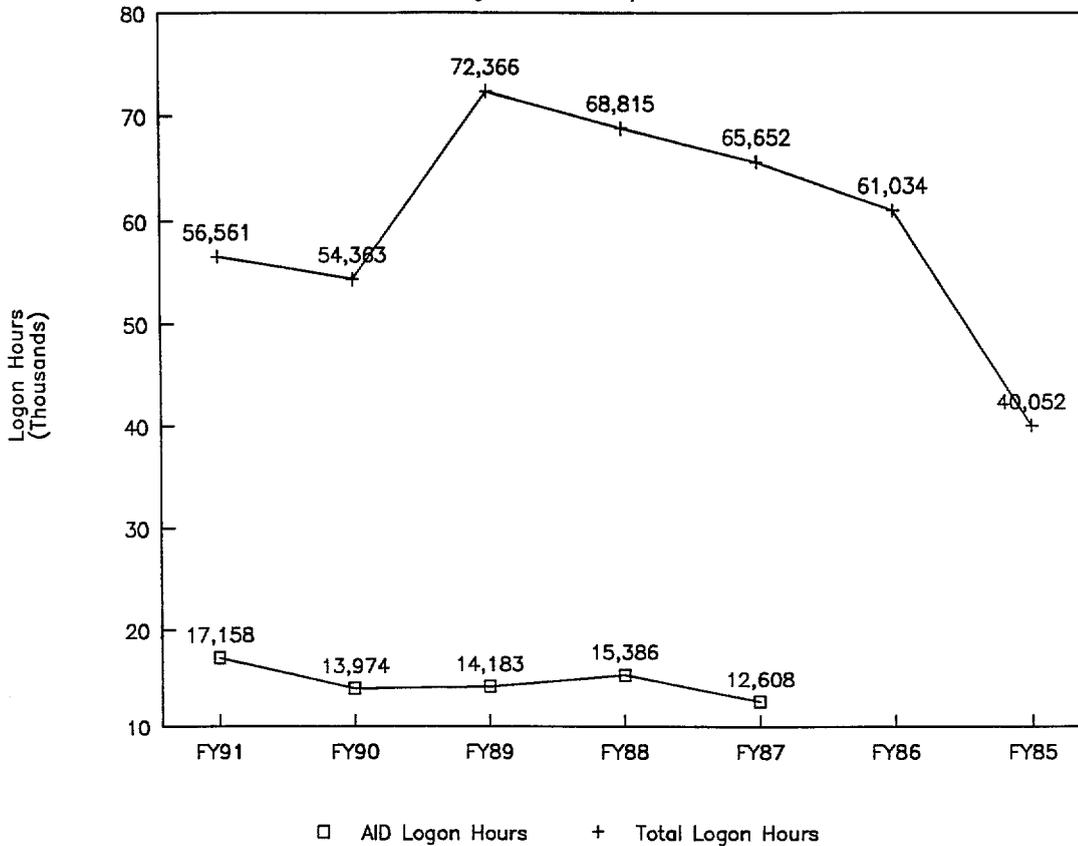
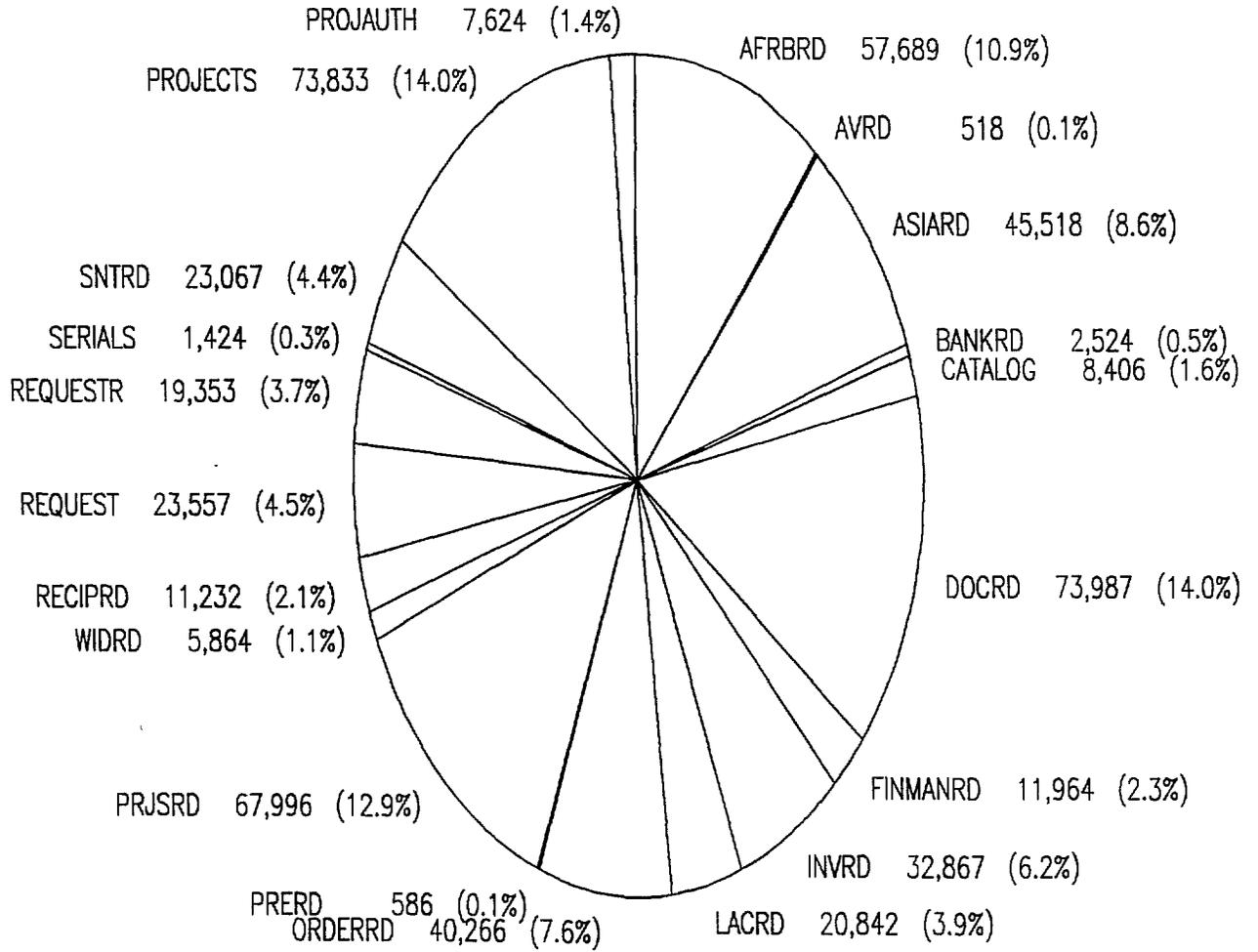


Exhibit B

DISC FY91 Database Size

Number of Records / Percentage of Whole



ports. The growth in this area has clearly been phenomenal and has resulted in more users having access to a wider variety of tools, all of which has contributed to making each individual more productive.

The hardware platform and the software chosen for each network has provided sufficient capacity and performance to meet the needs of existing users while providing an excellent base for future expansion, such as bridging the two Local Area Networks (LANs) to create a single, homogenous, Wide Area Network (WAN).

Just as the world does not stand still, neither does LTS. A project was launched to provide the research staff with a set of Windows-based tools which could significantly improve their abilities to respond to user requests and enable them to complete more work in less time. This effort included development and redesign of an automated system supporting the Document Distribution Unit function which will significantly ease the work load associated with order fulfillment and provide greater oversight control of the process.

Miscellaneous Tasks

Throughout the year, SDG personnel have been called upon to participate in various unscheduled activities, for example, technical support for DI MIS options and access to Agency-wide eMAIL services. SDG personnel have also provided considerable technical assistance and training to CDIE staff, CDIE contractors, and other Agency personnel.

Support for MicroDIS continued in a manner consistent with that of a mature product. Order fulfillment was the major task performed with twenty copies being distributed in the past year. See **Exhibit C** for a list of MicroDIS users added in FY91. The newly installed sites include four USAID African missions (RHUDO/Nairobi, Bujumbura, Kampala, Mbabane), thirteen A.I.D. contractors and PVO's, and three installations in LAC, including the mission in San Salvador.

During the year SDG personnel, in association with DI personnel, produced and distributed a letter to all MicroDIS users describing the list of potential software enhancements which might be included in version 3 of MicroDIS. User response has helped to define and shape what MicroDIS is and, with the response to this mailing, what it will become.

In addition, SDG provided troubleshooting of user problems on an as required basis. Normally this assistance consisted of standard "help desk" suggestions, tips, tricks or procedures to follow to correct a minor problem. USAID/Maseru, however, was having significant problems working with their database. Standard fax and telephone assistance proved to be ineffective and the mission was asked to provide a copy of their data via diskette. Upon receipt and evaluation of the diskettes, it was determined that the problems USAID/Maseru was having were the result of inconsistent data entry.

Exhibit C

INSTALLED USERS OF MICRODIS IN FY 1991

ORGANIZATION	CITY/STATE	COUNTRY	INSTALLED
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AFRICA Bureau/Region

1 RHUDO	Nairobi	Kenya	01/05/91
2 USAID/Bujumbura	Bujumbura	Burundi	11/05/90
3 USAID/Kampala	Kampala	Uganda	02/27/91
4 USAID/Mbabane	Mbabane	Swaziland	07/23/91

A.I.D./Washington

5 Office of Foreign Disaster Assistance	Washington, DC	USA	08/06/91
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A.I.D. Contractors and PVO's

6 Adventist Development & Relief Agency	Silver Spring, MD	USA	05/27/91
7 AFRICARE	Washington, DC	USA	05/27/91
8 Cambridge Consulting Company	Reston, VA	USA	04/16/91
9 CARE	NY, NY	USA	05/27/91
10 Catholic Relief Services	Baltimore, MD	USA	05/27/91
11 Chemonics International	Washington, DC	USA	07/24/91
12 Food for the Hungry International	Scottsdale, AZ	USA	05/27/91
13 International Privatization Group	Washington, DC	USA	06/09/91
14 Medical Services Corporation Intl.	Arlington, VA	USA	05/08/91
15 Save the Children	Westport, CT	USA	05/27/91
16 World SHARE	San Diego, CA	USA	05/27/91
17 World Vision Relief & Development	Monrovia, CA	USA	05/27/91

LATIN & CENTRAL AMERICA Bureau/Region

18 Inst. Nutrition for Cent. Amer. & Panama	Guatemala City	Guatemala	06/03/91
19 Pontificia Universidad Javeriana	Bogota	Colombia	05/19/91
20 USAID/San Salvador	San Salvador	EL Salvador	04/16/91

2.2 Acquisitions

A.I.D. Documents

Primary responsibility for the acquisitions of A.I.D. materials targeted for the Development Information System (DIS) was transferred from the LTS contract to the AED contract effective October 1, 1991. In fact, LTS continues to provide acquisitions support through: 1) its subcontract with AED; 2) a recently added staff position to the LTS contract in September 1991; and 3) regular review of APDMS fiche for design documents. A more detailed account of the results of the AED subcontract support is included in the annual report to AED which summarizes document quantities acquired during FY91.

The transfer of acquisitions from the LTS contract has created numerous problems for LTS on several different levels: 1) the irregular flow of documents creates scheduling problems for cataloguing and abstracting; 2) an unhealthy tension exists between contracts because of differing understandings of the technical issues involved; 3) due to the high turnover of R&RS staff assigned to the Bureaus, their active involvement in acquiring documents was slow to materialize; 4) there is a general lack of direction due to the slow emergence of the strategic plan and its delayed implementation; and 5) a bifurcation of the acquisitions effort on two sites has created both communication and coordination problems.

The above scenario makes acquisitions a much more difficult task than heretofore, as is evident from the statistics (**Exhibit D**).

Non-A.I.D. Acquisitions

Acquisition support for the purchase of core materials for the Development Information Center was transferred to the R&RS contract, effective October 1, 1990. However, during the first half of FY91, considerable acquisitions effort was required to process books which had been previously ordered and which arrived after October 1, 1990. At the beginning of FY91, approximately 175 orders were still outstanding. In addition, considerable effort was expended to transfer serials subscriptions and standing orders to the R&RS contractor.

LTS continued to provide acquisitions support to the Population and WID Offices. Finally, copies of A.I.D. supported materials were obtained for filming purposes when duplicate copies were not available for processing.

Exhibit D

ACQUISITIONS

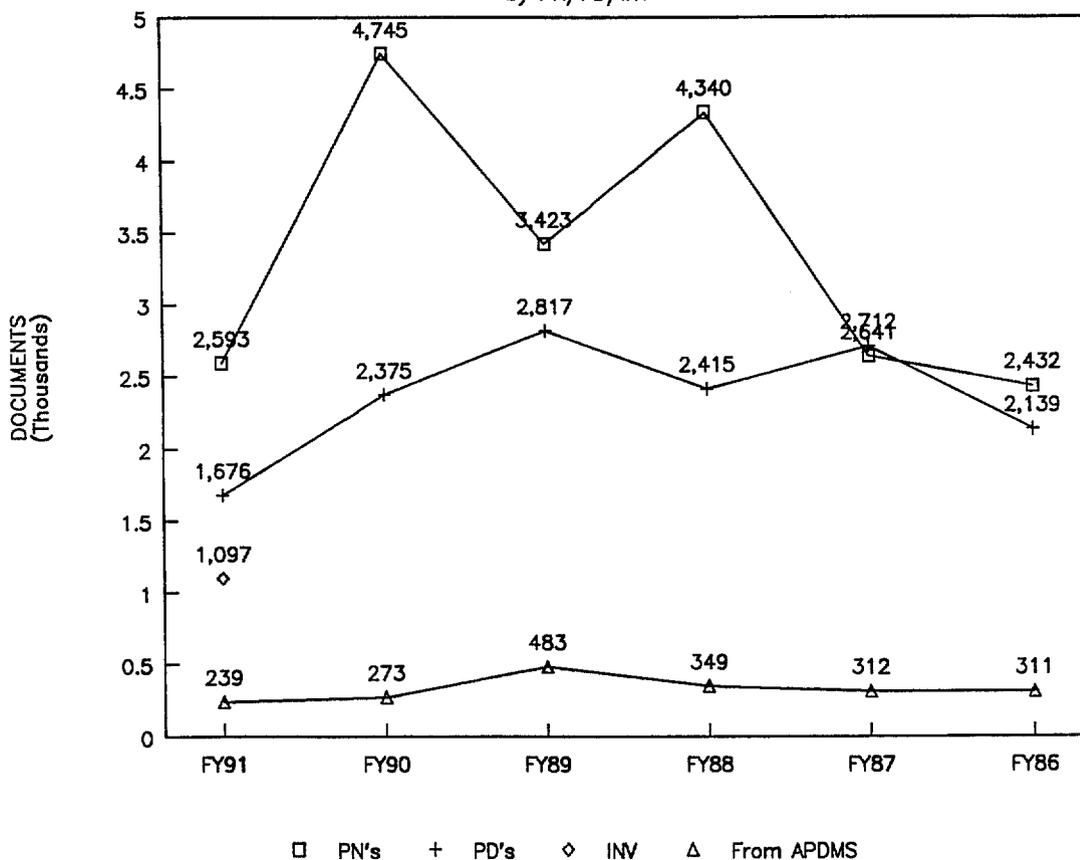
FIVE YEAR COMPARISONS

FY86 - FY91

	OUTPUT TARGETS	ACTUAL	TOTALS				
	FROM FY91 SOW *YEAR		FY91	FY90	FY89	FY88	FY87
A. DOCUMENT ACQUISITIONS	7,500	5,607	12,422	11,045	11,428	10,673	9,793
1. PN's Received for Cataloguing	2,500	2,593	4,745	3,423	4,340	2,641	2,432
2. PD's Received for Cataloguing	2,500	1,676	2,375	2,817	2,415	2,712	2,139
3. Items Received for INV	2,500	1,097	N/A	N/A	N/A	N/A	N/A
4. AV Materials Rec'd for Cataloguing	500	2	N/A	N/A	N/A	N/A	N/A
5. Items Retrieved from APDMS for DIS by Abstracting and Cataloguing		239	273	483	349	312	311

DOCUMENT ACQUISITIONS: FY86-FY91

By PN/PD/INV



2.3 Processing

2.3.1 Cataloguing

Accomplishments: Targets, Special Activities, Cataloguing Changes and Refinements

During FY91, the Cataloguing Department began its year by focusing on a smooth transfer of operations to its new quarters in Rosslyn, Virginia. Throughout the rest of the year, the unit concentrated on eliminating any and all backlogs of unprocessed documents; meeting its production targets; refining cataloguing procedures; modifying records to ensure cataloguing uniformity; maintaining the Paper Copy Library; updating and creating new records on the INSTDS database; and carrying out tracking, routing, and other regular tasks.

Targets were vastly exceeded in some categories and seriously deficient in others. 3,281 PN (research and development) documents and 1,888 PD (project-related) documents, totaling 5,169 documents, were catalogued during the past fiscal year (**Exhibit E**). The PN document total includes 65 PC's -- for the most part GAO or other non-A.I.D. audits). INV RD cataloguing done by this unit totaled 1,636 documents, although the total entries into INV RD equal 3,386. The discrepancy is explained by the fact that AID/HOC is a subset of INV RD, and the direct hire AID/HOC Cataloguer entered 1,750 records in FY91 -- a remarkable feat in view of the fact that the inception date for AID/HOC was July 1, 1991. Seventy-two records were added to AVR D, the audiovisual data base, and 492 records were added to INSTDS, the coded data base for official A.I.D. institutional, departmental, and historical names and for contractor, international organization, research institution, university, etc. names.

The unseen work behind these targets, discussed above, includes a sometimes considerable amount of document analysis, i.e., searching for contract/project numbers, specifying A.I.D. supporting office(s) or bureau(s), creating or assigning institution codes, determining bibtype, and identifying document problems, e.g., drafts, missing pages, or other document quality concerns that result in the need for special handling.

This preliminary preparatory work also includes checking up to four different data bases, i.e., INSTDS and one to three of the APDMS Bureau Records Management data bases, in order to determine if the document being catalogued has already been assigned an APDMS PD series Document Identification Number (DOCID), to find project numbers matching known contract numbers from PRJSRD, and to verify other items of information, such as page counts and inclusion of annexes. The information accessible from the APDMS records, and the elimination of extensive prepping steps have been prime reasons for considering a consolidation of the DOCRD, INV RD, and APDMS data bases and for initiating the Initial Partial Cataloguing Record (IPCR), discussed in more detail below, as a potential prototype for the APDMS record. Consolidating the two systems into one processing channel would mean that all documents would first be entered into APDMS, routed for filming, and then filtered so that those documents in bibtypes which meet DOCRD criteria would be sent to Cataloguing for the more intensive

Exhibit E

CATALOGING

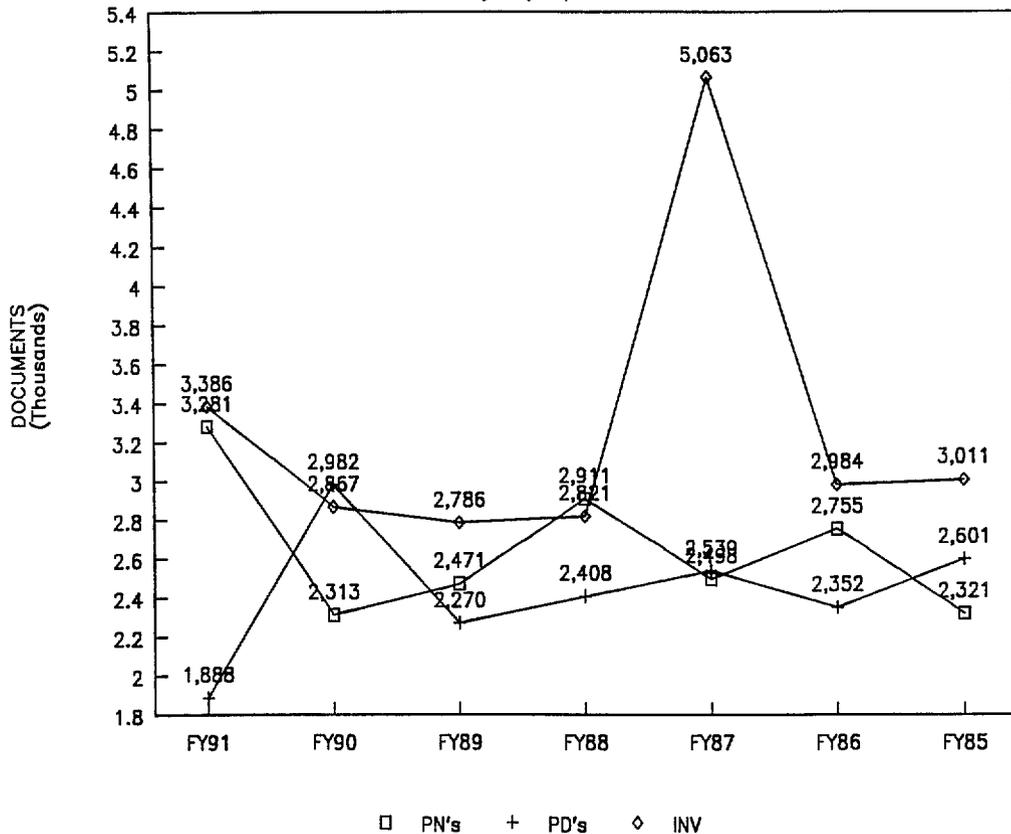
FIVE YEAR COMPARISONS

FY85 - FY91

	OUTPUT TARGETS FROM FY91 SOW *YEAR	ACTUAL FY91	TOTALS					
			FY90	FY89	FY88	FY87	FY86	FY85
B. DOCUMENT CATALOGING	7,500	5,169	8,162	7,527	8,140	10,100	8,091	7,933
1. PN's added to DOCUMENT	2,500	3,281	2,313	2,471	2,911	2,498	2,755	2,321
2. PD's added to DOCUMENT	2,500	1,888	2,982	2,270	2,408	2,539	2,352	2,601
3. PD & PN Docs. Added to INV	2,500	3,386	2,867	2,786	2,821	5,063	2,984	3,011
4. No. of Changes to DOCR		4,445	1,560	6,790	2,149	4,217	5,200	70,501
5. INV/DOCRD Duplicates Found		619	1,465	2,432	1,728	3,543	3,819	NA
6. AV Materials	500	80	0	0	0	0	0	0

DOCUMENT CATALOGING: FY85-FY91

By PN/PD/INV



bibliographic description required in the DOCRD data base. It is proposed that APDMS records for prime documents be automatically copied into DOCRD and that the Cataloguers then modify the APDMS records.

This year, as in previous years, the Cataloguing Department has striven not only to meet numbers, but also to manage and shape its workflow, stressing the timely processing of all first-priority documentation, i.e., project design and evaluation documents as well as current PN documents which might be candidates for inclusion in ARDA. The introduction of initial partial cataloguing records (IPCRs) on DOCRD has facilitated this goal, has been an important tool in eliminating document backlogs, and has permitted Acquisitions to track more easily what has and has not been received. Currently, abbreviated IPCR records are being created for documents falling outside our above-stated priority parameters. IPCR records include author, title, pagination, publication date, and an availability field alerting users to their "in process" status. The documents are then filed in DOCID order in a separate section of the Paper Copy Library. As workflow permits, the records are completed, the date modified field is added for reporting purposes, and the documents are sent for filming. Any document requested prior to that time is immediately pulled for complete cataloguing and filming. This system has responded well to a drought/deluge pattern of receipts from Acquisitions. Furthermore, the IPCR mechanism serves as an operational test should the APDMS data base fields be expanded and/or an APDMS/DOCRD consolidation ever be implemented.

In order to reduce the holdings of the Paper Copy Library -- which had grown at a fast clip -- at the end of FY 1990, the Cataloguing Department requested a change in procedures regarding unfiled documents. It was recommended that all drafts with publication dates one year or older, as well as documents with minor document quality problems (missing or blurred pages in an annex or attachment), be filmed. This recommendation was approved by the coordinating direct hire. The new procedures were implemented and the Paper Copy Library's existing holdings were periodically inventoried and evaluated. Older documents with minor quality problems were routed for filming. For example, in September, 1991, 150 draft documents and documents with minor quality problems were labeled "Best Available Document" and sent to filming.

Throughout the year, we continued to respond to user needs and to examine our cataloguing guidelines routinely to ensure both that they adhere to AACRII and/or IDRC standards and that they provide the most critical information in an easily interpretable format. For example, individual monographs within the same series are often received with one or more variations in series title, i.e., with and without the organization's name included, or with an acronym used, or with the name spelled out. When this occurs, the system is searched and the most widely known or searchable occurrence is chosen and used within the series. Information not included on a particular document will appear in brackets or in the ancillary data field. Also, the Cataloguing Department cooperated with the Systems Development Group in standardizing and correcting various data fields (particularly those from the older RANDD and BREF records) to improve the data base and to support the CD/DIS activity.

Other special activities included the processing of **658 Historical Collection documents into DOCRD, 158 items over the stipulated target of 500**. Advisory assistance on all aspects of the AID/HOC activity was provided. Cataloguers contributed suggestions for modifying the structure of INVRD to accommodate the criteria and the form of entry to be used on AID/HOC, technically assisted the AID/HOC cataloguer, and continued to monitor records for compatibility with the rest of INVRD. It is important to note that these historical documents were catalogued as part of the partial entry (IPCR) queue -- currently comprising nearly the total number of partial records, i.e., 643 of 658 records. All were received in the last three months of FY91. The partial entry mechanism prevented an unrecorded queue of Historical Collection receipts from occurring.

Cataloguing staff members also provided technical assistance to the Serials Librarian of the A.I.D./W Development Information Center, to the new Acquisitions Technician, and to new R&RS personnel upon request from the DISC's Training Officer.

In addition to these activities, two sets of ARDA documents were sent to NTIS during FY91. This task required the selection and preparation of 76 documents from ARDA 16/3 in December 1990 and 89 documents from ARDA 16/4 in June 1991.

Issues: Target Analysis and Obstacles; Achievements Despite Obstacles

The absence of any processing backlog is the most important achievement during this fiscal year. DOCRD's processing totals left a shortfall of 612 PD documents (1,888 compared to the goal of 2,500) and an overage of 781 PN documents (3,281 compared to the goal of 2,500). All documents received were processed. It is also important to point out that the overall goal of 5,000 was achieved despite the fact that the shift in responsibility for the Acquisitions function resulted in the disruption of our normal document flow. Receipts were sluggish -- and at some points dry -- until July, when there was a geometric increase in receipts from Acquisitions, largely composed of A.I.D. Historical Collection materials slated for DOCRD. The INVRD total of 1,636 fell substantially short of the 2,500 goal. The Cataloging Department processed all the INVRD documents it received; however, too few documents were submitted to enable it to meet its stipulated target. Furthermore, 1,750 documents were processed by the AID/HOC cataloguer. The DISC INVRD target, therefore, was not specifically met because the Historical Collection documents are being processed via a different mechanism, i.e., AID/HOC. Other than special collections like the Historical Collection or holdings in USAIDs or A.I.D./W offices, fewer documents which fit INVRD criteria are being received. This shrinking universe of INVRD documents has occurred despite the recent inclusion of progress and trip reports in INVRD and a new change in the cutoff date in regard to technical documents slated for INVRD. Now, all technical documents five years or older are entered into INVRD. In addition, design, evaluative, and many program documents are processed exclusively on DOCRD regardless of date, further reducing the potential set of documents available for INVRD cataloguing.

Statistical Analysis

A chart of the bibliographic types of documents catalogued in FY 1991, is included as **Exhibit F**. It clearly demonstrates (when bibtypes which represent program, design, evaluation, and technical documents are totalled) that program documents accounted for 3 percent, that design documents accounted for 15 percent, evaluations accounted for 17 percent, and technicals accounted for a whopping 52 percent of the documents catalogued in FY 1991. Given the decided emphasis of the Agency on program documentation, the statistic in this category is decidedly disturbing.

The upward trend in technical (PN) documents versus the downward trend in design and the ambivalent trend in evaluative (PD) documents is seen even more dramatically in the 5-year analyses, **Exhibits G** and **H**. The PN increase is due largely to the success of the former LTS Acquisitions Coordinator in working with contractors but also to the decision to add some AID/HOC materials to DOCRD since most of those selected were technicals. Regarding design documents, **Exhibits I** and **J** reflect that the Abstracting Unit sought and found 32.40% of the design documents it needed to prepare abstracts in FY 1991 in the APDMS system as compared with 23.94% in FY 1990, a task it undertook because many significant documents were not received from Acquisitions through distribution. Even though a third of the design documents were from APDMS, we believe this figure could be even higher if acquisitions performed a procedural check of the APDMS data bases for design and evaluative documentation on a regular basis.

INVRD shows a steep upward trend for FY 1991 (**Exhibit K**) due to the entry of AID/HOC documents, a subset data base of INVRD, by the direct hire AID/HOC cataloger. Excluding the AID/HOC entries, those documents entered by the LTS Cataloguers, conform to the downward trend in INVRD receipts, as shown in the 5-year analysis.

Non-Print Materials: The AVRDR processing total of 80 items was drastically short of the 500 per year target. Nevertheless, the Cataloguing Department entered all items received, despite problems caused by the lack of media equipment. Many processing problems were overcome by ingenuity and can be further overcome by accessing the PM/TD Office equipment when that office makes its scheduled move to Rosslyn in the spring. In the coming fiscal year, the Cataloguing Department will strive to reach the annual 500-item target. However, it will be dependent on initiatives by and cooperation from the USAIDs, A.I.D./W Offices, and A.I.D. contractors for submission of audiovisual materials. If AVRDR is not used as the Agency's union catalog for identifying nonprint materials held in the Missions and in A.I.D./W, we foresee a plethora of mini-data bases and a lack of standardization in the kinds of information recorded.

The issue of the broad range of non-print materials is one which requires more discussion and attention. Increasingly, documents of mixed media (e.g., videotapes with printed document; software or database disks with printed document) are being received. New procedures and

Exhibit F

DOCRD BIBLIOGRAPHIC DISTRIBUTION: FY91

30-Sept-91

CODE	BIBTYPE NAME	TOTAL
01	PID	25
02	Proposal	13
03	Almanac	0
04	Atlas/Map	0
05	Dictionary	3
06	Directory	26
07	Encyclopedia	0
08	Thesaurus	0
09	Cong. Legislation/Hearings	11
10	PAR - Proj Appraisal Rpt	8
14	PER - Proj Evaluation Rpt	0
15	PES/ES - Proj Eval Summary	99
16	Sector Assessment	89
17	Special Evaluation	334
18	Audit Report	181
19	Non-AID Evaluation	62
20	Concept Paper	7
21	Conference Proceedings/Paper	513
22	PAIP - Prog Asst Init Proposal	4
23	Journal Article/Monograph	165
24	Policy Paper	3
25	Project Review Paper	0
26	Environmental Assessment	34
27	Proj Design/Imp Guide	51
28	Proj Evaluation Guide	17
29	NEC Design Document	1
36	Dev/Extended Risk Guaranty Paper	0
37	Loan Agreement	18
38	Grant Agreement (PROAG)	180
39	Congressional Presentation	5
41	Feasibility Study	28
42	Project Paper (PP)	202
43	PROP - Noncap Asst. Proj Prop	7
44	OPG - Operational Dev Grant	0
45	DGP - Developmental Grant Program	0
46	HGPD - Housing Guaranty Prog	0
47	PAAD - Prog Asst Approval Doc	52
48	IP/PEP - Invest Prop/Priv Ent Paper	0
49	NEC	17
50	Action Memo/Authoriz/AAM	28
52	Annual Report/Yearbook	89

CODE	BIBTYPE NAME	TOTAL
53	Progress/Interim Report	31
54	Thesis/Dissertation	5
55	Periodical	4
56	Case Studies	62
57	Loan Pap/Cap Asst Paper (CAP)	0
58	Biblio/Index/Lit Review	30
59	End-of-tour Report	15
60	Cable	0
62	AID Supported Study	1639
63	Non-AID Research Study	0
64	Non-AID Prog/Proj Design Doc	0
65	Handbook/Manual	165
66	Monograph	0
67	Reference Work	15
68	Final Report	176
70	Discussion Paper	32
72	Airgram	0
81	AID Contract/Grant	243
90	Summary Data (Stat reports)	46
92	Trip Report (TDY)	24
93	State-of-the-art Review	0
94	Action Plan	42
95	CDSS	13
96	ABS	107
97	Econ/Social Analysis	97
98	Program Document	87
99	Misc Project Documents	15

TOTAL	5,120
--------------	--------------

Exhibit G

FIVE-YEAR RETROSPECTIVE OF PN / PD

Date Entered	Total PN/PD Entered	PN	PD	%PN	%PD
FY1991	5169	3281	1888	63%	37%
FY1990	5279	2972	2307	56%	44%
FY1989	4684	2464	2220	53%	47%
FY1988	4980	2524	2456	51%	49%
FY1987	4981	2467	2514	50%	50%
Total	25093	13708	11385	55%	45%

Five-Year Retrospective

PN's / PD's

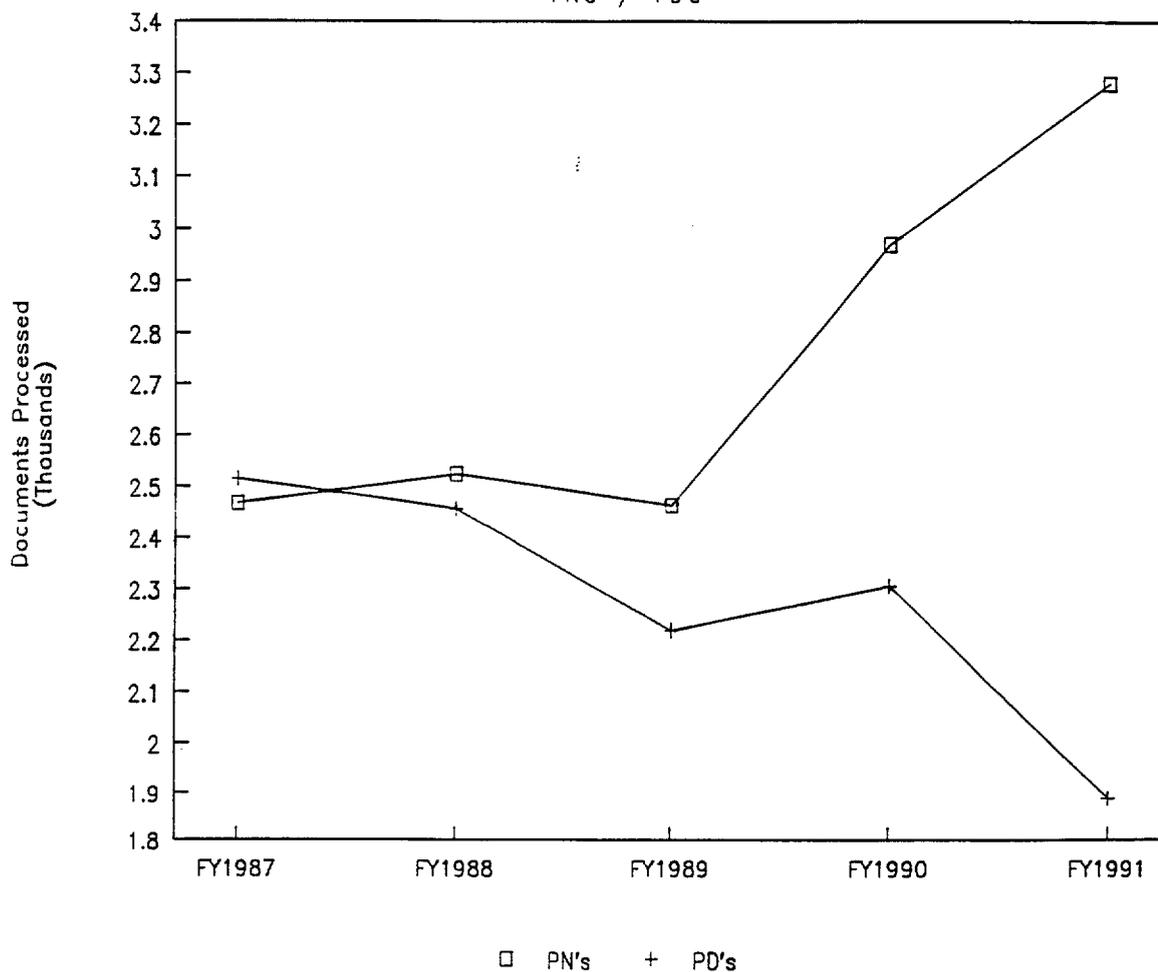


Exhibit H

FIVE-YEAR RETROSPECTIVE OF DESIGN DOCUMENT/EVALUATION

Date Entered	Total PN/PD Entered	DD	Eval	%DD	%Eval
FY1991	5169	759	860	15%	17%
FY1990	5279	1103	892	21%	17%
FY1989	4684	1028	821	22%	18%
FY1988	4980	701	805	14%	16%
FY1987	4981	592	729	12%	15%
Total	25093	4183	4107	17%	16%

Five-Year Retrospective

Design Documents / Evaluations

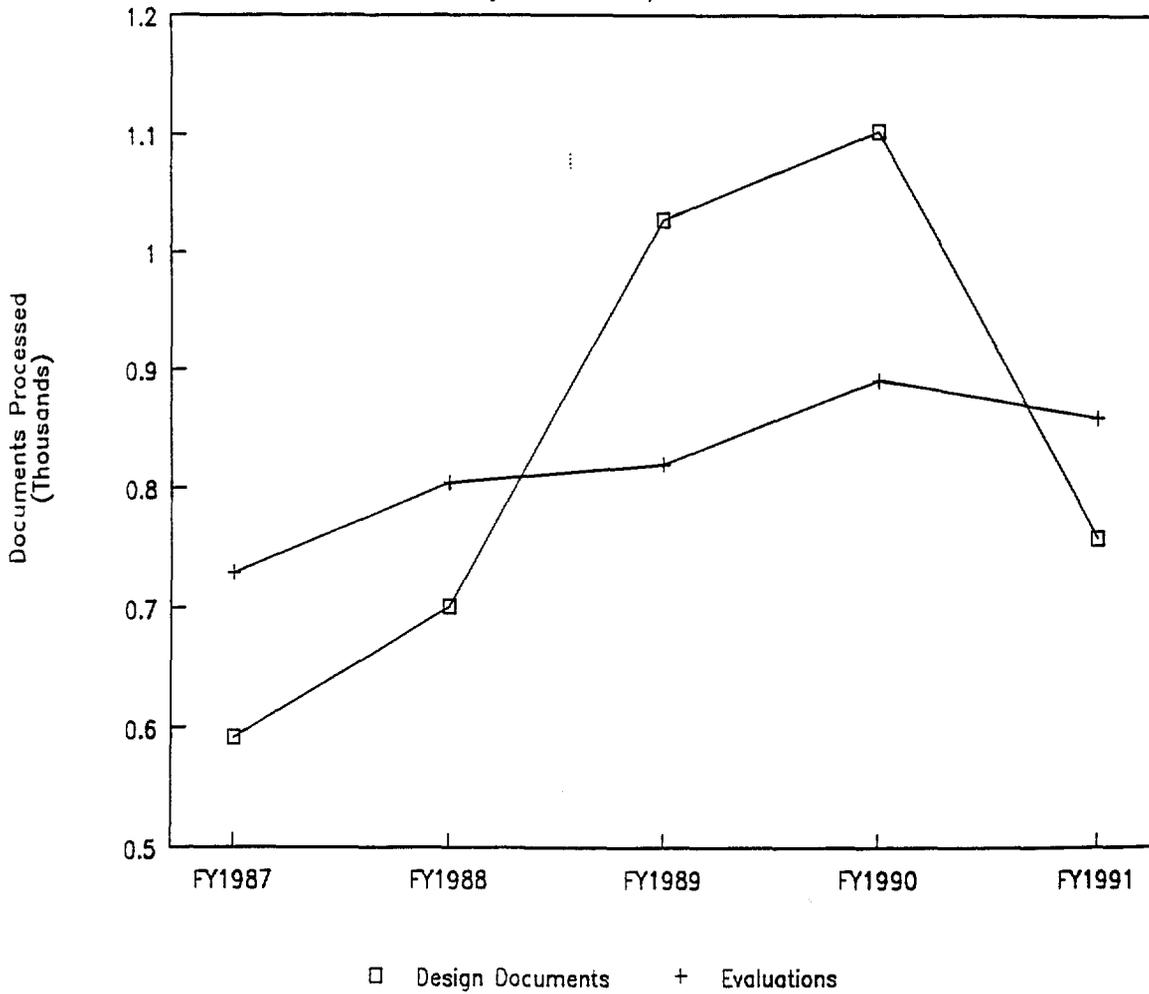
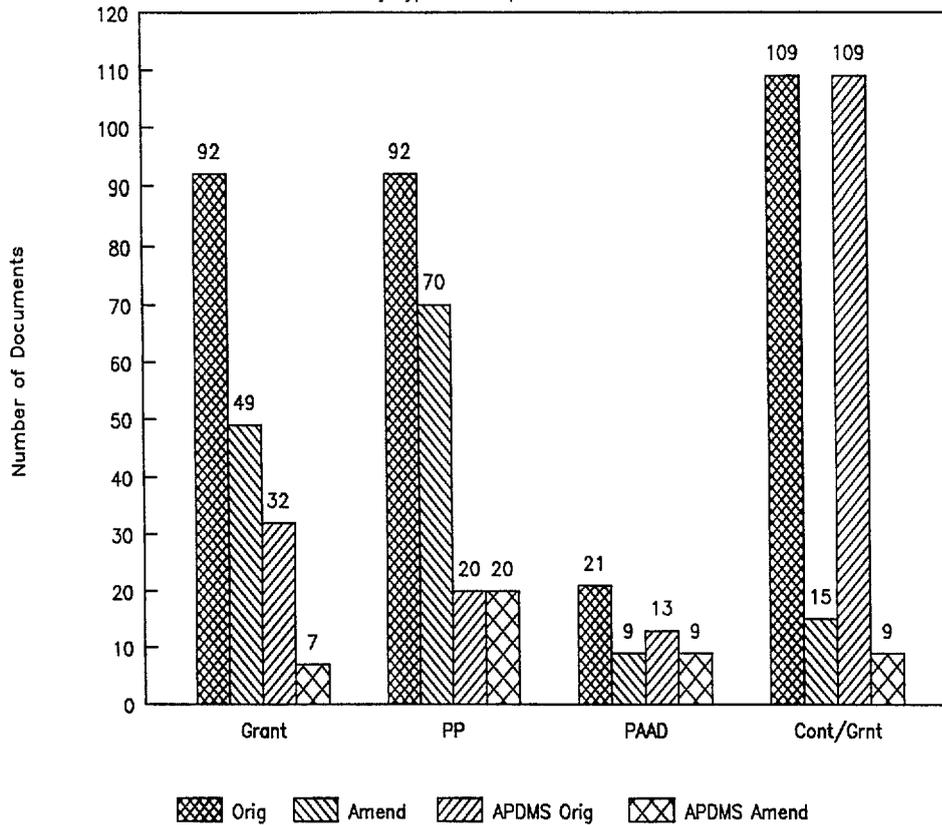


Exhibit I

FY91 Design Documents by Type and Acquisition Source



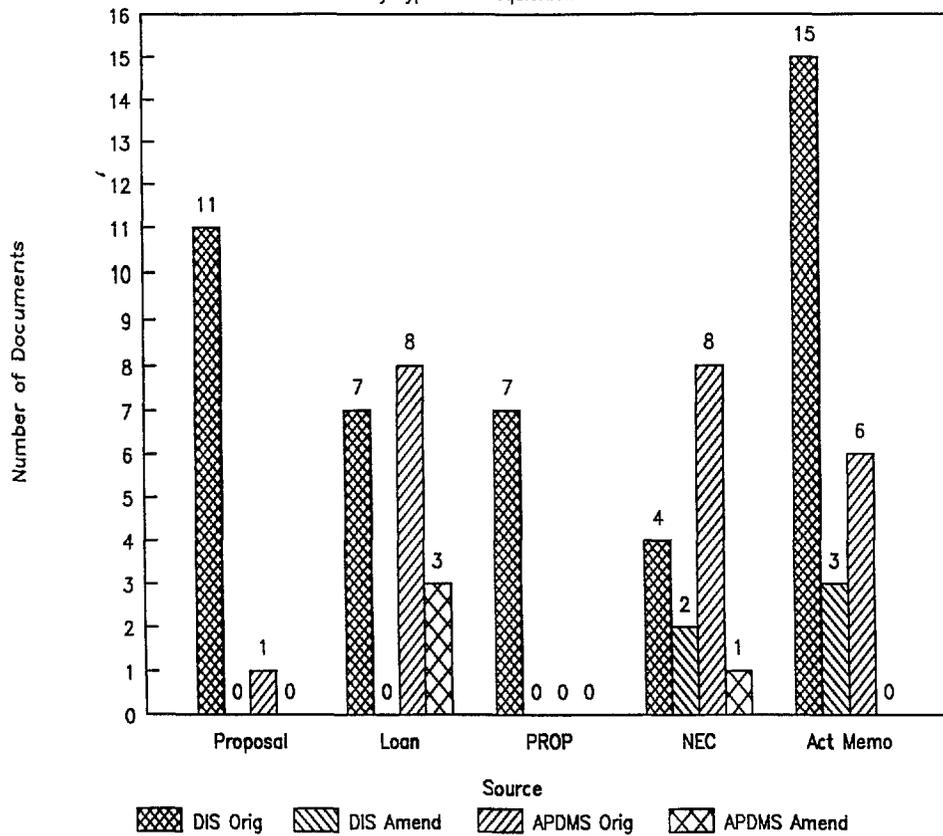
FY91 DESIGN DOCUMENTS: MAJOR TYPES

BIB	DIS Orig	DIS Amend	APDMS Orig	APDMS Amend	TOTAL	APDMS Contribution	APDMS %
Grant	92	49	32	7	180	39	21.67%
PP	92	70	20	20	202	40	19.80%
PAAD	21	9	13	9	52	22	42.31%
Cont/Grnt	109	15	109	9	242	118	48.76%
Total	314	143	174	45	676	219	32.40%

Exhibit J

FY91 Design Documents: Other Types

by Type and Acquisition Source



FY91 DESIGN DOCUMENTS: OTHER TYPES

BIB	DIS Orig	DIS Amend	APDMS Orig	APDMS Amend	TOTAL	APDMS Contribution
Proposal	11	0	1	0	12	1
Loan	7	0	8	3	18	11
PROP	7	0	0	0	7	0
NEC	4	2	8	1	15	9
Act Memo	15	3	6	0	24	6
Total	44	5	23	4	76	27

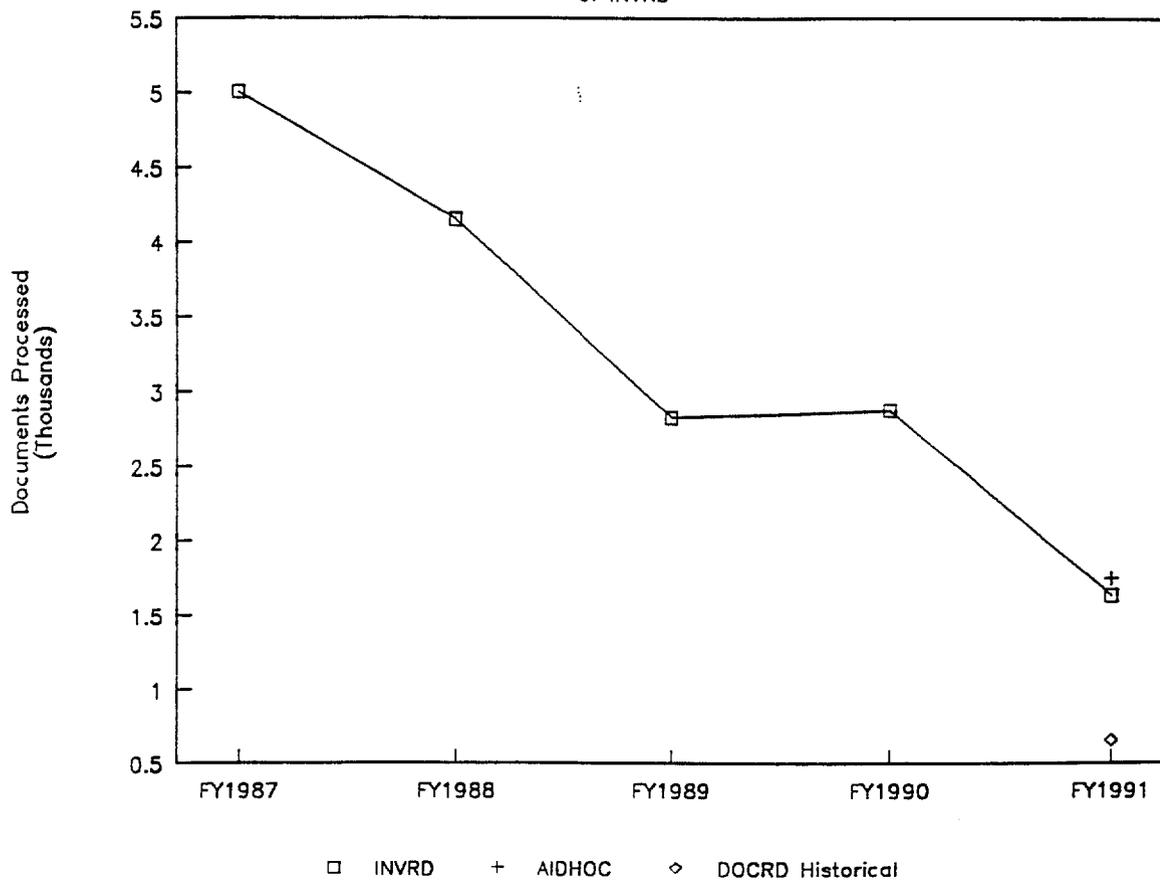
Exhibit K

FIVE-YEAR RETROSPECTIVE OF INVRD

Date Entered	INVRD	AIDHOC*	DOCRD Historical**
FY1991	1636	1750	658
FY1990	2877	-	-
FY1989	2826	-	-
FY1988	4152	-	-
FY1987	5007	-	-
Total	16498	1750	658

- * Change in Processing Mechanism
- ** Change in Criteria from Previous Years

Five-Year Retrospective
of INVRD



guidelines need to be developed for processing and distributing mixed media materials. Current procedures are inadequate for dealing with these materials.

Goals/Recommendations:

As a unit, the Cataloguing Department's goals are four-fold: comprehensiveness; quality; responsiveness, and consolidation.

Comprehensiveness:

Our aim is to continue to build a comprehensive document data base with a full range of all available program design, evaluative, and current technical documents promptly catalogued. Implementation will require more timely receipts from Acquisitions, increased cooperation with the APDMS Bureau Records Management System, and the procedural submission of activity, program, policy, and sectoral documents arising from the reorganization of the Agency.

AVRD, the computerized union catalogue maintained by POL/CDIE/DI/DISC, indicates which USAIDs and A.I.D./Washington offices have produced audiovisual materials. According to a NARA evaluation A.I.D. 'is not fully in compliance with the NARA regulations which govern all U.S. agencies and offices. Of particular concern is the requirement that all such materials be entered into an automated data base. AVRD is such a data base. It would be beneficial and cost effective if the USAIDs and A.I.D./W offices, as well as any contractors funded by them for production of such materials, submitted records and/or the items themselves for entry into AVRD, thereby preventing a proliferation of incompatible data bases.

Quality:

Quality in terms of both reproducibility and bibliographic completeness are major issues in creating a reliable document data base.

Reproduction Quality: The receipt of documents with missing pages, blurred or broken type, obliterations, marginal notes, etc. has been a common occurrence. Over the years, much effort has been expended in noting document problems on the record and in creating and maintaining the Paper Copy Library for unfilmable documents. Poor-quality documents result in an inferior product for requestors, require special processing, increase the tracking task, reduce the number of documents available in microfiche form, and are automatically excluded from CD-DIS. Consequently, Cataloguing will continue to support any initiative that requires a basic standard of quality and would mandate that documents be complete, legible, free of strikeovers, obliterations, marginal notes, etc., and be reproducible by photocopying, filming, and electronic

¹A NARA Evaluation : the Management of Audiovisual Records in the Agency for International Development," dated February 1991 (PC-AAA-184).

transmission. The logical place for insertion of this requirement is in A.I.D. Handbook Section 14-199, effective December 16, 1988.

Bibliographic Completeness: The creation of bibliographically accurate records has proven more elusive than it would seem. The receipt of documents without publication date, pagination, sponsoring A.I.D. office, etc. is common, despite the fact that the A.I.D. Handbook 14 Section quoted above requires seven essential items of information for proper bibliographic control. Traditionally, the Cataloguing Department has relied on COORS to provide or verify such critical elements as contract/project numbers, contractor name(s), sponsoring A.I.D. office(s), and effective length of contract. With the demise of COORS, the Cataloguing Department has been impaired in its efforts to provide this information by its lack of access to CIMS for certain data. Therefore, it is strongly recommended that the following items from CIMS be made accessible to Cataloguing: project number and title, contract/grant/loan number, country, contract description, contractor name(s), A.I.D. sponsoring office(s), and contract beginning and end dates.

Responsiveness:

Our third prime goal is to remain alert and responsive to A.I.D.'s shifting needs and priorities -- something of critical importance in light of the recent reorganization. The Cataloguing Department will continue to maintain consistent standards and structures while shaping priorities, guidelines, and procedures to meet newly articulated requirements. We will continue to emphasize searchability, to strive for completeness in terms of document record elements which link and cross-reference programs, sectors, projects and activities, and to give precedence to reports and documents identified as being of special interest. A.I.D.'s reorganization will no doubt result in the expansion of the INSTDS data base -- requiring the creation of new directorate, bureau, staff, and office names and the cross-referencing of these to their predecessors. In addition, it is anticipated that due to the reorganization, new document types may emerge which will require changes in cataloguing priorities, revision of bibliographic types, and the addition of an ACSI (Activity Code/Special Interest) code field for DOCRD. Such accommodations will have to be made while retaining the capacity to deal with documentation produced before the reorganization.

Consolidation:

We would also like to take this opportunity to reiterate our strong belief in the need to consolidate the DOCRD, INV RD, and APDMS Bureau Records Management Data Bases (i.e., the currently existing AFRBRD, ASIARD, LACRD, SNTRD, FINMANRD, PRJSRD data bases and the counterparts proposed for POL, PRE, FVA, and OFDA) into a single, comprehensive, integrated, non-duplicative records management and information system of which all data bases would be relational components with linkages to all other data bases. Table 1 defines those fields most often searched, which provide the greatest degree of certainty in locating desired records. The details of this plan were detailed in our contract proposal (Section 4, pp. 31-34)

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in August 1990. We also recommend creation of

- a standardized Agency-wide "Authorized Data Field and Bibliographic Type Dictionary and Manual of Filing Instructions";
- creation of a standardized "Common Bridge" linking fields across all data bases identified above, as defined in **Table 1**;
- consolidation of APDMS and DOCRD processing, currently done as two separate operations, into one unified procedure, as depicted in **Exhibit L**;

DOCID	Document Identification Number
PROJ9	Program/(Sector)/Project/Activity Number
PTITL	Program/(Sector)/Project/Activity Title
CGNUM	Contract/Loan/Grant Number
INNUM	Instrument Number (PIOs, Cable)
DTITL	Document Title
AUTHR	Document Author
BCODE	Bibtype
CNAME	Contractor Name
BDATE	Beginning Date of Document
ACSI	ACSI Code

Table 1
COMMON BRIDGE FIELDS

- definition of the document types for which DOCRD will be responsible as a result of the reorganization (as indicated by language and charts used in the "Reorganization Update" of September, 1991,
- revised, combined Agency-wide Bibliographic Type Code table, based on the APDMS system; and
- establishment of a standing "Bibliographic Control Committee" to maintain and to revise continually the proposed manual².

At a time when A.I.D. is seeking to "speak with one voice," to "do more with less," and to "manage for results," it seems only logical that the information structure should also reflect these goals.

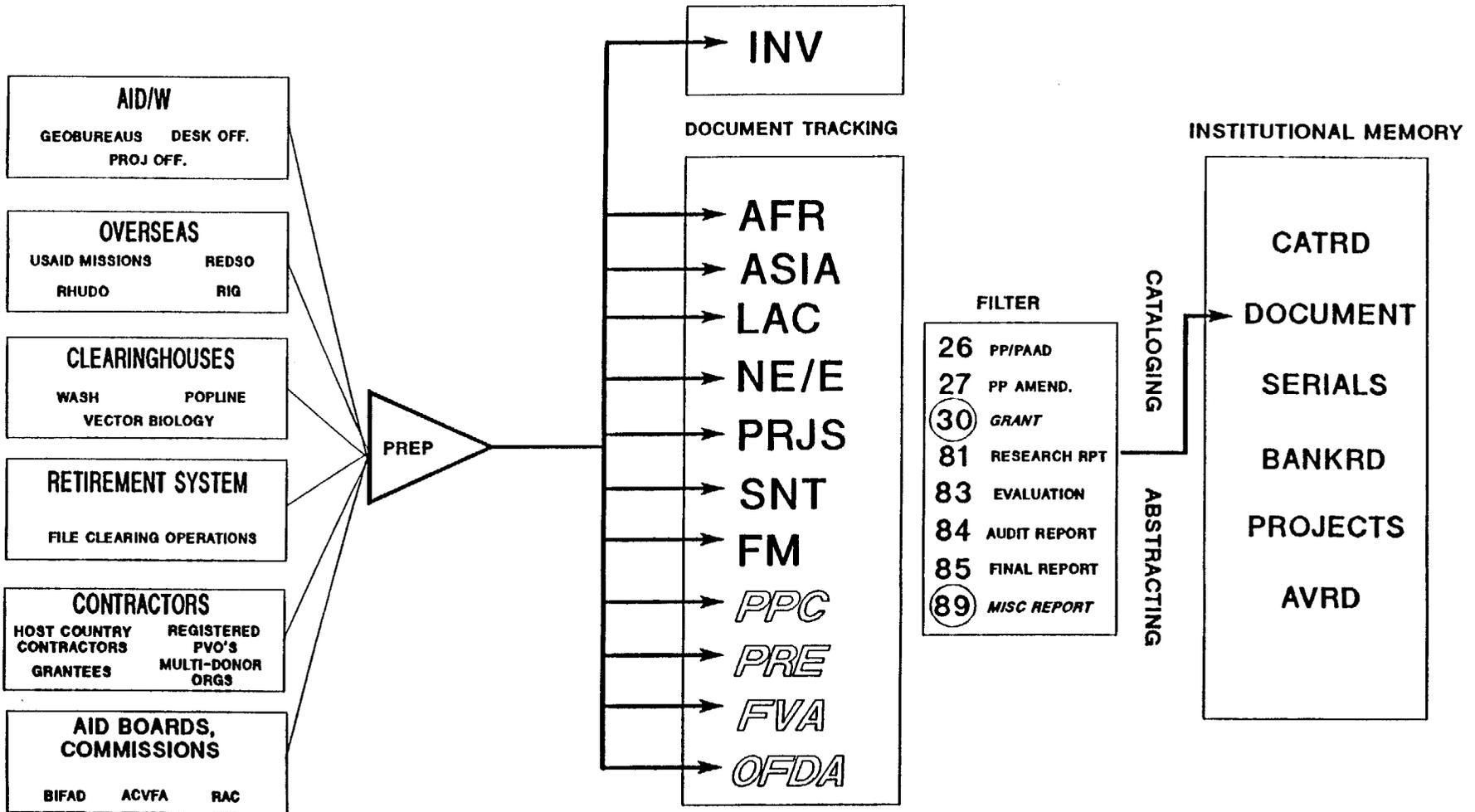
2.3.2 Abstracting/Indexing

Abstracting

²The "Review of A.I.D.'s Information Practices," by Elliott and Victoria Morss, 1988 (PN-ABH-322), is the source for most of these suggestions.

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Exhibit L
APDMS Document Flow



**DOCUMENT
SOURCES**

**RECORDS
MANAGEMENT**

APDMS

**INFORMATION
SYSTEM**

DIS

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During FY91, the Abstracting/Indexing Department continued to efficiently and consistently produce high-quality abstracts. Total abstracting production was 1,740 (Exhibit M) -- a drop from last year, but about the same number produced in FY89 (Exhibit N).

Apparently, the decrease in abstracting production was due to the decline in acquisitions, especially for design documents.

Nonetheless, overall abstracting production is high. This is so mainly because of two management decisions. The first was to make maximum use of scanning technology for author abstracts, and the second was to selectively abstract recent PN's not chosen for ARDA (even when they did not have Author Abstracts).

As a result of decision No. One, there were 391 author abstracts done last year (301 technicals and 90 project documents). This is the highest number of author abstracts of documents ever done. As a result of both decisions, more than 400 non-ARDA PN's were abstracted (either our abstract or the author's).

Abstracting of design documents was above target (although, due to fewer acquisitions, nowhere near last year's level). We abstracted 418 original design documents (215 of which were recent ones), 20 preliminary design documents (DD), 93 amendments, and a startling 231 "Project-only" abstracts -- projects for which no approved design documentation could be found. The latter were drawn from the 1991 Congressional Presentation, Annual Budget Submissions, Action Plans, and, when none of these were available, from any suitable documentation A/I could find.

Our focus throughout the year continued to be on efficiently producing top-quality abstracts of key documents -- design documents, major evaluations, and ARDA. In addition, we were able to add respectable-quality author abstracts for a large number of secondary, but still valuable, documents.

Indexing

A total of 3,150 documents were only indexed. This number is low compared to previous years, in part because 600 documents that ordinarily would have been indexed received only partial cataloguing and have not yet been sent from the cataloguing department to the indexing queue. Also, due to the departure of a key DISC support staffer, there was a backlog of 300-400 indexing documents to be entered at the end of the fiscal year.

Additional Support

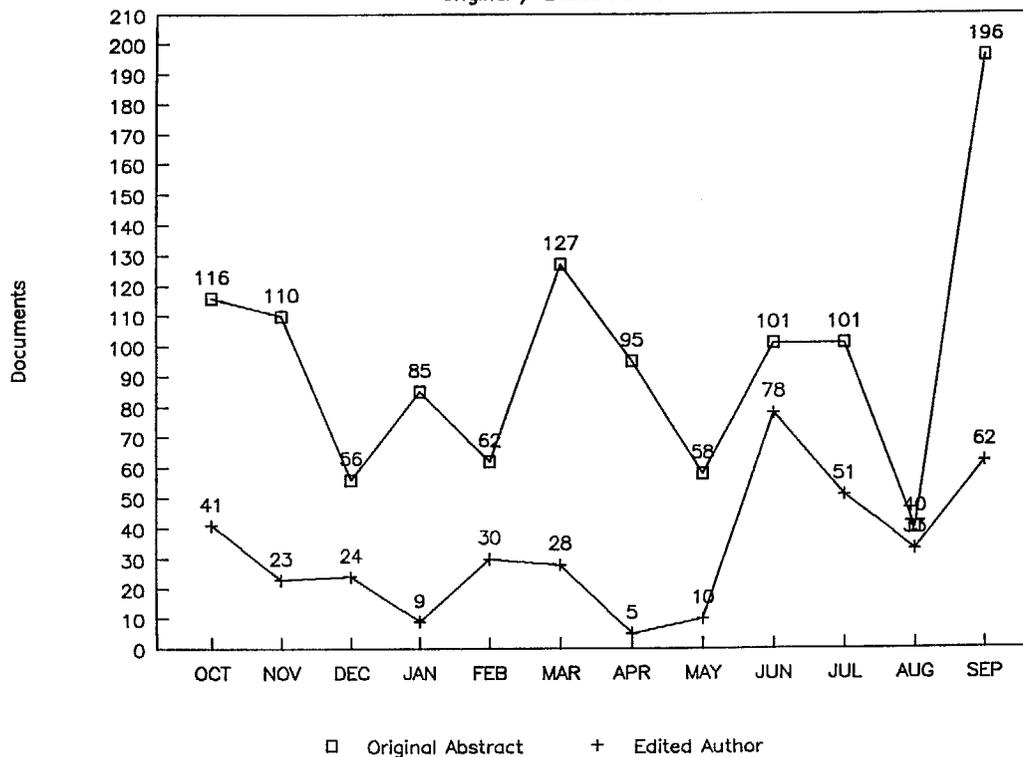
- DAC Evaluation - As in previous years, A/I prepared A.I.D.'s 1991 submission to the DAC Evaluation Inventory.

ABSTRACTING: FY91

<u>C. ABSTRACTING/INDEXING</u>	<u>*YEAR/MONTH</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>TOTALS</u>	<u>AVERAGES</u>
		1. Abstracts Added to DOCUMENT	1,800/150	157	133	80	94	92	155	100	68	179	152	73	258
a. DIHF Generated Abstracts		116	110	56	85	82	127	95	58	101	101	40	196	1,147	96
1. Project Documents		75	101	50	57	45	80	43	28	73	55	18	131	756	63
a. Post-1990 Design Docs.	200/15	8	38	20	21	15	25	7	8	24	20	3	28	215	18
b. Pre-1990 Design Docs.	100/8	23	25	9	10	9	23	8	12	19	23	4	36	201	17
c. Evaluations		44	40	21	26	21	32	28	8	30	12	11	67	340	28
2. Amendments		7	0	3	6	10	7	7	1	9	27	2	17	96	8
3. Technical Documents		34	9	3	22	7	40	45	29	19	19	20	48	295	25

FY91 Document Abstracting

Original / Edited Author



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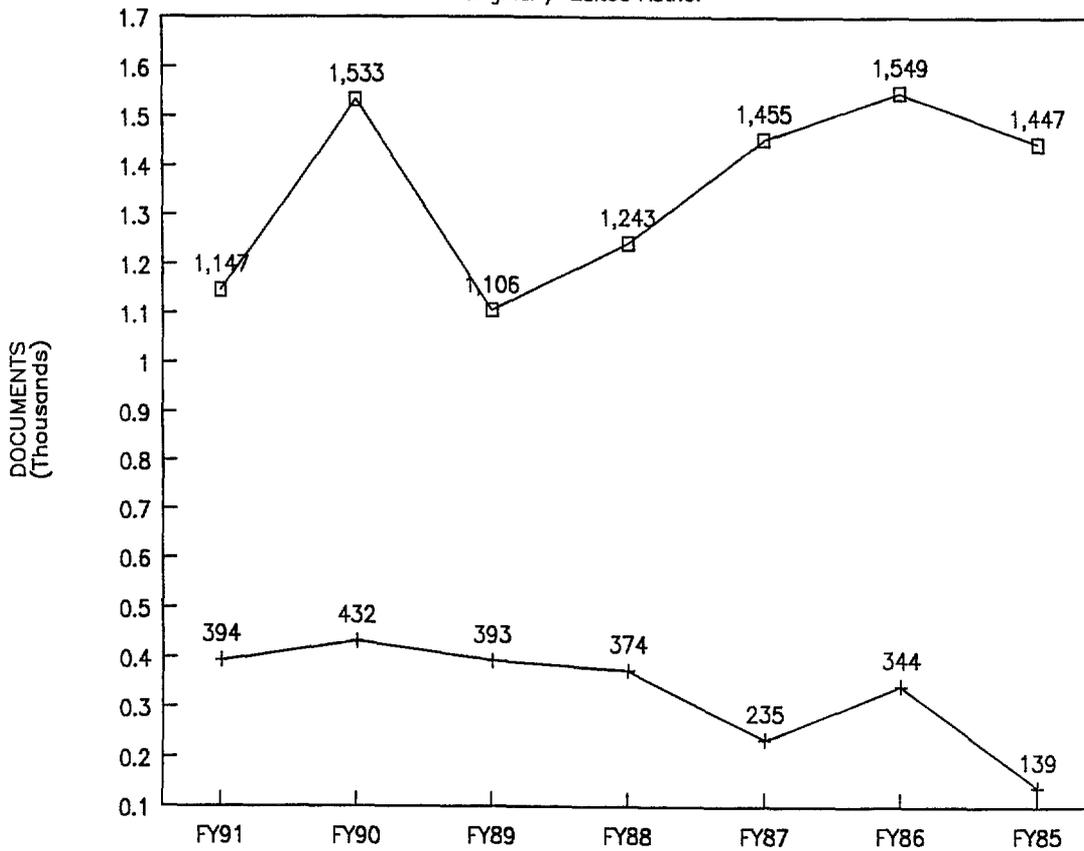
Exhibit N

ABSTRACTING
FIVE YEAR COMPARISONS
FY85 -FY91

	OUTPUT TARGETS FROM FY91 SOW *YEAR	ACTUAL FY91	TOTALS					
			FY90	FY89	FY88	FY87	FY86	FY85
C. ABSTRACTING/INDEXING								
1. Original Abstracts Added to DIS	1,800	1,147	1,533	1,106	1,243	1,455	1,549	1,447
2. Edited Author-Prepared Abstracts	250	394	432	393	374	235	344	139
3. Documents Indexed Only	5,000	3,150	3,482	3,536	3,437	3,008	5,568	5,120
4. New (1990) Design Docs Abstracted	200	215	189	362	273	317	190	NA
5. Pre-1990 Design Docs Abstracted	100	201	551	103	368	105	109	NA
6. AV Materials Abstracted		0	0	0	0	0	0	NA
7. Proposed Thesaurus Changes	150	82	44	47	52	50	144	114

DOCUMENT ABSTRACTS: FY86-FY91

Original / Edited Author



□ Original Abstract + Edited Author

- In February, met with R&RS staff and discussed abstract types and content.
- Acquisitions -- continued to take the lead in reviewing and retrieving from the GeoBureaus.
- Publications -- do virtually all proofing of ARDA and the current awareness sheets.
- Cataloguing -- do virtually all proofing of DOCRD records.
- Abstract Transmission Program -- we wrote the Windows-based programs for PC-HP communications to upload abstracts from Wordperfect.
- Ben Silver of the A/I staff was the DISC representative at the Democratic Initiatives Workshop in September.

2.3.3 A.I.D. Thesaurus/U.S.A.I.D. Classification Scheme

The Thesaurus Committee met in March, convening with two new members and four continuing members. Of the 28 suggestions reviewed, 18 terms were added and 10 rejected.

As always, update pages were then disseminated and reindexing was done on both PROJECTS and DOCUMENT as needed.

In September, work began on republishing the Thesaurus. Further suggestions for new terms were solicited; ten terms were added (three of these arising out of the September 1991 Democratic Initiatives Workshop).

The new Thesaurus will be out early in FY 92.

2.4 Dissemination

During FY91 several changes were implemented to improve operations. User Services changed its name to **Document Distribution Unit (DDU)** to better reflect the functions it performs.

In order to facilitate walk-in requests, a terminal was installed and set up to utilize MenuDis so that requestors can, (1) find the document in question, (2) read the citation/abstract, (3) print their search and (4) retrieve that document(s) while at the DISC. This set up is known in the Document Distribution Unit as the place for "one stop shopping".

Fulfillment of orders from USAIDs, A.I.D./W, A.I.D. contractors, LDC institutions, PVO's, and the general public continues to be one of the key functions of the DDU. Orders are filled by providing on-demand copies of negative diazo microfiche copies, documents in stock or "blow-back" paper copies from microfiche masters, or some combination of these. DDU responds to requests for documents according to a three tiered priority schedule as seen in **Exhibit O**.

On-Demand Orders

During FY91, the Document Distribution Unit processed 5,209 on-demand orders, providing a combination of 3,211 fiche copies, 18,952 blowback paper copies, and 9,250 stock copies. The breakdown of orders by major user category was as follows: Priority 1: 2,771; Priority 2: 552; Priority 3: 1,886. See **Exhibit P**.

An analysis of documents distributed by bibliographic type was conducted for the last three fiscal years. The results of this analysis (**Exhibit Q**) indicate the most frequently requested documents are, in descending order: A.I.D. Supported Studies (29,519), Special Evaluations (20,662), Handbook/Manual (14,028), Conference Papers (7,966), Policy Papers (4,202) and Project Papers (3,882). **Exhibit R** indicates document volumes requested by Missions in FY91. **Exhibit S** illustrates documents ordered by bibtype and year of publication, and shows that 50 percent were published in the last three years.

While the above priority schedule exists, it has become necessary to implement other policies to accommodate "walk-ins" and "rush pick-up" orders that demand immediate delivery. The current policy is that all pick-up orders must be pre-paid and that an additional \$3.00 fee is charged. The reasoning behind the \$3.00 fee is that customers are inclined to telephone the DDU and ask for documents which they want immediately and then take as long as 5-10 days to pick up the requested documents, thus causing a delay in scheduling delivery of priority requests. These fees are applicable only to non-A.I.D. entities. However, since the pricing policy changed in April 1989 to charge A.I.D. contractors, they too must adhere to this additional fee.

The basic Pricing Policy was reviewed this year and it was agreed that an increase in certain document formats be implemented. The shelf copy price was increased from \$2.00 per copy to \$3.00 per copy. The price for microfiche diazo copies was increased from \$1.08 to \$1.25 per fiche copy. The price per page remained unchanged at \$0.13 per page.

The total income received towards cost recovery was \$72,725.09 for FY91. This represents a 10% increase over the \$66,105.85 received in FY89.

Bulk Mailing Distribution

Exhibit O

U.S. Agency for International Development
Center for Development Information and Evaluation • A.I.D. Development Information Services Clearinghouse
1500 Wilson Blvd Suite 1010 • Arlington VA 22209-2404
Document Distribution Unit: (703) 351-4006 • Telex (703) 351-4038 • Fax (703) 351-4039

Document Distribution Fee Schedule

Revised December 1990

Schedule 1: User Categories

Category I (1 day turnaround)

All A.I.D./W and Mission requests are fulfilled free of charge.

Category II (3 day turnaround)

A.I.D.-funded contractors, grantees, and international organizations* , and non-A.I.D. funded developed country donors and U.S. government agencies must pay for A.I.D. materials.

A.I.D.-funded private voluntary organizations receive 5 free paper copies per order.

A.I.D.-funded LDC/host country institutions receive 5 free microfiche cards per order.*

The U.S. Congress and the Congressional Research Service receive A.I.D. materials free or charge.

Category III (7 day turnaround)

Non-A.I.D. funded LDC institutions, businesses, consultants, the general public, developed country institutions, and non-A.I.D. funded private voluntary organizations must pay for A.I.D. materials.

*Organizations with CDIE exchange agreements are exempted.

Schedule 2: User Fees

Handling (setup) cost:		\$5.00 domestic shipments \$5.00 overseas shipments
Postage:	Domestic	\$5.00 1-10 items \$0.50 each additional item
	Foreign	\$9.00 1-10 items \$0.75 per each additional item
Paper enlargements:		\$0.13 per page
Shelf copies		\$3.00 per copy
Diazo Microfiche		\$1.25 per card

All orders except microfiche are shipped at book rate (domestic) and surface rate (overseas). Airmail is available if requested and only if order is prepaid in US dollars drawn on a US bank.

CUMULATIVE USER SERVICES REPORT

Exhibit P

FOR FY91 THROUGH SEPT 1991

REQUESTORS	ORDERS RECEIVED	ORDERS FILLED	FICHE COPIES	PAPER BLOWBACKS	STOCK COPIES	TOTAL DOCS.
<u>PRIORITY I</u>						
USAID Total 003	599	591	105	2,792	605	3,502
Africa	273	272	103	1,712	113	1,928
Asia/Private Ent.	91	91	2	322	371	694
Europe/Near East	46	45	1	68	7	76
LAC	181	178	0	687	111	798
Other	8	5	0	3	3	6
AID/W Total 004	1,828	1,800	212	9,201	4,566	13,979
Africa	74	75	137	391	63	591
Asia/Private Ent.	3	3	0	9	0	9
Europe/Near East	0	0	0	0	0	0
F/PVA	48	47	0	192	149	341
LAC	130	131	0	437	48	485
PPC/E	1,149	1,131	75	4,422	2,431	6,928
S&T	148	147	0	475	142	617
Other	277	267	0	3,278	1,733	5,011
AID/Contractors 008	344	292	140	645	287	1,072
<u>PRIORITY I TOTAL</u>	2,771	2,683	457	12,638	5,458	18,553
<u>PRIORITY II</u>						
LDC Total 001	452	350	644	864	513	2,021
Africa	170	133	72	520	331	923
Asia/Private Ent.	136	101	202	142	92	436
Europe/Near East	20	20	97	31	6	13
LAC	126	96	273	171	84	528
Development Orgs. 019	100	89	40	293	465	798
<u>PRIORITY II TOTAL</u>	552	439	684	1,157	978	2,819
<u>PRIORITY III</u>						
Developed Country 017	282	229	304	636	247	1,187
U.S. Business 160	570	460	225	2,407	1,519	4,151
U.S. Education 140	439	356	1,150	880	555	2,585
U.S. Government 130	146	126	130	390	185	705
U.S. Individuals 170	408	338	241	750	299	1,290
Other	41	23	20	94	9	123
<u>PRIORITY III TOTAL</u>	1,886	1,532	2,070	5,157	2,814	10,041
<u>ON-DEMAND TOTAL</u>	5,209	4,654	3,211	18,952	9,250	31,413
<u>BULK DISTRIBUTION</u>						
CDIE Publications					11,311	11,311
Population					2,175	2,175
R&RS Newsletter					25,292	25,292
CDIE Portfolios					20	20
ARDA					7,053	7,053
World Bank Documents					0	0
Acquisitions Lists					8,694	8,694
Other					2,814	2,814
<u>BULK DISTRIBUTION TOTAL</u>					57,359	57,359
<u>GRAND TOTAL</u>	4,808	4,286	3,094	17,307	60,940	81,341

DISTRIBUTION OF ORDERS BY BIBTYPE FY89 - FY91

DOCRD HISTORICAL BIBLIOGRAPHIC DISTRIBUTION: FY83 - FY91

7-Oct-91

FY89		FY90		FY91		CUMULATIVE		Bib Code	BIBTYPE NAME	PRE										TOTAL				
Copies	Orders	Copies	Orders	Copies	Orders	Copies	Orders			FY83	FY83	FY84	FY85	FY86	FY87	FY88	FY89	FY90	FY91					
2,880	1,685	4,724	1,724	4,441	2,238	12,045	5,647	—	(APDMS, WID, WBank, etc.)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
55	55	117	68	89	93	261	216	01	PID	2	7	0	7	13	19	30	35	24	25	—	—	—	—	162
11	11	20	20	7	8	38	39	02	Proposal	8	1	2	4	32	12	16	17	26	13	—	—	—	—	131
1	1	0	0	0	0	1	1	03	Almanac	0	0	0	0	0	0	0	0	0	0	—	—	—	—	0
17	17	0	0	1	1	18	18	04	Atlas/Map	0	0	0	2	2	1	0	1	2	0	—	—	—	—	8
179	173	21	21	6	6	206	200	05	Dictionary	26	1	1	0	1	1	0	2	16	3	—	—	—	—	51
0	0	151	148	136	170	287	318	06	Directory	27	15	16	9	9	15	15	21	1	26	—	—	—	—	154
64	50	0	0	0	0	64	50	07	Encyclopedia	0	0	0	0	0	0	0	0	0	0	—	—	—	—	0
0	0	25	19	9	7	34	26	08	Thesaurus	1	1	2	1	1	0	1	0	0	0	—	—	—	—	7
0	0	0	0	9	8	9	8	09	Cong. Legislation/Hearings	0	0	0	0	0	1	1	0	0	11	—	—	—	—	13
163	163	100	100	116	111	379	374	10	PAR - Proj Appraisal Rpt	1,577	15	64	41	31	1	3	1	45	8	—	—	—	—	1,786
2	2	0	0	0	0	2	2	14	PER - Proj Evaluation Rpt	11	1	0	1	0	0	0	0	0	0	—	—	—	—	13
1,141	1,010	1,050	994	858	866	3,049	2,870	15	PES/ES - Proj Eval Summary	1,108	190	225	174	189	125	141	155	200	99	—	—	—	—	2,606
313	313	389	370	426	375	1,128	1,058	16	Sector Assessment	229	37	37	49	67	63	37	31	78	89	—	—	—	—	717
8,160	4,283	7,794	4,140	4,708	3,573	20,662	11,996	17	Special Evaluation	936	224	293	475	450	324	375	364	399	334	—	—	—	—	4,174
398	398	290	274	281	257	969	929	18	Audit Report	471	92	62	91	168	151	132	148	113	181	—	—	—	—	1,609
35	35	38	38	42	37	115	110	19	Non-AID Evaluation	62	12	14	15	21	23	7	16	13	62	—	—	—	—	245
11	11	33	32	9	8	53	51	20	Concept Paper	0	0	0	0	5	5	14	4	9	7	—	—	—	—	44
2,754	1,745	3,599	2,228	1,613	1,510	7,966	5,483	21	Conference Proceedings/Paper	1,124	213	202	328	323	437	377	293	367	513	—	—	—	—	4,177
11	11	11	11	25	25	47	47	22	PAIP - Prog Asst Init Proposal	0	0	0	0	5	4	13	6	8	4	—	—	—	—	40
479	449	333	333	257	253	1,069	1,035	23	Journal Article/Monograph	344	60	74	164	107	107	74	87	80	165	—	—	—	—	1,262
1,960	471	1,493	245	749	242	4,202	959	24	Policy Paper	1	14	2	7	1	13	21	4	6	3	—	—	—	—	72
10	10	0	0	2	2	12	12	25	Project Review Paper	7	0	2	2	0	0	0	3	0	0	—	—	—	—	14
213	211	406	405	715	600	1,334	1,216	26	Environmental Assessment	42	15	3	9	15	36	20	26	16	34	—	—	—	—	216
143	92	315	156	193	119	651	367	27	Proj Design/Imp Guide	48	15	2	35	11	20	22	15	42	51	—	—	—	—	261
340	135	287	141	146	81	773	357	28	Proj Evaluation Guide	34	5	10	11	13	9	9	5	13	17	—	—	—	—	126
0	0	2	2	6	7	8	9	29	NEC Design Document	0	0	0	0	0	0	0	1	3	1	—	—	—	—	5
0	0	0	0	0	0	0	0	36	Dev/Extended Risk Guaranty Paper	0	0	0	0	0	0	0	0	0	0	—	—	—	—	0
12	12	5	5	12	10	29	27	37	Loan Agreement	39	15	1	0	0	7	3	2	31	18	—	—	—	—	116
171	171	221	199	181	196	573	566	38	Grant Agreement (PROAG)	54	36	1	0	10	118	201	222	314	180	—	—	—	—	1,136
43	43	64	35	87	71	194	149	39	Congressional Presentation	32	7	3	26	6	10	8	6	8	5	—	—	—	—	111
138	137	122	122	66	69	326	328	41	Feasibility Study	233	47	19	38	45	44	48	16	35	28	—	—	—	—	553
1,401	1,363	1,575	1,130	906	905	3,882	3,396	42	Project Paper (PP)	1,357	246	160	307	332	250	194	291	199	202	—	—	—	—	3,538
125	125	54	54	92	74	271	253	43	PROP - Noncap Asst. Proj Prop	1,398	27	13	16	36	4	3	0	45	7	—	—	—	—	1,549
0	0	0	0	0	0	0	0	44	OPG - Operational Dev Grant	0	0	0	0	0	0	0	0	1	0	—	—	—	—	1
0	0	0	0	0	0	0	0	45	DGP - Developmental Grant Program	0	0	0	0	0	0	0	0	0	0	—	—	—	—	0
4	4	1	1	9	7	14	12	46	HGPD - Housing Guaranty Prog	28	14	1	2	0	1	0	0	0	0	—	—	—	—	46
81	81	91	91	134	155	306	327	47	PAAD - Prog Asst Approval Doc	26	19	15	29	52	50	45	40	32	52	—	—	—	—	360
0	0	0	0	0	0	0	0	48	IP/PEP - Invest Prop/Priv Ent Paper	0	0	0	0	0	0	0	0	0	0	—	—	—	—	0
43	43	26	26	23	23	92	92	49	NEC	200	26	14	61	25	17	44	18	23	17	—	—	—	—	445
27	14	35	35	21	22	83	71	50	Action Memo/Authoriz/AAM	27	1	0	3	1	6	26	21	100	28	—	—	—	—	213
188	176	329	329	128	123	645	628	52	Annual Report/Yearbook	1,330	135	87	185	112	165	147	175	147	89	—	—	—	—	2,572
304	271	264	245	191	178	759	694	53	Progress/Interim Report	1,565	647	296	383	367	346	417	144	80	31	—	—	—	—	4,276
7	7	33	33	21	20	61	60	54	Thesis/Dissertation	2	2	1	11	5	3	3	23	10	5	—	—	—	—	65
30	23	108	50	130	47	268	120	55	Periodical	3	2	5	10	10	27	8	7	6	4	—	—	—	—	82
292	283	703	660	216	207	1,211	1,150	56	Case Studies	137	65	17	15	18	37	47	51	26	62	—	—	—	—	475
64	45	20	20	18	16	102	81	57	Loan Pap/Cap Asst Paper (CAP)	449	18	3	9	2	0	0	1	5	0	—	—	—	—	487
1,605	499	859	739	595	469	3,059	1,707	58	Biblio/Index/Lit Review	442	85	55	93	72	56	51	35	66	30	—	—	—	—	985
33	33	64	15	14	16	111	64	59	End-of-tour Report	135	29	14	41	36	22	6	32	9	15	—	—	—	—	339

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DISTRIBUTION OF ORDERS BY BIBTYPE FY89 - FY91

DOCRD HISTORICAL BIBLIOGRAPHIC DISTRIBUTION: FY83 - FY FY91

7-Oct-91

	YTD FY91		CUMULATIVE		Bib Code	BIBTYPE NAME	PRE										TOTAL	
	Copies	Orders	Copies	Orders			FY83	FY83	FY84	FY85	FY86	FY87	FY88	FY89	FY90	FY91		
1	1	4	4	1	1	60	Cable	25	0	0	0	1	3	1	0	1	0	31
7,311	5,585	11,897	9,337	10,311	8,373	62	AID Supported Study	5,919	1,236	917	1,179	1,056	1,258	1,277	1,319	1,730	1,639	17,530
8	8	17	17	5	3	63	Non-AID Research Study	31	6	3	0	0	0	0	0	0	0	40
688	18	10	9	1	1	64	Non-AID Prog/Proj Design Doc	0	0	0	0	0	0	4	1	1	0	6
6,034	1,319	5,382	2,071	2,612	1,521	65	Handbook/Manual	434	204	48	11	24	88	170	182	139	165	1,463
137	116	42	42	39	44	66	Monograph	1	27	129	119	28	3	0	0	2	0	309
341	243	541	465	189	179	67	Reference Work	193	61	45	156	84	32	15	15	29	15	645
695	577	694	492	409	416	68	Final Report	479	136	100	186	125	104	146	137	124	176	1,713
322	277	246	218	151	141	70	Discussion Paper	278	48	20	11	35	32	63	10	11	32	540
5	5	10	10	6	7	72	Airgram	51	3	0	0	2	23	6	1	1	0	87
184	168	293	293	185	188	81	AID Contract/Grant	214	67	13	53	60	131	172	418	329	243	1,700
101	40	138	57	60	65	90	Summary Data (Stat reports)	86	7	58	64	5	38	21	4	37	46	366
73	72	45	44	34	31	92	Trip Report (TDY)	76	67	99	282	168	405	117	7	25	24	1,270
51	20	38	38	5	7	93	State-of-the-art Review	32	6	5	2	8	1	3	0	0	0	57
221	138	214	210	157	135	94	Action Plan	0	0	0	0	7	1	99	20	47	42	216
499	384	376	373	260	251	95	CDSS	1	35	0	0	234	29	43	20	32	13	407
297	242	180	180	108	96	96	ABS	0	12	10	0	509	163	78	143	68	107	1,090
507	444	438	420	340	314	97	Econ/Social Analysis	65	7	8	6	35	85	127	48	38	97	516
48	44	44	44	78	72	98	Program Document	5	2	2	1	9	21	33	25	37	87	222
78	78	100	81	43	49	99	Misc Project Documents	1,492	67	24	41	2	48	53	31	45	15	1,818
41,509	—	46,481	—	32,682	—		TOTAL	22,897	4,330	3,197	4,765	4,985	4,993	4,987	4,700	5,294	5,120	65,268

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Exhibit R

DOCUMENT ORDERS SENT TO MISSIONS IN FY 1991

BUREAU	CITY	COUNTRY	GEO	ORDERS	STOCK	BLOWBK	FICHE	DOCTOTL
BUREAU FOR AFRICA								
AFR	Nairobi	Kenya	615	53	10	356	1	367
AFR	Lilongwe	Malawi	612	20	6	169	86	261
AFR	Kampala	Uganda	617	5	5	160	0	165
AFR	Bamako	Mali	688	15	20	116	0	136
AFR	Abidjan	Ivory Coast	681	19	11	125	0	136
AFR	Kigali	Rwanda	696	14	3	114	0	117
AFR	Accra	Ghana	641	15	1	99	0	100
AFR	Dar es Salaam	Tanzania	621	13	30	60	4	94
AFR	Dakar	Senegal	685	8	5	71	0	76
AFR	Bujumbura	Burundi	695	14	1	64	0	65
AFR	Maputo	Mozambique	656	10	5	39	0	44
AFR	Banjul	Gambia	635	16	5	39	0	44
AFR	Kinshasa	Zaire	660	11	6	34	0	40
AFR	Bissau	Guinea-Bissau	657	8	1	36	0	37
AFR	Harare	Zimbabwe	613	6	0	36	0	36
AFR	Niamey	Niger	683	8	2	17	13	32
AFR	Mbabane	Swaziland	645	4	0	17	0	17
AFR	Maseru	Lesotho	632	5	1	15	0	16
AFR	Windhoek	Namibia	673	1	0	15	0	15
AFR	Gaborone	Botswana	633	5	0	15	0	15
AFR	Lusaka	Zambia	611	4	0	14	0	14
AFR	Accra	Guinea	675	2	1	10	0	11
AFR	N'Djamena	Chad	677	2	1	10	0	11
AFR	Djibouti	Djibouti	603	2	0	10	0	10
AFR	---	Southern Africa R	690	2	1	7	0	8
AFR	Yaounde	Cameroon	631	3	0	7	0	7
AFR	Pretoria	South Africa	674	3	0	6	0	6
AFR	Nouakchott	Mauritania	682	1	0	4	0	4
AFR	Ouagadougou	Burkina Faso	686	1	0	1	0	1
AFR	Lagos	Nigeria	620	1	0	1	0	1
Subtotal				271	115	1667	104	1886

BUREAU FOR ASIA								
ASIA	Manila	Philippines	492	6	154	17	0	171
ASIA	Dhaka	Bangladesh	388	23	2	74	0	76
ASIA	Kathmandu	Nepal	367	15	9	65	0	74
ASIA	Jakarta	Indonesia	497	8	26	24	0	50
ASIA	Islamabad	Pakistan	391	7	30	9	0	39
ASIA	Colombo	Sri Lanka	383	7	0	17	0	17
ASIA	Bangkok	Thailand	493	8	7	10	0	17
ASIA	New Delhi	India	386	1	0	4	0	4
ASIA	Suva	Fiji Islands	882	1	0	1	0	1
Subtotal				76	228	221	0	449

BUREAU	CITY	COUNTRY	GEO	ORDERS	STOCK	BLOWBK	FICHE	DOCTOTL
<u>BUREAU FOR LATIN AMERICA/CARIBBEAN</u>								
LAC	Tegucigalpa	Honduras	522	26	36	111	0	147
LAC	Port-au-Prince	Haiti	521	23	7	112	0	119
LAC	Guatemala City	Guatemala	520	14	17	76	0	93
LAC	San Salvador	El Salvador	519	22	7	78	0	85
LAC	Lima	Peru	527	16	3	76	0	79
LAC	Quito	Ecuador	518	18	6	55	0	61
LAC	Belize City	Belize	505	4	9	33	0	42
LAC	San Jose	Costa Rica	515	15	2	40	0	42
LAC	Santo Domingo	Dominican Repub	517	7	4	17	0	21
LAC	Kingston	Jamaica	532	3	4	17	0	21
LAC	Bridgetown	Barbados	534	10	3	15	0	18
LAC	La Paz	Bolivia	511	3	1	13	0	14
LAC	Panama City	Panama	525	2	10	2	0	12
LAC	Mexico City	Mexico	523	4	1	11	0	12
LAC	Managua	Nicaragua	524	1	1	10	0	11
LAC	Santiago	Chile	513	4	0	11	0	11
LAC	Port-of-Spain	Trinidad and Tob	533	1	2	0	0	2
LAC	Guatemala City	Reg Office Cen A	596	1	1	1	0	2
<i>Subtotal</i>				174	114	678	0	792

<u>BUREAU FOR THE NEAR EAST</u>								
NE	Sanaa	Yemen Arab Rep	279	7	126	25	0	151
NE	Cairo	Egypt	263	37	5	95	1	101
NE	Tunis	Tunisia	664	9	3	21	0	24
NE	Muscat	Oman	272	4	1	15	0	16
NE	Rabat	Morocco	608	4	1	8	0	9
NE	Amman	Jordan	278	3	3	2	0	5
NE	Beirut	Lebanon	268	1	0	1	0	1
<i>Subtotal</i>				65	139	167	1	307
Other				5	16	47	0	68
TOTAL				591	612	2780	105	3502

CODE	BIBTYPE NAME	1991	1990	1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	Pre-1980	Total	Percent
01	PID	1	23	26	8	5	9	1	1	1	1	1	2	1	79	0.4%
02	Proposal	-	-	-	1	-	-	1	2	3	-	-	-	1	8	0.0%
03	Almanac	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
04	Atlas/Map	-	-	-	-	-	-	-	-	1	-	-	-	0	1	0.0%
05	Dictionary	-	6	-	-	-	-	-	-	-	-	-	-	0	6	0.0%
06	Directory	-	37	91	13	2	1	-	1	13	-	-	-	13	171	0.8%
07	Encyclopedia	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
08	Thesaurus	-	-	-	7	-	-	-	-	-	-	-	-	0	7	0.0%
09	Cong. Legislation/Hearings	5	2	1	-	-	-	-	-	-	-	-	-	0	3	0.0%
10	PAR - Proj Appraisal Rpt	-	-	-	-	-	-	-	-	-	-	-	-	103	103	0.5%
14	PER - Proj Evaluation Rpt	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
15	PES/ES - Proj Eval Summary	13	165	121	98	98	71	69	63	38	19	41	38	33	854	4.0%
16	Sector Assessment	20	170	44	14	24	26	16	16	2	9	4	8	23	356	1.7%
17	Special Evaluation	47	790	609	262	367	221	199	140	200	180	81	125	155	3329	15.7%
18	Audit Report	8	42	52	36	34	15	14	11	8	8	4	8	16	248	1.2%
19	Non-AID Evaluation	2	4	1	4	2	3	7	1	2	1	1	1	8	35	0.2%
20	Concept Paper	-	3	-	-	4	1	-	-	-	-	-	-	0	8	0.0%
21	Conference Proceedings/Paper	43	332	458	293	67	82	52	44	22	27	27	19	40	1463	6.9%
22	PAIP - Prog Asst Init Proposal	-	12	2	2	3	3	-	-	-	-	-	-	0	22	0.1%
23	Journal Article/Monograph	-	60	54	14	13	17	20	33	13	8	4	3	13	252	1.2%
24	Policy Paper	2	-	6	22	7	15	29	15	12	112	-	-	2	220	1.0%
25	Project Review Paper	-	-	-	-	-	-	-	-	-	-	-	-	2	2	0.0%
26	Environmental Assessment	7	13	46	117	92	31	17	19	10	111	94	40	6	596	2.8%
27	Proj Design/Imp Guide	7	13	13	3	4	11	21	1	1	1	1	13	29	111	0.5%
28	Proj Evaluation Guide	5	4	4	-	35	10	2	3	-	3	3	-	7	71	0.3%
29	NEC Design Document	1	5	1	-	-	-	-	-	-	-	-	-	0	6	0.0%
36	Dev/Extended Risk Guaranty Paper	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
37	Loan Agreement	-	-	-	-	1	-	-	-	-	-	-	1	8	10	0.0%
38	Grant Agreement (PROAG)	1	53	48	34	27	16	3	2	2	-	2	1	10	198	0.9%
39	Congressional Presentation	2	18	2	1	-	-	45	-	-	-	-	-	1	67	0.3%
41	Feasibility Study	2	4	8	9	1	1	3	5	1	1	4	4	25	66	0.3%
42	Project Paper (PP)	16	98	113	114	77	84	96	63	49	30	43	32	92	891	4.2%
43	PROP - Noncap Asst. Proj Prop	-	-	-	-	-	-	-	-	-	-	-	-	74	74	0.3%
44	OPG - Operational Dev Grant	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
45	DGP - Developmental Grant Program	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
46	HGPD - Housing Guaranty Prog	-	27	-	-	-	1	-	-	-	2	-	-	4	34	0.2%
47	PAAD - Prog Asst Approval Doc	2	-	35	10	10	13	15	12	6	11	2	8	3	125	0.6%
48	IP/PEP - Invest Prop/Priv Ent Paper	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
49	NEC	-	-	1	1	1	1	2	3	-	2	3	2	5	21	0.1%
50	Action Memo/Authoriz/AAM	-	1	5	5	4	2	1	-	-	1	-	-	2	21	0.1%
52	Annual Report/Yearbook	-	26	30	10	14	10	12	3	2	2	1	4	9	123	0.6%
53	Progress/Interim Report	-	9	2	16	23	12	14	15	14	10	15	16	33	179	0.8%

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FY91 Documents Ordered by Year of Publication

CODE	BIBTYPE NAME	1991	1990	1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	Pre-1980	Total	Percent
54	Thesis/Dissertation	-	-	17	3	-	-	-	-	-	-	-	-	0	20	0.1%
55	Periodical	-	12	16	8	7	1	-	1	-	1	1	-	0	47	0.2%
56	Case Studies	3	49	49	29	16	12	20	4	4	9	3	2	6	203	1.0%
57	Loan Pap/Cap Asst Paper (CAP)	-	-	-	-	-	-	-	-	-	-	-	-	16	16	0.1%
58	Biblio/Index/Lit Review	14	172	88	41	38	27	16	14	4	3	4	7	40	454	2.1%
59	End-of-tour Report	1	1	-	3	1	-	2	-	-	-	7	-	2	16	0.1%
60	Cable	-	-	-	-	1	-	-	-	-	-	-	-	0	1	0.0%
62	AID Supported Study	281	2338	2162	674	443	316	198	240	216	167	137	189	409	7489	35.3%
63	Non-AID Research Study	-	-	-	1	-	-	-	-	-	3	-	-	0	4	0.0%
64	Non-AID Prog/Proj Design Doc	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
65	Handbook/Manual	57	181	456	61	246	126	10	3	7	80	6	13	73	1262	6.0%
66	Monograph	-	-	-	-	-	1	8	14	7	5	3	3	3	44	0.2%
67	Reference Work	-	39	17	8	2	6	41	25	11	8	-	7	11	175	0.8%
68	Final Report	12	105	57	38	36	27	41	16	16	15	20	8	23	402	1.9%
70	Discussion Paper	-	19	4	19	17	29	3	10	14	4	4	5	14	142	0.7%
72	Airgram	-	-	-	-	-	2	2	-	-	-	-	-	3	7	0.0%
81	AID Contract/Grant	2	18	28	36	27	20	20	11	3	4	1	4	14	186	0.9%
90	Summary Data (Stat reports)	2	16	8	-	4	-	8	-	15	-	7	2	3	63	0.3%
92	Trip Report (TDY)	-	1	-	2	3	6	9	2	2	3	-	-	3	31	0.1%
93	State-of-the-art Review	-	-	-	-	-	1	-	-	1	-	-	-	5	7	0.0%
94	Action Plan	7	32	35	32	16	10	3	-	-	-	-	-	0	128	0.6%
95	CDSS	2	25	62	47	28	13	8	38	4	9	5	-	2	241	1.1%
96	ABS	5	41	27	7	5	3	1	3	-	-	-	6	5	98	0.5%
97	Econ/Social Analysis	3	23	39	134	40	51	7	4	1	1	1	1	5	307	1.4%
98	Program Document	1	39	5	6	7	10	1	-	-	2	-	-	1	71	0.3%
99	Misc Project Documents	-	-	2	1	2	3	3	-	-	4	3	1	6	25	0.1%
TOTAL		574	5028	4845	2244	1854	1320	1040	838	705	857	533	573	1362	21199	
		2.7%	23.7%	22.9%	10.6%	8.7%	6.2%	4.9%	4.0%	3.3%	4.0%	2.5%	2.7%	6.4%		

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The DDU continued to provide bulk mailing services to CDIE, S&T/POP, S&T/H, and S&T/WID. Approximately 57,359 bulk distribution items were mailed during FY91. This number included CDIE publications, R&RS Newsletters, CDIE Portfolios, ARDA, Acquisitions Lists, New This Month, Current Contents Bulletins, WID Newsletter, and Population items. In addition to the R&RS Bulletins, the DDU also distributed a new Core Resource Package: Intellectual Property Rights and Rural Roads. This corresponds to the Bulk Distribution portion of the detailed summary of document distribution during FY91 was shown previously in **Exhibit P**.

Warehouse

The warehouse was relocated to Springfield, Virginia at the beginning of FY91. The box count for holdings at the warehouse for Core boxes is 2,978 which includes: ARDA, Engineering, FAO Microfiche, A.I.D. Historical Collection, Evaluation Documents, and Processed Documents (**Table 2**).

A comprehensive box list inventory of items stored at the Iron Mountain facility is included as a separate **Appendix E** to this report.

Reproduction Equipment

Two TDC Image Scanners and printers purchased during FY89 have proved to have better quality than the previously owned Xerox 970. However, in FY91 maintenance costs have been HIGH and the production "up" time LOW, which has a direct impact on the number of orders being delivered in accordance with the Priority Schedule. A Minolta RP505 Reader/Printer remains in this department to continue to provide back-up support as needed.

WID Support

WID support has undergone many changes since the last fiscal year, especially with regard to the Agency reorganization, personnel changes, and new publications. The distribution of WID publications experienced a rise and fall during FY91 due to the above changes. However, the DDU continues to: (1) provide document distribution in response to on-demand requests; (2) maintain sufficient numbers of WID documents for on-demand distribution; (3) provide photocopy services; (4) provide special bulk mailings; (5) maintain the WID mailing list; and (6) provide warehouse storage space for surplus WID documents.

Bureau	Boxes
Africa	113
ANE	93
FM	10
LAC	71
PRJ	216
S&T	260
WID	71
Core	2,978
Total	3,812

*Table 2
Warehouse Summary*

Future Plans

A new system is under development to simplify order tracking procedures. By implementing several "Windows" applications for simultaneously searching databases, processing document requests, and tracking statistical information, we hope to improve the efficiency of DDU operations.

We will continue to monitor emerging technologies for alternatives to current document format processing which would enable document information to be scanned directly to a permanent disc drive for later retrieval of the information from a PC and printing on a high speed printer.

2.5 Micrographics

2.5.1 Institutional Memory (Core) Micrographics

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-A.I.D., require prepayment. These include ARDA issues and PN indices. 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.

FY91 Accomplishments: Core micrographics operations must keep pace with the output of the Cataloging Unit, ensuring that document flow is steady and turnaround time is minimized. In FY91, no serious backlogs developed. On the contrary, there were times when document volumes were inadequate to maintain consistent production levels. During the year, 4,266 documents were prepped totalling 339,607 pages of material. Two-thirds of these were PN's and the remaining third PD's. Actual documents filmed was slightly less, with 4,382 filmed during the year resulting in 6,072 fiche with a total frame count of 333,310.

Fiche Distribution:

Standing Order distribution applies to the current month's production of fiche as well as COM fiche. COM clients supported during the year included USAID's in Lima, Dhaka, and Kathmandu. COM indexes were produced for both PN and PD fiche in October 1990 and April 1991. Over 40,000 microfiche duplicates were distributed on a standing order basis. Table 3 indicates the recipients of regular monthly fiche distribution.

On-demand requests for single documents in microfiche resulted in preparation of 3,211 single diazo copies of microfiche. In addition, fiche were used to produce nearly 19,000 blowback copies as previously shown in **Exhibit P**.

2.5.2 Agency Records Management

The purpose of the Agency Project Document Micrographics System (APDMS) is to improve project documentation practices by creating and maintaining a central repository for the Agency's official project files. The records management goal has been achieved by the active MS/AS/ISS/RM coordination of activities within the geobureaus and the DISC to effect the conversion, updating, storage, and distribution of project documents on microfiche. The benefits are: significant space savings, improved file integrity, and standardized records management practices within the participating bureaus. During FY91, the DISC expeditiously processed all document volumes furnished by the bureaus in conjunction with MS/AS/ISS/RM.

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

Table 3

Summary of FY91 Accomplishments:

- Production for the year consisted of **321,108 pages** of materials processed from **24,476 documents** resulting in **25,226 fiche**. This is the equivalent of 95 drawers or 19 five-drawer filing cabinets.

Actual production volumes exceeded projections: documents processed were 104% of projected volumes, fiche produced were 98% of projections, pages filmed (frames) were 124% of projections, and boxes processed were 121% of projections. FY91 totals compare favorably with FY90 totals being about 90% of FY90 levels. The differences between FY91 and FY90 production levels are due principally to FY91 budget uncertainties and limitations, conversion of S&T/POP during FY90, and the extraordinary volume in contracts during FY90. Although the number of documents and boxes filmed is relatively steady, the number of pages filmed exhibits a declining trend since a high in FY85. Please refer to **Exhibit T** and its graphs.

- **285 boxes** of documents, were processed during the year and added to the original APDMS hardcopy documents stored offsite. Documents stored offsite have accumulated to **74,713 documents** in **794 boxes**, equivalent to 264 drawers or 52 five-drawer filing cabinets. Of those stored APDMS hardcopy documents,

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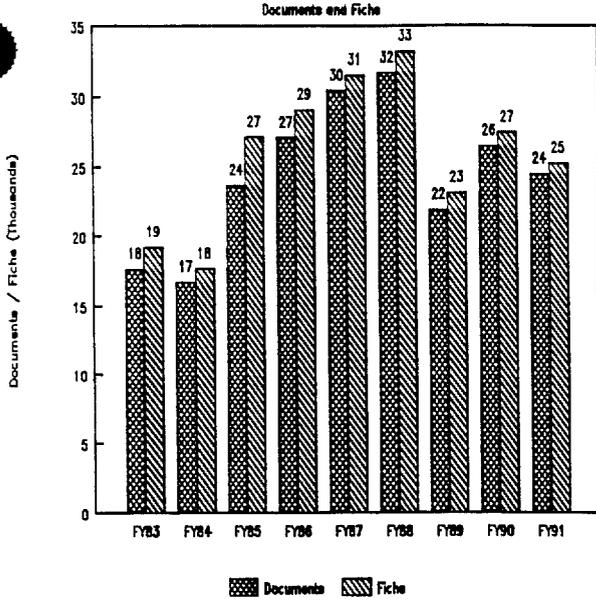
Exhibit T

Bureau Microfilm Summary: FY83 through FY91

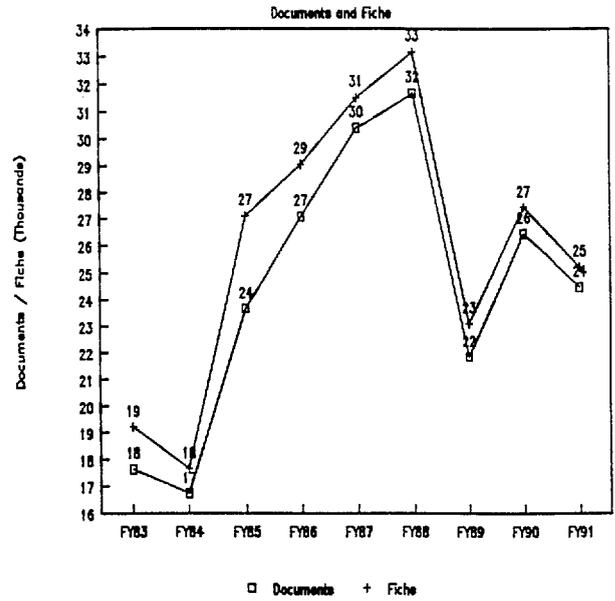
Work Completed:	FY83	FY84	FY85	FY86	FY87	FY88	FY89	FY90	FY91	Total
<i>Africa Bureau</i>										
Documents	11,956	5,968	7,284	8,143	4,540	5,592	4,534	1,898	6,239	56,154
Fiche	13,948	6,459	8,136	8,547	4,673	5,692	4,674	1,940	6,318	60,387
Frames	440,169	120,819	202,363	128,600	56,321	57,274	50,304	19,537	56,825	1,132,212
Boxes	122	62	106	95	51	65	50	22	68	641
<i>Asia Bureau</i>										
Documents	5,677	2,641	3,018	2,782	3,782	2,303	3,263	2,120	3,500	29,086
Fiche	6,232	2,755	3,114	3,046	3,927	2,383	3,381	2,185	3,620	30,643
Frames	154,520	41,449	30,784	50,030	48,204	27,213	40,602	28,699	50,901	472,402
Boxes	58	29	33	69	54	30	34	23	36	366
<i>Near East Bureau</i>										
Documents	0	0	7,654	2,730	1,582	795	1,001	488	627	14,877
Fiche	0	0	9,348	3,257	1,679	829	1,024	494	633	17,264
Frames	0	0	344,876	94,504	27,991	9,900	9,317	4,010	6,141	496,739
Boxes	0	0	192	30	16	8	10	5	6	268
<i>Europe Bureau</i>										
Documents	0	0	311	100	53	19	28	20	173	704
Fiche	0	0	442	112	59	19	28	20	175	855
Frames	0	0	12,489	2,901	1,284	351	222	363	3,458	21,068
Boxes	0	0	3	1	1	1	1	1	2	10
<i>Contracts</i>										
Documents	0	8,023	6,145	8,143	5,673	10,448	4,584	13,236	9,961	66,213
Fiche	0	8,401	6,443	8,180	5,717	10,537	4,650	13,287	10,039	67,254
Frames	0	205,065	159,779	110,234	83,379	120,764	60,838	124,925	95,976	960,960
Boxes	0	107	92	83	60	112	51	139	104	748
<i>LAC Bureau</i>										
Documents	0	0	0	7,120	2,653	2,543	3,030	2,369	2,732	20,447
Fiche	0	0	0	8,409	2,865	2,615	3,104	2,440	2,855	22,288
Frames	0	0	0	266,833	53,305	32,052	35,363	31,015	44,113	462,681
Boxes	0	0	0	99	29	25	40	26	34	253
<i>Loans</i>										
Documents	0	0	0	237	10,858	0	721	98	0	11,914
Fiche	0	0	0	250	11,075	0	726	98	0	12,149
Frames	0	0	0	5,835	214,537	0	10,923	1,263	0	232,558
Boxes	0	0	0	2	139	0	8	1	0	150
<i>R&D Bureau</i>										
Documents	0	0	0	0	1,344	9,224	4,707	6,318	1,337	22,930
Fiche	0	0	0	0	1,692	10,221	5,515	7,076	1,688	26,192
Frames	0	0	0	0	65,436	269,508	170,709	222,782	65,273	793,708
Boxes	0	0	0	0	23	169	94	127	32	445
<i>Total</i>										
Documents	17,633	16,632	24,412	29,255	30,485	30,924	21,868	26,547	24,569	222,325
Fiche	20,180	17,615	27,483	31,801	31,687	32,296	23,102	27,540	25,328	237,032
Frames	594,689	367,333	750,291	658,937	550,457	517,062	378,278	432,594	322,687	4,572,328
Boxes	180	198	426	380	373	410	288	344	282	2,881

Exhibit T (continued)

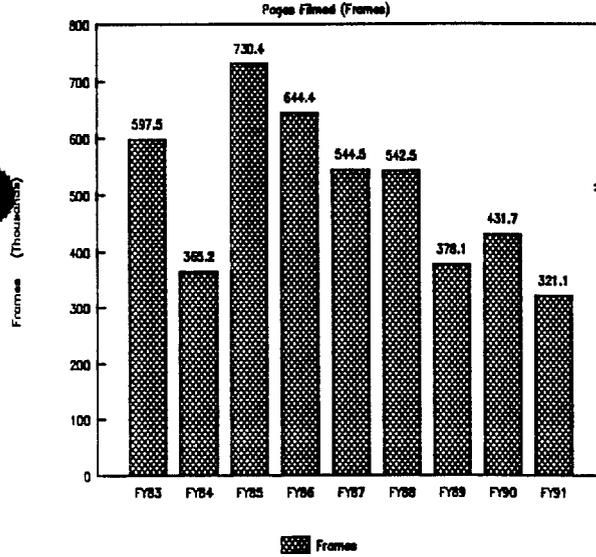
APDMS Production by Fiscal Year



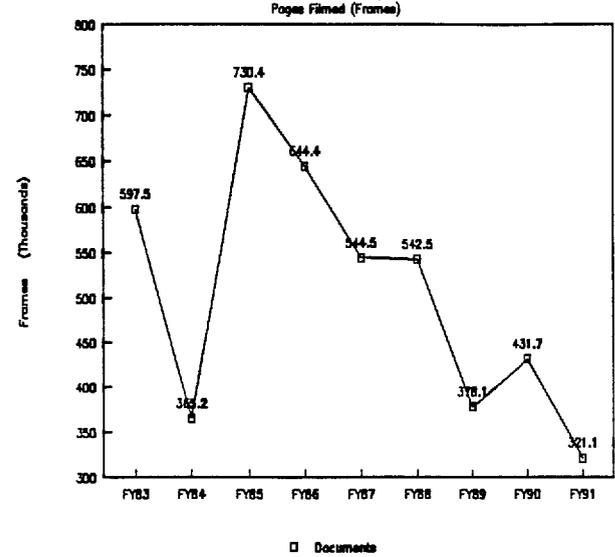
APDMS Production by Fiscal Year



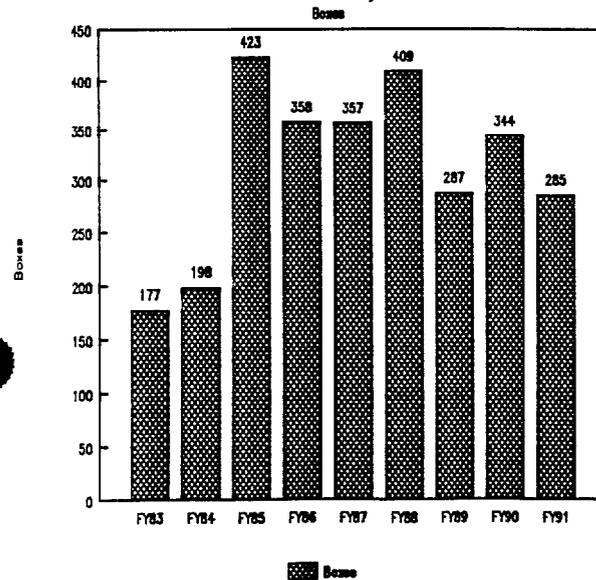
APDMS Production by Fiscal Year



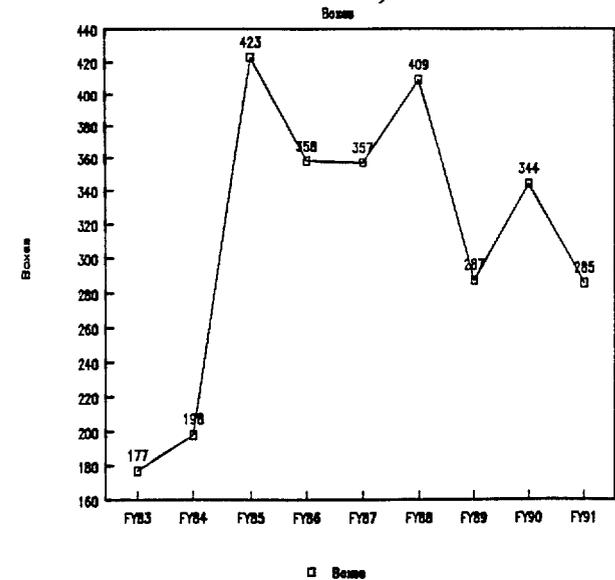
APDMS Production by Fiscal Year



APDMS Production by Fiscal Year

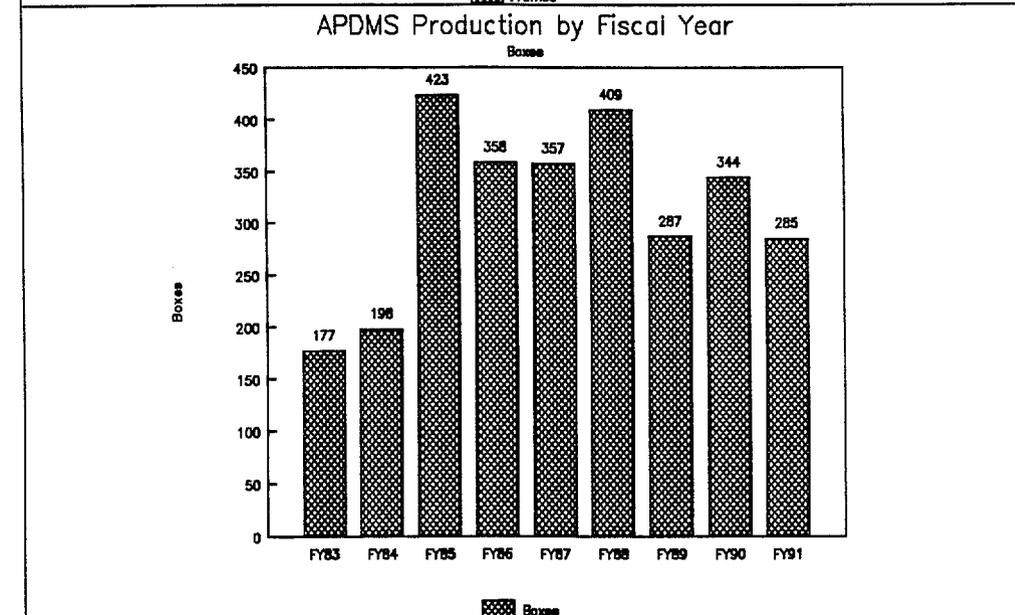
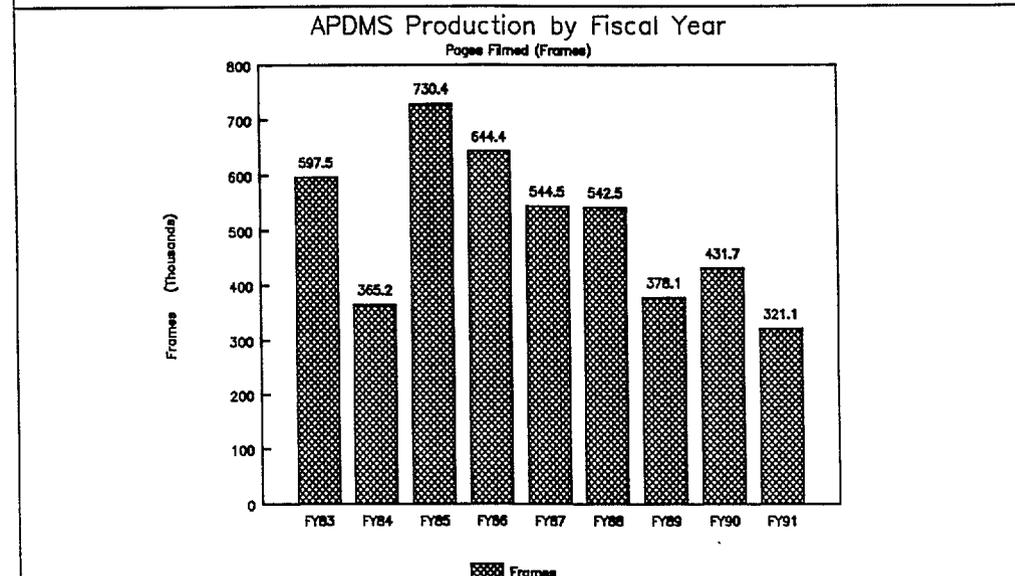
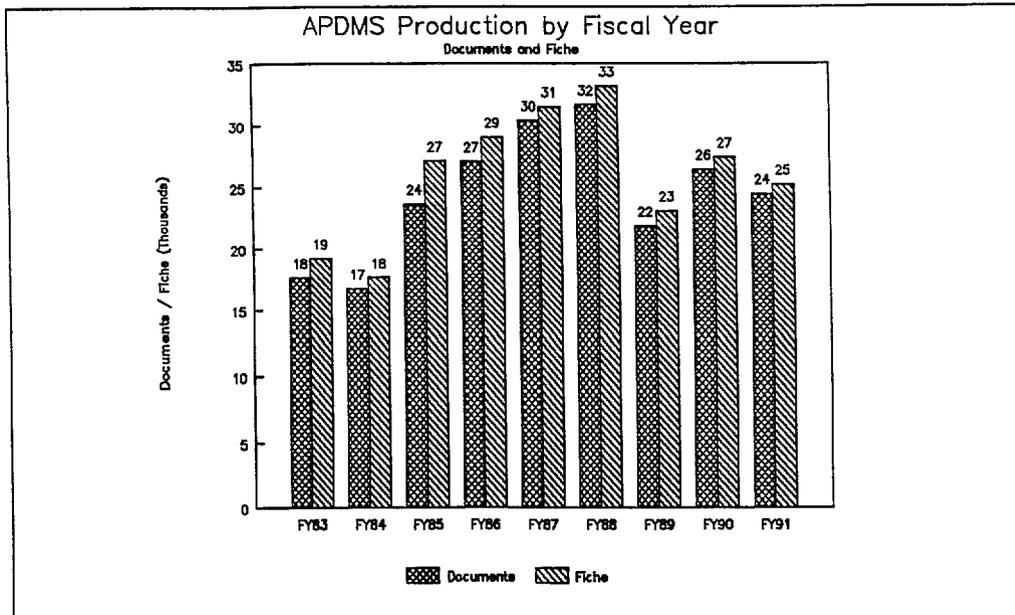


APDMS Production by Fiscal Year



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Exhibit T (continued)

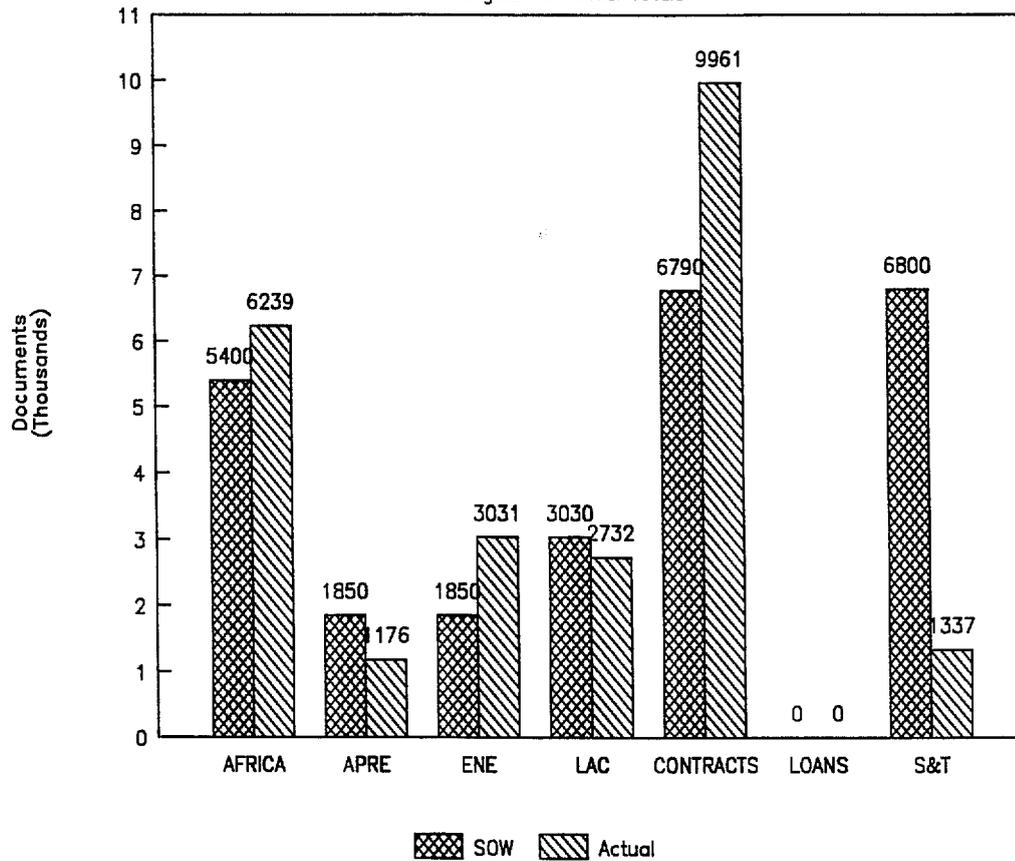


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Exhibit T (continued)

FY91 APDMS Production

SOW Targets vs. Actual Totals



BUREAU	Est. FY91 TOTAL	Actual FY91 TOTAL		Actual		
				FY90 TOTAL	FY89 TOTAL	FY88 TOTAL
AFRICA	5400	6239	116%	1898	4534	5788
APRE	1850	1178	64%	2540	4293	3413
ENE	1850	3031	164%	---	---	---
LAC	3030	2732	90%	2369	3268	2266
CONTRACTS	6790	9961	147%	13236	4393	10447
LOANS	0	0	0%	98	721	0
S&T	6800	1337	20%	6317	4642	9760
Projected	25720	===	95%	===	===	===
FY91 Actual	===	24476		===	===	===
FY90 Actual	===	===		26458	===	===
FY89 Actual	===	===		===	21851	===
FY88 Actual	===	===		===	===	31674

Exhibit T (continued)

Attachment 1 Page 1: Bureau Microfilm Summary Report for FY91

Work Completed:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	TOTAL
Africa Bureau													
Documents	1,274	1,177	0	0	98	1,151	686	0	98	392	775	588	6,239
Fiche	1,283	1,204	0	0	98	1,168	696	0	98	396	784	591	6,318
Frames	8,975	11,728	0	0	557	10,732	5,363	0	834	4,804	8,394	5,438	56,825
Boxes	13	14	0	0	1	14	7	0	1	4	8	6	68
APRE Bureau													
Documents	0	0	0	0	0	0	0	0	294	490	0	0	784
Fiche	0	0	0	0	0	0	0	0	299	494	0	0	793
Frames	0	0	0	0	0	0	0	0	3,236	5,754	0	0	8,990
Boxes	0	0	0	0	0	0	0	0	3	5	0	0	8
ENE Bureau													
Documents	0	0	0	0	98	231	1,370	286	392	262	392	392	3,423
Fiche	0	0	0	0	98	267	1,402	297	402	275	393	399	3,533
Frames	0	0	0	0	961	7,392	19,852	4,190	4,621	4,172	4,522	4,221	49,931
Boxes	0	0	0	0	1	4	16	3	4	3	5	3	39
Contracts													
Documents	784	1,222	213	286	526	1,078	2,926	672	588	588	490	588	9,961
Fiche	789	1,228	214	288	534	1,091	2,968	672	589	588	490	588	10,039
Frames	8,926	7,461	1,532	2,279	10,290	15,824	32,658	3,031	4,177	6,411	2,725	662	95,976
Boxes	8	13	3	3	6	11	30	7	6	6	5	6	104
LAC Bureau													
Documents	0	0	425	911	0	0	0	0	433	334	238	391	2,732
Fiche	0	0	448	943	0	0	0	0	458	360	247	399	2,855
Frames	0	0	7173	15666	0	0	0	0	7024	6733	3402	4115	44,113
Boxes	0	0	5	12	0	0	0	0	6	4	3	4	34
Loans													
Documents	0	0	0	0	0	0	0	0	0	0	0	0	0
Fiche	0	0	0	0	0	0	0	0	0	0	0	0	0
Frames	0	0	0	0	0	0	0	0	0	0	0	0	0
Boxes	0	0	0	0	0	0	0	0	0	0	0	0	0
S&T													
Documents	0	0	715	48	127	447	0	0	0	0	0	0	1,337
Fiche	0	0	814	81	182	611	0	0	0	0	0	0	1,688
Frames	0	0	23,530	4,557	9,555	27,631	0	0	0	0	0	0	65,273
Boxes	0	0	13	2	4	13	0	0	0	0	0	0	32
Actual Total													
Documents	2,058	2,399	1,353	1,245	849	2,907	4,982	958	1,805	2,066	1,895	1,959	24,476
Fiche	2,072	2,432	1,476	1,312	912	3,137	5,066	969	1,846	2,113	1,914	1,977	25,226
Frames	17,901	19,189	32,235	22,502	21,363	61,579	57,873	7,221	19,892	27,874	19,043	14,436	321,108
Boxes	21	27	21	17	12	42	53	10	20	22	21	19	285
Project Total													
Documents	3,000	2,650	2,050	2,750	1,600	1,750	2,700	1,600	1,710	1,570	970	1,170	23,520
Fiche	3,300	2,915	2,255	3,025	1,760	1,925	2,970	1,760	1,881	1,727	1,067	1,287	25,872
Frames	33,000	29,150	22,550	30,250	17,600	19,250	29,700	17,600	18,810	17,270	10,670	12,870	258,720
Boxes	30	27	21	28	16	18	27	16	17	16	10	12	235
Invoice \$\$ Amount	\$88,660	\$71,754	\$69,542	\$65,572	\$52,436	\$68,996	\$69,453	\$54,269	\$47,330	\$47,470	\$48,947	\$47,335	\$711,764

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Exhibit T (continued)

Attachment 1 Page 2: AFRICA PD/IPS Bureau FY91 Activities/Status
as of 30-Sept-91

Work Completed:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	TOTAL
Projected Total													
Documents	1,400	850	0	950	0	0	1,000	0	600	0	0	600	5,400
Fiche	1,400	850	0	950	0	0	1,000	0	600	0	0	600	5,400
Frames	28,000	17,000	0	19,000	0	0	20,000	0	12,000	0	0	12,000	108,000
Boxes	14	9	0	10	0	0	10	0	6	0	0	6	54
Actual Total													
Documents	1,274	1,177	0	0	98	1,151	686	0	98	392	775	588	6,239
Fiche	1,283	1,204	0	0	98	1,168	696	0	98	396	784	591	6,318
Frames	8,975	11,728	0	0	557	10,732	5,363	0	834	4,804	8,394	5,438	56,825
Boxes	13	14	0	0	1	14	7	0	1	4	8	6	68
Quality Assurance													
Inspected	1,283	1,204	0	0	98	1,168	696	0	98	396	784	591	6,318
Rejected	31	14	0	0	0	13	8	0	0	0	8	7	81
Diazo Copies													
Documents	1,274	1,177	0	0	98	1,151	686	0	98	392	775	588	6,239
Fiche	1,283	1,204	0	0	98	1,168	696	0	98	396	784	591	6,318
Doc's Distributed													
Central Files	1,274	1,177	0	0	98	1,151	686	0	98	392	775	588	6,239
Project Files -	0	0	0	0	0	0	0	0	0	0	0	0	0
- TR's ARD	0	0	0	0	0	0	0	0	0	0	0	0	0
ENG	0	0	0	0	0	0	0	0	0	0	0	0	0
ED	0	0	0	0	0	0	0	0	0	0	0	0	0
PRO	0	0	0	0	0	0	0	0	0	0	0	0	0
HPN	0	0	0	0	0	0	0	0	0	0	0	0	0
Other, Special	0	0	0	0	0	0	0	0	0	0	0	0	0
Cum Distribution													
Central Files	1,274	2,451	2,451	2,451	2,549	3,700	4,386	4,386	4,484	4,876	5,651	6,239	
Work In Process													
Boxes at AID	0	0	0	0	3	0	0	0	1	1	1	11	
Boxes at DIHF	1	0	0	0	4	0	0	0	0	1	0	1	
At Service Bureau													
Documents	732	0	0	0	340	0	0	0	98	98	98	98	
Fiche	739	0	0	0	347	0	0	0	98	98	98	98	
Frames	5,683	0	0	0	3,747	0	0	0	1,042	1,107	540	1,113	
Boxes	7	0	0	0	4	0	0	0	1	1	1	1	

Exhibit T (continued)

Attachment 1 Page 3: APRE Bureau FY90 Activities/Status
as of 30-Sept-91

Work Completed:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	TOTAL
Projected Total													
Documents	0	0	625	0	0	625	0	0	300	300	0	0	1,850
Fiche	0	0	625	0	0	625	0	0	300	300	0	0	1,850
Frames	0	0	12,500	0	0	12,500	0	0	6,000	6,000	0	0	37,000
Boxes	0	0	6	0	0	6	0	0	3	3	0	0	19
Actual Total													
Documents	0	0	0	0	0	0	0	0	294	490	0	0	784
Fiche	0	0	0	0	0	0	0	0	299	494	0	0	793
Frames	0	0	0	0	0	0	0	0	3,236	4,503	0	0	7,739
Boxes	0	0	0	0	0	0	0	0	3	5	0	0	8
Quality Assurance													
Inspected	0	0	0	0	0	0	0	0	299	494	0	0	0
Rejected	0	0	0	0	0	0	0	0	0	8	0	0	0
Diazo Copies													
Documents	0	0	0	0	0	0	0	0	294	490	0	0	784
Fiche	0	0	0	0	0	0	0	0	299	494	0	0	793
Doc's Distributed													
TR Central	0	0	0	0	0	0	0	0	294	490	0	0	784
PCS Central	0	0	0	0	0	0	0	0	0	0	0	0	0
Proj. Officers	0	0	0	0	0	0	0	0	0	0	0	0	0
TR Officers	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Cum Distribution													
TR Central	0	0	0	0	0	0	0	0	294	784	0	0	
PCS Central	0	0	0	0	0	0	0	0	0	0	0	0	
Proj. Officers	0	0	0	0	0	0	0	0	0	0	0	0	
TR Officers	0	0	0	0	0	0	0	0	0	0	0	0	
Other	0	0	0	0	0	0	0	0	0	0	0	0	
Work In Process													
Boxes at AID	0	0	0	0	0	0	1	0	0	1	0	0	
Boxes at DISC	0	0	0	0	0	0	1	0	0	0	0	0	
At Service Bureau													
Documents	0	0	0	0	0	0	0	0	0	98	0	0	
Fiche	0	0	0	0	0	0	0	0	0	99	0	0	
Frames	0	0	0	0	0	0	0	0	0	775	0	0	
Boxes	0	0	0	0	0	0	0	0	0	1	0	0	

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Exhibit T (continued)

Attachment 1 Page 4: ENE Bureau FY90 Activities/Status
as of 30-Sept-91

Work Completed:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	TOTAL
Projected Total													
Documents	0	0	625	0	0	625	0	0	300	300	0	0	1,850
Fiche	0	0	625	0	0	625	0	0	300	300	0	0	1,850
Frames	0	0	12,500	0	0	12,500	0	0	6,000	6,000	0	0	37,000
Boxes	0	0	6	0	0	6	0	0	3	3	0	0	19
Actual Total													
Documents	0	0	0	0	98	231	1,370	286	392	276	392	392	3,437
Fiche	0	0	0	0	98	267	1,402	297	402	275	393	399	3,533
Frames	0	0	0	0	961	7,392	19,852	4,190	4,621	4,172	4,522	4,221	49,931
Boxes	0	0	0	0	1	4	16	3	4	3	5	4	40
Quality Assurance													
Inspected	0	0	0	0	98	267	1,402	297	402	275	393	399	0
Rejected	0	0	0	0	4	4	10	0	1	1	7	0	0
Diazo Copies													
Documents	0	0	0	0	392	231	1,370	286	392	276	392	392	3,731
Fiche	0	0	0	0	392	267	1,402	297	402	275	393	399	3,827
Doc's Distributed													
TR Central	0	0	0	0	98	231	1,370	286	392	276	392	392	3,437
PCS Central	0	0	0	0	0	0	0	0	0	0	0	0	0
Proj. Officers	0	0	0	0	0	0	0	0	0	0	0	0	0
TR Officers	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Distribution													
TR Central	0	0	0	0	98	329	1,699	1,985	2,377	2,653	3,045	3,437	
PCS Central	0	0	0	0	0	0	0	0	0	0	0	0	
Proj. Officers	0	0	0	0	0	0	0	0	0	0	0	0	
TR Officers	0	0	0	0	0	0	0	0	0	0	0	0	
Other	0	0	0	0	0	0	0	0	0	0	0	0	
Work In Process													
Boxes at AID	0	0	0	0	0	0	1	0	0	1	0	9	
Boxes at DISC	0	0	0	0	0	0	1	0	0	0	0	1	
At Service Bureau													
Documents	0	0	0	0	86	243	98	0	0	98	196	98	
Fiche	0	0	0	0	92	257	98	0	0	98	201	106	
Frames	0	0	0	0	2,079	5,030	493	0	0	931	2,763	1,629	
Boxes	0	0	0	0	1	3	1	0	0	1	2	1	

Exhibit T (continued)

Attachment 1 Page 5: LAC Bureau FY91 Activities/Status
as of 30-Sept-91

Work Completed:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	TOTAL
Projected Total													
Documents	0	800	0	0	800	0	0	800	210	210	210	0	3,030
Fiche	0	880	0	0	880	0	0	880	231	231	231	0	3,333
Frames	0	20,000	0	0	20,000	0	0	20,000	5,250	5,250	5,250	0	75,750
Boxes	0	8	0	0	8	0	0	8	5	5	5	0	39
Actual Total													
Documents	0	0	425	911	0	0	0	0	433	334	238	391	2,732
Fiche	0	0	448	943	0	0	0	0	458	360	247	399	2,855
Frames	0	0	7,173	15,666	0	0	0	0	7,024	6,733	3,402	4,115	44,113
Boxes	0	0	5	12	0	0	0	0	6	4	3	4	34
Quality Assurance													
Inspected	0	0	448	943	0	0	0	0	458	360	247	399	2,855
Rejected	0	0	12	17	0	0	0	0	5	0	1	6	41
Diazo Copies													
Documents	0	0	1,275	2,733	0	0	0	0	1,299	1,002	714	1,173	8,196
Fiche	0	0	1,344	2,829	0	0	0	0	1,374	1,080	741	1,197	8,565
Doc Distributed													
Central Files	0	0	425	911	0	0	0	0	433	334	238	391	2,732
Finance Office	0	0	425	911	0	0	0	0	433	334	238	391	2,732
Regional Files	0	0	425	911	0	0	0	0	433	334	238	391	2,732
Gen'l Counsel	0	0	0	0	0	0	0	0	0	0	0	0	0
Tech Officers	0	0	0	0	0	0	0	0	0	0	0	0	0
Other, Special	0	0	0	0	0	0	0	0	0	0	0	0	0
Cum Distribution													
Central Files	0	0	425	1,336	1,336	1,336	1,336	1,336	1,769	2,103	2,341	2,732	
Finance Office	0	0	425	1,336	1,336	1,336	1,336	1,336	1,769	2,103	2,341	2,732	
Regional Files	0	0	425	1,336	1,336	1,336	1,336	1,336	1,769	2,103	2,341	2,732	
LAC/GC	0	0	0	0	0	0	0	0	0	0	0	0	0
Tech Officers	0	0	0	0	0	0	0	0	0	0	0	0	0
Other, Special	0	0	0	0	0	0	0	0	0	0	0	0	0
Work in Process													
Boxes at AID	0	0	1	0	0	0	0	2	0	1	1	6	
Boxes at DISC	0	0	2	0	0	0	0	1	0	1	1	1	
At Service Bureau													
Documents	0	0	257	0	0	0	0	98	0	0	98	98	
Fiche	0	0	281	0	0	0	0	101	0	0	100	98	
Frames	0	0	7,013	0	0	0	0	951	0	0	978	642	
Boxes	0	0	4	0	0	0	0	1	0	0	1	1	

Exhibit T (continued)

Attachment 1 Page 6: Loan Office FY91 Activities/Status
as of 30-Sept-91

Work Completed:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	TOTAL
Projected Total													
Documents	0	0	0	0	0	0	0	0	0	0	0	0	0
Fiche	0	0	0	0	0	0	0	0	0	0	0	0	0
Frames	0	0	0	0	0	0	0	0	0	0	0	0	0
Boxes	0	0	0	0	0	0	0	0	0	0	0	0	0
Actual Total													
Documents	0	0	0	0	0	0	0	0	0	0	0	0	0
Fiche	0	0	0	0	0	0	0	0	0	0	0	0	0
Frames	0	0	0	0	0	0	0	0	0	0	0	0	0
Boxes	0	0	0	0	0	0	0	0	0	0	0	0	0
Quality Assurance													
Inspected	0	0	0	0	0	0	0	0	0	0	0	0	0
Rejected	0	0	0	0	0	0	0	0	0	0	0	0	0
Diazo Copies													
Documents	0	0	0	0	0	0	0	0	0	0	0	0	0
Fiche	0	0	0	0	0	0	0	0	0	0	0	0	0
Doc's Distributed													
Central Files	0	0	0	0	0	0	0	0	0	0	0	0	0
Other, Special	0	0	0	0	0	0	0	0	0	0	0	0	0
Cum Distribution													
Central Files	0	0	0	0	0	0	0	0	0	0	0	0	0
Other, Special	0	0	0	0	0	0	0	0	0	0	0	0	0
Work In Process													
Boxes at AID	0	0	0	0	0	0	0	0	0	0	0	0	0
Boxes at DISC	0	0	0	0	0	0	0	0	0	0	0	0	0
At Service Bureau													
Documents	0	0	0	0	0	0	0	0	0	0	0	0	0
Fiche	0	0	0	0	0	0	0	0	0	0	0	0	0
Frames	0	0	0	0	0	0	0	0	0	0	0	0	0
Boxes	0	0	0	0	0	0	0	0	0	0	0	0	0

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Exhibit T (continued)

Attachment 1 Page 7: Contracts Office FY91 Activities/Status
as of 30-Sept-91

Work Completed:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	TOTAL
Projected Total													
Documents	1,000	1,000	0	1,200	0	0	1,200	0	300	760	760	570	6,790
Fiche	1,000	1,000	0	1,200	0	0	1,200	0	300	760	760	570	6,790
Frames	16,000	16,000	0	19,200	0	0	19,200	0	4,800	12,160	12,160	9,120	108,640
Boxes	10	10	0	12	0	0	12	0	3	8	8	6	69
Actual Total													
Documents	784	1,222	213	286	526	1,078	2,926	672	588	588	490	588	9,961
Fiche	789	1,228	214	288	534	1,091	2,968	672	589	588	490	588	10,039
Frames	8,926	7,461	1,532	2,279	10,290	15,824	32,658	3,031	4,177	6,411	2,725	2,922	98,236
Boxes	8	13	3	3	6	11	30	7	6	6	5	6	104
Quality Assurance													
Inspected	789	1,228	214	288	534	1,091	2,968	672	589	588	490	588	10,039
Rejected	10	31	4	0	11	11	27	2	6	24	3	5	134
Diazo Copies													
Documents	1,568	2,444	426	572	1,052	1,078	2,926	672	588	588	490	588	12,992
Fiche	1,578	2,456	428	576	1,068	1,091	2,968	672	589	588	490	588	13,092
Doc's Distributed													
Central Files	784	1,222	213	286	526	1,078	2,926	672	588	588	490	588	9,961
Bureau Files	784	1,222	213	286	526	1,078	2,926	0	588	588	490	588	9,289
Other, Special	0	0	0	0	0	0	0	0	0	0	0	0	0
Cum Distribution													
Central Files	784	2,006	2,219	2,505	3,031	4,109	7,035	7,707	8,295	8,883	9,373	9,961	
Audit Files	0	0	0	0	0	0	0	0	0	0	0	0	
Bureau Files	784	2,006	2,219	2,505	3,031	4,109	7,035	7,035	7,623	8,211	8,701	9,289	
Other, Special	0	0	0	0	0	0	0	0	0	0	0	0	
Work In Process													
Boxes at AID	2	0	0	1	10	2	2	2	2	2	2	2	24
Boxes at DIHF	2	0	1	0	7	4	3	1	0	1	1	1	1
At Service Bureau													
Documents	196	98	98	92	294	784	0	294	98	0	0	98	
Fiche	199	98	98	94	297	802	0	294	99	0	0	98	
Frames	1,971	599	818	2,052	3,256	13,189	0	1,841	703	0	0	662	
Boxes	2	1	1	1	3	9	0	3	1	0	0	1	

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Exhibit T (continued)

Attachment 1 Page 8: S & T Bureau FY91 Activities/Status
as of 30-Sept-91

Work Completed:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	TOTAL
Projected Total													
Documents	600	0	800	600	800	500	500	800	0	0	0	0	4,600
Fiche	660	0	880	660	880	550	550	880	0	0	0	0	5,060
Frames	19,200	0	25,600	19,200	25,600	16,000	16,000	25,600	0	0	0	0	147,200
Boxes	6	0	8	6	8	5	5	8	0	0	0	0	46
Actual Total													
Documents	0	0	715	48	127	447	0	0	0	0	0	0	1,337
Fiche	0	0	814	81	182	611	0	0	0	0	0	0	1,688
Frames	0	0	23,530	4,557	9,555	27,631	0	0	0	0	0	0	65,273
Boxes	0	0	13	2	4	13	0	0	0	0	0	0	32
Quality Assurance													
Fiche Inspected	0	0	814	81	182	611	0	0	0	0	0	0	1,688
Rejected	0	0	24	0	4	3	0	0	0	0	0	0	31
Diazo Copies													
Documents	0	0	2,145	144	127	447	0	0	0	0	0	0	2,863
Fiche	0	0	2,442	243	182	611	0	0	0	0	0	0	3,478
Doc's Distributed													
Central Files	0	0	715	48	127	447	0	0	0	0	0	0	1,337
Project Files	0	0	715	48	0	0	0	0	0	0	0	0	763
Program Office													
Sectors EY	-	-	715	48	-	-	-	-	-	-	-	-	763
ED	-	-	-	-	127	447	-	-	-	-	-	-	574
H	-	-	-	-	-	-	-	-	-	-	-	-	0
AG	-	-	-	-	-	-	-	-	-	-	-	-	0
FOR	-	-	-	-	-	-	-	-	-	-	-	-	0
N	-	-	-	-	-	-	-	-	-	-	-	-	0
RD	-	-	-	-	-	-	-	-	-	-	-	-	0
RUR	-	-	-	-	-	-	-	-	-	-	-	-	0
POP	-	-	-	-	-	-	-	-	-	-	-	-	0
Other, Special	-	-	-	-	-	-	-	-	-	-	-	-	0
Cum Distribution													
Central Files	0	0	715	763	890	1,337	1,337	1,337	1,337	1,337	1,337	1,337	
Project Files	0	0	715	763	763	763	763	763	763	763	763	763	
Program Office													
Sectors EY	0	0	715	763	0	0	0	0	0	0	0	0	
ED	0	0	0	0	127	0	0	0	0	0	0	0	
H	0	0	0	0	0	0	0	0	0	0	0	0	
AG	0	0	0	0	0	0	0	0	0	0	0	0	
FOR	0	0	0	0	0	0	0	0	0	0	0	0	
N	0	0	0	0	0	0	0	0	0	0	0	0	
RD	0	0	0	0	0	0	0	0	0	0	0	0	
RUR	0	0	0	0	0	0	0	0	0	0	0	0	
POP	0	0	0	0	0	0	0	0	0	0	0	0	
Other, Special	0	0	0	0	0	0	0	0	0	0	0	0	
Work In Process													
Boxes at AID	0	6	0	0	4	0	0	0	0	0	0	0	
Boxes at DIHF	0	4	0	0	4	0	0	0	0	0	0	0	
At Service Bureau													
Documents	0	294	26	0	283	0	0	0	0	0	0	0	
Fiche	0	300	27	0	375	0	0	0	0	0	0	0	
Frames	0	14,700	1,300	0	17,485	0	0	0	0	0	0	0	
Boxes	0	3	1	0	3	0	0	0	0	0	0	0	

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Exhibit T (continued)

Attachment II

Part I: FY91 APDMS PRODUCTION SCHEDULE AND DOCUMENT VOLUME ESTIMATE

BUREAU	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	Est. FY91 TOTAL	Actual FY91 TOTAL	Actual		
															FY90 TOTAL	FY89 TOTAL	FY88 TOTAL
AFRICA (actual)	1400 1274	850 1177	0 0	950 0	0 98	0 1151	1000 686	0 0	600 98	0 392	0 775	600 588	5400	6239	1898	4534	5788
APRE (actual)	0 0	0 0	625 0	0 0	0 0	625 0	0 0	0 0	300 686	300 490	0 0	0 0	1850	1176	2540	4293	3413
ENE (actual)	0 0	0 0	625 0	0 0	0 98	625 231	0 1370	0 286	300 0	300 262	0 392	0 392	1850	3031	---	---	---
LAC (actual)	0 0	800 0	0 425	0 911	800 0	0 0	0 0	800 0	210 433	210 334	210 238	0 391	3030	2732	2369	3268	2266
CONTRACTS (actual)	1000 784	1000 1222	0 213	1200 286	0 526	0 1078	1200 2926	0 672	300 588	760 588	760 490	570 588	6790	9961	13236	4393	10447
LOANS (actual)	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0	0	98	721	0
S&T (actual)	600 0	0 0	800 715	600 48	800 127	500 447	500 0	800 0	0 0	0 0	0 0	0 0	4600	1337	6317	4642	9760
Projected	3000	2650	2050	2750	1600	1750	2700	1600	1710	1570	970	1170	23520	===	===	===	===
FY91 Actual	2058	2399	1353	1245	849	2907	4982	958	1805	2066	1895	1959	===	24476	===	===	===
FY90 Actual	640	2968	544	1975	2226	2758	3794	3804	3367	1999	2122	261	===	===	26458	===	===
FY89 Actual	1415	2784	2696	2067	739	1102	1190	2956	1522	1729	1727	1924	===	===	===	21851	===
FY88 Actual	2283	1141	2580	1776	3532	3878	3654	2891	3047	2705	3387	770	===	===	===	===	31674

POPULATION	0	0	0	1100	1100	0	0	0	0	0	0	0	2200	
Conversion	0	0	0	0	0	0	0	0	0	0	0	0		0

PART II: ON SITE ACTIVITIES LOG

BUREAU	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
AFRICA	<1===	==28>				<14==	====29>		<28=	=====	=====	=3><=
APRE									<6==	====31>		
ENE									<6==	====31	<1===	==30>
LAC			<3==	=====	=12>				<28=	=====	=9><=	==30>
CONTRACTS	<1===	====30>				<11==	====15>					
LOANS												
S&T		<13==	=====	=17>		<13==	====1>					
POPULATION		EY				ED						

Convert ++++
Update =====

22,850 from 233 boxes are eligible for disposal according to APDMS hardcopy retention schedules, equal to 77 drawers or 15 five-drawer filing cabinets. Please refer to the APDMS Hardcopy Retention Schedule, **Exhibit U**.

- Overall production coverage saw a distribution of documentation throughout the bibliographic types designed to amplify records management effectiveness. The principle concentration of documents was PIO/T's (22%), contracts (10.8%) and contract amendments (20.5%) totalling 54% of all documents added during the year. The bibtype distribution among the bureaus can be examined in **Exhibit V**.
- APDMS made a significant contribution to A.I.D.'s institutional memory by being the source of 30% of the design documents added to that system during the year. Please refer to **Exhibits I and J** in Section 2.3.1 for more detailed information.

Budget problems earlier in the year were resolved at the end of May, and funding levels were reduced thereby limiting monthly production volume. Additional consequences of budget constraints included: 1) funding limitations resulting in a net reduction of staffing levels by two (2) FT employees; and 2) fiche reproduction was limited to one set per bureau, except LAC which requested additional copies for distribution.

Production

BUREAU ACTIVITY:

AFRICA

Filming of 6,239 documents resulted in production of 6,318 fiche containing 56,825 pages of material. This accounted for 25% percent of the APDMS total production for the year. Of this material, 39% was accounted for by PIO/T's, 12% by PIO/P's, 8% by cables, 8% by implementation letters, and 7% by grants and grant amendments. The weakest segment covered for the bureau was Project Development, which accounted for only 0.01% of the documents processed.

EASTERN EUROPE AND THE NEAR EAST

Filming of 3,423 documents resulted in production of 3,533 fiche containing 49,931 pages of material. This accounted for 14% of the APDMS total production for the year. Of this material, 38% consisted of PIO/T's, 12% of cables, 9.3% of financing request, and 7% of implementation reports. The weakest segment covered for the bureau was Project Development accounting for only 0.01% of the documents processed.

APDMS HARDCOPY RETENTION SCHEDULE
 (APDMS HARDCOPY DOCUMENTS AND MONTH ELIGIBLE FOR DESTRUCTION)

30-Sept-91

Exhibit U

BATCH	DESTROY DATE	AFR		ANE		FM		LAC		CONTRACTS		S&T		TOTAL DOCUMENTS	TOTAL BOXES	CUMULATIVE	
		DOCS	BOX	DOCS	BOX	DOCS	BOX	DOCS	BOX	DOCS	BOX	DOCS	BOX			DOCS	BOXES
8810	OCT90	392	4	584	6	0	0	733	7	0	0	189	2	1,898	19	1,898	19
8811	NOV90	436	4	1,078	11	0	0	0	0	1,134	12	365	4	3,013	31	4,911	50
8812	DEC90	366	4	588	6	0	0	0	0	1,237	13	259	3	2,450	25	7,361	75
8901	JAN91	98	1	152	2	0	0	0	0	1,148	12	256	3	1,654	17	9,015	92
8902	FEB91	641	7	0	0	0	0	0	0	0	0	0	0	641	7	9,656	99
8903	MAR91	360	4	0	0	0	0	910	9	0	0	356	4	1,626	17	11,282	115
8904	APR91	195	2	490	5	0	0	234	2	788	8	432	4	2,139	22	13,421	137
8905	MAY91	584	6	1,260	13	721	7	0	0	0	0	0	0	2,565	26	15,986	163
8906	JUN91	467	5	141	1	0	0	0	0	0	0	978	10	1,586	16	17,572	179
8907	JUL91	0	0	0	0	0	0	0	0	1,064	11	937	10	2,001	20	19,573	200
8908	AUG91	0	0	0	0	0	0	1,270	13	0	0	690	7	1,960	20	21,533	220
8909	SEP91	995	10	0	0	0	0	121	1	0	0	201	2	1,317	13	22,850	233
8910	OCT91	0	0	392	4	0	0	0	0	1,214	12	0	0	1,606	16	24,456	250
8911	NOV91	0	0	1,032	11	0	0	0	0	1,064	11	404	4	2,500	26	26,956	275
8912	DEC91	392	4	0	0	0	0	0	0	55	1	89	1	536	5	27,492	281
9001	JAN92	902	9	0	0	0	0	1,055	11	168	2	426	4	2,551	26	30,043	307
9002	FEB92	0	0	0	0	0	0	18	0	868	9	1,089	11	1,975	20	32,018	327
9003	MAR92	0	0	0	0	0	0	0	0	1,914	20	1,214	12	3,128	32	35,146	359
9004	APR92	0	0	0	0	0	0	0	0	2,450	25	1,386	14	3,836	39	38,982	398
9005	MAY92	604	6	868	9	0	0	196	2	1,256	13	937	10	3,861	39	42,843	437
9006	JUN92	0	0	346	4	0	0	972	10	1,242	13	312	3	2,872	29	45,715	466
9007	JUL92	0	0	0	0	98	1	128	1	1,470	15	346	4	2,042	21	47,757	487
9008	AUG92	0	0	0	0	0	0	0	0	1,372	14	115	1	1,487	15	49,244	502
9009	SEP92	0	0	0	0	0	0	0	0	163	2	0	0	163	2	49,407	504
9010	OCT92	2,136	22	0	0	0	0	0	0	1,176	12	0	0	3,312	34	52,719	538
9011	NOV92	315	3	0	0	0	0	0	0	1,141	12	426	4	1,882	19	54,601	557
9012	DEC92	0	0	0	0	0	0	1,011	11	98	1	337	8	1,446	20	56,047	577
9101	JAN93	0	0	0	0	0	0	911	12	286	3	48	3	1,245	18	57,292	595
9102	FEB93	98	1	98	1	0	0	0	0	526	6	127	4	849	12	58,141	607
9103	MAR93	1,151	14	231	4	0	0	0	0	1,078	11	447	13	2,907	42	61,048	649
9104	APR93	686	7	1,370	16	0	0	0	0	2,926	30	0	0	4,982	53	66,030	702
9105	MAY93	0	0	286	3	0	0	0	0	672	7	0	0	958	10	66,988	712
9106	JUN93	98	1	686	7	0	0	433	6	588	6	0	0	1,805	20	68,793	732
9107	JUL93	392	4	752	8	0	0	334	4	588	6	0	0	2,066	22	70,859	754
9108	AUG93	775	8	392	5	0	0	238	3	490	5	0	0	1,895	21	72,754	775
9109	SEP93	588	6	392	3	0	0	391	4	588	6	0	0	1,959	19	74,713	794
TOTAL		12,671	132	11,138	118	819	8	8,955	98	28,764	295	12,366	144	74,713	794		

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Exhibit V

GEOBUREAU DOCUMENT BIBLIOGRAPHIC DISTRIBUTION: FY91

30-Sept-91

	AFR	APRE	ENE	LAC	FM	PRJ	S&T	TOTAL	Percent
10 Project Development	0	0	0	0	0	0	3	3	0.0%
11 Feasibility Study	1	1	1	0	0	0	3	6	0.0%
12 Market Survey	0	0	1	0	0	0	0	1	0.0%
13 Pre-PID Document, Misc	0	0	10	0	0	0	0	10	0.0%
14 Market Study	0	0	0	0	0	0	0	0	0.0%
15 Proposal	2	0	5	0	0	0	34	41	0.2%
16 Research Proposal	0	0	0	0	0	0	7	7	0.0%
17 Assessment Surveys	0	0	0	0	0	0	1	1	0.0%
18 Assessment and Social Marketing	0	0	0	0	0	0	0	0	0.0%
19 Concept Paper	1	0	0	1	0	0	8	10	0.0%
20 Core Project	0	0	0	0	0	0	0	0	0.0%
21 PID	28	12	13	68	0	0	7	128	0.5%
22 PID Rev	0	0	1	0	0	0	1	2	0.0%
23 PID Approval Document	0	0	0	0	0	0	0	0	0.0%
24 PRP, Pre-1978 Proj	0	0	0	0	0	0	0	0	0.0%
25 PRP Revision	0	0	0	1	0	0	0	1	0.0%
26 PP/PAAD	56	7	18	136	0	0	15	232	0.9%
27 PP Amendment	26	2	3	0	0	0	1	32	0.1%
28 Project Authorization	47	0	4	60	0	0	6	116	0.5%
29 Project Auth. Amendment	29	3	11	43	0	0	4	91	0.4%
30 Grant Agreement	141	8	69	67	0	0	7	291	1.2%
31 Grant Agreement Amendment	279	35	122	161	0	0	3	600	2.5%
32 Loan Agreement	0	0	1	0	0	0	0	1	0.0%
33 Loan Agreement Amendment	0	3	2	1	0	0	0	6	0.0%
34 Waiver, General	40	60	90	71	0	0	6	267	1.1%
35 Core Off. Correspondance	243	79	168	258	0	0	62	810	3.3%
36 Loan and Grant Agreement	0	4	0	0	0	0	0	4	0.0%
37 Miscellaneous Agreements	0	0	0	0	0	1	6	7	0.0%
40 Correspondance	0	0	0	0	0	0	0	0	0.0%
41 Cable, Incoming	297	47	221	7	0	0	59	632	2.6%
42 Cable, Outgoing	235	38	184	0	0	0	36	493	2.0%
43 Correspondance, General	1	5	64	0	0	0	383	453	1.9%
44 Financing Request	10	0	320	1	0	0	84	416	1.7%
45 Cables (In/Out)	0	0	0	0	0	0	94	94	0.4%
50 CP to Disbursement	0	0	0	0	0	0	0	0	0.0%
51 Pre-Disbursement Condition	0	0	1	0	0	0	0	1	0.0%
52 Implementation Letter	478	85	157	438	0	0	1	1159	4.7%
60 Disbursing Authorization	0	0	0	0	0	0	0	0	0.0%
61 PIO/T	2417	280	1291	1256	0	0	134	5378	22.0%
62 PIO/C	263	25	193	107	0	0	0	588	2.4%
63 PIO/P	775	0	14	0	0	0	0	789	3.2%
64 L/COM	1	0	0	0	0	0	0	1	0.0%
65 Procurement Auth/Purchase Req	0	0	0	0	0	0	2	2	0.0%
66 DRA/Dir Reimbursement Approval	0	0	0	0	0	0	0	0	0.0%
67 Excess Property Ltr Order/PO	1	0	1	0	0	1204	4	1210	4.9%
68 Procurement Plan	0	0	0	0	0	0	0	0	0.0%

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	AFR	APRE	ENE	LAC	FM	PRJ	S&T	TOTAL	Percent
70 Contract/Contract Amendments	0	0	8	0	0	0	3	11	0.0%
71 Contract	27	4	97	7	0	2482	36	2654	10.8%
72 Contract Amendment	131	7	131	6	0	4710	22	5006	20.5%
73 IFB/RFP	0	1	4	0	0	0	11	16	0.1%
74 Response to Invitation	0	0	1	0	0	0	4	5	0.0%
75 Awarded Invitation for Bid	9	0	1	0	0	0	0	10	0.0%
76 Work Order	9	8	76	0	0	1257	10	1360	5.6%
77 Task Order	0	0	0	0	0	0	0	0	0.0%
78 Delivery Order	0	0	0	0	0	0	0	0	0.0%
79 PASA/RSSA	17	4	8	0	0	307	9	345	1.4%
80 Reports	0	0	0	0	0	0	0	0	0.0%
81 Report, Research	0	0	1	0	0	0	4	5	0.0%
82 Report, Progress	7	5	49	0	0	0	52	114	0.5%
83 Report, Evaluation	54	3	14	31	0	0	17	119	0.5%
84 Report, Audit	4	0	6	0	0	0	1	11	0.0%
85 Report, Final	22	0	3	9	0	0	25	58	0.2%
86 Report, Implementation	577	56	20	0	0	0	0	653	2.7%
87 Report, Trip	8	0	4	0	0	0	89	101	0.4%
88 Report, End of Tour	0	0	0	0	0	0	0	0	0.0%
89 Report, Misc/NEC	1	1	35	1	0	0	88	126	0.5%
Total	6239	784	3423	2732	0	9961	1337	24476	100.0%

Summary

	AFR	APRE	ENE	LAC	FM	PRJ	S&T	TOTAL	
10 Project Development	4	1	17	1	0	0	55	78	0.3%
20 Core Project	889	213	503	867	0	1	116	2589	10.6%
40 Correspondance	544	91	789	9	0	0	655	2087	8.5%
50 Disbursement Conditions	478	85	158	438	0	0	1	1160	4.7%
60 Disbursing Authorization	3458	305	1499	1362	0	1204	140	7968	32.6%
70 Contracts/Cont Agreements	193	24	327	14	0	8756	95	9408	38.4%
80 Reports	673	66	131	41	0	0	275	1186	4.8%
Total	6239	784	3423	2732	0	9961	1337	24476	100.0%
Percent	25.5%	3.2%	14.0%	11.2%	0.0%	40.7%	5.5%		

ASIA/PRIVATE ENTERPRISE

Filming of 784 documents resulted in production of 793 fiche containing 8,990 pages of material. This accounted for only 3% of the APDMS total production for the year. Of this material, 36% consisted of PIO/T's, 11% of cables, 11% of implementation letters, and 9% of implementation reports. Activity was limited to countries and projects formerly associated with the Asia bureau. Private Enterprise Bureau participation was nil.

LATIN AMERICA/CARIBBEAN

Filming of 2,732 documents resulted in production of 2,855 fiche containing 44,113 pages of material. This accounted for 11% of the APDMS total production for the year. Of this material, 46% was accounted for by PIO/T's, 12% by cables, 16% by implementation letters, 10% by core official correspondence, 8% by grants and grant amendments, and 5% by project paper amendments.

CONTRACTS

Filming of 9,961 documents resulted in production of 10,039 fiche containing 95,976 pages of material. This accounted for 40% of the APDMS total production for the year. Of this material, 72% was concentrated in contracts and contract amendments of course, while 26% was divided evenly between PO's and Work/Task/Delivery Orders. Processing volume remains ongoing with work continuing with FY91 documents, as well as old mission documents. The backlog at the end of the fiscal year was the equivalent of 29 boxes. Please refer to the monthly production report for estimated work schedule and volumes for the rest of the year.

LOANS

There were no production activities to report for the year. Indications are that budget limitations will defer production activities until FY93.

SCIENCE AND TECHNOLOGY

Filming of 1,337 documents, 674 from the Education office and 763 from the Energy office, resulted in production of 1,688 fiche containing 65,273 pages of material for the bureau. This accounted for 6% of the APDMS total production for the year. Of this material, 29% was general correspondence, 10% PIO/T's, and 7% each for trip reports and miscellaneous reports. For the Education Office, it was the first update since FY87. The Population Office still has 10 drawers remaining to be converted from the FY90 conversion.

APDMS Mission Support

No APDMS fiche collection support to missions was made during FY91. Formerly, six missions had been actively participating in the APDMS program but funding ran out at the end of FY89. We received no instructions responding to MS/AS/ISS/RM's request for continued participation on the missions' part. APDMS did, however, contribute their services several times in support of MS/AS/ISS/RM TDY's in Africa and Latin America by providing listings of the mission-specific document collections. **Exhibit W** indicates the document-fiche volumes as of 30-Sept-91, and their respective costs per APDMS mission collection.

OPERATIONS MANAGEMENT

Budget: A great deal of uncertainty surrounded the budget status through the first eight months of the fiscal year. This was resolved at the end of May and the subsequent reduced funding resulted in lower production levels. This actually had the effect of regularizing throughput by allowing a steady stream of material from all participating bureaus to be processed on a regular weekly basis, rather than waiting for accumulations over several months to reach levels where concentrated updates would occur. Constant updating in the new way has improved processing efficiency and enhanced management controls.

Facilities: There were no changes to DISC/APDMS facilities during the fiscal year.

Records Center Administration: APDMS operations continues its good relations with its offsite storage vendor. We continue making monthly additions of APDMS hardcopy documents as well as quarterly additions of APDMS fiche masters. The retention scheduling section which follows details our holdings.

Retention Scheduling:

Retention: At the end of the year there were **22,850** hardcopy documents in **233** boxes eligible for disposal under the APDMS retention schedule defined in A.I.D. Handbook 21, Part II, Chapter 6 and Appendix 6A, as amended. Request for disposition was made during the year, but written authorization from MS/AS/ISS/RM is still pending. We were informed that a memo is circulating among the participating bureaus requesting their approval for disposition of the eligible hardcopy APDMS documents which have been committed to microfilm. As of the end of FY91, there are a total of **74,713** Agency hardcopy project documents in **794** boxes in offsite storage administered through the DISC. This is the equivalent of 264 drawers from 52 five-drawer filing cabinets of material. Please refer again to **Exhibit S** for a detailed listing.

Retirement: No records, either fiche or APDMS hardcopy, were retired during the year. Lists were distributed and requests made to the participating bureaus to identify terminated and closed projects to facilitate retirement. However, no formal response was received during FY91.

Exhibit W

COST OF APDMS COLLECTIONS BY MISSION

Bur	Geo Code	Country	First Set	Add'l Sets: Ea	Collection Size as of 30-Sept-91	
					Docs	Fiche
<u>BUREAU FOR AFRICA</u>						
AFR	602	Comoros	65.76	28.56	61	65
AFR	603	Djibouti	300.64	194.04	408	469
AFR	611	Zambia	557.01	354.61	762	787
AFR	612	Malawi	917.08	606.88	1301	1360
AFR	613	Zimbabwe	374.13	244.13	525	540
AFR	615	Kenya	2180.23	1444.43	3079	3312
AFR	617	Uganda	354.74	230.54	496	509
AFR	621	Tanzania	902.73	598.13	1273	1380
AFR	625	Sahel	3109.36	2068.76	4403	4773
AFR	626	Niamey	80.15	38.95	81	98
AFR	631	Cameroon	1103.43	717.43	1530	1642
AFR	632	Lesotho	1147.51	747.91	1598	1699
AFR	633	Botswana	1165.96	761.16	1624	1739
AFR	635	Gambia	466.49	309.69	659	715
AFR	636	Sierra Leone	186.28	113.28	240	266
AFR	641	Ghana	714.86	466.26	993	1073
AFR	642	Mauritius	128.04	72.04	155	159
AFR	645	Swaziland	1526.11	1012.11	2170	2267
AFR	649	Somalia	1039.65	674.25	1427	1590
AFR	650	Sudan	2157.19	1426.39	3054	3213
AFR	653	Equatorial Guinea	111.39	60.39	130	133
AFR	655	Cape Verde	547.50	349.90	738	836
AFR	656	Mozambique	207.71	127.71	275	281
AFR	657	Guinea-Bissau	297.04	190.84	406	441
AFR	658	Sao Tome/Principe	72.56	33.36	71	77
AFR	660	Zaire	2388.23	1587.63	3403	3560
AFR	662	Seychelles	112.31	61.11	131	137
AFR	669	Liberia	1273.95	836.55	1787	1902
AFR	675	Guinea	433.66	287.06	608	675
AFR	676	Cent African Repub	96.06	49.66	107	109
AFR	677	Chad	308.50	198.10	427	434
AFR	679	Congo	100.79	52.99	114	117
AFR	680	Benin	75.96	35.76	76	83
AFR	681	Ivory Coast	61.53	25.53	55	56
AFR	682	Mauritania	752.65	494.65	1040	1196
AFR	683	Niger	1510.73	1001.93	2144	2262
AFR	685	Senegal	1875.16	1258.56	2683	2885
AFR	686	Burkina Faso	983.35	653.75	1398	1480
AFR	687	Madagascar	152.41	89.21	191	201
AFR	688	Mali	1387.69	917.09	1953	2111
AFR	689	Entente	61.25	25.65	53	66
AFR	690	South Africa Reg	833.68	549.08	1173	1248
AFR	693	Togo	230.26	144.06	306	335
AFR	695	Burundi	546.78	347.18	748	762
AFR	696	Rwanda	896.83	592.03	1274	1306
AFR	698	Africa Regional	7825.30	5247.10	11091	12434

Exhibit W (continued)

COST OF APDMS COLLECTIONS BY MISSION

Bur	Geo		First Set	Add'l Sets: Ea	Collection Size as of 30-Sept-91	
	Code	Country			Docs	Fiche
BUREAU FOR ASIA AND PRIVATE ENTERPRISE						
APR	367	Nepal	1381.13	948.53	2038	2106
APR	383	Sri Lanka	1136.45	751.85	1598	1744
APR	386	India	1141.94	780.94	1680	1725
APR	388	Bangladesh	1564.00	1013.20	2154	2348
APR	482	Burma	390.70	245.70	525	558
APR	493	Thailand	1115.83	763.03	1639	1696
APR	497	Indonesia	3362.00	2335.60	5007	5234
APR	879	South Pacific Reg	586.33	364.53	784	806
APR	882	Fiji	40.24	10.64	23	23

Bur	Geo		First Set	Add'l Sets: Ea	Collection Size as of 30-Sept-91	
	Code	Country			Docs	Fiche
BUREAU FOR EUROPE AND THE NEAR EAST						
ENE	145	Italy	181.88	100.08	209	248
ENE	150	Portugal	266.09	143.29	289	399
ENE	181	Poland	64.75	27.75	60	60
ENE	233	Cyprus	86.74	43.34	92	101
ENE	263	Egypt	4292.38	2987.38	6200	7570
ENE	268	Lebanon	526.70	341.70	725	798
ENE	271	Israel	49.51	17.11	37	37
ENE	272	Oman	238.61	149.81	319	345
ENE	276	Syria	120.90	39.50	82	100
ENE	277	Turkey	55.91	21.71	46	51
ENE	278	Jordan	1250.48	833.28	1761	1976
ENE	279	Yemen	954.19	653.99	1376	1577
ENE	391	Pakistan	3645.95	2536.55	5422	5752
ENE	398	ANE Regional	2192.26	1517.06	3251	3405
ENE	492	Philippines	2387.69	1598.49	3421	3607
ENE	608	Morocco	1335.08	920.08	1950	2158
ENE	664	Tunisia	764.60	508.60	1080	1184

Exhibit W (continued)

COST OF APDMS COLLECTIONS BY MISSION

Bur	Geo		First Set	Add'l Sets: Ea	Collection Size as of 30-Sept-91	
	Code	Country			Docs	Fiche
BUREAU FOR LATIN AMERICA AND THE CARIBBEAN						
LAC	505	Belize	381.15	210.95	451	478
LAC	511	Bolivia	1292.53	889.53	1890	2066
LAC	514	Colombia	38.43	9.43	20	22
LAC	515	Costa Rica	804.41	535.81	1143	1225
LAC	517	Dominican Republic	718.09	474.89	1016	1073
LAC	518	Ecuador	863.18	577.58	1228	1338
LAC	519	El Salvador	1644.38	1106.18	2366	2502
LAC	520	Guatemala	1254.55	823.35	1756	1884
LAC	521	Haiti	801.75	516.95	1099	1198
LAC	522	Honduras	1114.96	767.36	1613	1857
LAC	523	Mexico	47.46	5.26	11	13
LAC	524	Nicaragua	95.48	21.28	46	46
LAC	525	Panama	465.96	299.56	632	715
LAC	526	Paraguay	61.06	14.86	31	37
LAC	527	Peru	900.34	613.94	1307	1415
LAC	528	Uruguay	72.11	33.31	69	85
LAC	532	Jamaica	1018.83	697.03	1484	1606
LAC	538	E Caribbean Reg	1044.13	705.33	1494	1658
LAC	543	Grenada	205.29	70.49	149	167
LAC	596	ROCAP	721.08	488.48	1038	1134
LAC	598	LAC Regional	880.19	600.19	1275	1395

Disposition/Destruction: No records, either fiche or APDMS hardcopy, were destroyed during the year.

Vital Records Protection / Disaster Recovery Protection: APDMS records are protected against disaster by storing the fiche camera masters with an offsite storage vendor. At the end of FY91, 250 boxes of fiche masters are housed in an ANSI-standard fireproof (with a Halon extinguishing system) and environmentally controlled (temperature and humidity) vault meeting U.S.A.I.D. vital records protection requirements.

Equipment: The most significant equipment changes to report for the year were the relocation of numerous fiche readers from the bureaus to the DISC. In addition, Minolta RP503 reader/printers were requested by LAC and Asia. A Minolta RP405e was relocated from ENE and installed at the A.I.D. Development Information Center (DIC) in SA-18, and the inoperative RP405e was returned to the vendor for a modest trade-in allowance on an RP503. Four additional fiche cabinets were received by the DISC to handle the growing fiche collection. The DISC provided quarterly micrographics equipment installation reports to MS/AS/ISS/RM. For equipment distribution, please refer to the APDMS-DISC micrographics equipment installation report, **Appendix A**.

Staff Training / Professional Development: A training initiative was pursued during FY91 resulting in several of the APDMS staff receiving training on the use of personal computers, in addition to sessions held regarding evolving A.I.D. documentation and our effort to improve quality control. Two members of the staff attended the Communications and Records Management Workshop. They found it informative and useful, and the training will enhance their knowledge and experience for records management. In addition, two members have joined the Association for Records Managers and Administrators (ARMA) and are working on completing their records management course. The training effort and membership in professional associations will keep the staff current on developments, both within the Agency and the records management community at large.

Microfiling of Bureaus Option: No funding became available during the fiscal year to support microfilming of program records for the Bureau for Program and Policy Coordination (PPC), Bureau for Food for Peace and Voluntary Assistance (FVA), the Bureau for Private Enterprise (PRE), and the Office of Foreign Disaster Assistance (OFDA). These bureaus were to be included in APDMS.

APDMS-DIS Linkages: An exploratory meeting was held early in the fiscal year to determine prospects for actualizing linkages between APDMS and CDIE's DIS. The proposition was to integrate document classification schemes (bibtypes) into a uniform, Agency-wide classification system facilitating ease of access and retrieval to documents stored in either system. There was only limited support for this proposition and no further action has been taken so far.

Alternatives to Micrographics Study Option: No funding became available during the fiscal year to pursue an alternatives to micrographics study. In lieu of available funding, DISC and APDMS staff continue to keep abreast of developments in the field by reviewing literature, and manufacturer marketing materials and by attending trade shows. Particularly important was our attendance at the national AIIM show held in late April where a number of valuable seminars were held as well as displays of the latest records management storage equipment and technologies.

Direction for FY92: Initial indications are that FY92 APDMS funding levels will be approximately 10% percent higher than those at the close of FY91. This means that we may be able to increase production proportionately if the impact of the reorganization does not affect bureau participation in APDMS.

- Procure a replacement microfiche-to-microfiche duplicator machine during FY92 to replace the Consolidated Micrographics OP-2123 (Bruning OP-59) fiche-to-fiche duplicator. We anticipate acquiring a machine whose functionality, product quality, and throughput equals or exceeds the existing equipment. In addition, we anticipate procuring the requisite maintenance, service, and any required operator training.
- Continue to monitor trends in the records management industry as well as technological developments in electronic imaging systems as one possible alternative to micrographics.
- Continuing our training initiative in staff records management skills and familiarity with PC's and operating in a network environment.
- Reevaluate the prospect for APDMS/DIS Linkages in light of the reorganization and its impact upon documentation within the Agency. APDMS staff will work closely with other DISC departments as well as DI and MS/AS/ISS/RM in determining the most appropriate course of action.

RIGMIS - Regional Inspector General's Micrographics Information System

During the year, we supported the Nairobi/IG office by providing and updating a microfiche collection of specific document types defined by them to be used in their auditing and inspection work.

Goals and Objectives of RIGMIS

The purpose of RIGMIS is to provide auditors with documents needed to perform audits before leaving on TDY's so they may compare RIGMIS fiche documents with audit target documents and evaluate the audit target's mandate to keep good records and provide them to

A.I.D./W. RIGMIS permits auditors to plan audits and investigate issues that may not otherwise be pursued due to time constraints or lack of knowledge about issues. RIGMIS cuts down on time required for RIG's to obtain documents. It also permits RIG's to improve audit planning and scheduling, thereby improving auditor productivity -- more auditing, less time waiting for documentation. RIGMIS also takes advantage of and helps reinforce existing APDMS records and identifies documents not in the official system that will be needed in performance of the audit. It also enables the RIG's to evaluate mission/audit target performance regarding compliance with A.I.D. Handbook 3, Chapter 5(H).

2.6 Publications

FY91 saw some expansion in the scope of DISC publishing efforts. Much of the work done this year (the PPE Catalog, the Thesaurus) can be taken as an example of sophisticated database publishing capabilities that exist in the DISC. With the development of the Africa bureau's Democratization initiative, we expect this capability to be put to greater use by both CDIE and the Agency as a whole in the next fiscal year.

ARDA

Only two issues of ARDA were published during FY91: 16:3 and 16:4. At the close of the FY, about 80 documents were selected and abstracted for 17:1, but this issue has been particularly plagued by the scarcity of ARDA-caliber PNs, a problem that has been chronic since late in FY90. Publication of 17:1 will probably be pushed into December.

It is important to preserve ARDA as a viable publication because it focuses on only the most significant documents and reaches a substantial external audience. This most likely means keeping ARDA as a quarterly and keeping the documents in it current (no older than the previous FY). The easiest way to increase the number of documents selected for ARDA is to broaden the definition of "significant" documents to include more specialized documents (e.g., documents on field tests of a particular germplasm, or studies based on a particular subsector of the economy in a particular country) that are excluded now. Whether this change will correct the problem remains to be seen, but it's a good first step.

New Acquisitions lists

During the fiscal year 22 separate New Acquisitions lists were prepared and a total of 11,067 copies were distributed. The Acquisitions lists continue to be well received in the field and seem to generate the bulk of A.I.D. document orders.

Public awareness of the Lists is growing. More and more people from outside the Agency are asking to be put on the mailing list for the Acquisitions Lists. This seems due in part to the problems ARDA is having: people want to know what's available in the DIS and the Lists are the only regular publication that tells them.

Evaluation Publications Catalog

Work was completed on the Evaluation Publications Catalog, which after some delay appeared in October. Production of the catalog was a major effort and a good example of the flexibility and power of the DISC's database publishing capabilities.

A.I.D. Thesaurus

The A.I.D. Thesaurus was completely redone during the FY. The new Thesaurus was completely desktop published in an upright format, eliminating the annoying necessity to turn the book on its side to use it. It also includes several new terms in the democratization and private enterprise fields. The production of the Thesaurus (the whole thing was done by one person in about the same time it took two people to do just the alphabetical display last time) is another example of the DISC's database publishing expertise.

CEFDA materials

The publications section prepared a number of working papers in support of the CEFDA meeting of June 1991.

Africa Bureau Support

We anticipate that much of our time in FY 1992 will be taken up with the Africa Bureau buy-in (specifically, production of technical reports and newsletters). To meet this demand, an additional publishing workstation was purchased. In the coming year, both publishing workstations will be networked and publishing throughput considerably enhanced.

DI Strategic Plan

The publications section produced a version of the DI strategic plan during FY91.

2.7 Training and User Education

Highlights of DIS training activities during the past year include:

- Training of 16 new CDIE contractor and direct hire staff
- Integration of DIS review sessions into a new R&RS overall staff training program
- Assistance in producing CDIE/DI's "multi-media" briefing for PPC managers, videotape presentation, and annual report

- Analysis of evaluations of the July 1990 CD-DIS Prototype
- Design of a customized user interface for the production version of CD-DIS.

These activities and others are discussed below as they relate to each of the DIS systems.

MINISIS:

MINISIS search software continues to be used almost exclusively by the professional researchers on CDIE's Research & Reference Services staff. During the latter part of FY91, as in the latter part of FY1989, this staff experienced nearly complete turnover, resulting in a need for rapid training of 13 new staff. Training of new staff is generally accomplished in one-on-one or small group sessions, with each person attending a total of 2-5 sessions. During the latter part of the year, training schedules were coordinated with Kaaren Christopherson, following her appointment as R&RS Training and Communications Coordinator.

Beginning in January 1991, support was given to a new, experimental training program for R&RS staff. Recognizing the need to keep staff aware of and trained in an ever expanding number of information resources and search techniques (including but expanding far beyond the DIS), mandatory weekly sessions were established. DISC training and system support staff provided input into the direction of the overall program through the Training Working Group, and also presented sessions on the following topics:

- DIS Database Review
- External Databases
- CD-ROMs on the CDIE LAN
- DIS Documents
- DIS Search Strategies
- Word Perfect 5.1
- Procomm and DOS Functions

Based on feedback and experimentation over a period of months, the schedule was modified for the Fall "session" to require attendance at two small group sessions per month.

MenuDIS:

The status of MenuDIS remained unchanged during the year; it continues to provide a means of end-user searching via public terminals in the A.I.D. DIC.

MicroDIS:

There was little MicroDIS development or training activity during the year. Demonstrations were given to two visiting DIC managers from USAID/Bissau and

USAID/Dakar, and to new users at Medical Services International and the A.I.D./W Office of Foreign Disaster Assistance. A demonstration was also given to representatives of the Immigration and Naturalization Service who were establishing a new resource information center.

CD-DIS:

The major focus of the year was on input into the development of a customized user interface for CDIE's CD-ROM product. Following analysis of the CD-DIS Prototype evaluation results, and discussions with Nimbus on plans for future Romware development, the decision was made by CDIE/DI to develop a customized CD-DIS interface using Romware's dbServe software. Design and programming groups were identified, relying upon existing staff, and active design work commenced in February.

Background work upon which design specifications were based included: review of over 40 CD-ROM product interfaces; review of online literature search results and selected resources; participation in meetings of both the Special Interest Group on CD-ROM Applications and Technology (SIGCAT) and the SIGCAT Consistent INterface Committee (CD-CINC); and analysis of DIS search request and response patterns. Several alternative interface models were identified, out of which emerged an approach to the CD-DIS interface.

During April and May, screen designs were prototyped and refined. Special attention was given to not only presenting clearly defined and sequenced options on each screen, but also to minimizing use of terminology, search procedures, and codes unfamiliar to the end-user. Active programming was initiated during the month of June; by the end of the fiscal year, after several iterations of testing and design refinement, a complete search cycle for database searching was completed.

Also completed during the design and programming period were numerous database modifications (to minimize inconsistencies, facilitate searching, and clarify information for non-A.I.D. users), development of data download and display formats, pre-processing programs for DIS data, tagging of full text data, and identification of packaging and marketing requirements.

The major constraint to CD-DIS interface completion during the fiscal year was the split of staff time between on-going work and new product development. By the end of September, the projected date for CD-DIS release was December 1991.

Other Activity:

A.I.D./W -- PPC. During the first quarter of FY90, considerable effort was given to the preparation and follow-up for a CDIE/DI briefing of PPC managers. With the collaboration of the ESDS contractor, Pragma, computer-driven visuals were developed for the presentation.

This evolved into support for the development of a CDIE/DI video presentation, and subsequently into support for design of an accompanying annual report.

A.I.D./W -- MS/FM. Office of Financial Management staff requested a briefing from CDIE/DI concerning DI's experience with LAN and CD-ROM development. Two sessions were held, one in SA-18 and one at the DISC.

A.I.D./W -- APRE/SMIE. APRE's Small Micro and Informal Enterprise Office requested further information on training in use of DIS resources. A preliminary meeting led to a demonstration, all coordinated with the R&RS APRE representative Dana Wichterman. Following the demonstration, staff concluded that the information needed was best obtained through R&RS rather than through individual dial-in access.

USAIDs. Briefings were provided to visiting mission DIC managers Margaret Horton, USAID/Bissau, and Fatou Kader, USAID/Dakar. Topics included DISC Document Delivery Unit orientation, acquisitions, MicroDIS use, provision of local catalog information to CDIE/DI, CD-DIS development, and local information system development.

U.S. Government Agencies. Training and outreach staff from Peace Corps/ICE, USIA, the DISC, and BOSTID met at Peace Corps/ICE offices to exchange respective overseas library personnel training experience and associated information resources. The group agreed to informally keep all members informed of overseas training activity, especially that which might be open to other U.S. government agency information/library staff in the same location.

Exchange of Development Activity Information on the DIS Project Database was provided to Lee White for use at the First General Meeting of the Informal Study Group on Exchange of Development Information (Paris, June 1991). Follow-on support was provided by DISC SDG and Training staff in preliminary discussions concerning development of a CD-ROM to disseminate DAI data.

2.8 Quality Assurance / Service Evaluation

2.8.1 Quality Assurance

Quarterly reports were prepared comparing DISC performance by function for the most recent quarter, the most recent five quarters, and the past four years. Regular monthly statistics were collected and a monthly statistical report produced in support of the DISC monthly report to POL/CDIE/DI. Along with the monthly statistical annex, a quarterly presentation was made of the selected statistics tied directly to Statement of Work targets. The tabular presentation of these reports allows for historical comparison with previous performance, helping to identify trends in overall productivity by department.

For the report for the fourth quarter of FY91, please refer to **Appendix B** which is attached for examination in greater detail. FY91 processing results for acquisitions and cataloging are skewed by the inclusion of the Historical Collection which was added during late summer. Overall (without the historical collection), FY91 production was lower than previous periods due to less than expected acquisitions input and reorganizational uncertainties.

In addition, we performed two major statistical studies. The first statistical analysis was undertaken to quantify the time differential between the create date of a document and the date a record was created for it in the DIS family of databases (including APDMS databases). Known as "**document float**", this analysis reflected the currency of material currently available to DIS users and also indicated that much of the material on the databases takes over a year and often much longer before being acquired and added, discounting the period of time it may have been held at an 'accumulation' point.

The second statistical analysis examined document orders by major subject and requestor in an attempt to quantify demand by "product" or subject type. It turns out this was a precursor to the MIS effort and highlighted the need for precision and detail required by an MIS. The analysis of orders by bibliographic type gave a general idea of activity, but offered no control over document distribution or tracking requests in a meaningful way. The analysis of orders by major subject category in relation to requestor highlighted the vague nature of tracking many of the requests (i.e., through catch-all PPC) or the lack of assigning a major subject (no PD's are assigned major subjects).

2.8.2 Service Evaluation Survey Results FY91

Service evaluation survey forms sent with each order were returned to the DISC and tabulated in an effort to quantify end-user satisfaction with Document Distribution Unit (DDU) performance. The survey forms accompany each order fulfilled by the DDU of the DISC. Of the 4,665 orders **filled** during the fiscal year, 335 responses were received, or 7.2%.

Exhibit X describes the reported turnaround time for orders. It measures the time between order entry into the DISC system and the date it was actually received by the client. Of the respondents, 21% indicated their orders were received within one day after order placement, 27% within three days, 28% in 1-3 weeks, and 45% in 1-5 months. 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 the duration of turnaround are the geographic location of the client with the concomitant postal service to that location, and equipment failures within the DDU.

Exhibit X also describes the reported turnaround time for orders in comparison to the targeted turnaround time.

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FY91 SERVICE EVALUATION SURVEY
TABULATION: ORDER TURNAROUND TIME

REQUESTORS	Order Turnaround Time *										Total Eval Responses	YTD Total Orders Filled	Response as a % of Orders Filled
	Days			Weeks			Months						
	1	2	3	1	2	3	1	2	3	4			
PRIORITY I													
USAID Total 003	0	1	0	0	3	1	30	32	0	0	67	591	11%
Africa	-	-	-	-	-	-	19	22	-	-	41	272	15%
Asia/Private Ent.	-	-	-	-	-	1	4	8	-	-	13	91	14%
Europe/Near East	-	1	-	-	-	-	-	2	-	-	3	45	7%
LAC	-	-	-	-	3	-	7	-	-	-	10	178	6%
Other	-	-	-	-	-	-	-	-	-	-	0	5	0%
AID/W Total 004	65	12	3	24	4	0	2	0	0	0	110	1,801	6%
Africa	8	1	-	3	1	-	-	-	-	-	13	75	17%
APRE	7	2	-	2	-	-	-	-	-	-	11	10	110%
ENE	2	-	-	-	1	-	1	-	-	-	4	4	100%
F/PVA	3	-	-	1	-	-	-	-	-	-	4	47	9%
HRDM	2	-	-	-	-	-	-	-	-	-	2	2	100%
IG	1	-	-	-	-	-	-	-	-	-	1	1	100%
LAC	-	1	-	3	-	-	-	-	-	-	4	131	3%
Leg	2	-	-	2	-	-	-	-	-	-	4	4	100%
MS	3	1	-	-	-	-	-	-	-	-	4	4	100%
PPC/E	24	4	3	6	-	-	-	-	-	-	37	1,131	3%
S&T	7	3	-	7	1	-	1	-	-	-	19	147	13%
XA	1	-	-	-	-	-	-	-	-	-	1	1	100%
Other	5	-	-	-	1	-	-	-	-	-	6	244	2%
AID/Contractors 008	2	-	2	16	1	1	2	1	1	-	26	292	9%
PRIORITY I TOTAL	67	13	5	40	8	2	34	33	1	0	203	2,684	8%
PRIORITY II													
LDC Total 001	0	0	0	0	0	0	12	10	3	0	25	350	7%
Africa	-	-	-	-	-	-	3	5	2	-	10	133	8%
Asia/Private Ent.	-	-	-	-	-	-	1	4	1	-	6	101	6%
Europe/Near East	-	-	-	-	-	-	-	-	-	-	0	20	0%
LAC	-	-	-	-	-	-	8	1	-	-	9	96	9%
Development Orgs. 019	1	-	1	2	-	1	7	3	2	1	18	89	20%
PRIORITY II TOTAL	1	0	1	2	0	1	19	13	5	1	43	439	10%
PRIORITY III													
Developed Country 017	-	-	-	2	-	-	6	2	-	-	10	229	4%
U.S. Business 160	1	-	-	6	2	1	4	1	1	-	16	460	3%
U.S. Education 140	-	-	-	13	1	-	9	2	-	-	25	356	7%
U.S. Government 130	-	-	-	6	1	-	2	-	-	-	9	126	7%
U.S. Individuals 170	1	-	2	5	1	1	2	-	-	-	12	338	4%
Other 190	-	-	-	3	-	-	7	6	-	1	17	23	74%
PRIORITY III TOTAL	2	0	2	35	5	2	30	11	1	1	89	1,532	6%
TOTAL	70	13	8	77	13	5	83	57	7	2	335	4,655	7.20%
Percentage of Total Responses	21%	4%	2%	23%	4%	1%	25%	17%	2%	1%	100.00%		

* Turnaround Time is measured as the time period between order placement by the client and the time they indicate they received the order.

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Exhibit X

FY91 SERVICE EVALUATION SURVEY

TABULATION: ORDER TURNAROUND TIME

REQUESTORS	Order Turnaround Time *										Total Eval Responses	YTD Total Orders Filled	Responses as a % of Orders Filled
	Days			Weeks			Months						
	1	2	3	1	2	3	1	2	3	4			
<u>PRIORITY I</u>													
USAID Percentage of Eval Responses	0 0%	1 1%	0 0%	0 0%	3 4%	1 1%	30 45%	32 48%	0 0%	0 0%	67	591	12%
<i>94% Received within 60 days</i>													
AID/W Percentage of Eval Responses	65 59%	12 11%	3 3%	24 22%	4 4%	0 0%	2 2%	0 0%	0 0%	0 0%	110	1,801	5%
<i>94% Received within One Week</i>													
AID/CONTRACTORS Percentage of Eval Responses	2 8%	- 0%	2 8%	16 62%	1 4%	1 4%	2 8%	1 4%	1 4%	- 0%	26	292	17%
<i>78% Received within One Week</i>													
<u>PRIORITY I TOTAL</u>	67 33%	13 6%	5 2%	40 20%	8 4%	2 1%	34 17%	33 16%	1 0%	0 0%	203	2,684	8%
1 DAY TARGET <i>33% Received within One Day</i>													
<u>PRIORITY II</u>													
LDC TOTAL Percentage of Eval Responses	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	12 48%	10 40%	3 12%	0 0%	25	350	6%
<i>100% Received after 30 days</i>													
DEVELOPMENT ORGS Percentage of Eval Responses	1 6%	- 0%	1 6%	2 11%	- 0%	1 6%	7 39%	3 17%	2 11%	1 6%	18	89	24%
<i>12% Received within three days</i>													
<u>PRIORITY II TOTAL</u>	1 2%	0 0%	1 2%	2 5%	0 0%	1 2%	19 44%	13 30%	5 12%	1 2%	43	439	10%
3 DAY TARGET <i>9% Received within three days</i>													
<u>PRIORITY III</u>													
Developed Country Percentage of Eval Responses	- 0%	- 0%	- 0%	2 20%	- 0%	- 0%	6 60%	2 20%	- 0%	- 0%	10	229	4%
<i>20% Received within One Week</i>													
U.S. Business Percentage of Eval Responses	1 6%	- 0%	- 0%	6 38%	2 13%	1 6%	4 25%	1 6%	1 6%	- 0%	16	460	3%
<i>44% Received within One Week</i>													
U.S. Education Percentage of Eval Responses	- 0%	- 0%	- 0%	13 52%	1 4%	- 0%	9 36%	2 8%	- 0%	- 0%	25	356	7%
<i>52% Received within One Week</i>													
U.S. Government Percentage of Eval Responses	- 0%	- 0%	- 0%	6 67%	1 11%	- 0%	2 22%	- 0%	- 0%	- 0%	9	126	7%
<i>67% Received within One Week</i>													
U.S. Individuals Percentage of Eval Responses	1 8%	- 0%	2 17%	5 42%	1 8%	1 8%	2 17%	- 0%	- 0%	- 0%	12	338	4%
<i>67% Received within One Week</i>													
Other Percentage of Eval Responses	- 0%	- 0%	- 0%	3 18%	- 0%	- 0%	7 41%	6 35%	- 0%	1 6%	17	23	74%
<i>18% Received within One Week</i>													
<u>PRIORITY III TOTAL</u>	2 2%	0 0%	2 2%	35 39%	5 6%	2 2%	30 34%	11 12%	1 1%	1 1%	89	1,532	6%
7 DAY TARGET <i>43% Received within One Week (7 Days)</i>													

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For Priority I orders, which require a one day turnaround, overall one-third of the orders were received within one day. 94% of A.I.D./W orders were received within one week, 60% within one day. The nature of the documentation requested and order volume should be considered a factor for extended turnaround. Of USAID orders, 94% were received within 60 days (two months). This is considered good when servicing Africa, the India subcontinent, Asia and even Latin America. For contractors, 78% reported receiving their orders within one week - good when you consider postal service.

For Priority II orders, which require a three day turnaround, overall performance indicates only nine percent received them within three days. This is due, in part, to orders placed by LDC's who typically received their orders within 60 days (two months). For development organizations, only twelve percent of the orders received within three days.

For Priority III orders, which require a seven day turnaround, 43% were received within one week, and 86% within one month.

Exhibit Y describes the results of four questions from the survey. The first column of the table indicates whether the order was complete upon receipt. Of the respondents, 96% replied in the affirmative. The second column indicates whether the order was received in good condition, to which 96% of the responses were in the affirmative. The range of negative replies include: blowbacks were not up to client expectations for quality; the binding had separated on a document; the envelope had been damaged and part of the order had fallen out in transit; in one case, the wrong document was sent. The third column breaks down the ultimate end user of the material ordered. It should be noted that some requestors order documents for use by other requestors. This accounts for the difference between survey responses and the count of end users. (USAID shows a 93 count for ultimate end-users based on 67 total survey responses. This means other groups were ordering documents for them, like contractors and individuals.) The fourth column indicates whether the material ordered could have been obtained from other sources. Eighty-eight percent of the respondents indicated that the DIS was the sole source of the material they required. A majority responded enthusiastically that the DIS is a valuable source of material.

Based on a review of the comments, summarized in the survey responses of Attachment A, DDU service is **highly regarded**, with few exceptions. Some 95% of the time orders are received in a timely fashion, complete, and in good condition. Principal areas for improvement are in the turnaround time for order fulfillment. This is difficult to measure accurately, however, due to the mitigating factor of postal service and blowback equipment reliability. **Appendix C** is a listing of the survey evaluation responses received for FY91.

2.9 Management

2.9.1 Move

Exhibit Y

FY91 SERVICE EVALUATION SURVEY

TABULATION: COMPLETE/CONDITION/END USER/SOURCES

REQUESTORS	Order Complete		Good Condition		Ultimate End User	Other Sources		Total Eval Responses	YTD Total Orders Filled	Responses as a % of Orders Filled
	Y	N	Y	N	User	Y	N			
PRIORITY I										
USAID Total 003	63	4	64	3	93	0	67	67	591	11%
Africa	38	3	38	3	-	-	41	41	272	15%
Asia/Private Ent.	12	1	13	-	-	-	13	13	91	14%
Europe/Near East	3	-	3	-	-	-	3	3	45	7%
LAC	10	-	10	-	-	-	10	10	178	6%
Other	-	-	-	-	-	-	-	0	5	0%
AID/W Total 004	108	2	108	2	82	22	88	110	1,801	6%
Africa	13	-	12	1	-	3	10	13	75	17%
APRE	11	-	11	-	-	3	8	11	10	110%
ENE	4	-	4	-	-	1	3	4	4	100%
F/PVA	4	-	4	-	-	-	4	4	47	9%
HRDM	2	-	2	-	-	1	1	2	2	100%
IG	1	-	1	-	-	-	1	1	1	100%
LAC	4	-	4	-	-	-	4	4	131	3%
Leg	4	-	4	-	-	1	3	4	4	100%
MS	4	-	4	-	-	2	2	4	4	100%
OPC/E	36	1	36	1	-	5	32	37	1,131	3%
W&T	18	1	19	-	-	4	15	19	147	13%
XA	1	-	1	-	-	-	1	1	1	100%
Other	6	-	6	-	-	2	4	6	244	2%
AID/Contractors 008	26	-	24	2	7	2	24	26	292	9%
PRIORITY I TOTAL	197	6	196	7	182	24	179	203	2,684	8%
PRIORITY II										
LDC Total 001	22	3	25	0	16	1	24	25	350	7%
Africa	7	2	9	-	-	1	8	9	133	7%
Asia/Private Ent.	6	-	6	-	-	-	6	6	101	6%
Europe/Near East	-	-	-	-	-	-	-	0	20	0%
LAC	9	1	10	-	-	-	10	10	96	10%
Development Orgs. 019	18	-	18	-	28	-	18	18	89	20%
PRIORITY II TOTAL	40	3	43	0	44	1	42	43	439	10%
PRIORITY III										
Developed Country 017	10	-	9	1	-	2	8	10	229	4%
U.S. Business 160	13	3	13	3	-	3	13	16	460	3%
U.S. Education 140	22	3	25	-	-	4	21	25	356	7%
U.S. Government 130	9	-	8	1	4	3	6	9	126	7%
U.S. Individuals 170	12	-	12	-	12	3	9	12	338	4%
Other 190	17	-	15	2	93	1	16	17	23	74%
PRIORITY III TOTAL	83	6	82	7	109	16	73	89	1,532	6%
TOTAL	320	15	321	14	335	41	294	335	4,655	7.20%
Percentage of Total Responses	96%	4%	96%	4%	100%	12%	88%			

As proposed at the time of contract award, LTS successfully implemented plans to relocate the operation to be closer to A.I.D. offices. During the last week of November, the operation was moved to the current location at 1500 Wilson Boulevard, 10th Floor, in Rosslyn while the warehouse facilities were moved to Springfield, Virginia under a subrental arrangement with Iron Mountain, Inc., a national records management and document storage firm.

Subsequently, LTS requested and received permission from A.I.D. to rename the operation from the Document and Information Handling Facility (DIHF) to the Development Information Services Clearinghouse (DISC), a change that reflects more accurately the types of services provided under the contract.

With the new space configuration, the DISC was able to create a Computer Laboratory - Training Room to better accommodate training needs and provide an equipment testing facility. In addition, a Customer Order Workstation was established to accommodate the growing number of walk-in clients ordering documents.

2.9.2 Funding Limitation

During the year, many of the proposed plans set forth at the time of contract award have been delayed due to funding limitations and uncertainties. Since the DISC contract relies upon both program and operating expense funds to underwrite its activities, the severe cutback in funds to underwrite the MS/AS/ISS/RM portion of the contract adversely affected our ability to develop and implement plans to meet major FY91 contract objectives. Due to the uncertainty, hiring plans, system upgrade plans, and study plans were postponed indefinitely awaiting some indication of a viable budget on which future plans could be developed. It was not until the third quarter of the year that sufficient funds had been made available so that plans, albeit with significant limitations in scope, could be formulated. Since we were required to escrow funds in sufficient amounts to meet FULL operational financing should "OE" funds not materialize, many activities were not undertaken, such as conducting the Alternatives to Technology study, hiring additional systems personnel, and ordering the HP3000 upgrade. Not until the end of the FY was it possible to plan far enough into the future to commit to the DIS computer system upgrade.

This aura of uncertainty cast a pall over many DISC operations and among personnel whose future employment was in question each month.

2.9.3 Study Delay

Section C.8.7.1 of our contract SOW called for LTS to conduct a study of alternatives to microfiche technology from which plans to devolve micrographics operations to a new technology could be developed. Consensus exists at many levels and in many quarters of the Agency that this is an important issue warranting study, planning, and strategy development. The longer this effort is delayed, the greater will be the cost to the Agency to convert its records

management and institutional memory holdings from microfiche to an alternate medium. Even more importantly, it is clear that responsible Agency offices are not planning for or investing in the technology (e.g., communication lines, video boards/monitors, storage/retrieval technologies, etc.) that could readily accommodate alternative technology(s) once the issues have been studied and recommendations made based upon user interest and demand.

It is hoped that funds will be made available in FY92 for this vital study to be performed.

2.9.4 Expansion of R&RS Work

During the year, LTS was required to divert an ever increasing level of support to provide technical backup to the increasing staff size of the Research and Reference Staff. In 1990, we proposed to provide computer, office automation, and communications support for the staff size specified in the contract scope of work. In fact, A.I.D. plans for growth over the five year period were exceeded during the first year. This fact has required LTS to purchase a greater number of personal computers and associated software than originally planned, and to provide for greater levels of intra- and inter-office communications to accommodate R&RS work into the overall Agency milieu. Should future growth continue at the same pace, contract relief will be essential.

2.9.5 Systems Disunity, Demands and Delays

While the major reorganization taking place within the Agency did not directly affect the DISC, the climate of uncertainty it engendered filtered down to the DISC in various ways. Of concern was the possible relocation of CDIE within the Agency structure and the affect such a management change may have on contract operations. The slowly emerging, but enhanced role of the evaluation function and its growing staff, affected the DISC as provider of technical support for PPE, at times creating conflicting priorities between PPE and DI.

Upheavals in the Agency's Information Resources Management (IRM) office, coupled with the growth of LAN's, the demise of WANG/OIS, the increased reliance upon office-wide communications, and the changing needs of the CDIE/DIC for automation support, increased the span of systems capabilities that the DISC was required to support. Whereas this contract operation was able to support the narrowly defined CDIE or DI office goals in past years, the increased responsibility of both function and office visibility within the Agency has placed demands on the DISC's systems staff that were not contemplated at the time of contract award. Coupled with funding constraints and a need to operate within narrow or often undefined specifications, the SDG sensed that its focus was being diluted without the ability to obtain or restructure resources needed stay ahead of the constantly changing ADP environment ... especially in light of rapidly changing technology.

IDRC's continued delay of Version H of MINISIS has required the DISC to continue to patch up Version G to overcome both serious system limitations as well as cosmetic nuances that

limit user willingness to use the DIS. A decision to create a new CD-DIS interface by committee has prevented the release of a full production CD-ROM with A.I.D. data by a full fifteen months if the now scheduled release date of January 1, 1992 is met.

The DIC's decision to implement a LAN-based Integrated Library System that had not been completely debugged has resulted in serious operational delays and problems, and has increased the complexity of cataloging/OCLC integration/ILL ordering, and linkages to the DIS. Decisions to map certain fields of data from the catalog on the DIS to the ILS file (and backload after processing) has also increased unplanned systems personnel support time.

The greatly enlarged responsibilities of the PPE Division in implementing the new evaluation initiative resulted in an ever increasing staff size yet lacked forward planning to meet the infrastructure needs such as workstations, network linkages, eMAIL routing, and personnel training ... again, major activities not envisioned in contract planning.

The greatly enlarged Research Staff, located in NS offices, posed a considerable challenge to the SDG staff in meeting ADP needs of these contractor personnel situated in government-furnished office space, using contractor furnished equipment and linked to official Agency network, power and telephone lines.

These events are cited only to bring into focus the responsiveness of DISC systems personnel in responding to a variety of unanticipated, system support needs ... met in timely and responsive fashion.

2.9.6 Productivity: Doing More with Less

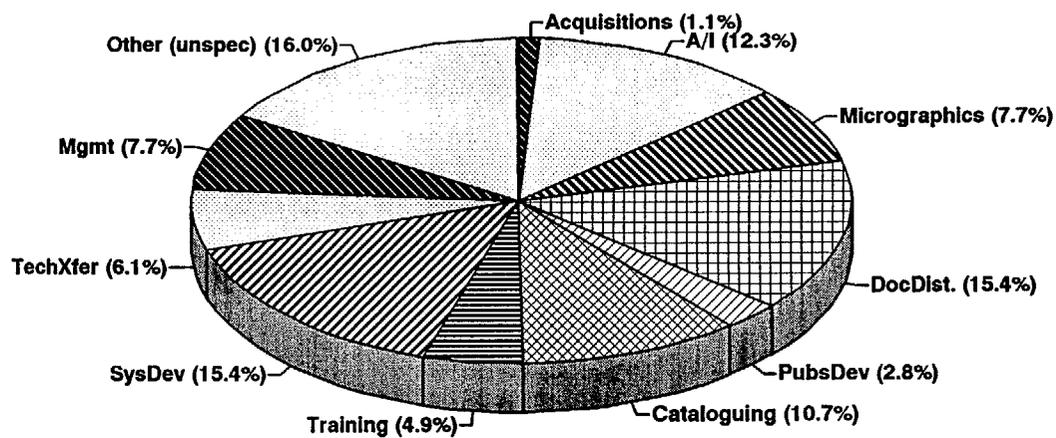
In keeping with overall Agency emphasis to do more with less resources, efforts to meet contract goals and objectives within specified fund availability constituted DISC management's number one priority. Overall, it is believed that DISC clientele and users dependent upon DISC personnel for support were not adversely affected. In some areas, services were improved and expanded.

Exhibits Z illustrates the breakout of labor hours for DISC functional categories. As expected, the core systems support, processing (including A/I) and document dissemination functions accounted for approximately 65% of our total LOE.

Exhibits Z-1 through **Z-5** depict trends in labor productivity from 1986 through 1991 showing overall labor allocations by various indicies of production. As can be seen, in all instances we are now producing at greater volumes with same or fewer personnel. It should also be noted that DISC productivity levels are increasing for the same types of work (e.g., documents processed onto the DIS, documents distributed, etc.) while additional non-CDIE/DI DISC functions have been added (such as expanded training, network expansion, document

Exhibit Z

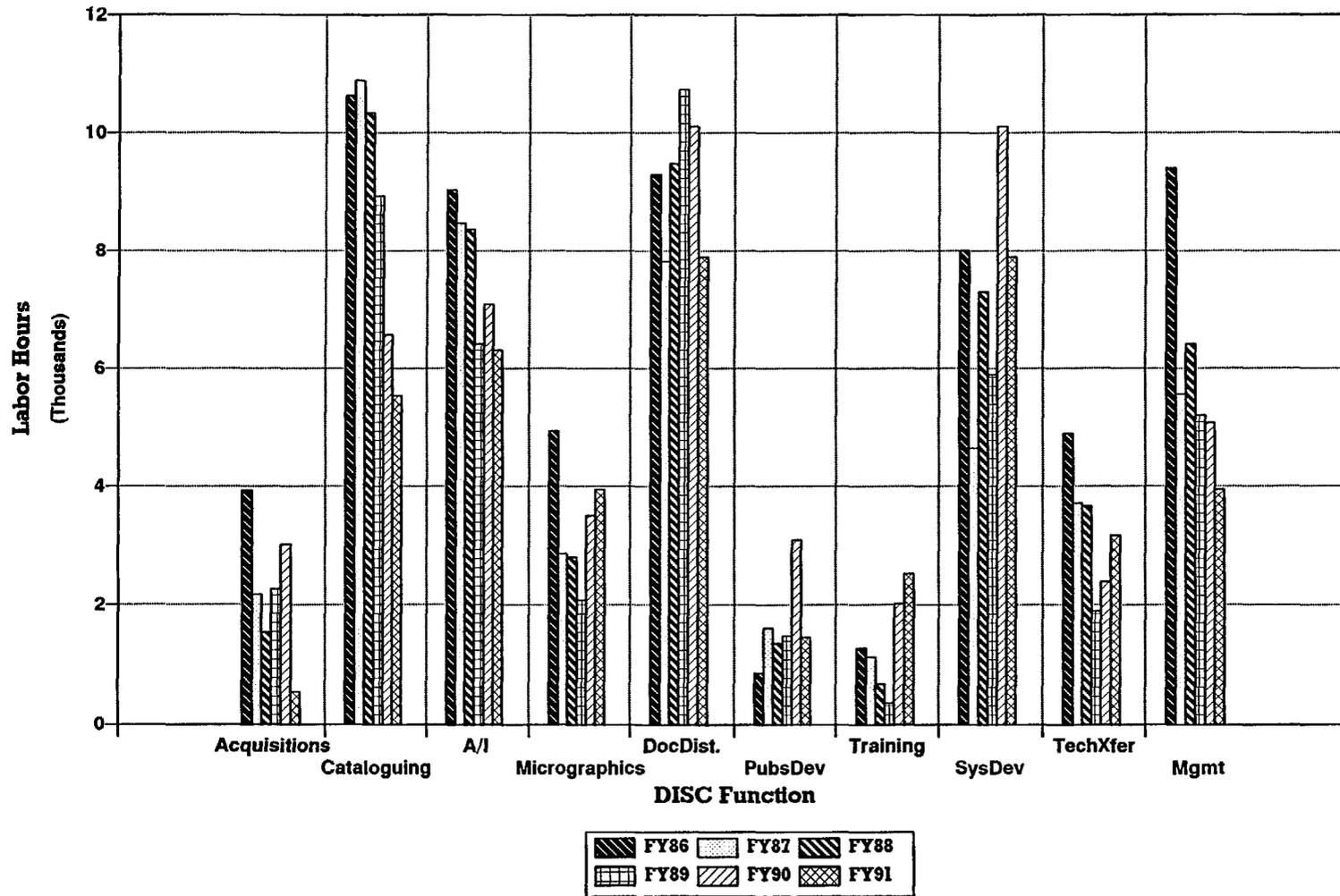
DISC LABOR BREAKOUT BY FUNCTION
FY 1991



OB

Exhibit Z1

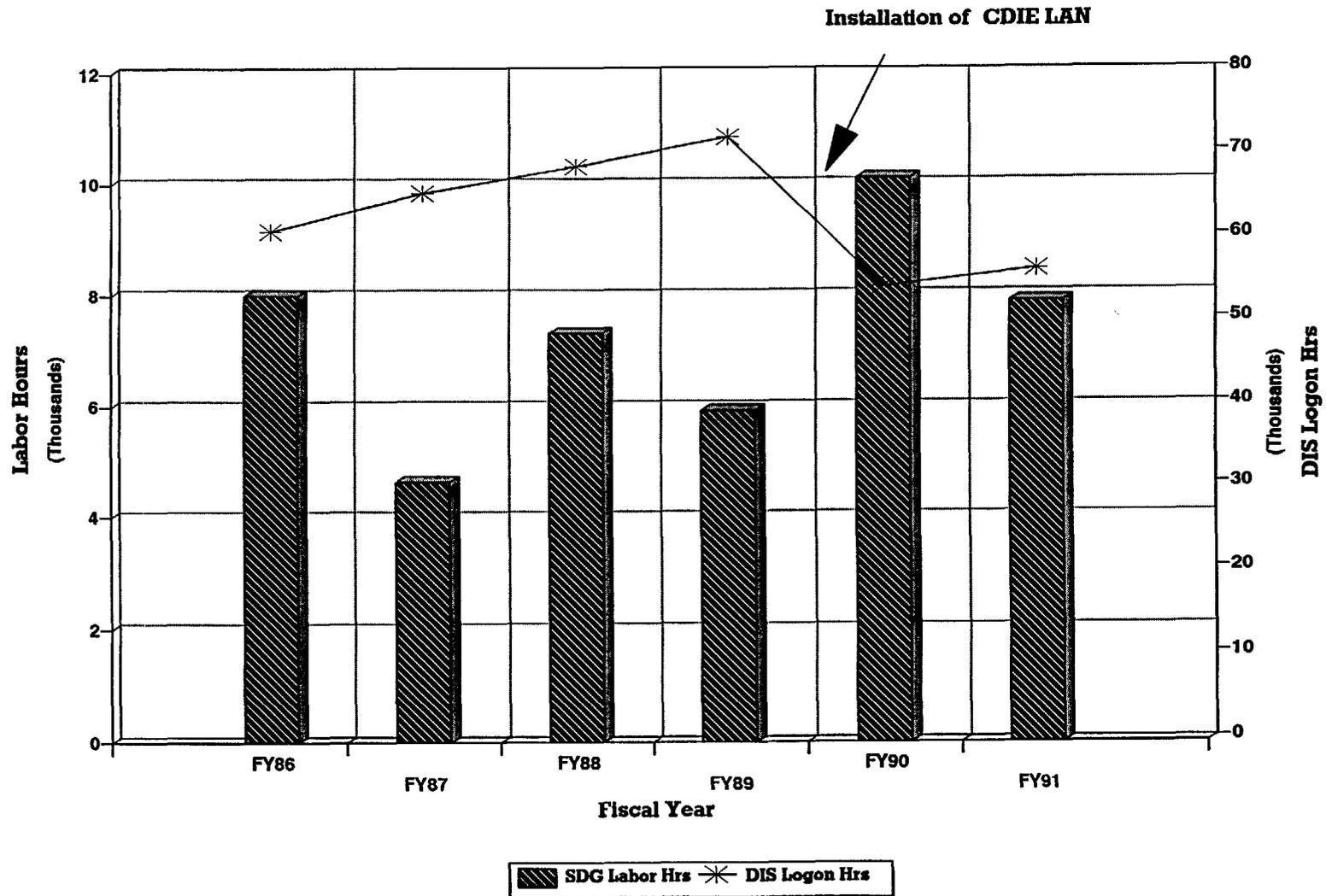
DISC LABOR TRENDS BY FUNCTION [FY 1986-1991]



18

Exhibit Z2

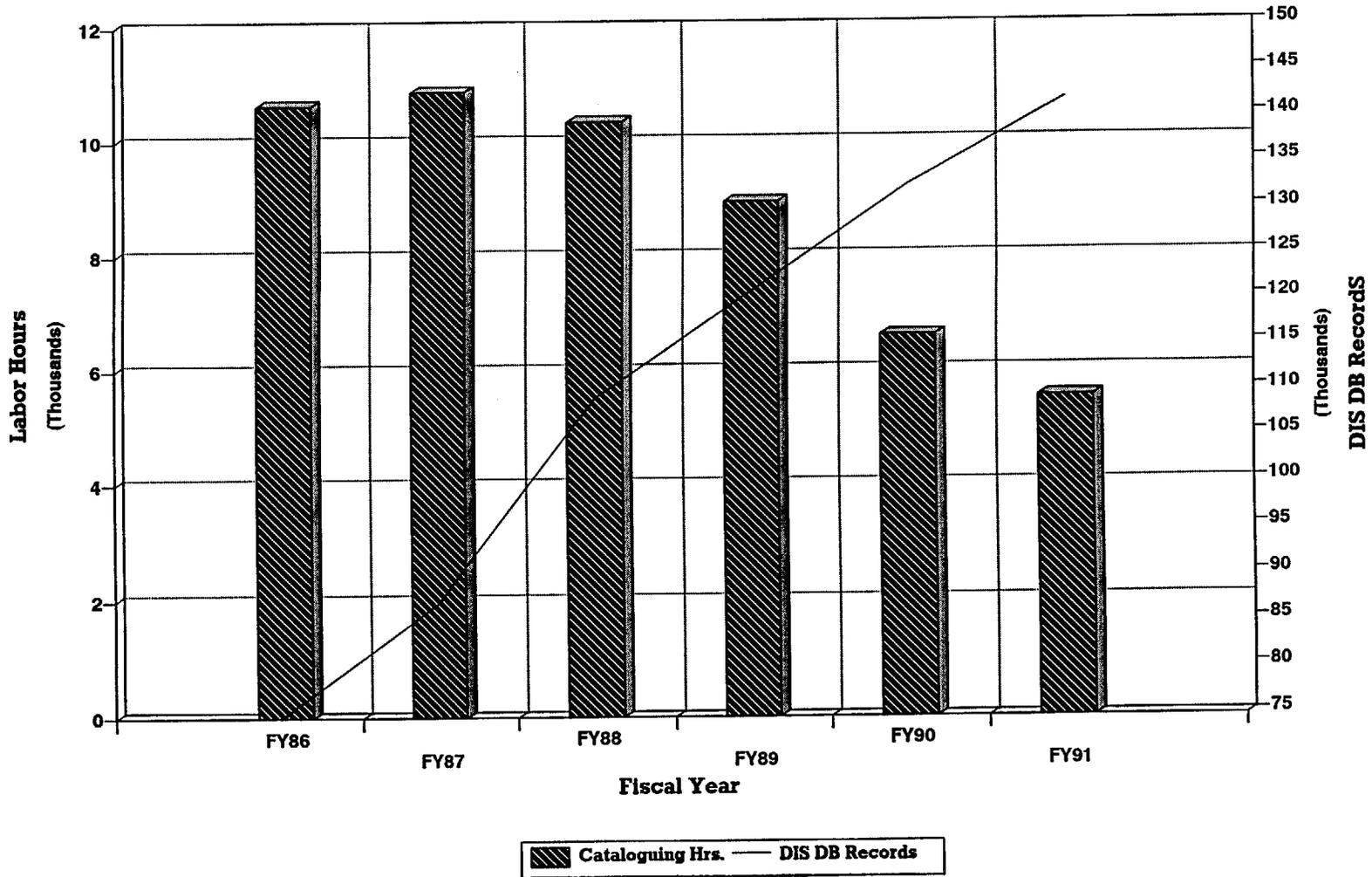
DISC SYSTEMS GROUP PRODUCTIVITY [FY 1986-1991]



12

Exhibit Z3

DISC PROCESSING PRODUCTIVITY TREND [FY 1986-1991]

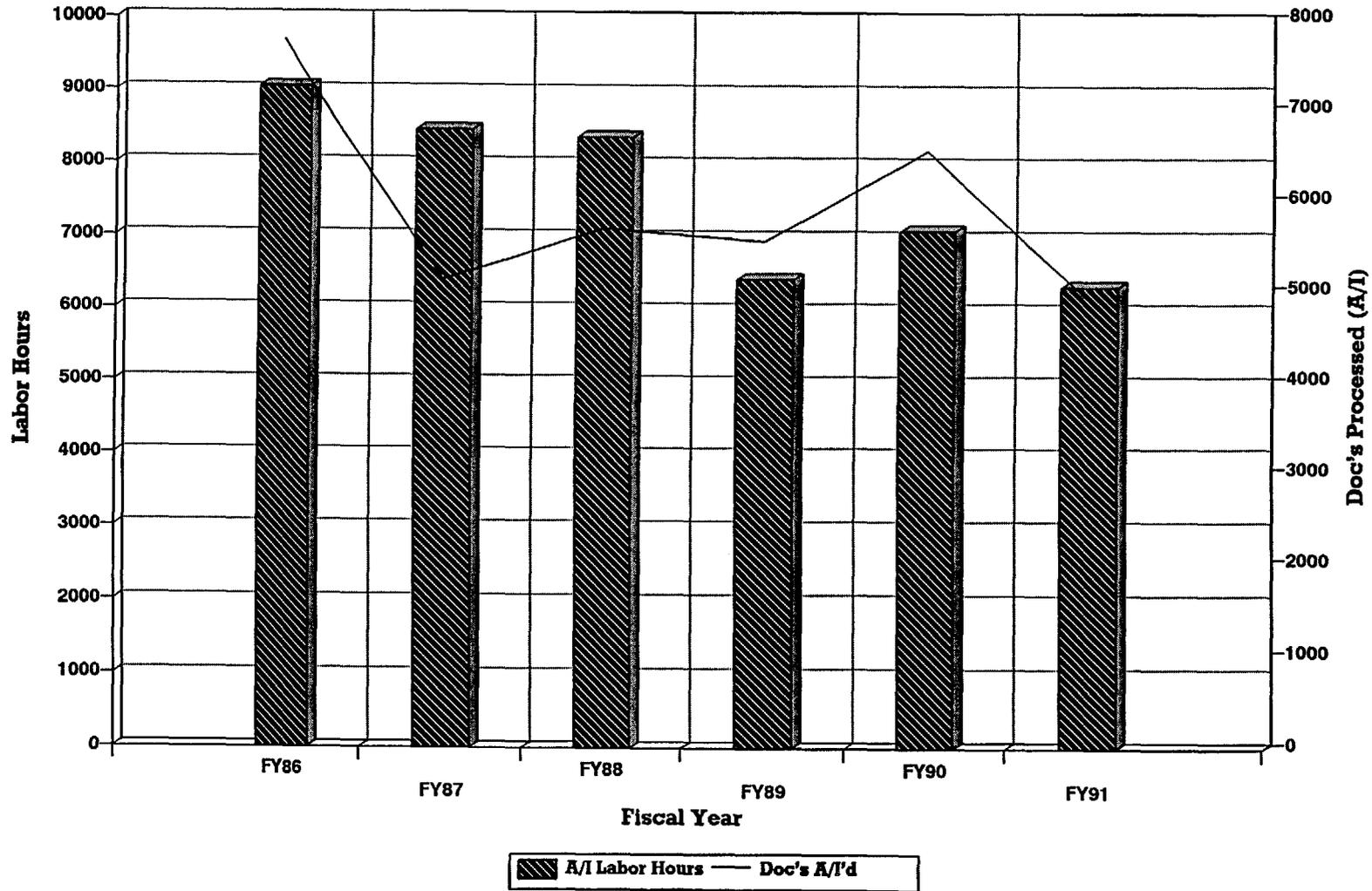


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Exhibit Z4

DISC A/I PRODUCTIVITY

[FY 1986-1991]

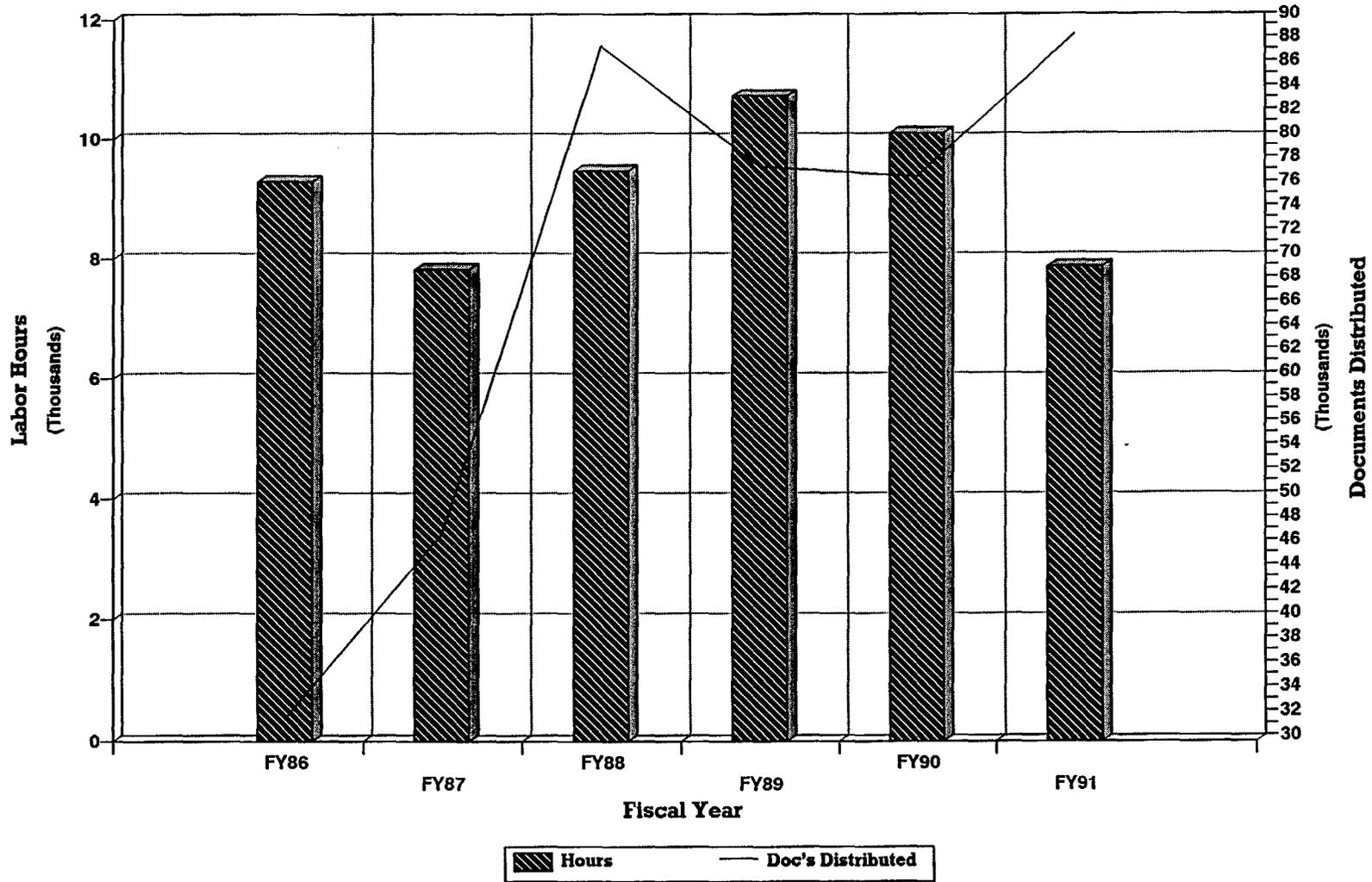


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Exhibit Z5

DISC PUBs DISTRIBUTION PRODUCTIVITY

[FY 1986-1991]



design and production, reproduction, etc.) for other offices such as WID, CDIE/E, and a greatly expanded R&RS staff.

2.9.7 Operations

DISC processing operations were affected by the reorganization efforts on three different fronts: 1) reorganization within the Agency; 2) changing scenario within CDIE; and 3) redistribution of functions between the DISC and R&RS contracts.

Acquisitions - The Acquisitions function is most troublesome. The Acquisitions function was transferred from the DISC contract to the R&RS contract effective October 1, 1990. The first task was to prepare a new Acquisitions Strategic Plan, which was not completed until May 1991. Its implementation is still in limbo. A smooth flow of documents from the Acquisitions unit to the DISC is vital to the efficient performance of DISC processing operations. This bifurcated Acquisitions effort is not working effectively. The addition of a sorely needed Acquisitions Assistant in September 1990 improved the flow of documentation; however, coordination is problematical since this position provides support to the Acquisitions Supervisor located in SA18. The impact of this situation was previously discussed in Section 2.3.1 on Cataloging.

Equipment - The efficiency of DISC operations is impaired by aging, inadequate, and faulty equipment. The dated HP3000 is inadequate to meet the current system demands. While an upgrade is anticipated, our work during FY91 required precise scheduling to accomplish the many processing and system maintenance tasks required to keep databases and systems operating at peak efficiency. A microfiche-to-microfiche duplicator machine to replace the Consolidated Micrographics OP-2123 (Bruning OP-59) fiche-to-fiche duplicator is needed. The Bruning machine is obsolete, and repair and replacement part availability is not guaranteed. Current blowback equipment is unreliable and inadequate to meet current demands.

Solutions to some of these equipment deficiencies are addressed below in Section 2.9.10.

2.9.8 Reporting

Implementation Plan - Upon award of the contract, a series of meetings were held with the Project Officer to review Implementation Plans for the various functional departments of the DISC for the coming year. In fact this series of meetings was conducted in lieu of a formal Implementation Plan. The Departments prepared forward looking operational plans for review and approval prior to these meetings.

Monthly Reports - Monthly financial and progress reports were submitted each month to the Project Officer.

Annual Report - The present report constitutes the first annual report of the 5 year contract.

Operations Manual - Due to its size, the Operations Manual is retained as a system document on the DISC LAN for update and access by anyone with access to the LAN. During FY91 the Operations Manual was converted from HPWord to Wordperfect files in the Global directory on the DISC LAN. The Operations Manual is available for review and printing as required.

Included with this report are listings of materials acquired through the contract: **Appendix A: Computer Equipment** and **Appendix E: Warehouse List Inventory**.

2.9.9 Staffing

LTS prides itself on its ability to retain a trained and experienced staff. During FY91 the DISC experienced a six percent staff turnover rate, largely due to budget limitations. **Exhibit AA** illustrates the cumulative project experience available to CDIE resulting from this very low staff attrition rate.

2.9.10 FY92 Plans

During FY92, major activities for DISC operations call for:

HP3000 Upgrade. In the first quarter of 1992, it is projected that the HP3000, Model 947 will be delivered to the DISC for installation and conversion of existing MINISIS applications to the new HP *Spectrum* series of RISC-based computers. This activity will not only take up SDG staff time to learn how to operate the new equipment, but will require a systematic, seamless cut-over of MINISIS operations that will be transparent to the end users.

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

Upgrading LAN Software. During FY92, LTS plans to upgrade the DISC LAN software from Novell Netware 286 to Netware 386 to take advantage of greater processing power and to make the DISC LAN more compatible to the CDIE LAN.

Operations Study. A special study to analyze DISC operational and organizational aspects will be conducted by an independent consultant to provide DISC management and CDIE/DI with ideas on improving service delivery and meeting long-term program needs.

New Applications Software. During FY92, LTS plans to complete development efforts to introduced advanced software applications which build upon GUI and multi-tasking features (e.g., WINDOWS). Testing for the prototype **Research DeskTOP** will continue in second quarter as will implementation of ORDERMASTER and REPORTMASTER, two applications designed to integrate order processing, MINISIS database access, invoice development, and reporting.

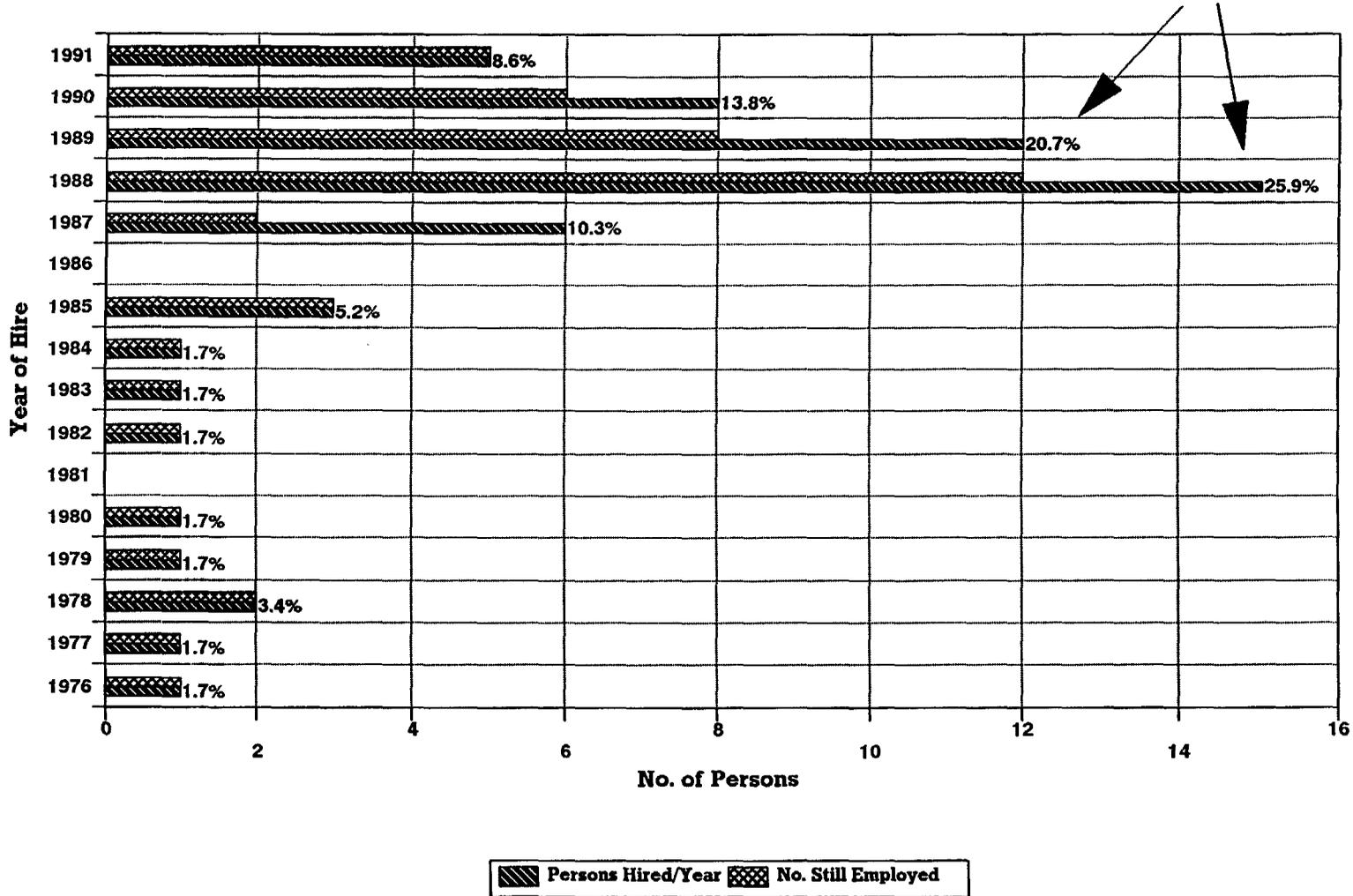
New Technology. LTS will continue to seek new ways of introducing advanced technology into DISC operations in compliance with budgetary and contractual considerations. LTS recognizes the need to seek new ways of information capture, storage, retrieval and dissemination, the need for electronic records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

Exhibit AA

ANALYSIS OF DISC STAFF BY HIRE DATE

[Total No. Employees Analyzed = 58]

Represents 16 personnel transferred from subcontractors to LTS in 1988-89.



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Appendix A

APDMS/DISC Micrographics Equipment Inventory

BUREAU FOR AFRICA

APDMS - DISC MICROGRAPHICS EQUIPMENT INSTALLATION REPORT

30-Sept-91

ITEM NAME	MAKE	MODEL	SERIAL #	TAG	BUR	OFF	ROOM#	Price	Date
FICHE FILE, 8-DRWR	HIGHMSITH	82-168	NONE	104	AFR	IPS	NS2643	500	198708
FICHE FILE, 8-DRWR	HIGHMSITH	82-168	NONE	00406	AFR	IPS	NS2643	500	198506
FICHE FILE, 8-DRWR	HIGHMSITH	82-168	NONE	218	AFR	IPS	NS2643	500	198708
FICHE FILE, 8-DRWR	HIGHMSITH	82-168	NONE	00407	AFR	IPS	NS2643	530	198504
KEYBOARD	HP	2922A	2143W05851	060	AFR	IPS	NS2643	---	198708
MODEM	RACAL-VADIC	VA212LC	250950	063	AFR	IPS	NS2643	495	198708
READER/PRINTER	MINOLTA	RP503	1617490	00477	AFR	IPS	NS2643	5000	199009
TERMINAL	HP	2922A	2143W05851	062	AFR	IPS	NS2643	2300	198708
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	220	AFR	PRO	NS 2669	500	198504
FICHE READER	MICRODESIGN	935	5061275	NONE	AFR	PRO	NS 2669	275	198506

BUREAU FOR EUROPE AND THE NEAR EAST

APDMS - DISC MICROGRAPHICS EQUIPMENT INSTALLATION REPORT

30-Sept-91

ITEM NAME	MAKE	MODEL	SERIAL #	TAG	BUR	OFF	ROOM#	Price	Date
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	ENE	TR	NS VAR	32	198803
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	ENE	PD	NS VAR	31	198609
FICHE READER	MICRODESIGN	935	3390970	NONE	ENE	PD	NS3318	288	198304
READER/PRINTER	MINOLTA	RP503	1616893	00409	ENE	PCS	NS3320A	4327	199002
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	218	ENE	PCS	NS3320A	500	198509
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00408	ENE	PCS	NS3320A	516	198601
FICHE READER	NMI	513	LX010D048	148	ENE	PD	NS3321A	257	198412
FICHE READER	NMI	513	LX010D049	149	ENE	TR	NS4440	257	198406
FICHE READER	MICRODESIGN	935	5061262	199	ENE	TR	NS4440	275	198505
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00486	ENE	TR	NS4720	530	198809
FICHE READER	MICRODESIGN	935	5061269	423	ENE	TR	NS4720	275	198505
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	223	ENE	TR	NS4725	500	198509
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00485	ENE	TR	NS4725	500	198509
FICHE READER	MICRODESIGN	935	5061272	206	ENE	TR	NS4725	275	198505
READER/PRINTER **	MINOLTA	RP405E	1621434	217	ENE	TR	NS4725	2878	198606

(** moved to PPC/CDIE/DIC, SA-18)

BUREAU FOR ASIA AND PRIVATE ENTERPRISE

FICHE READER	MICRODESIGN	935	4071709	130	APRE	PD	SA-2 501	275	198708
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	221	APRE	PD	SA-2 501	500	198509
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	APRE	PD	SA-2 501	32	198803
FICHE FILE	LUXOR	FS-21	NONE	NONE	APRE	PD	SA-2 501	26.5	198609

BUREAU FOR LATIN AMERICA AND THE CARIBBEAN

APDMS - DISC MICROGRAPHICS EQUIPMENT INSTALLATION REPORT

30-Sept-91

ITEM NAME	MAKE	MODEL	SERIAL #	TAG	BUR	OFF	ROOM#	Price	Date
FICHE READER	MICRODESIGN	935	3020692	368	LAC	TR	NS2242	256	198301
FICHE FILE	LUXOR	FS-21	NONE	NONE	LAC	PD	NS2248	26.5	198609
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LAC	PD	NS2248	31	198609
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LAC	PD	NS2248	31	198609
READER/PRINTER	MINOLTA	RP405E	1621534	184	LAC	PD	NS2248	2878	198406
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LAC	TR	NS2251	28	198302
FICHE FILE	LUXOR	FS-21	NONE	NONE	LAC	PD	NS2252	26.5	198708
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LAC	PD	NS2252	28	198301
FICHE READER	NMI	513	LX010D374	481	LAC	PD	NS2252	257	198712
FICHE READER	MICRODESIGN	935	6040854	00489	LAC	PD	NS2252	275	198403
FICHE READER	NMI	513	LX010D047	150	LAC	PD	NS2252	257	198412
FICHE READER	MICRODESIGN	935	3020698	364	LAC	PD	NS2252	256	198301
FICHE READER	MICRODESIGN	935	6040850	483	LAC	PD	NS2252	275	198605
FICHE READER	MICRODESIGN	935	3191120	362	LAC	PD	NS2252	256	198306
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00487	LAC	DR	NS2252	526	198708
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00488	LAC	DR	NS2252	516	198606
FICHE READER	NMI	513	LX010D333	232	LAC	DR	NS2252	257	198604
READER/PRINTER	MINOLTA	RP405E	1615467	NONE	LAC	GC	NS3417	2878	198406

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DEVELOPMENT INFORMATION SERVICES CLEARINGHOUSE

APDMS - DISC MICROGRAPHICS EQUIPMENT INSTALLATION REPORT

30-Sept-91

ITEM NAME	MAKE	MODEL	SERIAL #	TAG	BUR	OFF	ROOM#	Price	Date
FICHE READER	MICRODESIGN	935	3390968	NONE	LTS	DISC	1020	256	198309
FICHE READER	MICRODESIGN	935	3191128	NONE	LTS	DISC	1024	256	198803
FICHE FILE	LUXOR	FS-21	NONE	NONE	LTS	DISC	1027	26.5	198501
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LTS	DISC	1027	27	198601
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LTS	DISC	1027	28	198406
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LTS	DISC	1027	31	198609
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LTS	DISC	1027	31	198609
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	NONE	LTS	DISC	1027	530	199102
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	NONE	LTS	DISC	1027	530	199102
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	NONE	LTS	DISC	1027	530	199102
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	NONE	LTS	DISC	1027	530	199102
FICHE READER	NMI	513	7256270	NONE	LTS	DISC	1027	340	198804
FICHE READER	NMI	513	LX010D463	386	LTS	DISC	1027	340	198807
FICHE READER	MICRODESIGN	935	3191115	397	LTS	DISC	1027	288	198412
FICHE READER	MICRODESIGN	935	3191126	00473	LTS	DISC	1027	256	198709
FICHE READER	MICRODESIGN	935	3191116	399	LTS	DISC	1027	256	198409
FICHE READER	MICRODESIGN	935	1501123	043	LTS	DISC	1027	275	198605
FICHE READER	MICRODESIGN	935	3191124	400	LTS	DISC	1027	288	198304
FICHE READER	MICRODESIGN	935	4071707	126	LTS	DISC	1027	275	198501
FICHE READER	MICRODESIGN	935	3191119	414	LTS	DISC	1027	288	198305
FICHE READER	MICRODESIGN	935	4071710	128	LTS	DISC	1027	275	198406
FICHE READER	MICRODESIGN	935	5061265	422	LTS	DISC	1027	275	198505
FICHE READER	MICRODESIGN	935	4071711	136	LTS	DISC	1027	275	198406
FICHE READER	MICRODESIGN	935	3929681	424	LTS	DISC	1027	256	198303
FICHE READER	MICRODESIGN	935	3191122	181	LTS	DISC	1027	256	198501
FICHE READER	NMI	513	LX010D465	429	LTS	DISC	1027	340	198807
FICHE READER	MICRODESIGN	935	3191118	185	LTS	DISC	1027	256	198501
FICHE READER	MICRODESIGN	935	3191123	437	LTS	DISC	1027	256	198808
FICHE READER	MICRODESIGN	935	5061250	190	LTS	DISC	1027	275	198507
FICHE READER	NMI	513	LX010D373	482	LTS	DISC	1027	257	198903
FICHE READER	MICRODESIGN	935	3061261	209	LTS	DISC	1027	256	198309
FICHE READER	MICRODESIGN	955	3020700	496	LTS	DISC	1027	288	198609
FICHE READER	NMI	513	LX010D334	230	LTS	DISC	1027	257	198708
FICHE READER	MICRODESIGN	935	3020699	497	LTS	DISC	1027	256	198301
FICHE READER	NMI	513	LX010D369	361	LTS	DISC	1027	257	198710
FICHE READER	MICRODESIGN	935	3321316	498	LTS	DISC	1027	256	198808
FICHE READER	MICRODESIGN	955	3020701	366	LTS	DISC	1027	256	198708
FICHE READER	MICRODESIGN	935	3390960	NONE	LTS	DISC	1027	275	198609
FICHE READER	NMI	513	LX010D376	372	LTS	DISC	1027	340	198804
FICHE READER	MICRODESIGN	935	3390969	NONE	LTS	DISC	1027	256	198606
FICHE READER	MICRODESIGN	935	3020693	00481	LTS	DISC	1027	288	198305
FICHE READER	NMI	513	7256267	NONE	LTS	DISC	1027	340	198804
FICHE READER	MICRODESIGN	935	4071708	127	LTS	DISC	1027	275	198406
FICHE READER	NMI	513	7256268	NONE	LTS	DISC	1027	257	198804
FICHE READER	MICRODESIGN	935	3181121	177	LTS	DISC	1027	256	198605
FICHE READER	NMI	935	7256269	NONE	LTS	DISC	1027	340	198804
FICHE READER	MICRODESIGN	935	5061263	188	LTS	DISC	1027	275	198806
FICHE READER	MICRON	760	28351	NONE	LTS	DISC	1027	350	199002

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FICHE READER	MICRODESIGN	935	5061258	212	LTS	DISC	1027	275	198510
FICHE READER	NMS	3395	100031	NONE	LTS	DISC	1027	---	---
FICHE READER	MICRODESIGN	935	3020697	365	LTS	DISC	1027	256	198
FICHE READER	REALIST	3384	107576	NONE	LTS	DISC	1027	---	---
FICHE READER	MICRODESIGN	935	3020691	424	LTS	DISC	1027	256	198803
FICHE READER	MICRODESIGN	935	3191125	369	LTS	DISC	1027	256	198708
FICHE READER	XEROX	340	630002332	056-530	LTS	DISC	1027	---	---
FICHE READER	MICRODESIGN	935	3191127	182	LTS	DISC	1027	256	198708
FICHE READER	MICRODESIGN	935	4071706	129	LTS	DISC	1027	275	198406
FICHE READER	NMI	513	LX010D370	360	LTS	DISC	1027	257	198708
FICHE READER	MICRODESIGN	935	5061261	204	LTS	DISC	1027	275	198505
FICHE READER	MICRODESIGN	935	3020695	00404	LTS	DISC	1027	256	198503
FICHE READER	MICRODESIGN	935	6040852	378	LTS	DISC	1027	275	198709
FICHE FILE, 10-DRWR	SUPREME EQUIP	---	NONE	062-163	LTS	DISC	1031	---	---
FICHE FILE, 10-DRWR	SUPREME EQUIP	---	NONE	00168	LTS	DISC	1031	---	---
FICHE FILE, 10-DRWR	SUPREME EQUIP	---	NONE	062-166	LTS	DISC	1031	---	---
FICHE FILE, 6-DRWR	WALTER BALLARD	---	NONE	007-095	LTS	DISC	1031	---	---
FICHE FILE, 7-DRWR	SHAW-WALKER	---	NONE	033-358	LTS	DISC	1031	---	---
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00163	LTS	DISC	1031	526	198707
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00164	LTS	DISC	1031	520	198801
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00165	LTS	DISC	1031	520	198801
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00159	LTS	DISC	1031	500	198403
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00166	LTS	DISC	1031	520	198801
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00161	LTS	DISC	1031	520	198801
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00167	LTS	DISC	1031	520	198801
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00156	LTS	DISC	1031	520	198801
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00157	LTS	DISC	1031	520	198801
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00160	LTS	DISC	1031	520	1988
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00158	LTS	DISC	1031	500	198
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00162	LTS	DISC	1031	520	1988
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00155	LTS	DISC	1031	520	198801
KEYBOARD	HP	2922A	---	055	LTS	DISC	1031	---	198607
KEYBOARD	HP	2922A	---	066	LTS	DISC	1031	---	198607
TERMINAL	HP	2623A	2147V00415	071	LTS	DISC	1031	2300	198607
TERMINAL	HP	2622A	2152A04854	072	LTS	DISC	1031	2300	198607
TERMINAL	HP	2622A	2126W05557	047	LTS	DISC	1031	2300	198607
DENSITOMETER	MACBETH	TD502	NONE	037	LTS	DISC	1036	900	198101
FICHE COPIER	BRUNING	OP59/88	973-1371	039	LTS	DISC	1036	20000	198101
FICHE CUTTER	KEYAN	138	NONE	NONE	LTS	DISC	1036	225	198510
FICHE READER	XEROX	340	630002954	056-835	LTS	DISC	1036	---	---
FILM WINDERS	HOLLYWOOD	935	NONE	NONE	LTS	DISC	1036	25	198801
LIGHT BOX	KEYAN	136	NONE	NONE	LTS	DISC	1036	200	198510
MICROSCOPE	WILL WETZLAR	50-100X	NONE	038	LTS	DISC	1036	300	198101
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00178	LTS	DISC	1038	545	199005
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	337	LTS	DISC	1038	520	198403
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	338	LTS	DISC	1038	520	198403
READER/PRINTER	MINOLTA	RP505	165588	NONE	LTS	DISC	1038	7515	198609
FICHE COPIER	CANON	ALFICHE 480	486	00405	LTS	DISC	NS B930	3148	198708
FICHE FILE	LUXOR	FS-21	NONE	NONE	LTS	DISC	NS B930	26.5	198708
FICHE FILE, 10-DRWR	JEFSTEEL	---	NONE	056-487	LTS	DISC	NS B930	---	---
FICHE FILE, 10-DRWR	JEFSTEEL	---	NONE	056-460	LTS	DISC	NS B930	---	---
FICHE FILE, 10-DRWR	JEFSTEEL	---	NONE	056-486	LTS	DISC	NS B930	---	---
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LTS	DISC	NS B930	32	198701
FICHE READER	MICRODESIGN	935	4071707	NONE	LTS	DISC	NS B930	275	198
FICHE READER	MICRODESIGN	935	3450706	398	LTS	DISC	NS B930	256	19

at

FICHE READER	MICRODESIGN	935	3031646	00490	LTS	DISC	NS B930	256	198303
FICHE READER	NMI	513	LX010D337	231	LTS	DISC	NS B930	257	198604
FICHE READER	NMI	513	LX010D338	233	LTS	DISC	NS B930	257	198604
FICHE READER	NMI	513	LX010D371	480	LTS	DISC	NS B930	257	198708
FICHE READER	NMI	513	LX010D339	452	LTS	DISC	NS B930	257	198603
KEYBOARD	HP	2622A	2126W05568	057	LTS	DISC	NS B930	---	198607
MODEM	RACAL-VADIC	VA212LC	629913	192	LTS	DISC	NS B930	495	198609
MODEM	RACAL-VADIC	VA212LC	466191	170	LTS	DISC	NS B930	495	198607
READER/PRINTER	MINOLTA	RP405E	1614739	NONE	LTS	DISC	NS B930	2878	198406
TERMINAL	HP	2622A	---	056	LTS	DISC	NS B930	2300	198607
TERMINAL	HP	2622A	2126W05568	048	LTS	DISC	NS B930	2300	198607
FICHE READER	MICRODESIGN	935	3390971	00401	LTS	DISC	NS B930	256	198503

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BUREAU FOR MANAGEMENT

APDMS - DISC MICROGRAPHICS EQUIPMENT INSTALLATION REPORT

30-Sept-91

ITEM NAME	MAKE	MODEL	SERIAL #	TAG	BUR	OFF	ROOM#	Price	Date
READER/PRINTER	MINOLTA	RP503	1611849	00500	M	CON	SA14 1462	4427	199002
TERMINAL	HP	2622A	2245W30061	096	M	CON	SA14 1462	2300	198310
KEYBOARD	HP	2622A	---	097	M	CON	SA14 1462	---	198310
FICHE READER	MICRODESIGN	935	3450705	117	M	CON	SA14 1462	256	198312
MODEM	RACAL-VADIC	VA212LC	466189	171	M	CON	SA14 1462	495	198310
FICHE READER	MICRODESIGN	Portable 935	7256053	370	M	CON	SA14 1462	350	198801
FICHE FILE, 8-DRWR	HIGHMSITH	82-168	NONE	392	M	CON	SA14 1462	520	198606
FICHE FILE, 8-DRWR	HIGHMSITH	82-168	NONE	393	M	CON	SA14 1462	500	198403
FICHE FILE, 8-DRWR	HIGHMSITH	82-168	NONE	427	M	CON	SA14 1462	516	198606
FICHE FILE, 8-DRWR	HIGHMSITH	82-168	NONE	00499	M	CON	SA14 1462	516	198606
FICHE READER	MICRODESIGN	935	5061270	NONE	M	CON	SA14 1462	275	198503
FICHE FILE, 8-DRWR	HIGHMSITH	82-168	NONE	00482	M	FM	SA2 326	544	199006
READER/PRINTER	MINOLTA	RP503	164702	00483	M	FM	SA2 326	2815	198701
FICHE READER	MICRODESIGN	935	6040853	00484	M	FM	SA2 326	205	198701
FICHE READER	MICRODESIGN	935	6040851	NONE	M	SER	OVERSEA	275	198708

BUREAU FOR SCIENCE AND TECHNOLOGY

APDMS - DISC MICROGRAPHICS EQUIPMENT INSTALLATION REPORT

30-Sept-91

ITEM NAME	MAKE	MODEL	SERIAL #	TAG	BUR	OFF	ROOM#	Price	Date
FICHE FILE	LUXOR	FS-21	NONE	NONE	S&T	AG	SA18 409	26.5	198804
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	S&T	AG	SA18 420	32	199002
FICHE READER	MICRODESIGN	513	LX010D368	359	S&T	ED	SA18 609	256	198710
READER/PRINTER	MINOLTA	RP503	1611279	373	S&T	ED	SA18 600	2815	198803
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00496	S&T	EY	SA18 506	544	199002
FICHE READER	MICRODESIGN	935	3191130	367	S&T	EY	SA18 506	256	198708
READER/PRINTER	MINOLTA	RP503	168294	375	S&T	EY	SA18 508	2815	198709
FICHE FILE	LUXOR	FS-21	NONE	NONE	S&T	F	SA18 506	26.5	198804
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	S&T	F	SA18 506	32	199002
FICHE READER	MICRODESIGN	935	5061268	212	S&T	H	SA18 706	275	198510
FICHE READER	NMI	513	LX010D464	00471	S&T	H	SA18 706	275	198803
FICHE READER	MICRODESIGN	935	3191114	00472	S&T	H	SA18 720	288	198803
FICHE READER	MICRODESIGN	935	5061257	200	S&T	N	SA18 400	275	198804
FICHE READER	MICRODESIGN	935	5061264	205	S&T	N	SA18 400	275	198803
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00474	S&T	PO	SA18 306F	530	198504
FICHE FILE, 8-DRWR	HIGHSMITH	82-168	NONE	382	S&T	PO	SA18 306F	530	198804
FICHE READER	MICRODESIGN	935	3390967	00403	S&T	PO	SA18 306F	256	198309
FICHE FILE	LUXOR	FS-21	NONE	NONE	S&T	POP	SA18 820	26.5	199002
FICHE FILE	LUXOR	FS-21	NONE	NONE	S&T	POP	SA18 806	26.5	199003
FICHE READER	NMI	513	LX010D335	229	S&T	POP	SA18 803	257	198601
FICHE READER	MICRON	760	28352	00497	S&T	POP	SA18 820	350	199002
FICHE READER	NMI	513	LX010D372	347	S&T	POP	SA18 803	257	198608
FICHE READER	MICRON	760	28353	00401	S&T	POP	SA18 806	350	199003
FICHE READER	NMI	513	LX010D375	NONE	S&T	POP	SA18 800	257	198711
FICHE READER	MICRODESIGN	935	3390960	NONE	S&T	POP	SA18 800	275	198709
FICHE READER	MICRODESIGN	935	3020690	390	S&T	POP	SA18 800	256	198302
FICHE READER	NMI	513	LX010D462	387	S&T	RD	SA18 608	340	198807
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	S&T	RUR	SA18 309	32	198609
FICHE READER	MICRODESIGN	935	5061274	213	S&T	RUR	SA18 309	275	198803
FICHE READER	MICRODESIGN	935	5061260	180	S&T	RUR	SA18 309	275	198505
FICHE READER	MICRON	760	8411132	00476	S&T	RUR	SA2 600	335	198810
READER/PRINTER	MINOLTA	RP503	1611266	00402	S&T	RUR	SA18 309	2815	198803
FICHE FILE	LUXOR	FS-21	NONE	NONE	S&T	VAR	SA18 VAR	26.5	198302
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	S&T	VAR	SA18 VAR	32	198707
FICHE READER	MICRODESIGN	935	3020694	NONE	S&T	VAR	SA18 VAR	256	198710

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AID WAREHOUSE

APDMS - DISC MICROGRAPHICS EQUIPMENT INSTALLATION REPORT

30-Sept-91

ITEM NAME	MAKE	MODEL	SERIAL #	TAG	BUR	OFF	ROOM#	Price	Date
FICHE FILE	LUXOR	FS-21	NONE	NONE	AID	WHSE	MS/AS/ISS	26.5	198609
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	AID	WHSE	MS/AS/ISS	31	198609
FICHE READER	MICRON	760	28350	00498	AID	WHSE	MS/AS/ISS	350	199002
FICHE READER	NMI	513	LX010D050	147	AID	WHSE	MS/AS/ISS	257	198509
FICHE READER	MICRODESIGN	935	3191129	183	AID	WHSE	MS/AS/ISS	256	198501
FICHE READER	MICRODESIGN	935	3190966	183	AID	WHSE	MS/AS/ISS	275	198501
FICHE READER	MICRODESIGN	935	5061266	189	AID	WHSE	MS/AS/ISS	275	198504
FICHE READER	MICRODESIGN	935	5061256	210	AID	WHSE	MS/AS/ISS	275	198505
FICHE READER	MICRODESIGN	935	5061273	211	AID	WHSE	MS/AS/ISS	275	198505
FICHE READER	MICRODESIGN	935	5061271	226	AID	WHSE	MS/AS/ISS	275	198507
FICHE READER	NMI	513	LX010D336	451	AID	WHSE	MS/AS/ISS	257	198509
FICHE READER	NMI	513	LX010D340	453	AID	WHSE	MS/AS/ISS	257	198509
FICHE READER	NMI	513	LX010D377	484	AID	WHSE	MS/AS/ISS	257	198712
FICHE READER	MICRODESIGN	935	5061267	NONE	AID	WHSE	MS/AS/ISS	275	198605
FICHE READER	MICRODESIGN	935	3191117	NONE	AID	WHSE	MS/AS/ISS	256	198501

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Appendix B

Quality Assurance Report Fourth Quarter FY91



A.I.D. Development Information Services Clearinghouse

Operated by LTS Corporation under A.I.D. contract No. PDC 0232-C-00-0094-00

1500 Wilson Boulevard, Suite 1010, Arlington, VA 22209-2404, USA

Telephone: (703) 351-4006 Fax: (703) 351-4039

To: Lee White, PPC/CDIE/DI 15-Oct-91

From: Scott Sherman, Interim Quality Assurance Supervisor, AID/DISC

Through: Jim Booth, Project Director, AID/DISC

Subject: Quality Assurance Report, Fourth Quarter FY91
Contract No. PDC-0232-C-00-0094-00
A.I.D. Development Information Services Clearinghouse

This report and the accompanying statistical tables present the accomplishments of the DISC through the end of the fourth quarter FY91. Processing volume for the DISC improved over the preceding three quarters due to the extraordinary, one-time-only, addition of material from the A.I.D. Historical Collection. This singular contribution is evident in the unusually high actual volumes when compared with SOW targets, particularly acquisitions, cataloging, and abstracting. The fourth quarter saw acquisitions perform at 142% of SOW levels. PN acquisitions has been good. PD and INV acquisitions had been modest through the end of three quarters, but were helped considerably with the addition of the historical collection. For the year, minimal (two out of five hundred: four-tenths of one percent) audio-visual materials were supplied for processing.

Table 1 and the accompanying graph provide first quarter key indicator performance data. The average monthly variance between production levels and SOW targets is listed, as well as the comparison between actual vs. SOW monthly output targets expressed as a percentage. The results of the extraordinary acquisitions input can be seen systemwide. Overall growth of the DIS during the quarter was above target levels. While PN's catalogued (B1) were over two hundred percent of target levels, the impact of the addition of the historical collection was seen primarily in PD's catalogued (B2), which were eighty-eight percent of target levels, and the additions to INV which were over **three-hundred and fifty** percent of targets. Abstracting (C) achieved two hundred and forty-three percent of their targeted levels for original abstracts added to the DIS (C1). Total documents filmed (G1) continued to run at eighty percent of targets. Document distribution (H) demand ran sixty percent of the volumes targeted. System usage remained relatively constant during the quarter and there were no exceptional items to report.

Out of thirty-two tasks measured by the DISC Performance Summary by Task graph accompanying Table 1, eleven (thirty percent) exceeded their quarterly SOW targets.

Table 2 and the accompanying graphs provide a comparison of the most recent quarter with the most immediate preceding four quarters. Actual FY91 volumes are compared with SOW. The current quarter's average is compared with the average from the previous four quarters and expressed as a percentage. Actual volumes for FY91 were over

about ninety percent of SOW targets due to the fourth quarter influx of the historical collection. Total DISC activity for the fourth quarter was over a hundred percent of levels compared with levels from the four most recent quarters. All departments performed at significantly higher levels during the quarter.

Table 3 and the accompanying graph compares actual FY91 performance with an average of each category for the preceding four fiscal years (FY87-FY90). Actual production volumes for FY91 higher than the prior four year average are italicized in bold, while actual volumes lower than the previous four years average are shaded. The shaded areas are those which are being monitored by the respective departmental supervisors as well as the Quality Assurance Supervisor to account for variances and identify ways to meet SOW targets as required.

Table 1

AID/DISC

QUARTERLY QUALITY ASSURANCE REPORT

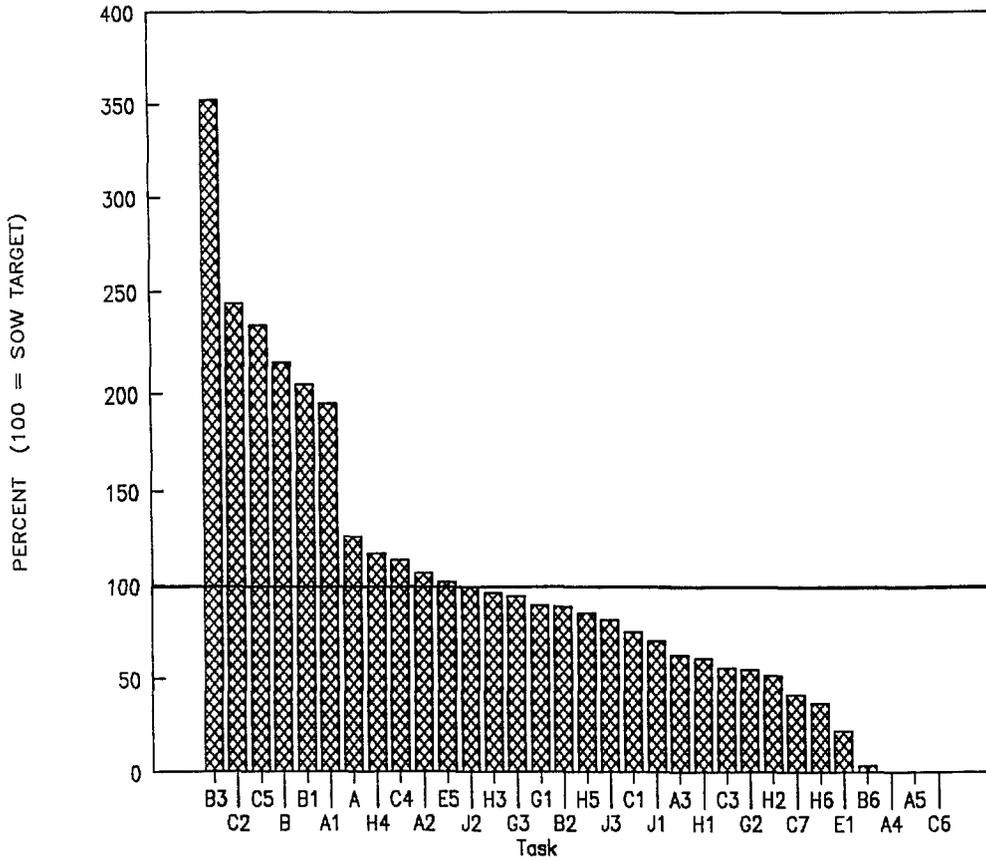
4TH QUARTER, FY91 (JULY - SEPT 1991)

	OUTPUT TARGETS FROM SOW *YEAR/MONTH				FY91 4TH QTR TOTALS	AVERAGE MONTHLY OUTPUT	PERCENT OF MONTHLY TARGET	AVG MONTHLY VARIANCE
		JULY	AUG	SEPT				
A. DOCUMENT ACQUISITIONS								
	7,500/624	1,112	604	638	2,354	785	125.75%	161
1. PN's Received for Cataloguing	2,500/208	757	88	371	1,216	405	194.87%	197
2. PD's Received for Cataloguing	2,500/208	177	308	180	663	221	106.25%	13
3. Items Received for INV	2,500/208	156	171	62	389	130	62.34%	(78)
4. AV Materials Rec'd for Cataloguing	500/42	0	0	0	0	0	0.00%	(42)
5. Items Retrieved from APDMS for DIS by Abstracting and Cataloguing		22	39	25	86	29	—	NA
B. DOCUMENT CATALOGING								
	7,500/624	893	1,585	1,548	4,026	1,342	215.06%	718
1. PN's added to DOCUMENT	2,500/208	439	419	417	1,275	425	204.33%	217
2. PD's added to DOCUMENT	2,500/208	257	129	168	554	185	88.78%	(23)
3. PD & PN Docs. Added to INV	2,500/208	197	1,037	963	2,197	732	352.08%	524
4. No. of Changes to DOCRD		177	869	104	1,150	383	—	NA
5. INV/DOCRD Duplicates Found		48	61	39	148	49	—	NA
6. AV Materials	500/42	4	0	0	4	1	3.17%	(41)
C. ABSTRACTING/INDEXING								
	1,800/150	101	40	196	337	112	74.89%	(38)
1. Original Abstracts Added to DIS	250/20	51	33	62	146	49	243.33%	29
2. Edited Author-Prepared Abstracts	5,000/417	258	373	66	697	232	55.72%	(185)
3. Documents Indexed Only	200/15	20	3	28	51	17	113.33%	2
4. New (1990) Design Docs Abstracted	100/9	23	4	36	63	21	233.33%	12
5. Pre-1990 Design Docs Abstracted		0	0	0	0	0	—	NA
6. AV Materials Abstracted		0	0	0	0	0	—	NA
7. Proposed Thesaurus Changes	150/25	6	20	5	31	10	41.33%	(15)
D. ACQUISITIONS LIST MAINTENANCE/F. PUBLICATIONS								
	250/20	3	5	5	13	4	21.67%	(16)
1. RECIPRD Record Additions	Combined	1	1	12	14	5	—	NA
2. RECIPRD Record Modifications	4,500	0	0	0	0	0	—	NA
3. Total Number of ARDA Recipients	22	2	2	2	6	2	—	NA
4. Number of Acquisitions Lists	1,000	1,001	1,020	1,025	3,046	1,015	101.53%	15
5. Number of Copies per Issue								
G. FILMING REPORT								
	5,000/415	398	388	327	1,113	371	89.40%	(44)
1. Total Documents Filmed	22	12	12	12	36	12	54.55%	(10)
2. Fiche Set Distribution	430K/36K	39,227	22,099	40,076	101,402	33,801	93.89%	(2,199)
3. Total Frames Prepped								
H. DOCUMENT DISTRIBUTION (USER SERVICES)								
	33,000/2,750	2,063	1,659	1,291	5,013	1,671	60.76%	(1,079)
1. Priority I Docs (1 Day)	3,500/300	135	170	161	466	155	51.78%	(145)
2. Priority II Docs (3 Days)	11,500/950	867	543	1,316	2,726	909	95.65%	(41)
3. Priority III Docs (7 Days)	5,000/418	434	244	784	1,462	487	118.59%	69
4. Fiche (dialzo copies)	25,000/2,100	1,962	1,871	1,532	5,365	1,788	85.16%	(312)
5. Paper Blowbacks	15,000/1,250	669	257	452	1,378	459	38.75%	(791)
6. Paper Copy in Stock		4,523	3,633	6,378	14,534	4,845	—	
7. Bulk Orders / Paper Copy								
I. ADP SYSTEM USAGE								
	20/20	14	14	14	14	14	70.00%	(6)
1. Number of Dial Up Ports	15/1.25	1.1	1.3	1.3	3.7	1.2	98.67%	0.0
2. Total Lines Printed (million)	18,000/1333 Hrs	1,102	995	1,165	3,262	1,087	81.57%	(246)
3. Total Logon Hours (AID)		5,057	4,415	3,290	12,762	4,254	—	NA
4. Total Logon Hours (All Users)								
K. DIHF/MISSION ACTIVITY								
		3,951	3,771	3,753	11,475	3,825	—	NA
1. Number of Standing Order Docs Sent (PN's)		62	62	44	168	56	—	NA
2. Number of USAID Orders Received		345	340	314	999	333	—	NA
3. Total Docs Ordered by USAIDs								

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DISC PERFORMANCE SUMMARY BY TASK

4th Quarter FY91



GRAPH LEGEND

A DOCUMENT ACQUISITIONS

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

B DOCUMENT CATALOGING

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

C ABSTRACTING/INDEXING

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

E MAILING LIST MAINTENANCE/F. PUBLICATION

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

G FILMING REPORT

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

H DOCUMENT DISTRIBUTION (USER SERVICES)

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

J ADP SYSTEM USAGE

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

Table 2

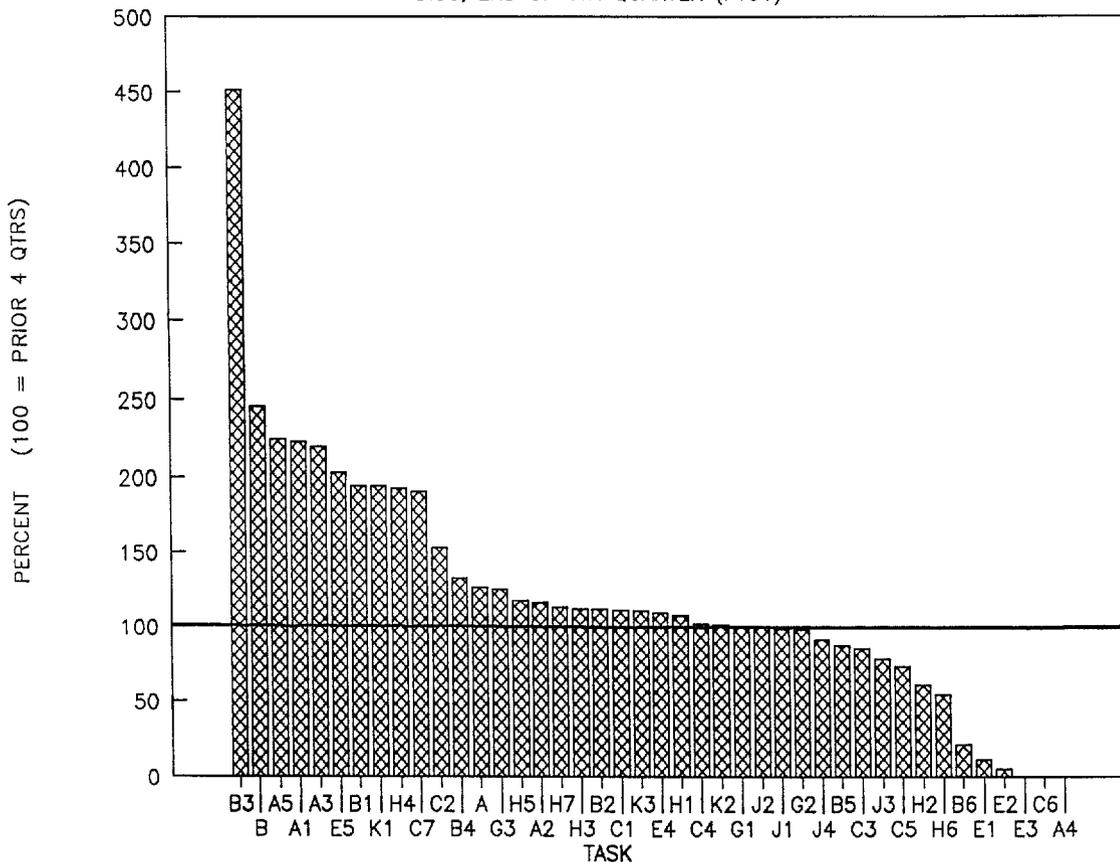
AID/DISC

FIVE QUARTER QUALITY ASSURANCE REPORT COMPARISONS 4TH QUARTER, FY91 (JULY - SEPT 1991)

OUTPUT TARGETS FROM SOW *YEAR/QTR		4th Qtr FY90	1st Qtr FY91	2nd Qtr FY91	3rd Qtr FY91	4th Qtr FY91	ACTUAL FY91 TOTALS	FY91 TOTAL vs. SOW TARGET	PREV 4 QTR AVG	CURR QTR vs. PRIOR 4 QTRS	
A. DOCUMENT ACQUISITIONS		7,500/1,875	4,219	1,034	1,135	1,085	2,354	5,607	74.76%	1,868	126.00%
1. PN's Received for Cataloguing	2,500/624	801	372	420	586	1,216	2,593	103.72%	545	223.22%	
2. PD's Received for Cataloguing	2,500/624	1,278	384	399	230	663	1,676	67.04%	573	115.76%	
3. Items Received for INV	2,500/624	0	219	256	233	389	1,097	43.88%	177	219.77%	
4. AV Materials Rec'd for Cataloguing	500/125	0	2	0	0	0	2	0.40%	1	0.00%	
5. Items Retrieved from APDMS for DIS by Abstracting and Cataloguing		0	57	60	36	86	239	—	38	224.84%	
B. DOCUMENT CATALOGING		7,500/1,875	2,026	1,778	1,338	1,413	4,026	8,555	114.07%	1,639	245.68%
1. PN's added to DOCUMENT	2,500/624	611	768	512	726	1,275	3,281	131.24%	654	194.88%	
2. PD's added to DOCUMENT	2,500/624	657	576	363	395	554	1,888	75.52%	498	111.30%	
3. PD & PN Docs. Added to INV	2,500/624	758	434	463	292	2,197	3,386	135.44%	487	451.36%	
4. No. of Changes to DOCRD		177	1,271	1,054	970	1,150	4,445	—	868	132.49%	
5. INV/DOCRD Duplicates Found		207	256	107	108	148	619	—	170	87.32%	
6. AV Materials	500/125	0	2	52	22	4	80	16.00%	19	21.05%	
C. ABSTRACTING/INDEXING											
1. Original Abstracts Added to DIS	1,800/450	410	282	274	254	337	1,147	63.72%	305	110.49%	
2. Edited Author-Prepared Abstracts	250/60	133	88	67	93	148	394	157.60%	95	153.28%	
3. Documents Indexed Only	5,000/1,250	821	726	904	823	697	3,150	63.00%	819	85.16%	
4. New (1990) Design Docs Abstracted	200/50	36	64	61	39	51	215	107.50%	50	102.00%	
5. Pre-1990 Design Docs Abstracted	100/25	207	57	42	39	63	201	201.00%	86	73.04%	
6. AV Materials Abstracted		0	0	0	0	0	0	—	0	0.00%	
Proposed Thesaurus Changes	150/38	14	15	17	19	31	82	54.67%	16	190.77%	
D. MAILING LIST MAINTENANCE/F. PUBLICATIONS											
1. RECIPRD Record Additions	250/63	178	104	26	173	13	316	126.40%	120	10.81%	
2. RECIPRD Record Modifications	Combined	445	367	10	245	14	636	—	267	5.25%	
3. Total Number of ARDA Recipients	4,500	9,790	3,240	0	3,225	0	6,470	143.78%	4,064	0.00%	
4. Number of Acquisitions Lists	22	6	5	6	5	6	22	100.00%	6	109.09%	
5. Number of Copies per Issue (avg)	1,000	511	474	504	507	1,015	2,500	250.02%	499	203.39%	
G. FILMING REPORT											
1. Total Documents Filmed	5,000/1,666	1,180	1,064	1,201	1,004	1,113	4,382	87.64%	1,112	100.07%	
2. Fiche Set Distribution	22	39	36	36	36	36	144	—	37	97.96%	
3. Total Frames Prepped	430K/108K	86,803	62,572	97,180	78,273	101,402	339,607	74.19%	81,207	124.87%	
H. DOCUMENT DISTRIBUTION (USER SERVICES)											
1. Priority I Docs (1 Day)	33,000/8,250	5,127	4,507	4,301	4,723	5,013	18,553	56.22%	4,665	107.47%	
2. Priority II Docs (3 Days)	3,500/875	722	1,462	510	381	466	2,819	80.54%	769	60.62%	
3. Priority III Docs (7 Days)	11,500/2,875	2,456	1,638	2,950	2,727	2,726	10,041	87.31%	2,443	111.60%	
4. Fiche (dialzo copies)	5,000/1,250	1,281	711	625	413	1,462	3,211	64.22%	758	193.00%	
5. Paper Blowbacks	25,000/6,250	4,726	4,007	4,785	4,795	5,365	18,952	75.81%	4,578	117.18%	
6. Paper Copy in Stock	15,000/3,750	2,298	2,889	2,360	2,623	1,378	9,250	61.67%	2,543	54.20%	
7. Bulk Orders / Paper Copy		8,884	12,983	16,917	12,945	14,534	57,359	—	12,877	112.87%	
J. ADP SYSTEM USAGE											
1. Number of Dial Up Ports	20/20	15	14	14	14	14	14	70.00%	14	98.25%	
2. Total Lines Printed (million)	15/1.25	3.8	3.9	3.6	3.6	3.7	15	98.67%	4	99.33%	
3. Total Logon Hours (AID)	16,000/4,000 Hrs	2,763	3,040	3,221	7,635	3,262	17,158	107.24%	4,165	78.32%	
4. Total Logon Hours (All Users)		12,219	16,426	10,495	16,878	12,782	56,561	—	14,005	91.13%	
K. DISC/MISSION ACTIVITY											
1. Number of Standing Order Docs Sent (PN's)		5,499	6,912	4,608	6,534	11,475	29,529	—	5,888	194.88%	
2. Number of USAID Orders Received		195	180	143	148	168	639	—	167	100.90%	
3. Total Docs Ordered by USAIDs		549	1,393	882	797	999	4,071	—	905	110.36%	

CURRENT QTR vs. PRIOR 4 QTRS

DISC, END OF 4TH QUARTER (FY91)



GRAPH LEGEND

A DOCUMENT ACQUISITIONS

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

B DOCUMENT CATALOGING

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

C ABSTRACTING/INDEXING

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

E MAILING LIST MAINTENANCE/F. PUBLICATION

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

G FILMING REPORT

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

H DOCUMENT DISTRIBUTION (USER SERVICES)

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

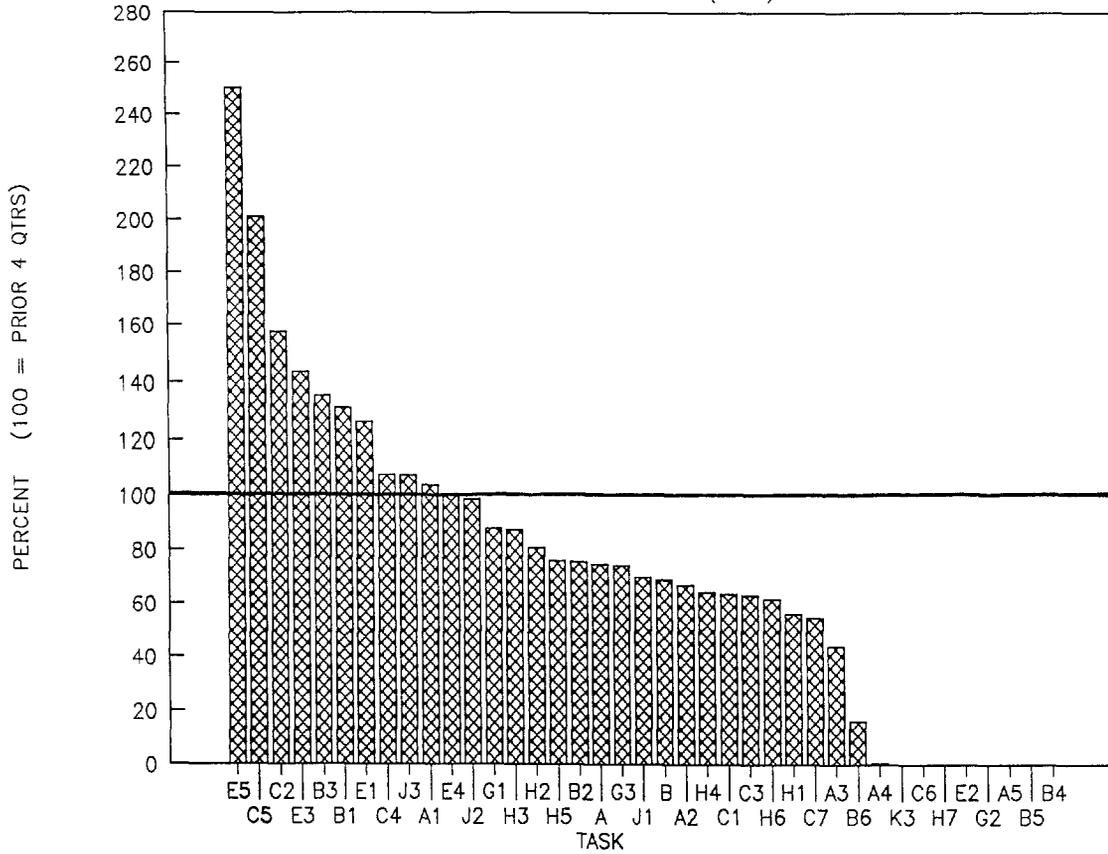
J ADP SYSTEM USAGE

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

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FY91 ACTUAL TOTALS VS. SOW TARGETS

DISC, END OF 4TH QUARTER (FY91)



GRAPH LEGEND

A DOCUMENT ACQUISITIONS

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

B DOCUMENT CATALOGING

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

C ABSTRACTING/INDEXING

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

E MAILING LIST MAINTENANCE/F. PUBLICATION

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

G FILMING REPORT

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

H DOCUMENT DISTRIBUTION (USER SERVICES)

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

J ADP SYSTEM USAGE

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

Table 3

AID/DISC

FIVE YEAR QUALITY ASSURANCE REPORT COMPARISONS

4TH QUARTER, FY91 (JULY - SEPT 1991)

	OUTPUT TARGETS FROM FY91 SOW *YEAR	FY91	AVERAGE	FY91	TOTALS				
		ACTUAL TOTALS		vs. FY87-90	FY90	FY89	FY88	FY87	
A. DOCUMENT ACQUISITIONS (Tot Documents)									
		8,979	11,469	78.29%	12,733	11,045	11,426	10,673	
Subtotal (PN/PD/INV)	7,500	5,366	6,367	84.28%	7,120	6,240	6,755	5,353	
1. PN's Received for Cataloguing	2,500	2,593	3,787	68.47%	4,745	3,423	4,340	2,841	
2. PD's Received for Cataloguing	2,500	1,876	2,580	64.97%	2,375	2,817	2,415	2,712	
3. Items Received for INV	2,500	1,097	0	—	0	0	0	0	
Duplicates / Miscellaneous		3,613	5,102	70.81%	5,613	4,805	4,671	5,320	
4. AV Materials Rec'd for Cataloguing	500	2	0	—	0	0	0	0	
5. Items Retrieved from APDMS for DIS by Abstracting and Cataloguing		239	0	—	0	0	0	0	
B. DOCUMENT CATALOGING									
	7,500	5,169	8,482	60.94%	8,162	7,527	8,140	10,100	
1. PN's added to DOCUMENT	2,500	3,281	2,548	128.76%	2,313	2,471	2,911	2,498	
2. PD's added to DOCUMENT	2,500	1,888	2,550	74.05%	2,982	2,270	2,408	2,539	
3. PD & PN Docs. Added to INV	2,500	3,386	3,384	100.05%	2,867	2,786	2,821	5,083	
4. No. of Changes to DOCR		4,445	3,679	120.82%	1,560	6,790	2,149	4,217	
5. INV/DOCR Duplicates Found		619	2,292	27.01%	1,465	2,432	1,728	3,543	
6. AV Materials	500	80	0	—	0	0	0	0	
C. ABSTRACTING/INDEXING									
	1,800	1,147	1,334	85.97%	1,533	1,106	1,243	1,455	
1. Original Abstracts Added to DIS	250	394	359	109.90%	432	393	374	235	
2. Edited Author-Prepared Abstracts	5,000	3,150	3,366	93.59%	3,482	3,536	3,437	3,008	
3. Documents Indexed Only	200	215	285	75.37%	189	362	273	317	
4. New (1990) Design Docs Abstracted	100	201	282	71.34%	551	103	368	105	
5. Pre-1990 Design Docs Abstracted		0	0	—	0	0	0	0	
6. AV Materials Abstracted	150	82	48	169.95%	44	47	52	50	
7. Proposed Thesaurus Changes									
E. MAILING LIST MAINTENANCE/F. PUBLICATIONS									
	250	316	310	102.10%	594	157	456	31	
1. RECIPRD Record Additions	Combined	636	798	79.70%	704	1,791	327	370	
2. RECIPRD Record Modifications	4,500	6,470	34,593	18.70%	29,114	38,973	29,074	41,212	
3. Total Number of ARDA Recipients	22	22	20	111.39%	22	18	22	17	
4. Number of Acquisitions Lists	1,000	2,500	418	598.44%	503	403	492	273	
5. Number of Copies per Issue									
G. FILMING REPORT									
	5,000	4,382	4,082	107.36%	4,302	3,834	4,175	4,016	
1. Total Documents Filmed	22	144	156	92.31%	156	156	156	156	
2. Fiche Set Distribution	430K	340k	323K	100.16%	345K	300K	341K	304K	
3. Total Frames Prepped									
H. DOCUMENT DISTRIBUTION (USER SERVICES)									
	33,000	18,553	24,015	77.26%	25,061	21,944	24,582	24,474	
1. Priority I Docs (1 Day)	3,500	2,819	2,816	100.10%	3,080	2,397	2,816	2,972	
2. Priority II Docs (3 Days)	11,500	10,041	10,246	98.00%	10,847	11,906	11,009	7,223	
3. Priority III Docs (7 Days)	5,000	3,211	4,303	74.63%	4,583	4,227	4,232	4,169	
4. Fiche (dialzo copies)	25,000	18,952	18,854	100.52%	20,848	18,398	20,214	15,954	
5. Paper Blowbacks	15,000	9,250	18,496	50.01%	13,556	12,724	13,802	33,900	
6. Paper Copy in Stock		67,359	—	—	—	—	—	—	
7. Bulk Distribution / Paper Copy									
J. ADP SYSTEM USAGE									
	20	14	13	112.00%	14	12	12	12	
1. Number of Dial Up Ports	15	15	13	111.32%	14.7	13.0	13.9	12.3	
2. Total Lines Printed (million)	16,000 HRS	17,158	14,038	122.23%	13,974	14,183	15,386	12,608	
3. Total Logon Hours (AID)		66,561	65,299	86.62%	54,363	72,366	68,815	65,652	
4. Total Logon Hours (All Users)									
K. DISMISSION ACTIVITY									
		7,382	7,810	94.52%	7,617	7,140	7,824	8,660	
1. Number of Standing Order Docs Sent		639	966	66.17%	1,257	612	1,235	759	
2. Number of USAID Orders Received		4,071	5,042	80.75%	5,256	4,559	5,608	4,743	
3. Total Docs Ordered by USAIDs									

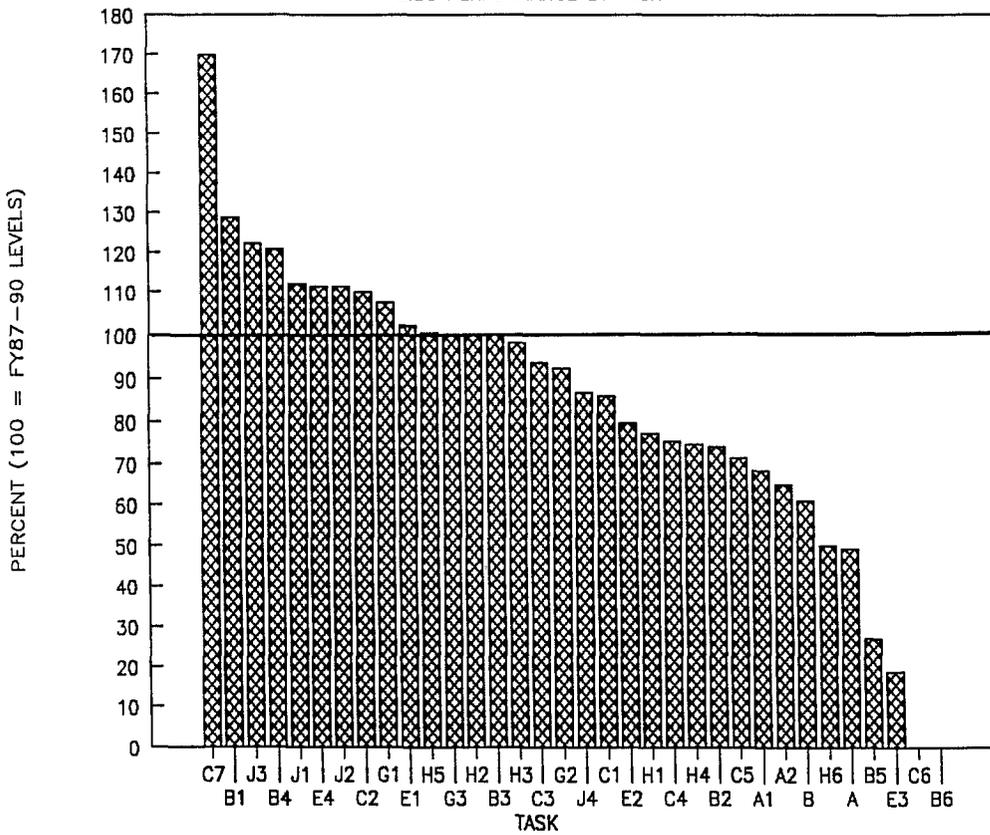
9,999 = Projected FY91 Figures above previous year's average.

9,999 = Projected FY91 Figures > 10% below previous year's average.

1991

FY91 ACTUAL vs. FY87-FY90

DISC PERFORMANCE BY TASK



GRAPH LEGEND

A DOCUMENT ACQUISITIONS

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

B DOCUMENT CATALOGING

- B1 PN's added to DOCUMENT
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- C7 Proposed Thesaurus Changes

E MAILING LIST MAINTENANCE/F. PUBLICATION

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

G FILMING REPORT

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

H DOCUMENT DISTRIBUTION (USER SERVICES)

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

J ADP SYSTEM USAGE

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

Appendix C

FY91 DDU Service Evaluation Detail

FY91 YTD DDU SERVICE EVALUATION TABULATION

TYPE	NAME	COMP	COND	TIME	USERS	COMMENTS	ORDER NUM	COUNT	OTHER
** LDC									
LDC	AG LIB / HONDURAS	Y	Y	1 MONTH	LDC	GREAT	910220-36432	1	N
LDC	BOTSWANA	Y	Y	1 MONTH	LDC	USEFUL FOR LIBRARY	900904-34086	1	N
LDC	BURKINA FASO	Y	Y	2 MONTH	LDC			1	N
LDC	COLOMBIA	Y	Y	1 MONTH	OTHER	GOOD ADDITION TO COLLECTION		1	N
LDC	COSTA RICA	Y	Y	1 MONTH	OTHER	VERY USEFUL		1	N
LDC	COSTA RICA	N	Y	1 MONTH	LDC		910226-36538	1	N
LDC	EGYPT	Y	Y	3 MONTH	LDC	VERY HELPFUL		1	N
LDC	GUATEMALA	Y	Y	2 MONTH	OTHER	USEFUL INFORMATION FOR PRJCTS	910305-3661	1	N
LDC	HONDURAS	Y	Y	1 MONTH	LDC			1	N
LDC	INDIA	Y	Y	2 MONTH	LDC	GOOD DOC	901221-35682	1	N
LDC	INDIA	Y	Y	2 MONTH	OTHER			1	N
LDC	INDIA	Y	Y	1 MONTH	LDC	USEFUL		1	N
LDC	INDIA	Y	Y	2 MONTH	LDC	EXTREMELY USEFUL DOCUMENTS	910322-36953	1	N
LDC	JAMAICA	Y	Y	1 MONTH	OTHER			1	N
LDC	MED ED/H - VENEZUELA	Y	Y	1 MONTH	LDC	VERY USEFUL		1	N
LDC	NEPAL AG OFFICE	Y	Y	2 MONTH	OTHER	VERY USEFUL		1	N
LDC	NIGERIA	Y	Y	1 MONTH	OTHER	IMMENSE VALUE	910624-38453	1	Y
LDC	NIGERIA	N	Y	2 MONTH	PVO			1	N
LDC	NIGERIA	Y	N	2 MONTH	LDC	BINDING FELL APART		1	N
LDC	SIERRA LEONE	Y	Y	1 MONTH	LDC	HOUSING NEEDS & POLICY ALTS		1	N
LDC	SUDAN	Y	Y	4 MONTH	LDC		900605-32522	1	N
LDC	THAILAND	Y	Y	3 MONTH	LDC			1	N
LDC	UNIV OF NIGERIA	N	Y	2 MONTH	OTHER	INFO OF IMMEASUREABLE VALUE. GRATEFUL	910429-37610	1	N
LDC	UNIV. CATH VALAPRAIS	Y	Y	1 WEEK	OTHER		910816-39336	1	N
LDC	VOLTA RIVER AUTH	Y	Y	2 MONTH	LDC		910508-37764	1	N
** Subtotal **									
				42					25
** USAID									
USAID	BANGLADESH	Y	Y	2 MONTH	USAID	VERY USEFUL		1	N
USAID	BANGLADESH	Y	Y	2 MONTH	USAID	VERY HELPFUL		1	N
USAID	BANGLADESH	Y	Y	2 MONTH	USAID	USEFUL		1	N
USAID	BANGLADESH	Y	Y	2 MONTH	USAID			1	N
USAID	BARBADOS	Y	Y	1 WEEK	USAID	EXTREMELY USEFUL INFO + PROMPT		1	N
USAID	BELIZE	Y	Y	1 MONTH	USAID	PERTINENT		1	N
USAID	BURUNDI	Y	Y	1 MONTH	USAID	VERY USEFUL		1	N
USAID	BURUNDI	Y	Y	1 MONTH	USAID	GOOD BACKGROUND		1	N
USAID	BURUNDI	Y	Y	1 MONTH	USAID	GOOD SERVICE		1	N
USAID	BURUNDI	Y	Y	1 MONTH	USAID	USEFUL		1	N
USAID	BURUNDI	Y	Y	2 MONTH	USAID		003-002-008153	1	N
USAID	CAMEROON	Y	Y	1 MONTH	USAID	HELPFUL		1	N
USAID	CHAD	Y	Y	2 MONTH	USAID	VERY VALUABLE		1	N
USAID	CHILE	Y	Y	2 WEEKS	USAID	APPRECIATE TIMELY SERVICE		1	N
USAID	DOMINICAN REPUBLIC	Y	Y	1 MONTH	USAID	EXCELLENT		1	N
USAID	EGYPT	Y	Y	1 MONTH	USAID	GOOD BACKGROUND		1	Y
USAID	EGYPT	Y	Y	1 MONTH	USAID	VERY USEFUL		1	N
USAID	GAMBIA	Y	Y	2 MONTH	USAID	SLOW MAIL		1	N
USAID	GAMBIA	Y	Y	2 WEEKS	USAID	VERY, VERY VALUABLE		1	N
USAID	GAMBIA	Y	Y	1 MONTH	USAID	CDIE CONTINUES TO PERFORM VITAL SVC VERY WELL.	003-002-008158	1	N

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FY91 YTD DDU SERVICE EVALUATION TABULATION

TYPE	NAME	COMP	COND	TIME	USERS	COMMENTS	ORDER NUM	COUNT
USAID	GHANA	Y	Y	2 MONTH	USAID	GOOD		1 N
USAID	GUATEMALA	Y	Y	1 MONTH	USAID	IMPORTANT FOR DESIGN		1 N
USAID	GUINEA-BISSAU	Y	Y	1 MONTH	USAID	IMPORTANT		1 N
USAID	HAITI	Y	Y	1 MONTH	USAID	DIDN'T LIKE DOCUMENT CONTENTS		1 N
USAID	HONDURAS	Y	Y	1 MONTH	USAID			1 N
USAID	HONDURAS	Y	Y	1 MONTH	USAID			1 N
USAID	JAMAICA	Y	Y	1 MONTH	USAID	EXCELLENT		1 N
USAID	KENYA	Y	Y	1 MONTH	USAID			1 N
USAID	MALAWAI	Y	Y	2 MONTH	USAID	VERY IMPORTANT TO USAID STAFF		1 N
USAID	MALAWI	Y	Y	2 MONTH	USAID	VERY USEFUL		1 N
USAID	MALAWI	Y	Y	2 MONTH	USAID	VERY ESSENTIAL		1 N
USAID	MALAWI	Y	Y	2 MONTH	USAID			1 Y
USAID	MALAWI	Y	Y	2 MONTH	USAID	VERY USEFUL		1 N
USAID	MALAWI	Y	Y	1 MONTH	USAID	VERY USEFUL		1 N
USAID	MALAWI (LILONGWE)	Y	Y	1 MONTH	USAID	VERY USEFUL		1 N
USAID	MALI	N	Y	2 MONTH	USAID	USEFUL		1 N
USAID	MALI	Y	Y	2 MONTH	USAID	GOOD SOURCE		1 N
USAID	MALI	Y	N	2 MONTH	USAID	GOOD MATERIAL, HARD TO READ DUE TO FINE PRINT		1 N
USAID	MALI	Y	Y	2 MONTH	USAID			1 N
USAID	MALI	Y	Y	2 MONTH	USAID	VERY VALUABLE		1 N
USAID	MOZAMBIQUE	N	N	2 MONTH	USAID	VALUABLE		1 N
USAID	NEPAL	Y	Y	1 MONTH	USAID	VERY USEFUL		1 N
USAID	NEPAL	N	Y	2 MONTH	USAID	VERY HELPFUL, ONE DOC MISSING		1 N
USAID	NEPAL	Y	Y	2 MONTH	USAID	USEFUL BACKGROUND		1 N
USAID	NIGER	Y	Y	1 MONTH	USAID	VERY PERTINENT		1 N
USAID	NIGER	Y	Y	2 MONTH	USAID	VITAL INFORMATION		1 N
USAID	PAKISTAN	Y	Y	1 WEEK	USAID	INVALUABLE BACKGROUND MATERIAL		1 N
USAID	PAKISTAN	Y	Y	2 MONTH	USAID	VERY READABLE, CONCISE, FOCUSED, TECHNICALLY SOUND		1 N
USAID	PANAMA	Y	Y	1 WEEK	USAID	USEFUL		1 N
USAID	PHILIPPINES	Y	Y	1 MONTH	USAID	VALUABLE MTLs TO DEMOC PRJ	39402	1 N
USAID	PHILIPPINES	Y	Y	1 MONTH	USAID			1 N
USAID	PHILIPPINES	Y	Y	1 MONTH	USAID			1 N
USAID	REDSO/ESA	Y	Y	1 MONTH	USAID	GOOD BACKGROUND		1 N
USAID	REDSO/ESA	Y	Y	3 WEEK	USAID	GOOD SERVICE		1 N
USAID	REDSO/ESA	Y	Y	2 MONTH	USAID	USEFUL INFO		1 N
USAID	RWANDA	Y	Y	1 MONTH	USAID	GOOD SERVICE		1 N
USAID	RWANDA	Y	Y	1 MONTH	USAID			1 N
USAID	SENEGAL	Y	Y	1 MONTH	USAID			1 N
USAID	SENEGAL	Y	Y	2 MONTH	USAID			1 N
USAID	SRI LANKA	Y	Y	2 MONTH	USAID	VERY USEFUL		1 Y
USAID	SRI LANKA	Y	Y	2 MONTH	USAID			1 N
USAID	SWAZILAND	N	Y	2 MONTH	USAID			1 N
USAID	SWAZILAND	Y	Y	2 MONTH	USAID			1 N
USAID	SWAZILAND	Y	Y	2 MONTH	USAID			1 N
USAID	TANZANIA	Y	Y	2 MONTH	USAID			1 N
USAID	TUNISIA	Y	Y	2 MONTH	USAID	GOOD DOC		1 N
USAID	UGANDA	Y	Y	1 MONTH	USAID	I EXPECT TO FIND IT USEFUL		1 N

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FY91 YTD DDU SERVICE EVALUATION TABULATION

TYPE	NAME	COMP	COND	TIME	USERS	COMMENTS	ORDER NUM	COUNT	OTHER
** Subtotal **				103					67
** AID/W									
AID/W	A/AID	Y	Y	1 DAY	USAID	EXCELLENT SERVICE, PROMPT DELIVERY	910225	1	N
AID/W	AFR/DP	Y	Y	1 DAY	USAID			1	N
AID/W	AFR/DP/PPE	Y	Y	1 WEEK	AID/W			1	N
AID/W	AFR/DP/PPE	Y	Y	1 DAY	AID/W		910516	1	N
AID/W	AFR/DP/PPE	Y	Y	2 DAYS	AID/W	EXCELLENT SERVICE. MORE PEOPLE SHOULD USE IT.		1	N
AID/W	AFR/MGT	Y	Y	1 DAY	GAO	USEFUL REFERENCE DOCUMENT FOR ASSESS AGENCY PERFRM		1	N
AID/W	AFR/PD/IPS	Y	Y	1 DAY	AID/W	GOOD SVC		1	N
AID/W	AFR/PD/SA	Y	Y	1 DAY	USAID	USEFUL FOR PLANNING/DESIGN WORK ON AG PROJECTS		1	Y
AID/W	AFR/TR	Y	Y	1 DAY	OTHER			1	N
AID/W	AFR/TR/ANR	Y	Y	1 WEEK	AID/W			1	Y
AID/W	AFR/TR/ANR	Y	Y	1 WEEK	AID/W			1	N
AID/W	AFR/TR/ANR/NR	Y	Y	1 DAY	USAID	USEFUL		1	N
AID/W	AFR/TR/ANR/NR	Y	N	2 WEEK	AID/W	COLOR ORIGINAL DID NOT REPRODUCE WELL ON FICHE		1	Y
AID/W	AFR/TR/ANR/NR	Y	Y	1 DAY	USAID	IMPORTANT INFO SOURCE		1	N
AID/W	APRE/A	Y	Y	1 DAY	AID/W	IMPORTANT	910305	1	Y
AID/W	APRE/DR/PD	Y	Y	2 DAY	AID/W			1	N
AID/W	APRE/DR/TR	Y	Y	1 DAY	AID/W	PERTINENT		1	N
AID/W	APRE/DR/TR	Y	Y	1 DAY	AID/W	ESSENTIAL	910222	1	N
AID/W	APRE/H	Y	Y	1 WEEK	AID/W			1	N
AID/W	APRE/H	Y	Y	1 DAY	AID/W	EXTREMELY VALUABLE SERVICE		1	N
AID/W	APRE/PFM	Y	Y	1 WEEK	AID/W	FINE SERVICE		1	N
AID/W	APRE/SMIE	Y	Y	1 DAY	AID/W			1	N
AID/W	APRE/SMIE	Y	Y	2 DAY	USAID			1	N
AID/W	APRE/SMIE	Y	Y	1 DAY	OTHER	VALUABLE		1	Y
AID/W	APRE/SMIE	Y	Y	1 DAY	AID/W	VERY USEFUL		1	Y
AID/W	CDIE/DI	Y	Y	2 DAYS	ST/AG	THANKS AGAIN		1	Y
AID/W	CDIE/DI	Y	Y	1 DAY	OTHER	NEEDED FOR DEMO INITIATIVES TRAINING		1	N
AID/W	COMP/CS/COOP	Y	Y	1 DAY	AID/W			1	N
AID/W	DR/EHR	Y	Y	1 WEEK	AID/W	VERY USEFUL AND TIMELY	004-002-009081	1	Y
AID/W	ENE/DP/EA	Y	Y	1 DAY	USAID	TBD		1	N
AID/W	ENE/DR	Y	Y	2 WEEK	AID/W			1	Y
AID/W	ENE/PD	Y	Y	1 MONTH	AID/W	ESSENTIAL INFO		1	N
AID/W	ENE/TR/HPN	Y	Y	1 DAY	USAID	VERY VALUABLE		1	N
AID/W	FM/LM	Y	Y	1 DAY	AID/W	IMPORTANT POLICY DETERMINATIONS FOR LEGISLATION	39434	1	1
AID/W	FVA	Y	Y	1 DAY	AID/W	WONDERFUL SERVICE		1	N
AID/W	FVA/FFP/ANE	Y	Y	1 WEEK	AID/W	LOVES CDIE		1	N
AID/W	FVA/FFP/C	Y	Y	1 DAY	AID/W		004-002-009084	1	N
AID/W	FVA/PVC	Y	Y	1 DAY	AID/W			1	N
AID/W	HRDM/OD/CFC	Y	Y	1 DAY	USAID	EXCELLENT		1	Y
AID/W	HRDM/TD/PCT	Y	Y	1 DAY	AID/W	INCREDIBLY FAST	910506	1	N
AID/W	IG/A/FA	Y	Y	1 DAY	AID/W	ESSENTIAL		1	N

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FY91 YTD DDU SERVICE EVALUATION TABULATION

TYPE	NAME	COMP	COND	TIME	USERS	COMMENTS	ORDER NUM	COUNT
AID/W	LAC/DR/CEN	Y	Y	1 WEEK	AID/W	VALUABLE DOCUMENT		1 E
AID/W	LAC/DR/HPN	Y	Y	1 WEEK	AID/W			1 N
AID/W	LAC/DR/HPN	Y	Y	1 WEEK	AID/W	THANKS		1 N
AID/W	LAC/DR/RD	Y	Y	2 DAYS	OTHR	APPRECIATE FAST RESPONSE		1 N
AID/W	LEG	Y	Y	1 WEEK	AID/W			1 N
AID/W	LEG	Y	Y	1 DAY	CONGR	VERY IMPORTANT		1 N
AID/W	LEG	Y	Y	1 DAY	CONGR	VERY IMPORTANT. CONTENT & CDIE EXISTENCE W/ SVC		1 N
AID/W	LEG/CL	Y	Y	1 WEEK	OTHER		910919-39750	1 Y
AID/W	MS/AS/PP	Y	Y	1 DAY	AID/W			1 Y
AID/W	MS/OP/PS/SUP	Y	Y	1 DAY	AID/W			1 Y
AID/W	MS/OP/PS/SUP	Y	Y	2 DAY	AID/W			1 N
AID/W	MS/OP/PS/UP	Y	Y	1 DAY	AID/W	FOIA RESPONSE - VERY QUICK		1 N
AID/W	PPC/CDIE/DI	Y	Y	1 DAY	AID/W	VERY IMPORTANT		1 N
AID/W	PPC/CDIE/DI	Y	Y	1 DAY	AID/W	THANKS FOR QUICK TURNAROUND	52387	1 N
AID/W	PPC/CDIE/DI	Y	Y	1 DAY	STRUR	THANKS FOR RUSH.	910814-39288	1 N
AID/W	PPC/CDIE/DI	Y	Y	1 DAY	USAID		004-002-009076	1 N
AID/W	PPC/CDIE/DI	Y	Y	1 DAY	AID/W	RUSH		1 N
AID/W	PPC/CDIE/DI	Y	Y	2 DAY	AID/W			1 Y
AID/W	PPC/CDIE/DI	Y	Y	1 DAY	USAID	SAME DAY DELIVERY		1 N
AID/W	PPC/CDIE/DI	Y	Y	1 WEEK	AID/W			1 N
AID/W	PPC/CDIE/DI	Y	Y	2 DAY	AID/W	SPEEDY TURNAROUND		1 N
AID/W	PPC/CDIE/DI	Y	Y	1 DAY	USAID			1 N
AID/W	PPC/CDIE/DI	Y	Y	1 DAY	AID/W	SPEEDY		1 N
AID/W	PPC/CDIE/DI	Y	Y	1 DAY	USAID	EXCELLENT TURNAROUND		1 N
AID/W	PPC/CDIE/DI	Y	Y	1 DAY	AID/W	SPEEDY AND COURTEOUS		1 N
AID/W	PPC/CDIE/DI	Y	Y	1 DAY	USAID	GOOD TURNAROUND		1 N
AID/W	PPC/CDIE/DI	Y	N	1 WEEK	AID/W	20% BAD FICHE		1 2
AID/W	PPC/CDIE/DI	Y	Y	1 DAY	OTHER			1 N
AID/W	PPC/CDIE/DI	N	Y	3 DAY	AID/W			1 N
AID/W	PPC/CDIE/DI	Y	Y	1 WEEK	USAID	GOOD JOB		1 N
AID/W	PPC/CDIE/DI	Y	Y	1 DAY	USAID			1 N
AID/W	PPC/CDIE/DI	Y	Y	3 DAY	AID/W			1 N
AID/W	PPC/CDIE/DI	Y	Y	1 DAY	USAID	BRAVO		1 N
AID/W	PPC/CDIE/DI	Y	Y	1 WEEK	AID/W			1 N
AID/W	PPC/CDIE/DI	Y	Y	2 DAY	USAID			1 N
AID/W	PPC/CDIE/DI	Y	Y	1 WEEK	AID/W			1 Y
AID/W	PPC/CDIE/DI	Y	Y	1 DAY	AID/W			1 N
AID/W	PPC/CDIE/DI	Y	Y	3 DAY	AID/W			1 N
AID/W	PPC/EA	Y	Y	1 DAY	AID/W	USEFUL		1 N
AID/W	PPC/PB	Y	Y	1 DAY	AID/W	USEFUL		1 Y
AID/W	PPC/PB	Y	Y	1 DAY	AID/W			1 N
AID/W	PPC/PDPR/RP	Y	Y	1 DAY	USAID	EXCELLENT		1 N
AID/W	PPC/PDPR/RP	Y	Y	1 DAY	USAID		910314	1 N
AID/W	PPC/WID	Y	Y	1 WEEK	OTHER	USED IN LIBRARY	910325-37039	1 N
AID/W	PPC/WID	Y	Y	1 DAY	AID/W			1 Y
AID/W	PPC/WID	Y	Y	1 DAY	AID/W	QUICK DELIVERY		1 N
AID/W	SDB/OD	Y	Y	1 DAY	AID/W	EXTREMELY VALUABLE AS BACKGROUND MATERIAL		1 N
AID/W	SDB/OD (OSDBU)	Y	Y	1 DAY	AID/W			1 N

FY91 YTD DDU SERVICE EVALUATION TABULATION

TYPE	NAME	COMP	COND	TIME	USERS	COMMENTS	ORDER NUM	COUNT	OTHER
AID/W	ST/AGR/EPSA	Y	Y	4 DAY	AID/W	SVC WAS THERE WHEN I NEEDED IT		1	N
AID/W	ST/AGR/EPSA	Y	Y	1 DAY	AID/W	APPRECIATE SERVICE AND INFO	004-002-009079	1	Y
AID/W	ST/CUCD	Y	Y	2 WEEK	AID/W			1	N
AID/W	ST/ED	Y	Y	1 WEEK	AID/W	USEFUL		1	N
AID/W	ST/ED	Y	Y	2 DAY	AID/W			1	Y
AID/W	ST/EN	Y	Y	1 DAY	AID/W			1	N
AID/W	ST/EN	Y	Y	1 WEEK	USAID	GREAT		1	N
AID/W	ST/EY	Y	Y	1 WEEK	AID/W	HIGH VALUE		1	N
AID/W	ST/FENR	Y	Y	1 DAY	AID/W	ESSENTIAL		1	N
AID/W	ST/HR	Y	Y	1 WEEK	AID/W			1	N
AID/W	ST/N	Y	Y	2 DAY	AID/W	ESSENTIAL		1	Y
AID/W	ST/N	Y	Y	1 DAY	AID/W	JOB WELL DONE		1	N
AID/W	ST/N	Y	Y	2 DAY	OTHER			1	N
AID/W	ST/N	Y	Y	1 WEEK	AID/W			1	N
AID/W	ST/POP	N	Y	1 DAY	AID/W	WRONG DOCUMENT SENT		1	N
AID/W	ST/POP/IT	Y	Y	1 MONTH	AID/W	LATE DELIVERY		1	E
AID/W	ST/POP/PE	Y	Y	1 WEEK	AID/W	GREAT!		1	N
AID/W	ST/RD	Y	Y	1 DAY	AID/W	VERY NICE TO HAVE SERVICE AVAILABLE		1	N
AID/W	ST/RD	Y	Y	1 DAY	AID/W	VERY VALUABLE		1	N
AID/W	XA/P	Y	Y	1 DAY	AID/W	VALUABLE		1	N
** Subtotal **				134					110
** CONTRACTOR									
CONTRACTOR		Y	Y	1 MONTH	OTHER	VALUABLE FOR PROMOTION ACTIVITIES IN COSTA RICA		1	N
CONTRACTOR ABT ASSOCIATES		Y	Y	1 WEEK	CONT	VERY IMPORTANT	910514-37849	1	N
CONTRACTOR AFRICARE		Y	Y	1 DAY	PVO	USEFUL		1	N
CONTRACTOR AFRICARE		Y	Y	1 DAY	PVO	POOR COPY QUALITY		1	N
CONTRACTOR AFRICARE		Y	Y	1 WEEK	PVO	EXTREMELY USEFUL	910128-36044	1	N
CONTRACTOR AMIDEAST		Y	Y	1 WEEK	PVO	VERY USEFUL	910802-39108	1	N
CONTRACTOR ARD		Y	Y	1 WEEK	OTHER	ESSENTIAL TO ALL WORK		1	N
CONTRACTOR ATI		Y	Y	1 WEEK	PVO		910318-36885	1	N
CONTRACTOR CHEMONICS		Y	Y	1 WEEK	OTHER		901221-35663	1	N
CONTRACTOR EDC		Y	Y	1 WEEK	CONT	PLEASANT PEOPLE TO DEAL WITH	910524-38008	1	N
CONTRACTOR EIL		Y	Y	1 WEEK	PVO	ITEMS QUITE WELL DONE - USEFUL DOCUMENT		1	Y
CONTRACTOR FAMILY HEALTH INTL		Y	Y	1 WEEK	OTHER			1	N
CONTRACTOR INST INTL EDUCATION		Y	Y	1 WEEK	PVO	HELPFUL DIRECTORY	910903-39488	1	N
CONTRACTOR INTL HEALTH PROGRAMS		Y	Y	1 WEEK	OTHER	VERY VALUABLE GREAT JOB PUTTING IT TOGETHER		1	N
CONTRACTOR INTL MEDICAL		Y	N	2 MONTH	PVO	INVALUABLE INFO, LOUSY COPIES.		1	N
CONTRACTOR MARINE OVERSEAS SVCS		Y	Y	1 WEEK	OTHER	ENHANCES	910813-39260	1	N
CONTRACTOR NCEO		Y	Y	1 WEEK	OTHER	DOCUMENTS VERY OLD, SHOULD UPDATE REPORTS	910604-38140	1	N
CONTRACTOR RPBS INC		Y	Y	1 MONTH	LDC		910807-39160	1	N
CONTRACTOR THE DIGIT FUND		Y	Y	1 WEEK	USAID	EXTREMELY IMPORTANT - COULD SAVE COSTLY DUP RESRCH		1	N
CONTRACTOR THE SERVICES GROUP		Y	Y	1 WEEK	CONT	IMMENSELY VALUABLE		1	N
CONTRACTOR TVT ASSOCIATES		Y	Y	3 DAYS	CONT	VERY RELEVANT AND IMPORTANT FOR OUR WORK		1	N

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FY91 YTD DDU SERVICE EVALUATION TABULATION

TYPE	NAME	COMP	COND	TIME	USERS	COMMENTS	ORDER NUM	COUNT
CONTRACTOR	VECTOR BIOLOGY	Y	Y	3 WEEK	CONT	HELPFUL INFO		1 N
CONTRACTOR	VECTOR BIOLOGY	N	Y	1 WEEK	OTHER	ESSENTIAL	910612-38248	1 N
CONTRACTOR	VECTOR BIOLOGY	Y	Y	3 DAY	CONT	ESSENTIAL, GOOD JOBS DONE	910524-38001	1 N
CONTRACTOR	VSO/JAKARTA	Y	Y	3 MONTH	PVO	USEFUL FOR DATA COLLECTION ON WID PROJ IN INDONES	910430-37659	1 N
CONTRACTOR	WORLDWATCH	Y	Y	2 WEEK	NGO		910812-39214	1 N
** Subtotal **				36				26
** DEV CNTRY								
DEV CNTRY	ARGENTINA	Y	Y	1 MONTH	AID/W	BIBLIOGRAPHY FOR LIBRARY		1 N
DEV CNTRY	ARGENTINA	Y	Y	1 MONTH	OTHER		901023-34776	1 N
DEV CNTRY	ARGENTINA	Y	Y	1 MONTH	OTHER		901023-34777	1 N
DEV CNTRY	ARGENTINA	Y	Y	1 MONTH	OTHER	VERY USEFUL	910821-39386	1 N
DEV CNTRY	CANADA	Y	Y	1 MONTH	OTHER		910325-37027	1 N
DEV CNTRY	DENMARK	Y	Y	1 WEEK	OTHER	MIX UP IN DOCIDS		1 Y
DEV CNTRY	FINLAND	Y	N	2 MONTH	OTHER	POOR COPY QUALITY. FOREST PRODUCTS SECTOR	017-137-016040	1 N
DEV CNTRY	GREAT BRITAIN	Y	Y	1 WEEK	OTHER	EXCELLENT		1 N
DEV CNTRY	JAPAN INT COOP AGENCY	Y	Y	2 MONTH	OTHER		910711-38685	1 Y
DEV CNTRY	NETHERLANDS	Y	Y	1 MONTH	OTHER	USEFUL	910726-38985	1 N
** Subtotal **				12				10
** DEV ORG								
DEV ORG	CARE ECUADOR	Y	Y	2 MONTH	PVO	EXCELLENT REFERENCE	910228-36581	1 N
DEV ORG	CIDA	Y	Y	3 DAY	DEVOR	RECEIVED IN RECORD TIME!		1 N
DEV ORG	FAO GHANA	Y	Y	1 MONTH	FAO		910419-37472	1 N
DEV ORG	INTER AM DEV BANK	Y	Y	1 DAY	019	VERY VALUABLE DOC		1 N
DEV ORG	INTER AM DEV BANK	Y	Y	1 MONTH	OTHER		910318-36895	1 N
DEV ORG	INTER AM DEV BANK	Y	Y	1 WEEK	OTHER	GOOD	910514-37860	1 Y
DEV ORG	ISRAELI INTL INST	Y	Y	3 MONTH	OTHER	EXCELLENT AND RELIABLE STUDIES	910208-36271	1 N
DEV ORG	ODC	Y	Y	1 WEEK	OTHER	HELPFUL IN RESEARCH WORK	910814-39274	1 N
DEV ORG	OECD	Y	N	5 MONTH	OTHER	PARCELS DAMAGED, DOCS MISSING, LATE!!!!	901207-35471	1 N
DEV ORG	OECD	Y	Y	3 WEEK	DEVOR			1 N
DEV ORG	PADF (PANAM DEV FND)	Y	Y	1 MONTH	PVO	VERY USEFUL	910620-38396	1 N
DEV ORG	PEACE CORPS	Y	Y	1 MONTH	OTHER		910205-36193	1 N
DEV ORG	PEACE CORPS - NEPAL	Y	Y	2 MONTH	OTHER		901022-34766	1 N
DEV ORG	PLANNING ASSISTANCE	Y	Y	3 MONTH	PVO	APPEARS USEFUL, WID ORDER	910910-39593	1 Y
DEV ORG	SOUTH PACIFIC COMM	Y	N	2 MONTH	DEVOR			1 N
DEV ORG	UNICEF	Y	Y	1 MONTH	OTHER	EXTREMELY USEFUL TO RESEARCH		1 N
DEV ORG	UNICEF - E ASIA	Y	Y	1 MONTH	PVO	MOST APPRECIATIVE OF COOPERATIVE SERVICE		1 N
DEV ORG	WWF	Y	Y	1 MONTH	OTHER		910304-36618	1 N
** Subtotal **				33				18
** US GOVT								
US GOVT	ECON/GHANA EMBASSY	Y	Y	1 MONTH	USAID	VERY FAST CONSIDERING...		1 N
US GOVT	PUERTO RICO	Y	Y	1 MONTH	OTHER	GREAT VALUE AS REFERENCE MATERIAL		1 N

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FY91 YTD DDU SERVICE EVALUATION TABULATION

TYPE	NAME	COMP	COND	TIME	USERS	COMMENTS	ORDER NUM	COUNT	OTHER
US GOVT	US EMB MEXICO	Y	Y	2 WEEK	USGOV	GREAT ASSISTANCE	003-002-008205	1	N
US GOVT	USDA FOREST SERVICE	Y	Y	1 WEEK	AID/W		901031	1	N
US GOVT	USDA/OICD	Y	Y	1 WEEK	USAID		910321-36944	1	Y
US GOVT	USDA/OICD	Y	Y	1 WEEK	USAID			1	Y
US GOVT	USDA/OICD	Y	N	1 WEEK	AID/W	RELATIVELY PERTINENT DOC		1	Y
US GOVT	USDA/OICD	Y	Y	1 WEEK	USAID	VERY APPROPRIATE		1	N
US GOVT	USDA/OICD/DRD	Y	Y	1 WEEK	AID/W			1	N
** Subtotal **								10	9
** US ED									
US ED		Y	Y	1 WEEK	OTHER	USEFUL	910614-38277	1	N
US ED	AUBURN	Y	Y	1 WEEK	OTHER	VERY FAST	910204-36166	1	N
US ED	CAL POLY - POMONA	Y	Y	1 WEEK	OTHER	HIGHLY IMPORTANT	910802-39109	1	N
US ED	COLORADO STATE UNIV	Y	Y	2 MONTH	OTHER			1	Y
US ED	CORNELL	Y	Y	1 MONTH	OTHER	VERY IMPORTANT		1	N
US ED	CORNELL UNIVERSITY	Y	Y	1 MONTH	OTHER			1	
US ED	FLETCHER	N	Y	1 MONTH	OTHER	VERY IMPORTANT, BAD FICHE REPLACED	910117-35931	1	N
US ED	HARVARD	Y	Y	1 WEEK	OTHER		900920-34332	1	N
US ED	HOWARD UNIVERISTY	Y	Y	1 WEEK	OTHER		910729-38989	1	N
US ED	LSU	Y	Y	1 WEEK	OTHER		910731-39055	1	Y
US ED	MICH STATE	Y	Y	1 MONTH	OTHER	HELPED	910107-35804	1	N
US ED	MICHIGAN STATE	Y	Y	1 WEEK	OTHER			1	Y
US ED	MINNESOTA	Y	Y	1 WEEK	OTHER	CRITICAL SOURCE OF INFO		1	N
US ED	PURDUE	Y	Y	1 WEEK	OTHER	CONSOLIDATED INFORMATION	910725-38958	1	Y
US ED	RHODE IS	N	Y	1 MONTH	OTHER		90128-35613	1	N
US ED	TUFTS UNIVERSITY	Y	Y	1 WEEK	OTHER		910814-39284	1	N
US ED	U OF MINN, ST PAUL	Y	Y	1 MONTH	OTHER	WE SOLE SOURCE OF MATERIAL	91071-38550	1	N
US ED	U OF WISCONSIN	Y	Y	1 WEEK	OTHER	VALUABLE FOR WORKSHOPS		1	N
US ED	UNIV NEW MEXICO	Y	Y	1 MONTH	OTHER		910128-36053	1	N
US ED	UNIV OF AKRON	Y	Y	1 WEEK	OTHER	GOOD AND QUICK	39011	1	N
US ED	UNIV OF NEW MEXICO	Y	Y	1 MONTH	OTHER	VERY USEFUL	910813-39265	1	N
US ED	UVA/BLACKSBURG	Y	Y	1 WEEK	OTHER	VERY USEFUL	910520-37941	1	N
US ED	WASHINGTON UNIV	N	Y	1 MONTH	OTHER	POOR QUALITY COPIES, ORDER INC.		1	N
US ED	WEST VA INTL PROGS	Y	Y	2 MONTH	ED	HELPFUL		1	N
US ED	WISCONSIN - MADISON	Y	Y	2 WEEK	OTHER		90112-35124	1	N
** Subtotal **								28	25
** US BUS									
US BUS	BEDFORD RESEARCH	Y	Y	3 WEEK	OTHER			1	N
US BUS	BOICE DUNHAM GROUP	N	N	3 MONTH	OTHER	INFO ARRIVED TOO LATE (They paid three mos late!)	37168	1	N
US BUS	CEDPA	Y	Y	1 WEEK	PVO	VERY USEFUL, EFFICIENT SERVICE	901112-35116	1	N
US BUS	CFNPP	Y	Y	2 MONTH	OTHER		901221-35673	1	N
US BUS	COMPASSIONAL INTL	Y	Y	1 MONTH	OTHER		900924-34367	1	N
US BUS	FOUND INTL TRAINING	Y	Y	2 WEEK	OTHER	GOOD STUFF	910222-36469	1	N
US BUS	GENESYS	Y	Y	1 DAY	OTHER	GOOD SERVICE	910321-36936	1	N
US BUS	INST DEV ANTHRO	Y	Y	1 WEEK	OTHER	EXTREMELY VALUABLE	910306-36685	1	N
US BUS	INT FERT DEV CTR	N	N	1 WEEK	OTHER	MISSING PAGES, POOR COPY	910201-36144	1	N
US BUS	INTRAH RESOURCE COLL	Y	Y	1 MONTH	OTHER			1	N

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FY91 YTD DDU SERVICE EVALUATION TABULATION

TYPE	NAME	COMP	COND	TIME	USERS	COMMENTS	ORDER NUM	COUNT
US BUS	PESTICIDE ACTION NTW	Y	Y	1 MONTH	OTHER	VERY VALUABLE		1 N
US BUS	PVO	Y	Y	1 WEEK	PVO	VERY GOOD DOCUMENT	910226-36534	1 N
US BUS	RESCUE 40	N	Y	1 WEEK	OTHER	NEVER RECEIVED FICHE, VERY IMPORTANT	901005-34555	1 N
US BUS	RTI	Y	N	1 MONTH	OTHER	POOR BLOWBACKS, ALTHOUGH USEFUL		1 N
US BUS	URC	Y	Y	1 WEEK	OTHER	GOOD MEANS OF SHARING INFO	9100128-36049	1 N
US BUS	WORLD VISION	Y	Y	2 WEEK	PVO		910627-38513	1 N
** Subtotal **				23				16
** US INDIV								
US INDIV	CAY BLOYD	Y	Y	1 MONTH	OTHER	VERY USEFUL	910703-38606	1 N
US INDIV	CHARLES SHECRIN	Y	Y	2 WEEK	OTHER	VERY HELPFUL GUIDE	910725-38957	1 N
US INDIV	GIOVANNI	Y	Y	3 DAY	INDIV	INVALUABLE	910614-38288	1 N
US INDIV	GRETCHEN BLOOM	Y	Y	1 WEEK	CONT	VERY IMPORTANT	901026-34856	1 Y
US INDIV	INDIVIDUAL	Y	Y	3 DAY	OTHER	CURRENT AND HELPFUL	910712-38733	1 N
US INDIV	JOSE MANUEL CABRERA	Y	Y	1 WEEK	OTHER	VERY HELPFUL	910717-38815	1 N
US INDIV	LINDAMANN	Y	Y	1 DAY	OTHER	EXTREMELY USEFUL GREAT SVC	910809-39207	1 N
US INDIV	NGO	Y	Y	3 WEEK	NGO	USEFUL, BUT HOW TO ORDER DIFFICULT	910531-38087	1 N
US INDIV	PAULA HOLLERBACH	Y	Y	1 MONTH	PVO			1 N
US INDIV	RUBEN NUNEX	Y	Y	1 WEEK	OTHER		910709-38648	1 N
US INDIV	RUTH LEVINE	Y	Y	1 WEEK	CONT	VERY USERFUL AND CONVENIENT	910909-39569	1
US INDIV	TRACY BETTS	Y	Y	1 WEEK	OTHER		910910-39596	1
** Subtotal **				19				12
** OTHER								
OTHER	DEPT ARCH ENG/JAPAN	Y	N	2 MONTH	OTHER	BAD COPIES	910123-35995	1 N
OTHER	ECON LIB/THAM U/THAI	Y	Y	1 MONTH	OTHER	INVALUABLE ADDITION TO COLLECTION		1 Y
OTHER	ELLEN PRUNE	Y	Y	1 MONTH	PVO			1 N
OTHER	GERAGATY & MILLER	Y	Y	1 MONTH	OTHER	VERY IMPORTANT		1 N
OTHER	INT WATER/SANI CENTR	Y	Y	1 MONTH	OTHER	USEFUL INFO		1 N
OTHER	LISA STEEL	Y	Y	1 WEEK	OTHER	IMPORTANT	901105-35017	1 N
OTHER	MASAKI (STUDENT)	Y	Y	1 MONTH	OTHER	GOOD MATL	910211-36396	1 N
OTHER	MED LAB, NY MED COLL	Y	Y	1 MONTH	OTHER	ESSENTIAL		1 N
OTHER	MORRA ROSS	Y	Y	1 WEEK	OTHER	MOST VALUABLE	910111-35884	1 N
OTHER	OD SVCS/ENGLAND	Y	Y	6 WEEK	OTHER	VERY LATE, SENT SURFACE INSTEAD OF AIR	910419-37479	1 N
OTHER	P BALLANTYNE	Y	Y	1 MONTH	OTHER	VERY USEFUL	910225-36501	1 N
OTHER	PERSON FROM SYRIA	Y	Y	2 MONTH				1
OTHER	SARAH TISCH	Y	Y	1 WEEK	PVO	VERY USEFUL	910129-36071	1 N
OTHER	SMALL BUS PROM PROJ	Y	Y	7 MONTH	PVO		900626-32878	1 N
OTHER	SOUTH AFRICA	Y	N	2 MONTH	OTHER		900822-33870	1 N
OTHER	UNIV OF OTTAWA	Y	Y	2 MONTH	OTHER	VERY USEFUL CONTRIBUTION TO EMPIRICAL STUDIES	901112-35148	1 N
OTHER	VSO/NEPAL	Y	Y	2 MONTH	OTHER	USEFUL DOCS	901112-35114	1 N
** Subtotal **				33				17

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FY91 YTD DDU SERVICE EVALUATION TABULATION

TYPE	NAME	COMP COND	TIME	USERS	COMMENTS	ORDER NUM	COUNT	OTHER
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*** Total ***

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Appendix D

Systems Equipment Inventory

ITEM NAME	MAKE	MODEL	SERIAL #	TAG	BUR	OFF	ROOM#	Price	Qty	Cost	Date	COST	INSTALLED	PROGRA	DISPO
														OR "OE"	ABANDONED
1MB 39,4X	HP	HP 30161A			LTS	DISC	DISC		1	0	198110				
1MB 39,4X	HP	HP 30161A			LTS	DISC	DISC		1	0	198110				
1MB 39,4X	HP	HP 30161A			LTS	DISC	DISC		1	0	198110				
60HZ PCM	HP	HP 30015A			LTS	DISC	DISC		1	0	198110				
ACCELERATOR	HP	HP 30151A			LTS	DISC	DISC		1	0	198110				
ADCC-EXTEND	HP	HP 30019A			LTS	DISC	DISC		1	0	198110				
ADCC-EXTEND	HP	HP 30019A			LTS	DISC	DISC		1	0	198110				
ADCC-EXTEND	HP	HP 30019A			LTS	DISC	DISC		1	0	198110				
ADCC-MAIN	HP	HP 30018A			LTS	DISC	DISC		1	0	198110				
ADDCC-MAIN	HP	HP 30018A			LTS	DISC	DISC		1	0	198110				33 EACH
ADDS HP/IB	HP	HP 7970E		080	LTS	DISC	DISC		1	0	198509				4 EACH
ADDS HP-IB	HP	HP 7926M		102	LTS	DISC	DISC		1	0	198509				27 EACH
ADD-ON SUBSY	HP	HP 7970E		220	LTS	DISC	DISC		1	0	198509				
ATP Box	HP	30151A	2432A03543	AID 00285	LTS	DISC	1010A		1	0	198509				
ATP DIR CON	HP	HP 30145			LTS	DISC	DISC		1	0	198509				
ATP SYS IT B	HP	HP 30144A			LTS	DISC	DISC		1	0	198509				
Bin, printout, metal				No Tag#	LTS	DISC	1010A		1	0	198110				
Binder, GEBCO				AID 035	LTS	DISC	1038		1	0					
Binder cart, black, 7-shelves				AID 323	LTS	DISC			1	0					
Binder Rack, walnut top				No Tag#	LTS	DISC	1003		1	0					
Blackboard, w/stand				CDSIA 1341	LTS	DISC			1	0					
Bookcase, 2 shelf, black, metal				No Tag#	LTS	DISC	1010A		1	0					
Bookcase, 2-shelves, metal, black				AID 00295	LTS	DISC	1016		1	0					
Bookcase, 5 shelves, wood grain				AID 215	LTS	DISC	1037		1	0					
Bookcase, 6', wood				AID 260	LTS	DISC	1011		1	0					
Bookcase, black, 2 shelves				AID 274	LTS	DISC	1023		1	0					
Bookcase, black, 2-shelf, metal				CDSI 274	LTS	DISC	1020		1	0					
Bookcase, black, 2-shelf, metal				AID 293	LTS	DISC	1020		1	0					7 EACH
Bookcase, black, 2-shelves				No Tag#	LTS	DISC			1	0					1 EACH
Bookcase, black, 2-shelves				No Tag#	LTS	DISC			1	0					2 EACH
Bookcase, black, 2-shelves				No Tag#	LTS	DISC			1	0					22 EACH
Bookcase, black, 4 shelves				CDSI 1098	LTS	DISC			1	0					2 EACH
Bookcase, black, 4-shelves				CDSIA 024	LTS	DISC			1	0					7 EACH
Bookcase, black, 4-shelves				CDSIA 1296	LTS	DISC			1	0					
Bookcase, black, 4-shelves				CDSIA 1194	LTS	DISC	1022		1	0					
Bookcase, black 2 shelves				CDSI 274	LTS	DISC			1	0					
Bookcase, brown, 3-shelves				No Tag#	LTS	DISC	1033		1	0					
Bookcase, grey, 5 shelves				CDSIC 163	LTS	DISC			1	0					
Bookcase, grey, 6-shelf				CDSI 218	LTS	DISC	1033		1	0					
Bookcase, Lt. walnut top				AID 324	LTS	DISC			1	0					
Bookcase, metal, 4'				CDSI A1098	LTS	DISC	1002		1	0					
Bookcase, metal, black				CDSIA 024	LTS	DISC	1003		1	0					
Bookcase, metal, black, 3-shelf				CDSIC 163	LTS	DISC	1035		1	0					
Bookcase, orange, 3-shelves				CDSIA 531	LTS	DISC			1	0					
Bookcase, Teaque				NONE	LTS	DISC	1008		1	0					40 EACH
Bookcase, Teaque				NONE	LTS	DISC	1008		1	0					2 EACH
Bookcase, Teaque				NONE	LTS	DISC	1008		1	0					
Bookcase, walnut, 2-shelves				CDSIC 010	LTS	DISC			1	0					
Bookcase, walnut, 7 shelves				AID 259	LTS	DISC			1	0					
Bookcase, white, 16 cubby holes				CDSIA 364	LTS	DISC			1	0					

Bookcase, wood	AID 324	LTS	DISC 1025	1	0	21 EACH
Bookshelf, 2-shelves, black	CDSIA 098	LTS	DISC 1017	1	0	2 EACH
Bookshelf, 3-shelves, black	CDSIA 1447	LTS	DISC 1017	1	0	5 EACH
Bookshelf, 7', brown	AID 259	LTS	DISC 1005	1	0	
Bookshelf, metal, black	AID 331	LTS	DISC 1026	1	0	
Cabinet, 10-shelf, black	No Tag#	LTS	DISC 1031	1	0	
Cabinet, 2-drawer, metal, black	AID 00290	LTS	DISC 1016	1	0	
Cabinet, 2-drawer, metal, black	AID 00291	LTS	DISC 1016	1	0	
Cabinet, 4-drawer, black	AID 073	LTS	DISC 1012	1	0	
Cabinet, fiche, 10-drawer	No Tag#	LTS	DISC 1031	1	0	
Cabinet, fiche, 10-shelf, beige	No Tag#	LTS	DISC 1031	1	0	
Cabinet, fiche, 6-drawers, gray	No Tag#	LTS	DISC 1031	1	0	
Cabinet, fiche, 7-drawers, gray	No Tag#	LTS	DISC 1031	1	0	
Cabinet, Fiche, 8-drawer	AID 338	LTS	DISC 1038	1	0	
Cabinet, Fiche, 8-drawer	AID 337	LTS	DISC 1038	1	0	
Cabinet, Fiche, 8-drawer, putty	AID 00157	LTS	DISC 1031	1	0	
Cabinet, Fiche, 8-drawer, putty	AID 00155	LTS	DISC 1031	1	0	
Cabinet, Fiche, 8-drawer, putty	AID 00165	LTS	DISC 1031	1	0	
Cabinet, Fiche, 8-drawer, putty	AID 00163	LTS	DISC 1031	1	0	
Cabinet, Fiche, 8-drawer, putty	AID 00161	LTS	DISC 1031	1	0	
Cabinet, Fiche, 8-drawer, putty	AID 00159	LTS	DISC 1031	1	0	
Cabinet, Fiche, 8-drawer, putty	AID 00167	LTS	DISC 1031	1	0	
Cabinet, Fiche, 8-drawer, rust	AID 00156	LTS	DISC 1031	1	0	
Cabinet, Fiche, 8-drawer, rust	AID 00160	LTS	DISC 1031	1	0	
Cabinet, Fiche, 8-drawer, rust	AID 00158	LTS	DISC 1031	1	0	
Cabinet, Fiche, 8-drawer, rust	AID 00164	LTS	DISC 1031	1	0	
Cabinet, Fiche, 8-drawer, rust	AID 00162	LTS	DISC 1031	1	0	
Cabinet, Fiche, 8-drawer, rust	AID 00166	LTS	DISC 1031	1	0	
Cabinet, file, 2-door, beige	AID 149C	LTS	DISC 1021	1	0	
Cabinet, file, 2-door, black	CDSIA 1514	LTS	DISC 1021	1	0	
Cabinet, file, 2-drawer	No Tag#	LTS	DISC	1	0	
Cabinet, file, 2-drawer	AID 329	LTS	DISC	1	0	
Cabinet, file, 2-drawer, blue	AID 295	LTS	DISC 1019	1	0	
Cabinet, file, 2-drawer, tan	CDSI 163	LTS	DISC 1009	1	0	
Cabinet, file, 2-drawer, walnut	AID 329	LTS	DISC 1023	1	0	
Cabinet, file, 4-drawer	AID 298	LTS	DISC 1038	1	0	
Cabinet, File, 4-drawer	AID 073	LTS	DISC 1013	1	0	
Cabinet, file, 4-drawer	CDSIA 791	LTS	DISC 1021	1	0	
Cabinet, File, 4-drawer, black	AID 074	LTS	DISC 1037	1	0	
Cabinet, File, 4-drawer, black	AID 143	LTS	DISC 1037	1	0	
Cabinet, File, 4-drawer, black	AID 298	LTS	DISC 1037	1	0	
Cabinet, file, 4-drawer, black	CDSIA 1282	LTS	DISC 1020	1	0	
Cabinet, File, 5-drawer	CDSIA 257	LTS	DISC 1038	1	0	
Cabinet, file, 5-drawer, black	AID 00313	LTS	DISC 1007	1	0	
Cabinet, file, black	AID 00178	LTS	DISC 1038	1	0	
Cabinet, file, black	CDSI 143	LTS	DISC 1038	1	0	
Cabinet, file, black	AID 074	LTS	DISC 1038	1	0	
Cabinet, file, black	AID 00178	LTS	DISC 1038	1	0	
Cabinet, file, grey	CDSI 157	LTS	DISC 1038	1	0	
Cabinet, file, index, small	AID 005-749	LTS	DISC 1038	1	0	
Cabinet, file, index, small	AID 005-748	LTS	DISC 1038	1	0	
Cabinet, grey	CDSI 230	LTS	DISC 1034	1	0	
Calculator	AID 00275	LTS	DISC 1010	1	0	
Cart, blue	No Tag#	LTS	DISC 1038	1	0	

Cart, library, yellow		No Tag#	LTS	DISC		1	0	2878	198305	APDMS-OE
Cart, Tote		CDSIA 1162	LTS	DISC 1038		1	0	257	198804	APDMS-OE
Cart, yellow		CSG 00766	LTS	DISC 1021		1	0			
CD Publisher	Meridian Data	008186	AID	LTS	DISC 1010A	1	0			
CD-ROM Reader	Hitachi	CDR-1503S	K9H044595	00449	CDIE SA-1 208C	1	0			
CD-ROM Reader	Hitachi		K9H044785	AID 00050	LTS	DISC 1016	1	0		
CD-ROM Reader	Hitachi	CDR-1503S	K9H045128	00445	CDIE SA-1 208C	1	0			
CD-ROM Reader	Hitachi	CDR-1503S	K9H044656	00448	CDIE SA-1 208C	1	0			
CD-ROM Reader	Hitachi	CDR-1503S	K9H044858	00450	CDIE SA-1 208C	1	0			APDMS-OE
CD-ROM Reader	Hitachi	CDR-1503S	K9H044736	00451	CDIE SA-1 208C	2650	1	2650	198507	
CD-ROM Reader	Hitachi	CDR-1503S	K9H044156	00453	CDIE SA-1 208C	2650	1	2650	198507	
CD-ROM Reader	Hitachi	CDR-1503S	K9H044643	00452	CDIE SA-1 208C	2650	1	2650	198507	
CD-ROM Reader	Amdek	LD-1	70058641	00456	CDIE SA-1 208C	50	36	1800	199011	
CD-ROM Reader	Hitachi	CDR-1503S	K9H044139	00454	CDIE SA-1 208C	350	14	4900	199011	
CD-ROM Reader	Hitachi	CDR-1503S	K9H044499	00447	CDIE SA-1 208C	749	1	749		
CD-ROM Reader	Hitachi	CDR-1503S	K9H044959	00446	CDIE SA-1 208C	495	1	495		
CD-ROM Reader	Amdek	LD-1	7010010K		AID LIBRY	749	1	749	198909	
Chair, arm, black		CDSIB 024	LTS	DISC 1033		249	1	249		
Chair, Arm, black		No tag#	LTS	DISC		249	1	249		
Chair, arm, black		CDSIA 1399	LTS	DISC 1010A		749	1	749		
Chair, Arm, black		CDSIA 1172	LTS	DISC		0	1	0	198112	
Chair, arm, black		CDSI 056	LTS	DISC 1002		249	1	249		
Chair, Arm, black		No Tag#	LTS	DISC		749	1	749	198909	
Chair, Arm, black		No tag#	LTS	DISC			1	0		
Chair, arm, black		AID 00302	LTS	DISC 1028			1	0		
Chair, Arm, black		CDSIA 1277	LTS	DISC			1	0		
Chair, arm, black		CDSIA 1261	LTS	DISC 1033			1	0		
Chair, arm, black, cloth		AID 00267	LTS	DISC 1003			1	0		
Chair, Arm, black, padded		CDSI 180	LTS	DISC			1	0		
Chair, Arm, black, padded		CDSI 197	LTS	DISC 1023			1	0		
Chair, Arm, black, straight		CDSIA 1818	LTS	DISC			1	0		
Chair, Arm, black, straight		CDSI 248	LTS	DISC			1	0		
Chair, Arm, black, swivel		CDSIA 946	LTS	DISC			1	0		
Chair, arm, black, swivel		CDSIA 618	LTS	DISC 1009			1	0		
Chair, Arm, black, swivel		CDSIA 2326	LTS	DISC			1	0		
Chair, Arm, black, swivel		CDSIA 764	LTS	DISC			1	0		
Chair, arm, black, swivel		CDSIA 680	LTS	DISC 1031			1	0		
Chair, Arm, black, swivel		CDSIA 1154	LTS	DISC 1020			1	0		
Chair, arm, black, swivel		CDSIA 1821	LTS	DISC 1019			1	0		
Chair, Arm, black, swivel		CDSIA 1455	LTS	DISC 1020			1	0		
Chair, arm, black, swivel		AID 345	LTS	DISC 1003			1	0		
Chair, Arm, black, swivel		CDSI 944A	LTS	DISC			1	0		1 EACH
Chair, Arm, black, swivel		No Tag#	LTS	DISC			1	0		4 EACH
Chair, Arm, black, swivel		CDSIA 1399	LTS	DISC			1	0		32 EACH
Chair, arm, black, swivel		CDSIA 1821	LTS	DISC 1019			1	0		3 EACH
Chair, Arm, black, swivel		CDSIA 1504	LTS	DISC 1020			1	0		15 EA
Chair, arm, black fabric		AID 00293	LTS	DISC 1017			1	0		7 EACH
Chair, arm, brown		AID 265	LTS	DISC 1003			1	0		1 EACH
Chair, Arm, brown		AID 333	LTS	DISC			1	0		
Chair, Arm, brown, padded		No Tag#	LTS	DISC			1	0		
Chair, Arm, brown, padded		No Tag#	LTS	DISC			1	0		
Chair, Arm, brown, padded		No Tag#	LTS	DISC		15	1	15	198110	
Chair, Arm, brown, padded		No Tag#	LTS	DISC		15	1	15	198110	
Chair, Arm, brown, padded		No Tag#	LTS	DISC		15	1	15	198110	

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Chair, arm, leather, cloth seat	CDSIA 764	LTS	DISC 1021	15	1	15	198110
Chair, arm, leather, cloth seat	CDSIA 1154	LTS	DISC 1021	15	1	15	198110
Chair, arm, padded, black	CDSI 1172	LTS	DISC 1031	15	1	15	198110
Chair, Arm, padded, gray	No Tag#	LTS	DISC		1	0	198509
Chair, Arm, rust	AID 311	LTS	DISC		1	0	
Chair, Arm, rust, swivel	CDSIA 2889	LTS	DISC		1	0	
Chair, arm, swivel, black	CDSIA 1818	LTS	DISC 1016		1	0	
Chair, arm, swivel, black	AID 031	LTS	DISC 1033		1	0	
Chair, arm, swivel, black	CDSIA 634	LTS	DISC 1016		1	0	
Chair, arm, swivel, brown	AID 00285	LTS	DISC 1003		1	0	
Chair, arm, swivel, padded	AID 00272	LTS	DISC 1001		1	0	
Chair, arm, swivel, tweed seat	AID 281	LTS	DISC 1011		1	0	
Chair, Arm w/wood & vinyl, rust	CDSIA 136	LTS	DISC		1	0	
Chair, black	NONE	LTS	DISC 1031		1	0	
Chair, black	CDSIC 231	LTS	DISC 1031		1	0	
Chair, black, arm, blue	AID 00224	LTS	DISC 1037		1	0	199107
Chair, black, leather, swivel, arm	CDSIA 197	LTS	DISC 1033	249	1	249	
Chair, blue, plastic	No Tag#	LTS	DISC		1	0	
Chair, blue, plastic	No Tag#	LTS	DISC	15	1	15	198110
Chair, blue, plastic	No Tag#	LTS	DISC		1	0	
Chair, brown	No Tag#	LTS	DISC 1038		1	0	
Chair, brown	No Tag#	LTS	DISC 1038		1	0	
Chair, Brown, arms	No Tag#	LTS	DISC 1023		1	0	
Chair, Brown cushioned	AID 00297	LTS	DISC 1007		1	0	
Chair, computer	AID 353	LTS	DISC 1025		1	0	
Chair, computer, no arm	AID 206	LTS	DISC 1020		1	0	
Chair, fabric, brown	AID 297	LTS	DISC 1010		1	0	
Chair, fabric, brown	AID 296	LTS	DISC 1010		1	0	
Chair, fabric seat	CDSI 134	LTS	DISC 1002		1	0	
Chair, folding, black	AID 330	LTS	DISC		1	0	
Chair, folding, gold	CDSIA 1072	LTS	DISC 1034		1	0	
Chair, grey, no arm	AID 00303	LTS	DISC 1028		1	0	198110
Chair, leather, black, swivel, arm	CDSI 192	LTS	DISC 1034		1	0	198509
Chair, leather, chrome	NONE	JMB	DISC 1008		1	0	
Chair, leather, chrome	NONE	JMB	DISC 1008		1	0	
Chair, leather, chrome	NONE	JMB	DISC 1008		1	0	
Chair, leather, chrome	NONE	JMB	DISC 1008		1	0	
Chair, leather, wood arms	AID 678	LTS	DISC 1022		1	0	
Chair, leather back, fabric seat, black	CDSIA 1277	LTS	DISC 1010		1	0	
Chair, leather back, fabric seat, black	CDSIA 1171	LTS	DISC 1010		1	0	
Chair, leather seat, metal	CDSIA 046	LTS	DISC 1016		1	0	
Chair, leather seat, wood arm	CDSIA 1261	LTS	DISC 1038		1	0	
Chair, metal, cloth seat	AID 352	LTS	DISC 1022		1	0	
Chair, metal, cloth seat	AID 354	LTS	DISC 1022		1	0	
Chair, metal arm, fabric seat	CDSIA 1518	LTS	DISC 1020		1	0	
Chair, metal frame, black	CDSIA 1518	LTS	DISC		1	0	
Chair, no arm	CDSIA 1507	LTS	DISC 1020		1	0	
Chair, no arm, black	CDSI 036	LTS	DISC 1003	3000	1	3000	198501
Chair, no arms, black fabric	AID 00294	LTS	DISC 1017		1	0	
Chair, orange, arm, swivel	AID 352	LTS	DISC 1021		1	0	
Chair, plastic, blue	NONE	LTS	DISC 1010A		1	0	
Chair, secretarial, black	No Tag#	LTS	DISC		1	0	199106
Chair, secretarial, black	CDSIA 1821	LTS	DISC		1	0	199106
Chair, secretarial, black	CDSI 1528	LTS	DISC		1	0	199106

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Chair, secretarial,	CDSIA 1532	LTS	DISC		1	0	199106
Chair, secretarial, black	AID 051	LTS	DISC 1038		1	0	
Chair, secretarial, black	AID 025	LTS	DISC	15	1	15	198110
Chair, secretarial, black	CDSI 1331	LTS	DISC 1035		1	0	
Chair, secretarial, black	AID 024	LTS	DISC		1	0	
Chair, secretarial, black	CDSI 1082	LTS	DISC 1038		1	0	
Chair, secretarial, black	CDSIA 1507	LTS	DISC		1	0	
Chair, secretarial, black	AID 027	LTS	DISC 1038		1	0	
Chair, secretarial, black	No Tag#	LTS	DISC		1	0	
Chair, secretarial, black, cloth	AID 00276	LTS	DISC 1038		1	0	
Chair, secretarial, blue	AID 00220	LTS	DISC 1015		1	0	
Chair, secretarial, blue	AID 00226	LTS	DISC 1003		1	0	
Chair, secretarial, blue	AID 345	LTS	DISC 1038		1	0	
Chair, secretarial, blue	AID 00222	LTS	DISC 1015		1	0	
Chair, secretarial, blue	AID 00224	LTS	DISC 1015	500	1	500	199007
Chair, secretarial, blue	AID 00228	LTS	DISC 1034		1	0	
Chair, secretarial, blue	No Tag#	LTS	DISC 1038		1	0	
Chair, secretarial, blue	AID 00219	LTS	DISC 1015		1	0	
Chair, secretarial, blue	AID 00223	LTS	DISC 1015		1	0	
Chair, secretarial, brown	AID 077	LTS	DISC		1	0	
Chair, secretarial, gray	AID 00288	LTS	DISC 1010A	2400	1	2400	199007
Chair, secretarial, grey	AID 00298	LTS	DISC 1020		1	0	
Chair, secretarial, grey, no arm	AID 00249	LTS	DISC 1015		1	0	
Chair, secretarial, orange	CDSIA 1813	LTS	DISC		1	0	
Chair, secretarial, rust	LTS/AID	LTS	DISC		1	0	
Chair, secretarial, rust	CDSIA 060	LTS	DISC		1	0	
Chair, secretarial, rust	LTS/AID	LTS	DISC	385	1	385	198601
Chair, secretarial, rust	LTS/AID	LTS	DISC		1	0	
Chair, secretarial, rust, tweed	LTS/NRC	LTS	DISC		1	0	
Chair, secretary, grey	CDSIA 1504	LTS	DISC 1023		1	0	
Chair, straight, black	CDSIC 231	LTS	DISC		1	0	
Chair, straight, black	AID 310	LTS	DISC 1031		1	0	
Chair, straight, black	No Tag#	LTS	DISC 1038		1	0	
Chair, Swivel	AID 339	LTS	DISC 1038		1	0	
Chair, Swivel	AID 026	LTS	DISC 1013		1	0	
Chair, Swivel	AID 041	LTS	DISC 1013		1	0	
Chair, Swivel	CDSIA 1335	LTS	DISC 1038		1	0	
Chair, Swivel	AID 355	LTS	DISC 1024		1	0	
Chair, Swivel	CDSIA 1661	LTS	DISC 1036	4000	1	4000	198909
Chair, swivel, black, arm	CDSIA 1014	LTS	DISC 1031	2200	1	2200	198709
Chair, swivel, black, arm	CDSIA 2326	LTS	DISC 1031		1	0	199107
Chair, swivel, blue	AID 00218	LTS	DISC 1035		1	0	199107
Chair, Swivel, Cushioned	AID 00296	LTS	DISC		1	0	199107
Chair, tweed, arm, swivel	AID 244	LTS	DISC 1014	1300	1	1300	198910
Chair, tweed, swivel	AID 278	LTS	DISC 1010		1	0	198509
Chair, tweed, wood arm	AID 00301	LTS	DISC 1014		1	0	
Chair, tweed, wood arm	AID 242	LTS	DISC 1014		1	0	
Chair, tweed, wood arm	AID 268	LTS	DISC 1014		1	0	
Chair, tweed seat	AID 239	LTS	DISC 1011		1	0	
Chair, tweed seat	AID 264	LTS	DISC 1011	2500	1	2500	198601
Chair, vinyl, fabric	AID 00235	LTS	DISC 1006	15	1	15	198110
Chair, vinyl, fabric	AID 00236	LTS	DISC 1006	650	1	650	
Chair, vinyl, fabric	AID 00234	LTS	DISC 1006		1	0	
Chair, wood arm	AID 248	LTS	DISC 1025		1	0	

Chair, wood arm			AID 311	LTS	DISC 1025	1	0		
Chair, wood arm, fabric seat			AID 00264	LTS	DISC 1002	1	0		
Chair, wood arm, fabric seat			AID 251	LTS	DISC 1011	1	0		
Chair, wood arm, fabric seat			CDSIA 940	LTS	DISC 1020	1	0		
Chair, wood arm, fabric seat			CDSIA 944A	LTS	DISC 1020	1	0		
Chair, wood arm, leather seat			AID 00177	LTS	DISC 1003	1	0		
Chair, wood arm, leather seat			AID 00176	LTS	DISC 1003	1	0		
Chair, wood arm, orange seat			CDSIA 080	LTS	DISC 1026	1	0		
Chair, wooden arms, swivel			CDSIA 2889	LTS	DISC 1024	1	0		
Clock			AID 00514	LTS	DISC 1031	1	0		
Coat Rack			CDSIA 2341	LTS	DISC 1038	1	0		
Coat Rack			CDSIA 2336	LTS	DISC 1031	1	0		
Coffee Machine			LTS/Lease	LTS	DISC	1	0		
Coffee Maker, Coffee Butler			LTS/Lease	LTS	DISC	1995	1	1995	199010
Copier XEROX	5065	OC018203	AID 00237	LTS	DISC 1038	7900	1	7900	199011
Cork bulletin board			No Tag#	LTS	DISC 1028	1	0		
CPU HP	9123	2536A19082	AID 00019	LTS	DISC 1003	1	0		
CPU HP	HP 3000 48	2221V02193	103	LTS	DISC DISC	1	0		
Cube, brown			CDSI A408	LTS	DISC 1001	1	0		
Cutter, Paper			No Tag#	LTS	DISC 1038	1	0		
Cutting board, white			AID 194	LTS	DISC 1033	1	0		
DENSITOMETER MACBETH		TD502 NONE	AID 037	LTS	DISC 1036	1	0		
Desk, 2-drawer, brown, metal			AID 00268	LTS	DISC 1003	1	0		
Desk, 4-drawer, walnut top			CDSIA 905	LTS	DISC 1016	1	0		
Desk, 5 drawer			AID 321	LTS	DISC 1024	1	0		
Desk, 5-drawer			CDSIA 901	LTS	DISC 1038	2500	1	2500	198509
Desk, 5-drawer			CDSIA 984	LTS	DISC 1038	1	0		
Desk, 5-drawer			CDSIA 994	LTS	DISC 1038	1	0		
Desk, 5-drawer			CDSIA 992	LTS	DISC	1	0		
Desk, 5-drawer			CDSIA 904	LTS	DISC 1021	7200	1	7200	198909
Desk, 5-drawer			CDSIA 990	LTS	DISC 1038	1	0		
Desk, 5-drawer			CDSIA 1251	LTS	DISC 1007	1	0		
Desk, 5-drawer			CDSIA 809	LTS	DISC 1025	1	0		
Desk, 5-drawer			AID 308	LTS	DISC 1020	1	0		
Desk, 5-drawer			CDSIA 983	LTS	DISC 1038	1	0		
Desk, 5-drawer, brown top			CDSIA 002	LTS	DISC 1020	1	0		
Desk, 5-drawer, walnut			AID 262	LTS	DISC 1011	1	0		
Desk, 5-drawer, walnut			AID 284	LTS	DISC 1011	1	0		
Desk, 5-drawer, walnut top			CDSIA 1508	LTS	DISC 1009	1	0		
Desk, 5-drawer, walnut top			CDSIA 1253	LTS	DISC 1022	1	0		
Desk, 5-drawer, walnut top			No Tag#	LTS	DISC	1	0		
Desk, 5-drawer, walnut top			CDSIA 802	LTS	DISC 1035	1	0		
Desk, 5-drawer, walnut top			CDSIA 899	LTS	DISC	1	0		
Desk, 5-drawer, walnut top			CDSIA 801	LTS	DISC 1033	500	1	500	199110
Desk, 5-drawer, walnut top			CDSIA 903	LTS	DISC	500	1	500	199110
Desk, 5-drawer, walnut top			CDSIA 2740	LTS	DISC 1033	500	1	500	199110
Desk, 5-drawer, walnut top			CDSIA 957	LTS	DISC 1003	500	1	500	199110
Desk, 5-drawer, walnut top			AID 320	LTS	DISC 1003	500	1	500	199110
Desk, 5-drawer, walnut top			CDSI 809A	LTS	DISC	500	1	500	199110
Desk, 5-drawer, walnut top			CDSIA 1037	LTS	DISC 1026	500	1	500	199110
Desk, 5-drawer, walnut top			CDSIA 964	LTS	DISC	500	1	500	199110
Desk, 5-drawer, walnut top			CDSIC 159	LTS	DISC 1023	500	1	500	199110
Desk, 5-drawer, walnut top			CDSIA 899	LTS	DISC 1019	500	1	500	199110
Desk, 5-drawer, walnut top			CDSIA 902	LTS	DISC 1019	1	0		

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Desk, 5-drawer, w top	CDSIA 1036	LTS	DISC		1	0	
Desk, 5-drawer, walnut top	CDSIA 797	LTS	DISC		1	0	
Desk, 5-drawer, walnut top	CDSIA 904	LTS	DISC	1021	1	0	
Desk, 5-drawer, walnut top	CDSIA 807	LTS	DISC	1022	1	0	
Desk, 5-drawer, walnut top	AID 968A	LTS	DISC	1021	1999	1	1999 198909
Desk, 5-drawer, walnut top	AID 954	LTS	DISC		1875	1	1875 198112
Desk, 5-drawer, walnut top	CDSIA 710	LTS	DISC	1033	20000	1	20000 198901
Desk, 5-drawer, walnut top	CDSIC 162	LTS	DISC		1	0	
Desk, 5-drawer, walnut top	CDSI 797	LTS	DISC	1002	1	0	
Desk, 5-drawer, walnut top	CDSI 957	LTS	DISC		2	0	198110
Desk, 5-drawer, walnut top	CDSIC 162	LTS	DISC		1	0	198110
Desk, 5-drawer, walnut top	CDSIA 695	LTS	DISC		1	0	
Desk, 5-drawer, walnut top	CDSIA 964	LTS	DISC	1012	1	0	
Desk, 5-drawer, walnut top	CDSIA 948	LTS	DISC		1	0	
Desk, 5-drawer, walnut top	CDSIA 995	LTS	DISC	1017	1	0	
Desk, 5-drawer, walnut top	CDSIA 990	LTS	DISC		1	0	
Desk, 5-drawer, walnut top	AID 00286	LTS	DISC	1010A	1	0	
Desk, 5-drawer, walnut top	CDSIA 966	LTS	DISC	1020	1	0	
Desk, 5-drawer, wood, L-shape	AID 00299	LTS	DISC	1020	1	0	
Desk, 5-drawer, wood, walnut	AID 467	LTS	DISC	1014	1	0	
Desk, 5-drawers, walnut top	CDSIA 1036	LTS	DISC		1	0	
Desk, 6-drawer, walnut top, w/sliding door	CDSI 063	LTS	DISC	1003	1	0	
Desk, brown top, no-drawers	No Tag#	LTS	DISC		1	0	
Desk, computer	CDSIA 1488	LTS	DISC	1012	1	0	
Desk, computer, 2 cubby	AID 279	LTS	DISC	1037	1	0	
Desk, double pedestal	CDSIC 170	LTS	DISC	1006	1	0	199011
Desk, green, w/lap drawer	No Tag#	LTS	DISC		1	0	199108
Desk, long	AID 363	LTS	DISC	1013	1	0	199106
Desk, secretarial	GPE01H 282 AID 468	LTS	DISC	1010	1	0	199006
Desk, Teaque, 6-drawer	NONE	LTS	DISC	1008	1	0	
Desk, walnut top	AID 961A	LTS	DISC		1	0	
Desk, wood laminate, 5 drawer	AID 277	LTS	DISC	1035	1	0	
Disc Box Machine	AID 00050	LTS	DISC	1016	1	0	
DISC CONTLLR HP	HP 13037C	2135A16345	LTS	DISC DISC	1	0	
Disc Drive HP	HP 2515A	06425	459	LTS	DISC DISC	1	0
Disc Drive HP	HP	2544A05056	461	LTS	DISC DISC	1	0
Disc Drive HP	HP 2536A	14105	456	LTS	DISC DISC	1	0
DisplayProj. nVIEW	ViewFrame+2	AID 00096	LTS	DISC 1006	1	0	
Divider, assorted colors	No Tag#	LTS	DISC		1	0	199108
Divider, assorted colors	No Tag#	LTS	DISC		1	0	199108
Divider, assorted colors	No Tag#	LTS	DISC		1	0	199108
Divider, assorted colors	No Tag#	LTS	DISC		1	0	199108
Divider, assorted colors	No Tag#	LTS	DISC		1	0	199108
Divider, assorted colors	No Tag#	LTS	DISC		1	0	
Divider, assorted colors	No Tag#	LTS	DISC		1	0	
Divider, assorted colors	No Tag#	LTS	DISC		1	0	
Divider, beige	No Tag#	LTS	DISC		1	0	
Divider, beige	No Tag#	LTS	DISC		200	1	200 198110
Divider, beige	No Tag#	LTS	DISC		15	1	15 198110
Divider, brown	No Tag#	LTS	DISC		1	0	
Divider, brown	No Tag#	LTS	DISC		1	0	
Divider, orange	No Tag#	LTS	DISC		1	0	
Dividers, beige	No Tag#	LTS	DISC		1	0	
Dividers, beige	No Tag#	LTS	DISC		1	0	

Dividers, beige			No Tag#	LTS	DISC		1	0	
Dividers, beige			No Tag#	LTS	DISC		1	0	
Dividers, beige			No Tag#	LTS	DISC		1	0	198701
EAGLE DISC	HP	HP 7937H	00002	LTS	DISC DISC		1	0	
EAGLE DISC	HP	HP 7937H	00004	LTS	DISC DISC		1	0	
EAGLE DISC	HP	HP 7937H	00001	LTS	DISC DISC		1	0	
EAGLE DISC	HP	HP 7937H	00003	LTS	DISC DISC	2200	1	2200	198601
Easel stand, Chart Pak			AID 00154	LTS	DISC 1005		1	0	199101
Ergo Desk Chair, wood, cloth			NONE	LTS	DISC 1008	2200	1	2200	199010
Fan, (quantity 2)			NONE	LTS	DISC 1033	3500	1	3500	198507
FAX Machine	Murata			CDIE	DI 209			0	
FICHE COPIER	CANON	KALFISH480	486	00405	LTS	DISC NS B930	1	0	
FICHE COPIER	BRUNING	OP59/88	973-1371	AID 039	LTS	DISC 1036	1600	1	1600 198112
FICHE CUTTER	KEYAN	138	NONE	NONE	LTS	DISC 1036	1	0	
FICHE FILE	LUXOR	FS-21	NONE	NONE	AFR	PRO 1515W	1	0	
FICHE FILE	LUXOR	FS-21	NONE	NONE	S&T	POP SA18 806	1	0	
FICHE FILE	LUXOR	FS-21	NONE	NONE	APRE	TR NS VAR	1	0	
FICHE FILE	LUXOR	FS-21	NONE	NONE	LTS	DISC NS B930	1	0	
FICHE FILE	LUXOR	FS-21	NONE	NONE	LTS	DISC 1027	1	0	
FICHE FILE	LUXOR	FS-21	NONE	NONE	S&T	POP SA18 820	1	0	
FICHE FILE	LUXOR	FS-21	NONE	NONE	S&T	F SA18 506	1	0	
FICHE FILE	LUXOR	FS-21	NONE	NONE	LAC	PD NS2252	1	0	
FICHE FILE	LUXOR	FS-21	NONE	NONE	LAC	PD NS2248	1	0	
FICHE FILE	LUXOR	FS-21	NONE	NONE	S&T	VAR SA18 VAR	1	0	
FICHE FILE, 10-	JEFSTEEL	---	NONE	NONE	LTS	DISC NS B930	1	0	
FICHE FILE, 10-	SUPREME EQUIP	---	NONE	NONE	LTS	DISC 1031	1	0	
FICHE FILE, 10-	JEFSTEEL	---	NONE	056-487	LTS	DISC NS B930	1	0	
FICHE FILE, 10-	SUPREME EQUIP	---	NONE	056-487	LTS	DISC 1031	1	0	
FICHE FILE, 10-	JEFSTEEL	---	NONE	056-487	LTS	DISC NS B930	1	0	
FICHE FILE, 10-	SUPREME EQUIP	---	NONE	056-487	LTS	DISC 1031	1	0	199112
FICHE FILE, 2 DR HIGHSMITH		76-301	NONE	NONE	LTS	DISC 1027	1	0	199112
FICHE FILE, 2 DR HIGHSMITH		76-301	NONE	NONE	S&T	F SA18 506	1	0	199112
FICHE FILE, 2 DR HIGHSMITH		76-301	NONE	NONE	S&T	RUR SA18 309	1	0	199112
FICHE FILE, 2 DR HIGHSMITH		76-301	NONE	NONE	S&T	VAR SA18 VAR	1	0	199112
FICHE FILE, 2 DR HIGHSMITH		76-301	NONE	NONE	APRE	PD NS VAR	1	0	
FICHE FILE, 2 DR HIGHSMITH		76-301	NONE	NONE	LTS	DISC NS B930	1	0	199112
FICHE FILE, 2 DR HIGHSMITH		76-301	NONE	NONE	APRE	TR NS VAR	1	0	199112
FICHE FILE, 2 DR HIGHSMITH		76-301	NONE	NONE	LTS	DISC 1027	1	0	199112
FICHE FILE, 2 DR HIGHSMITH		76-301	NONE	NONE	LAC	PD NS2248	1	0	199112
FICHE FILE, 2 DR HIGHSMITH		76-301	NONE	NONE	LAC	PD NS2252	1	0	199112
FICHE FILE, 2 DR HIGHSMITH		76-301	NONE	NONE	LAC	PD NS2248	1	0	199112
FICHE FILE, 2 DR HIGHSMITH		76-301	NONE	NONE	LTS	DISC 1027	1	0	
FICHE FILE, 2 DR HIGHSMITH		76-301	NONE	NONE	AFR	PRO 1515W	1	0	
FICHE FILE, 2 DR HIGHSMITH		76-301	NONE	NONE	LTS	DISC 1027	150	1	150 198110
FICHE FILE, 2 DR HIGHSMITH		76-301	NONE	NONE	LAC	TR NS2251	15	1	15 198110
FICHE FILE, 6-D WALTER BALLARD		---	NONE	007-095	LTS	DISC 1031	15	1	15 198110
FICHE FILE, 7-D SHAW-WALKER		---	NONE	033-358	LTS	DISC 1031	1	0	
FICHE FILE, 8-D HIGHSMITH		82-168	NONE	382	S&T	POP SA18 306F	1	0	
FICHE FILE, 8-D HIGHSMITH		82-168	NONE	NONE	LTS	DISC 1031	1	0	
FICHE FILE, 8-D HIGHSMITH		82-168	NONE	00156	LTS	DISC 1031	1	0	
FICHE FILE, 8-D HIGHSMITH		82-168	NONE	00406	AFR	IPS NS2643	1	0	
FICHE FILE, 8-D HIGHSMITH		82-168	NONE	00162	LTS	DISC 1031	1	0	
FICHE FILE, 8-D HIGHSMITH		82-168	NONE	104	AFR	IPS NS2643	1	0	
FICHE FILE, 8-D HIGHSMITH		82-168	NONE	00165	LTS	DISC 1031	1	0	

FICHE FILE, 8-D	HSMITH	82-168	NONE	00408	APRE	PCS	NS320A	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00155	LTS	DISC	1031	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	223	APRE	TR	NS4725	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00157	LTS	DISC	1031	3000	1	3000	198601
FICHE FILE, 8-D	HIGHMSITH	82-168	NONE	427	M	CON	SA14 1400	1	0		199112
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00158	LTS	DISC	1031	1	0		199109
FICHE FILE, 8-D	HIGHMSITH	82-168	NONE	393	M	CON	SA14 1400	1	0		198908
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00160	LTS	DISC	1031	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	221	ENE	TR	SA2 600	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	NONE	LTS	DISC	1031	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00488	LAC	PD	NS2253A	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00161	LTS	DISC	1031	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00166	LTS	DISC	1031	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	NONE	LTS	DISC	1031	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	NONE	LTS	DISC	1031	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00167	LTS	DISC	1031	1	0		
FICHE FILE, 8-D	HIGHMSITH	82-168	NONE	219	AFR	IPS	NS2643	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00487	LAC	DR	NS2253A	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	218	APRE	PCS	NS3320A	3200	1	3200	198601
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	337	LTS	DISC	1038	2500	1	2500	198601
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00485	APRE	TR	NS4725	2650	1	2650	198507
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00178	LTS	DISC	1038	2650	1	2650	198507
FICHE FILE, 8-D	HIGHMSITH	82-168	NONE	00499	M	CON	SA14 1400	2650	1	2650	198507
FICHE FILE, 8-D	HIGHMSITH	82-168	NONE	00496	S&T	EY	SA18 506E	2650	1	2650	198507
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00163	LTS	DISC	1031	265	1	265	
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	338	LTS	DISC	1038	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00164	LTS	DISC	1031	1	0		
FICHE FILE, 8-D	HIGHMSITH	82-168	NONE	00407	AFR	IPS	NS2643	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	220	AFR	PRO	1515W	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00486	APRE	TR	NS4720	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00474	S&T	PO	SA18 306F	1	0		
FICHE FILE, 8-D	HIGHMSITH	82-168	NONE	392	M	CON	SA14 1400	1	0		
FICHE FILE, 8-D	HIGHSMITH	82-168	NONE	00159	LTS	DISC	1031	1	0		
FICHE FILE, 8-D	HIGHMSITH	82-168	NONE	00482	M	FM	SA2 326	275	1	275	198605
FICHE PRINTER	TDC	LS3000			LTS	DISC	1038	2650	1	2650	198507
FICHE PRINTER	TDC	LS3000			LTS	DISC	1038	1	0		
FICHE READER	MICRODESIGN	935	3390967	00403	S&T	PRO	SA18 306	1	0		
FICHE READER	MICRODESIGN	935	3390960	NONE	LTS	DISC	1027	2200	1	2200	198112
FICHE READER	MICRODESIGN	935	4071710	128	LTS	DISC	1027	1	0		
FICHE READER	MICRODESIGN	935	5061267	NONE	AFR	PRO	1515W	1	0		
FICHE READER	NMI	513	LX010D368	359	S&T	ED	SA18 609	1	0		
FICHE READER	MICRODESIGN	935	5061273	211	AID	WHS	AS/ISS	1	0		198110
FICHE READER	MICRODESIGN	935	4070179	126	LTS	DISC	1027	1	0		
FICHE READER	NMI	513	LX010D465	429	LTS	DISC	1027	1	0		
FICHE READER	MICRODESIGN	935	3191117	*	APRE	TR	NS4440	1	0		
FICHE READER	NMI	513	LX010D377	NONE	AFR	TR	1515W	1	0		
FICHE READER	MICRODESIGN	935	3061261	209	LTS	DISC	1027	1	0		
FICHE READER	MICRODESIGN	935	5061275	NONE	AFR	PRO	1515W	1	0		
FICHE READER	MICRODESIGN	935	5061266	189	APRE	TR	NS4440	1	0		
FICHE READER	MICRODESIGN	935	3191129	183	AID	WHS	AS/ISS	1	0		
FICHE READER	NMI	513	LX010D048	148	APRE	PD	NS3327A	1	0		
FICHE READER	XEROX	340	630002954	056-835	LTS	DISC	1038	1	0		
FICHE READER	NMI	513	LX010D336	---	AID	WHS	AS/ISS	1	0		
FICHE READER	MICRODESIGN	935	3190966	183	APRE	TR	NS4440	1	0		

APDMS-OE

FICHE READER	MICRODESIGN	935	3191130	367	S&T	EY	SA18 506K	1	0				
FICHE READER	NMI	513	LX010D336	451	APRE	TR	NS4440	1	0				
FICHE READER	MICRODESIGN	935	3020697	365	S&T	EY	SA18 512	1	0				
FICHE READER	MICRODESIGN	935	3390970	NONE	APRE	PD	NS3318	256	1	256	198309	500	198509 APDMS-OE
FICHE READER	MICRODESIGN	935	3191126	00473	S&T	EY	SA18 514	2000	1	2000	198609		
FICHE READER	MICRODESIGN	935	5061269	423	APRE	TR	NS4720		1	0			
FICHE READER				AID 00369	LTS	DISC	1027		1	0			
FICHE READER	MICRODESIGN	935	5061272	206	APRE	TR	NS4725		1	0			
FICHE READER	NMI	513	LX010D049	149	APRE	TR	NS4440	150	1	150	198110		
FICHE READER	MICRODESIGN	935	6040851	NONE	M	SER	OVERSEA	150	1	150	198110		
FICHE READER	MICRODESIGN	935	6040852	360	S&T	ED	SA18 609		1	0			
FICHE READER	NMI	513	LX010D047	150	LAC	PD	NS2252		1	0			
FICHE READER	NMI	513	LX010D462	387	S&T	RD	SA18 620		1	0			
FICHE READER	MICRODESIGN	PORTABLE	3450705	117	M	CON	SA14 1400		1	0	199109		
FICHE READER	MICRODESIGN	935	3020691	424	S&T	H	SA18 700		1	0	199109		
FICHE READER	MICRODESIGN	935	3020698	364	LAC	DR	NS2252		1	0			
FICHE READER	MICRODESIGN	935	5061268	212	S&T	H	SA18 706		1	0			
FICHE READER	NMI	513	LX010D374	481	LAC	DR	NS2252		1	0			
FICHE READER	NMI	513	LX010D464	00471	S&T	H	SA18 706		1	0			
FICHE READER	MICRODESIGN	935	6040854	00489	LAC	DR	NS2252		1	0			
FICHE READER	MICRODESIGN	935	3191114	00472	S&T	H	SA18 720	900	1	900			
FICHE READER	MICRODESIGN	935	3020692	368	LAC	TR	NS2242		1	0			
FICHE READER	NMI	513	LX010D372	347	S&T	POP	SA18 800		1	0			
FICHE READER	MICRODESIGN	935	5061260	190	LTS	DISC	1027		1	0			
FICHE READER	MICRODESIGN	935	5061271	226	AFR	PRO	1515W		1	0			
FICHE READER	MICRODESIGN	935	5061258	212	LTS	DISC	NS B930		1	0			
FICHE READER	NMI	513	LX010D375	NONE	S&T	POP	SA18 800		1	0			
FICHE READER	MICRODESIGN	935	4071707	*	LTS	DISC	NS B930		1	0			
FICHE READER	MICRODESIGN	935	3390969	NONE	S&T	POP	SA18 800		1	0			
FICHE READER	NMI	513	LX010D370	360	LTS	DISC	1027		1	0			
FICHE READER	NMI	513	LX010D463	386	S&T	RD	SA18 800		1	0			
FICHE READER	NMI	513	7256267	NONE	LTS	DISC	1027		1	0			
FICHE READER	MICRODESIGN	935	3020690	390	S&T	POP	SA18 800		1	0			
FICHE READER	MICRODESIGN	935	5061261	204	LTS	DISC	1027		1	0			
FICHE READER	NMI	513	LX010D335	229	S&T	POP	SA18 803		1	0			
FICHE READER	MICRODESIGN	935	5061259	AID 449	LTS	DISC	1019		1	0			
FICHE READER				CDSIA 1540	LTS	DISC			1	0			
FICHE READER	MICRODESIGN	935	5061257	200	S&T	N	SA18 400		1	0			
FICHE READER	MICRON	760	28353	00401	S&T	POP	SA18 806		1	0			
FICHE READER	MICRODESIGN	935	3191115	397	LTS	DISC	NS B930		1	0			
FICHE READER	MICRODESIGN	955	3020700	496	LTS	DISC	1027		1	0			
FICHE READER	NMI	513	LX010D334	230	LTS	DISC	NS B930		1	0			
FICHE READER	MICRODESIGN	935	3191118	185	LTS	DISC	1027		1	0			
FICHE READER	NMI	513	LX010D339	452	LTS	DISC	NS B930		1	0			
FICHE READER	MICRODESIGN	935	3191122	181	LTS	DISC	1027		1	0	198110		
FICHE READER	MICRODESIGN	935	3321316	498	S&T	AG	SA18 409		1	0			
FICHE READER	MICRODESIGN	935	3020693	00481	LTS	DISC	1027		1	0			
FICHE READER	NMI	513	LX010D050	---	AID	WHS	AS/ISS		1	0			
FICHE READER	NMI	513	LX010D376	372	LTS	DISC	1027		1	0			
FICHE READER	MICRODESIGN	935	5061262	199	APRE	TR	NS4440		1	0			
FICHE READER	MICRODESIGN	935	1501123	043	LTS	DISC	1027		1	0			
FICHE READER	NMI	513	LX010D340	453	APRE	TR	NS4440		1	0			
FICHE READER	MICRODESIGN	935	5061265	422	LTS	DISC	1027		1	0			
FICHE READER	AI	513	7256270	NONE	LTS	DISC	1027		1	0			

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FICHE READER	MICRODESIGN	935	3020699	497	LTS	DISC		1	0	199012
FICHE READER	MICRODESIGN	935	3390971	*	APRE	PD	NS3321	1	0	
FICHE READER			630-2332	AID 00410	LTS	DISC	1024	1	0	
FICHE READER	MICRODESIGN	935	3031646	00490	AFR	PD	NS2937A	1	0	199010
FICHE READER				AID 177	LTS	DISC		3000	2	6000
FICHE READER	NMI	513	LX010D333	232	LAC	PD	NS2253A	1750	1	1750
FICHE READER	NMS	3395	100031	NONE	LTS	DISC	1027	1	0	
FICHE READER	MICRODESIGN	935	5061270	NONE	M	CON	SA14 1400	150	1	150
FICHE READER	MICRODESIGN	935	3191119	414	LTS	DISC	1027	1	0	198110
FICHE READER	MICRODESIGN	935	3191120	362	LAC	PD	NS2252	1	0	
FICHE READER	MICRODESIGN	935	4071706	129	LTS	DISC	1027	1	0	
FICHE READER	MICRODESIGN	935	3020696	363	LAC	TR	NS2239	1	0	
FICHE READER	NMI	513	LX010D369	381	LTS	DISC	1027	1	0	
FICHE READER	MICRODESIGN	935	3020695	00404	LTS	DISC	NS B930	1	0	
FICHE READER	MICRON	760	8411132	00476	S&T	RUR	SA2 600	1	0	
FICHE READER	MICRODESIGN	935	4071711	136	LTS	DISC	1027	6500	1	6500
FICHE READER	MICRODESIGN	955	3020701	366	LTS	DISC	1027	2300	1	2300
FICHE READER	MICRODESIGN	935	3191116	399	LTS	DISC	1027	1250	1	1250
FICHE READER	MICRODESIGN	935	6040853	00484	M	FM	SA2 326			
FICHE READER	NMI	513	LX010D338	233	LTS	DISC	NS B930			
FICHE READER	XEROX	340	630002332	056-530	LTS	DISC	1027			
FICHE READER	MICRODESIGN	935	4071709	130	LTS	DISC	NS B930		1	0
FICHE READER	MICRODESIGN	935	3929681	424	LTS	DISC	1027	150	1	150
FICHE READER	MICRODESIGN	935	3191123	437	S&T	AG	SA18 409		1	0
FICHE READER	REALIST	3384	107576	NONE	LTS	DISC	1027		1	0
FICHE READER	NMI	513	LX010D340	---	AID	WHS	AS/ISS		1	0
FICHE READER	MICRODESIGN	935	3181121	177	LTS	DISC	1027		1	0
FICHE READER	MICRODESIGN	935	3390968	NONE	LTS	DISC	1020		1	0
FICHE READER	MICRODESIGN	935	3191125	369	LTS	DISC	1027		1	0
FICHE READER	MICRODESIGN	935	3191124	400	LTS	DISC	1027		1	0
FICHE READER	MICRODESIGN	935	7256053	370	M	CON	SA14 1400		1	0
FICHE READER	MICRON	760	28350	00498	S&T	POP	SA18 820		1	0
FICHE READER	NMI	513	LX010D337	231	LAC	PD	NS2248		1	0
FICHE READER	MICRODESIGN	935	3020694	NONE	S&T	VAR	SA18 VAR	1995	1	1995
FICHE READER				AID 00182	LTS	DISC	1027		1	0
FICHE READER	MICRON	760	28352	00497	S&T	POP	SA18 820		1	0
FICHE READER	MICRODESIGN	935	5061274	213	S&T	RUR	SA18 309		1	0
FICHE READER			100031		LTS	DISC			1	0
FICHE READER	MICRODESIGN	935	5061264	205	S&T	N	SA18 400		1	0
FICHE READER	NMI	513	7256268	NONE	LTS	DISC	1027		1	0
FICHE READER	MICRODESIGN	935	5061256	210	APRE	TR	NS4725		1	0
FICHE READER				AID 043	LTS	DISC	1026		1	0
FICHE READER	NMI	513	LX010D371	480	LTS	DISC	NS B930		1	0
FICHE READER	NMI	935	7256269	---	LTS	DISC	1027		1	0
FICHE READER	MICRODESIGN	935	3450706	398	LTS	DISC	NS B930		1	0
FICHE READER	MICRODESIGN	935	3191127	182	LTS	DISC	1027		1	0
FICHE READER	MICRODESIGN	935	6040850	483	LAC	PD	NS2252		1	0
FICHE READER	MICRODESIGN	935	4071708	127	LTS	DISC	1027		1	0
FICHE READER	MICRODESIGN	935	5061263	188	S&T	RD	SA18 809		1	0
FICHE READER	NMI	513	LX010D373	482	LTS	DISC	1027		1	0
File cabinet, 4-drawer, brown				AID 470	LTS	DISC	1014		1	0
Filing cabinet, 2 drawer, blue				AID 00153	LTS	DISC	1035		1	0
Filing cabinet, 5 drawer, black				AID 313	LTS	DISC	1035		1	0
FILM WINDERS	HOLLYWOOD	935	NONE	NONE	LTS	DISC	1036		1	0

Keyboard			3566839	00379	R&RS	SA18		1	0										
Keyboard				AID 286	R&RS	SA18		1	0										
Keyboard	IBM		71100984	AID 00087	LTS	DISC 1024		1	0										
Keyboard	HP	HP 2624B	2645V45498	109	LTS	DISC DISC		1	0										
Keyboard	DELL		3567183	00387	R&RS	SA18		1	0										
Keyboard	DELL		3567195	00359	R&RS	SA18		1	0										
Keyboard	HP	HP 2622A	2143W05852	061	LTS	DISC DISC		1	0										
Keyboard	IBM		NONE	AID 00424	LTS	DISC 1020		1	0										
Keyboard	PC'S LTD.		NONE	AID 00021	LTS	DISC 1010A		1	0										
Keyboard	DELL		2956324	AID 00069	LTS	DISC 1010A		1	0										
Keyboard	HP	HP 2628A	2426V25914	159	LTS	DISC DISC		1	0										
Keyboard	Honeywell		C2222	AID 00197	LTS	DISC 1012		1	0										
Keyboard	IBM		NONE	AID 00444	LTS	DISC 1020		1	0										
Keyboard	HP	VECTRA	2542S1094	AID 462	LTS	DISC 1003		1	0										
Keyboard	HP		NONE	AID 066	LTS	DISC 1031		1	0										
Keyboard	Unitex	K 150M	623440	AID 261	LTS	DISC 1031		1	0										
Keyboard	Honeywell		GJK101RX5	AID 00205	LTS	DISC 1001	15	1	15	198110									
Keyboard	HP	HP 2626A	2426V25922	166	LTS	DISC DISC		1	0	198110									
Keyboard	HP	HP 2622A	2126W05551	058	LTS	DISC DISC		1	0	198110									
Keyboard	IBM		NONE	AID 262	LTS	DISC 1031		1	0	198110									
Keyboard	HP	HP 2628A	2405V21134	169	LTS	DISC DISC		1	0	198110									
Keyboard	BTC-5060		71100637	AID 00234	LTS	DISC 1037		1	0	198110									
Keyboard	HP	HP C1405A	2917S11961	00012	LTS	DISC DISC		1	0	198110									
Keyboard	Honeywell		B5042	AID 00440	LTS	DISC 1022		1	0	198110									
Keyboard	Honeywell			AID 00306	LTS	DISC 1008		1	0	198110									
Keyboard	HP	HP 2622A	2245W30062	095	LTS	DISC DISC		1	0	198110									
Keyboard	HP	HP 2626W	2306V40880	100	LTS	DISC DISC		1	0	198110									
Keyboard	HP	HP 2922A	2245W30061	097	M	CON TT1400		1	0	198110									
Keyboard	HP	HP 2626W	2150A04830	068	LTS	DISC DISC		1	0	198110									
Keyboard	HP		NONE	AID 095	LTS	DISC 1002		1	0										
Keyboard	HP	HP 2626W	2150A04825	070	LTS	DISC DISC		1	0										
Keyboard	Honeywell		R2800	AID 00183	LTS	DISC 1020		1	0										
Keyboard	HP	HP 2521S	10097	457	LTS	DISC DISC		1	0										
Keyboard	HP		NONE	AID 055	LTS	DISC 1031		1	0										
Keyboard	HP	HP 2628A	2405V21135	140	LTS	DISC DISC		1	0										
Keyboard	HP	HP 2648S	1D899		PPC	CDIE 3659NS		1	0										
Keyboard	HP	HP 2628A	2405V21139	142	LTS	DISC DISC		1	0										
Keyboard	HP		2641S10089	AID 00231	LTS	DISC 1003		1	0										
Keyboard	HP	HP 2626W	2152A04854	066	LTS	DISC DISC		1	0										
KEYBOARD	HP	2922A	---	097	M	CON SA14 1400		1	0										
KEYBOARD	HP	2922A	2143W05851	060	AFR	IPS NS2643		1	0										
Keyboard	DELL		2903853	00026	R&RS	SA18		1	0										
Keyboard	A STAR		R17W831A	AID 00055	LTS	DISC 1014		1	0										
Keyboard	HP	HP	2542S10194	462	LTS	DISC DISC		1	0										
Keyboard	HP	HP 2626W	2216V22925	091	LTS	DISC DISC		1	0										
Keyboard	HP	HP 46010A	2445S11553	176	LTS	ANN 803		1	0										
Keyboard	Honeywell		B5079	AID 00193	LTS	DISC 1011		1	0										
Keyboard			71100988	AID 00090	LTS	DISC 1010		1	0										
Keyboard	HP	HP 2382A	2218A15639	144	ANE	TS NS B930		1	0										
Keyboard	HP	HP 2623A	2147V00415	072	LTS	DISC DISC		1	0										
Keyboard	Monterey		K90055918	AID 00132	LTS	DISC 1035		1	0										
Keyboard	EECO		00005929	AID 00075	LTS	DISC 1022	520	1	520	198801	495	198609	APDMS-OE						
Keyboard	HP	HP 2922A	2126W05568	057	LTS	DIHF NS B930	545	1	545	199102	257	198601	APDMS-OE						
Keyboard	K90055920	00461	Library				520	1	520	198801	275	198507	APDMS-OE						

Keyboard	K90094343	00124	Rm 203D		545	1	545	199102			APDMS-OE
Keyboard	K90094344	00115	Rm 208C		520	1	520	198801	275	198803	APDMS-OE
Keyboard	K90094345	00112	Rm 206E		500	1	500	198403	—	198310	APDMS-OE
Keyboard	K90094880	00118	Library		520	1	520	198801	2300	198708	APDMS-OE
Keyboard	K90108152	00101	Rm 203C		520	1	520	198801	2878	198708	APDMS-OE
Keyboard	K90108154	00108	Rm 208D		520	1	520	198801	500	198310	APDMS-OE
Keyboard	K90108571	00468	Rm 208C		520	1	520	198801	7515	198609	APDMS-OE
Keyboard	K90108572	00129	Rm 203B		520	1	520	198801	256	198302	APDMS-OE
Keyboard	K90108573	00105	Rm 203D		545	1	545	199102	2878	198406	APDMS-OE
Keyboard	K90108574	00135	Rm 203B		520	1	520	198801	256	198309	APDMS-OE
Keyboard	K90108575	00121	Library		545	1	545	199102			APDMS-OE
Keyboard	K90108579	00099	Rm 203E		500	1	500	198403	350	198810	APDMS-OE
Keyboard	KB20052156	00133	Rm 208C		520	1	520	198801	256	198606	APDMS-OE
Keyboard	KB20147075	00137	Rm 209		526	1	526	198707	520	198403	APDMS-OE
Keyboard Honeywell	A4852	00144	Rm 203A								
Keyboard Honeywell	A4853	00519	Library								
Keyboard Honeywell	A4854	00147	Rm 203F								
Keyboard Honeywell	C9652	00509	Rm 203								
Keyboard Honeywell	G3705	00139	Rm 209								
Miscellaneous Inventory List											
Lamp, black		AID 319	LTS	DISC	1023						
Lamp, desk, black		No Tag#	LTS	DISC		1	0				
Lamp, desk, red		No Tag#	LTS	DISC		1	0				
Lamp, desk, white		No Tag#	LTS	DISC		1	0				
Lamp, white		CDSI 027	LTS	DISC		150	1	150	198110		
LIGHT BOX	KEYAN	136	NONE	NONE	LTS	DISC	1036				
MAC SLV-MAST	HP	HP 13037U	2241A22329		LTS	DISC	DISC				
Magazine Rack, white, 3-shelves				CDSIA 541	LTS	DISC	1003				
Mailing machine	Pitney-Bowes	5630E		NONE		DISC	1038				
Mailing unit	Pitney-Bowes			NONE		DISC	1038				
Metal coat rack w/2 shelves				CDSI 2341A	LTS	DISC		2200	1	2200	198112
Microfiche View	Micro Design	935		AID 00297	LTS	DISC	1021				
MICROSCOPE	WILL WETZLAR	—	NONE	AID 038	LTS	DISC	1036				
Modem	Hayes	9600	A0160215365	AID 00051	LTS	DISC	1006	1	0	198110	
Modem	Everex	24E+	NONE	AID 00412	LTS	DISC	1003	1	0	198110	
Modem	HP	HP 3451	250590	063	AFR	IPS	NS2465	1	0		
Modem	Telcor	Accelerator	73420106	AID 00284	LTS	DISC	1010A	1	0		
Modem	Intel	9600-EX	302912-004	AID 00194	LTS	DISC	1011	1	0		
Modem	Intel	9600-EX		AID 00282	LTS	DISC	1010A	1	0		
MODEM	RACAL-VADIC	VA212LC	250950	063	AFR	IPS	NS2643	1	0		
Modem	Intel	9600-EX		AID 00281	LTS	DISC	1010A	1	0		
Modem	HP	HP VA1680	VA3467PX3	151	LTS	DISC	DISC	1	0		
Modem	Evercom	24E+ Everex	NONE	AID 00199	LTS	DISC	1012	1	0		
Modem	HP	HP VA1616	VA3467PMX3	152	LTS	DISC	DISC	1	0		
Modem	HP	HP 3451	543449	163	PPC	CDIE	203	1	0		
Modem	Everex	24E+	NONE	AID 00211	LTS	DISC	1003	1	0		
Modem	HP	HP 3451	543433	164	PPC	CDIE	203	1	0		
Modem	Hayes		A01602163654		LTS	DISC		1	0		
Modem	Intel	9600-EX		AID 00204	LTS	DISC	1010A	1	0		
Modem	HP	HP VA3451	250589	064	LTS	ANN	803	1	0		
Modem	HP	HP 3451	434520	162	LTS	ANN	803	1	0		
Modem	Intel	9600-EX		AID 00277	LTS	DISC	1010A	1	0		
Modem	HP	HP 212LC	629914	191	LTS	DISC	DISC	1	0		
Modem	Telcor	Accelerator	73420091	AID 00059	LTS	DISC	1010A	1	0		
Modem		HP 212LC	466189	171	M		T1400	1	0		

MODEM	RACAL-VADIC	VA212LC	629913	192	LTS	DISC	930	1	0						
MODEM	RACAL-VADIC	VA212LC	629913	192	LTS	DISC	JJG	1	0						
Modem	HP	HP 323;V	534311	172	LTS	DISC	DISC	1	0						
Modem	Intel	9600-EX		AID 00203	LTS	DISC	1010A	1	0						
Modem	Intel	9600-EX		AID 00276	LTS	DISC	1010A	1	0						
Modem	Intel	9600-EX		AID 00202	LTS	DISC	1010A	1	0						199106
Modem	HP	Support Link	HP OWNED	HP OWNED	LTS	DISC	1010A	1	0						
Modem	Intel	9600-EX		AID 00280	LTS	DISC	1010A	1	0						
Modem	HP	HP 212LC	466191	170	LTS	DIHF	NS B930	1	0						
Modem	Intel	9600-EX		AID 00279	LTS	DISC	1010A	1	0						
Modem	HP	HP VA3451	543446	160	LTS	ANN	803	1	0						
Modem	HP	HP 212LC	629913	192	LTS	DISC	DISC	1	0						
MODEM	RACAL-VADIC	VA212LC	466189	171	M	CON	SA14 1400	1	0						
Modem	Intel	9600-EX		AID 00278	LTS	DISC	1010A	1	0						
Modem CBL	HP	HP 13222N	2EA		LTS	DISC	DISC	900	1	900	198101	520	198801	APDMS-OE	
Modem Chassis			NONE	AID 00287	LTS	DISC	1010A	20000	1	20000	198101	275	198605	APDMS-OE	
Monitor	HP	VECTRA	8539J04683	AID 460	LTS	DISC	1003	225	1	225	198510	275	198708	APDMS-OE	
Monitor	DELL	VC-3		00032	R&RS	SA18		340	1	340	198804	500	198504	APDMS-OE	
Monitor	Samtron	SM-430	9048183816	AID 00208	LTS	DISC	1002	25	1	25	198801				
Monitor	PC'S LTD.		KW25545	AID 00023	LTS	DISC	1010A	200	1	200	198510				
Monitor	Amdek-Color	600A	Y5E007584	AID 475	LTS	DISC	1019	300	1	300	198101				
Monitor	Relisys		01342469	AID 00213	LTS	DISC	1006		1						
Monitor	DIGITAL		TA08795	AID 00256	LTS	DISC	1015		1						
Monitor	Relisys	RE-9514	10130700	AID 00196	LTS	DISC	1012		1						
Monitor	Samsung		92103823	AID 00088	LTS	DISC	1010		1						
Monitor	DELL	VC-3	98K03502	00395	R&RS	SA18			1						
Monitor	Relisys		01344842	AID 00238	LTS	DISC	1016		1						
Monitor	Amdek	310A	5470910	AID 00425	LTS	DISC	1020		1						
Monitor	IMTEC		90900346	AID 00085	LTS	DISC	1024	1995	1	1995	199010				
Monitor	NGL		40193	AID 00077	LTS	DISC	1022		1						
Monitor	DELL	VC-3	90203477	00025	R&RS	SA18			1						
Monitor	WYSE	MONOCHROME	20T1007677	AID 00054	LTS	DISC	1014		1						
Monitor	DELL	VC-3	98K04236	00386	AID	LIBRY			1						
Monitor	Radius 19"		Z000020947	AID 00034	LTS	DISC	1023		1						
Monitor	Relisys	9514	10081142	AID 00210	LTS	DISC	1003		1						
Monitor	Relisys	RE-9514	10271570	AID 00181	LTS	DISC	1020		1						198110
Monitor	CTX		CE-0115204	AID 00130	LTS	DISC	1015		1						198110
Monitor	Relisys	RE-9154	10271108	AID 00195	LTS	DISC	1011		1						198110
Monitor	Relisys	9514	10270065	AID 00304	LTS	DISC	1008		1						
Monitor	DELL	VC-3	81134724	00388	R&RS	SA18			1						
Monitor	DELL	VC-3	90607624	00369	AID	LIBRY			1						
Monitor	DELL	VC-3	98K03188	00360	R&RS	SA18			1						
Monitor	Amdek	310-A	5470947	AID 00427	LTS	DISC	1017		1						
Monitor	WANG			AID 155	LTS	DISC	1015		1						
Monitor	DELL	VC-3	98K02897	00380	R&RS	SA18			1						
Monitor	CTX		CE-0142558	AID 00464	LTS	DISC	1035		1						
Monitor	DELL	VC-3	98K04342	00353	LTS	DISC			1						
Monitor	DELL	CGA	81131139	AID 00068	LTS	DISC	1010A		1						
Monitor	Samsung		92103865	AID 00079	LTS	DISC	1022		1						
Monitor	Amdek	310A	5470454	AID 00431	LTS	DISC	1020		1						
Monitor	DELL	VC-3	98K04428	00374	R&RS	SA18			1						
Monitor	PC Monitor 80		37292745	AID 287	LTS	DISC	1031		1						
Monitor	RELISYS			AID 00188	LTS	DISC	1015		1						199009
Monitor	Amdek	Video-310A	5180172	AID 287	LTS	DISC	1031		1						

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PC	PC BRANDS	386/SX	0812351	AID 00089	LTS	DISC	2000	1	2000	198909	
PC	WELLS AMERICAN	286/40MB	527T001E/2	AID 00053	LTS	DISC 1014	2000	1	2000	198909	
PC	DELL	210	004347	00355	AID	LIBR 105	2000	1	2000	198909	
PC	HP	VECTRA 386/25	2920A02943	AID 00014	LTS	DISC 1010A					
PC	DELL	210	004343	00394	AID	NS					
PC	IBM 5160	XT 5160	63573475160	AID 00426	LTS	DISC 1019	1995	1	1995	199009	APDMS-OE
PC	PC BRANDS	386/SX	321942005	00120	AID	LIBR 105	1995	1	1995	199009	
PC	PC BRANDS	386/SX	A90812444	AID 00081	LTS	DISC 1022	1995	1	1995	199009	
PC	PC BRANDS	386/SX	321951006	00117	AID	LIBR 105	2000	1	2000	198909	
PC	DUQUE	386	NONE	AID 00185	LTS	DISC 1022	495	1	495	198909	
PC	IBM XT	5160	AN095A5160	AID 00423	LTS	DISC 1020	249	1	249		
PC	APPLE	MACINTOSH IIcs		AID 00035	LTS	DISC 1023		1	0	198112	APDMS-OE
PC	IBM XT	5160	AN095A5160	AID 00435	LTS	DISC 1020	2200	1	2200	198112	APDMS-OE
PC	IBM XT		NONE	AID 260	LTS	DISC 1031	2200	1	2200	198112	APDMS-OE
PC	Duque 386SX	00505	Rm 208C				2200	1	2200	198112	APDMS-OE
PC	PC BRANDS	286	0812449	AID 00083	LTS	DISC 1025	2200	1	2200	198112	APDMS-OE
PC	PC BRANDS	286/SX	A90-0812588	AID 00234	LTS	DISC 1037	26.5	7	186	198609	224 198609 APDMS-OE
PC	PC BRANDS	386/SX	321941007	00107	R&RS	SA18 208D	31	11	341	198609	256 198708 APDMS-OE
PC	IBM	XT 5160			R&RS	SA18	500	1	500	198504	APDMS-OE
PC	PC BRANDS	386/SX	A90812571	AID 00086	LTS	DISC 1024	257	1	257	198712	256 198605 APDMS-OE
PC	IBM	XT 5160			LTS	DISC 1018	275	1	275	198506	275 198507 APDMS-OE
PC	PC BRANDS	386/SX		00131	R&RS	SA18 208C	275	1	275	198605	275 198505 APDMS-OE
PC	DELL	210	003764	00372	R&RS	SA18 206G	275	1	275	198507	275 198506 APDMS-OE
PC	PC BRANDS	386/SX	321946006	00111	R&RS	SA18 206E		1	0	198112	APDMS-OE
PC	IBM	XT 5160			LTS	DISC 1018		1	0	198112	APDMS-OE
PC	DELL	325/16+650MD HD/Server		AID 00067	LTS	DISC 1010A	2650	1	2650	198507	
PC	IBM	XT 5160	63573915160	00437	R&RS	SA18 203		1	0	198112	APDMS-OE
PC	PC'S LTD.	286-10/40MB	2071007677	AID 00048	LTS	DISC 1016					
PC	IBM XT		ANA095A5160	AID 00428	LTS	DISC 1038					
PC	PC EXPANDERS	PCIII/386 PORT	5030002	AID 00095	LTS	DISC 1006					
PC	IBM	XT 5160	63574155160	00423	LTS	DISC 1018					
PC	IBM	XT 5160	62087045160	AID257	R&RS	SA18 208C					
PC	HP	Model 150/9123	2536A26507		LTS	DISC 1018					
PC	DELL	200	286125064883	00362	R&RS	SA18 203B					
PC	HP	MODEL 150	8539J04683		LTS	DISC 1015					
PC	PC BRANDS	386/SX	321947002	00113	R&RS	SA18 203B					
PC	DELL	210	004346	00358	R&RS	SA18 206F					
PC	IBM	XT 5160	62088585160	AID288	R&RS	SA18 203B					
PC	COMPAQ LAPTOP	SLT286/20MB			LTS	DISC 1008					
PC	PC BRANDS	386/SX	321938003	00128	R&RS	SA18 203B					
PC	Duque 386SX	00515	LIBRY								
PC	IBM	XT 5160	63573005160	00432	R&RS	SA18 203C					
PC	HP	VECTRA 286	2544A05056	AID 00461	LTS	DISC 1003					
PC	IBM	XT 5160	62088585160	AID 476	R&RS	SA18 203C					
PC	DELL	210	004377	00381	AID	LIBR 105					
PC	IBM	XT 5160	63574155160	00423	R&RS	SA18 203C					
PC	DELL	200	286125064883	00362	R&RS	SA18					
PC	DELL	210	004344	00378	R&RS	SA18 203C					
PC	DELL	210	004387	00384	AID	LIBR 105					
PC	PC BRANDS	386/SX	321953002	00100	R&RS	SA18 203C					
PC	IBM	XT 5160			R&RS	SA18					
PC	PC BRANDS	386/SX	321943003	00123	R&RS	SA18 203D					
PC	Duque	25 MHz	NONE	AID 00212	LTS	DISC 1003					
PC	IBM	XT 5160	63594965160	00441	R&RS	SA18 203D					

PC	PC'S LTD.	XT-TURBO		AID 00022	LTS	DISC 1010A						
PC	PC BRANDS	386/SX	321952004	00104	R&RS	SA18 203D						
PC	IBM	XT 5160	63574125160	00428	LTS	DISC 1018						
PC	DELL	325/386Mhz	001726	00024	R&RS	SA18 208C						
PC	IBM XT		AN09SA5160	AID 00447	LTS	DISC 1017	2000	1	2000	198909		
PC	PC BRANDS	386/SX	321939001	00470	R&RS	SA18 203E	1995	1	1995	199009		
PC	PC BRANDS	286/16	891919-286	AID 00190	LTS	DISC 1015	2650	1	2650	198507		
PC	IBM	PC	0338056	CDSI2759	R&RS	SA18 203E	1995	1	1995	199009		
PC	PC BRANDS	386/40MB	331683003	AID 00184	LTS	DISC 1035	2650	1	2650	198507		
PC	DELL	200	286125064855	00397	R&RS	SA18 203E						
PC	DELL	210	004378	00371	AID	LIBR 105						
PC	PC BRANDS	386/SX		00126	R&RS	SA18 208C	2000	1	2000	198909		
PC	Duque		NONE	AID 00182	LTS	DISC 1020	1995	1	1995	199009		
PC	DELL	210	004390	00351	LTS	DISC 203F	1995	1	1995	199009		
PC	IBM	XT 5160	62086195160	?	R&RS	SA18 208E	2650	1	2650	198507		
PC	PC BRANDS	386/SX	321936007	00466	R&RS	SA18 206C	1995	1	1995	199009		
PC	HP	Model 150	2536A19082		LTS	DISC 1018	495	1	495	198909		
PC	IBM	XT 5160	62085815160	00435	R&RS	SA18 206C	1995	1	1995	199009		
PC	Duque	386/25MHZ	NONE	AID 00305	LTS	DISC 1008	2650	1	2650	198507		
PC	DELL	210	003626	00365	R&RS	SA18 206C	2000	1	2000	198909		
PC	PC BRANDS	386/SX	321933004	00459	AID	LIBR 105	249	1	249			
PC	DUQUE	486/40	NONE	AID 00189	LTS	DISC 1015	2000	1	2000	198909		
PC							1995	1	1995	199009		
PC	PC BRANDS	386/SX	321944001	00463	R&RS	SA18 206D	2650	1	2650	198507		
PC	IBM	XT 5160			R&RS	SA18	2000	1	2000	198909		
PC	Duque 386SX	00146	Rm 203F				495	1	495	198909		
PC	PC BRAND	486/25	333818003	AID 00192	LTS	DISC 1011	1995	1	1995	199009		
PC	DELL	210	004381	00375	R&RS	SA18 206E	495	1	495	198909		
Phone, Console	AT&T	Merlin II System			LTS	DISC 1010	2650	1	2650	198507		
Phone Handset	AT&T	Standard Desk T Tone			LTS	DISC	1995	1	1995	199009		
Phone Handset	AT&T	Merlin BIS-10			LTS	DISC	2000	1	2000	198909		
PLOTTER	HP ColorPlotter	HP 7440A	2539A04254	290	LTS	DISC DISC	495	1	495	198909		
Postage meter	Pitney-Bowes	6500		NONE		DISC 1038	2000	1	2000	198909		
POWER 2 EA	HP	HP 300900P	SERIES 48	00015	LTS	DISC DISC	495	1	495	198909		
PRED SUP	HP	HP 05093A			LTS	DISC DISC	2000	1	2000	198909		
PRINTER	EPSON	LQ850/P88MA	0021032567	00391	R&RS	SA18 206C	495	1	495	198909		
Printer	HP LaserJet 2000	LASERJET 2000		AID 00006	LTS	DISC 1010A			1			
Printer	HP 2680A	400 LPM	2134A06629	AID 010	LTS	DISC 1010A						
PRINTER	EPSON	LQ850/P88MA	OF20003824	00368	AID	NS						
Printer	HP 2619A	1000 LPM	2230A02055	AID	LTS	DISC 1010A	2650	1	2650	198507		
PRINTER	EPSON	LQ850/P88MA	08007087	00390	R&RS	SA18 206G	650	1	650	198806		
Printer	HP PAINTJET		2728A040848	AID 00008	LTS	DISC 1015	650	1	650	198806		
Printer	HP LaserJet IIP	LASERJET IIP		AID 00010	LTS	DISC 1008	650	1	650	198806		
Printer	HP PAINTJET XL				LTS	DISC 1015	650	1	650	198806		
PRINTER	HP LaserJet IIP	HP 33471A	2925J36417	00010	LTS	DISC DISC	650	1	650	198806		
Printer	EPSON	LQ-850	OF20003815	AID 00200	LTS	DISC 1012	650	1	650	198806		
PRINTER	HP PaintJet XL	HP C1602A	2934A13582	00094	LTS	DISC DISC	650	1	650	198806		
Printer	NLQ		3940420		LTS	DISC 1015	650	1	650	198806		
PRINTER	HP PaintJet	HP 3630A	2728A08483	00008	LTS	DISC DISC	650	1	650	198806		
PRINTER	EPSON	LQ850/P88MA	0021032626	00354	R&RS	SA18 206G	650	1	650	198806		
PRINTER	EPSON	LQ850/P88MA	0021032629	00392	R&RS	SA18 206F	650	1				
Printer	Panasonic	KXP1091	5KKACH1315	AID 00041	LTS	DISC 1001			1			
PRINTER	EPSON	LQ850/P88MA	OF20008375	00389	R&RS	SA18 206D	1995	1	1995	199009		
PRINTER	EPSON	LQ850/P88MA	OF20003824	00368	R&RS	SA18 206D	6379	1	6379	198909		

PRINTER	EPSON	LQ850/P88MA	0021023006	00361	R&RS	SA18 203E	2650	1	2650	198507			
Printer	HP PLOTTER		2539A04254	AID 00290	LTS	DISC 1015	1995	1	1995	199009			
Printer	EPSON FX185			AID 00066	LTS	DISC 1015	1995	1	1995	199009			APDMS-OE
PRINTER	EPSON	LQ850/P88MA	OF20003802	00393	R&RS	SA18 206E	495	1	495	198909			
PRINTER	PANASONIC	KXP1091	6FKACJ68128		R&RS	SA18 203E	1195	1	1195	198811			
Printer	EPSON	LQ-1050	02013740	AID 00039	LTS	DISC 1010A			1	0	198112		APDMS-OE
PRINTER	APPLE	LaserWriter		AID 00036	LTS	DISC 1023			1	0	198112		APDMS-OE
Printer	EPSON	LQ-850	OF20003736	AID 0038	LTS	DISC 1020	2200	1	2200	198112			APDMS-OE
Printer	Panasonic	KX-P1090i	5KKACH1237	AID 00049	LTS	DISC 1016	695	1	695	198112			
PRINTER	HP PaintJet	HP 3630A	2728A73551		PPC	PB 3847NS			1	0	198112		APDMS-OE
PRINTER	EPSON	LQ850/P88MA	0021032626	00354	R&RS	SA18 208D			1	0	198112		APDMS-OE
Printer	LZR	2600	R-02764			DISC 1038			1	0	198112		APDMS-OE
Printer	Panasonic	KX-P091i	6BKAC128007	AID 00052	LTS	DISC 1014			1	0	198112		APDMS-OE
Printer	HP LaserJet +		2424J45385	AID 203	LTS	DISC 1035	257	1	257	198509	257	198712	APDMS-OE
PRINTER	EPSON	LQ1050			R&RS	SA18	256	1	256	198501	288	198304	APDMS-OE
Printer	IBM Proprinter		472145777	AID 00478	LTS	DISC 1015	275	1	275	198505	156	198609	APDMS-OE
PRINTER	PANASONIC	KXP1091			R&RS	SA18	257	1	257	198509	256	198303	APDMS-OE
Printer	HP LaserJet	HP 2686A	2535J06857	AID 253	LTS	DISC 1010A	257	1	257	198509	64	198609	APDMS-OE
PRINTER	HP LaserJet II+	HP 33440A	2652J68117		STOLEN				1	0	198112		APDMS-OE
PRINTER	EPSON	LQ1050		00507	R&RS	SA18			1	0	198112		APDMS-OE
PRINTER	EPSON	LQ1050	02013740		LTS	DISC			1	0	198112		APDMS-OE
PRINTER	EPSON	LQ850/P88MA	04012748	00430	AID	LIBR 105			1	0	198112		APDMS-OE
PRINTER	Panasonic	KXP1091	5KKACH12372		LTS	DISC			1	0	198112		APDMS-OE
PRINTER	HP LaserJet IID	HP 33447A	2830J62440	00011	LTS	DISC DISC	1327	1	1327	198112			APDMS-OE
PRINTER	PANASONIC	KXP1091			R&RS	SA18	1327	1	1327	198112			APDMS-OE
PRINTER	CITIZENS	Wide Carriage			LTS	DISC 1018	1327	1	1327	198112			APDMS-OE
PRINTER	EPSON	LQ1050			R&RS	SA18	1327	1	1327	198112			APDMS-OE
PRINTER	EPSON	FX85/P10F8	12001904	AID289	LTS	DISC ?			1	0	198112		APDMS-OE
PRINTER	EPSON	LQ850			R&RS	SA18			1	0	198112		APDMS-OE
Printer	LZR	2600	R-02764			DISC 1038			1	0	198112		APDMS-OE
PRINTER	EPSON	LQ1050			R&RS	SA18			1	0	198112		APDMS-OE
Printer	HP LaserJet III	LASERJET III	3001A33707	AID 00095	LTS	DISC 1010A			1	0	198112		APDMS-OE
Printer	HP LaserJet IID	LASERJET IID		AID 00011	LTS	DISC 1010			1	0	198112		APDMS-OE
Printer	Epson	LQ-850	OF20004173	AID 00274	LTS	DISC 1006	110000		1	110000	198112		APDMS-OE
Printer	EPSON LQ-850		OF200003832	AID 00257	LTS	DISC 1015			1	0	198112		APDMS-OE
PRINTER	HP LaserJet III	HP 33449A	3001A33707	00093	LTS	DISC DISC			1	0	198112		APDMS-OE
Printer	Okidata			CDSIA 2766	LTS	DISC 1015			1	0	198112		APDMS-OE
PRINTER	HP LaserJet II+	LASERJET II+	2652J68117	AID 358	LTS	DISC 1022			1	0	198112		APDMS-OE
PRINTER	HP LaserJet	HP 2686A	2424J45385	203	LTS	LTS DISC	6000	1	6000	198809			APDMS-OE
PRINTER	PANASONIC	KXP1091	6FKACJ68917	?	AID	LIBR 105	6000	1	6000	198809			APDMS-OE
Printer	Panasonic	KX-P1090 I	89555936	AID 00042	LTS	DISC 1010	6000	1	6000	198809			APDMS-OE
PRINTER	PANASONIC	KXP1091	6JKALB19153	?	R&RS	SA18 ?	6000	1	6000	198809			APDMS-OE
PRINTER	HP LaserJet II+	HP 33440A	2814J36941	358	LTS	DISC DISC			1	0	198112		APDMS-OE
Printer	EPSON FX185			AID 00289	LTS	DISC 1015	2073	1	2073	198112			APDMS-OE
Printer	EPSON	LQ-850	OF20003712	AID 00216	LTS	DISC 1011	2073	1	2073	198112			APDMS-OE
Printer, Line	HP	HP 2934A	2422A05162	165	PPC	CDIE 203	2073	1	2073	198112			APDMS-OE
Printer, Line	HP	HP 2608A	2134A06629	010	LTS	DISC DISC			1	0	198112		APDMS-OE
Printer, Line	HP	HP 2619A	2230A02055	153	LTS	DISC DISC			1	0	198112		APDMS-OE
Printer, Line	HP	HP 2934A			PPC	CDIE 3659NS			1	0	198112		APDMS-OE
Printer, Line	HP Rugged Writer	HP 2235C	2735A00873	00009	LTS	DISC DISC			1	0	198112		APDMS-OE
Printer, Line	HP	HP 2934A	2422A05162	161	AID	LIBR 105			1	0	198112		APDMS-OE
PRINTER I/F	HP	HP 26069A			LTS	DISC DISC			1	0	198112		APDMS-OE
Printer label	Pitney-Bowes	A292		NONE		DISC 1038			1	0	198112		APDMS-OE
Printer manifest	Pitney-Bowes	A215		NONE		DISC 1038			1	0	198112		APDMS-OE

Printer stand			AID 245	LTS	DISC 1011	1	0	198112	APDMS-OE	
Printout Holder, Metal			CDSI 216	LTS	DISC 1010A	1	0	198112	APDMS-OE	
Printout Holder, Metal			CDSI 233	LTS	DISC 1010A	1	0	198112	APDMS-OE	
Printout Holder, Metal			CDSI 231	LTS	DISC 1010A	1	0	198112	APDMS-OE	
Printout Holder, Metal			CDSI 217	LTS	DISC 1010A	1	0	198112	APDMS-OE	
Printout rack, vertical, large			CDSI A1431	LTS	DISC 1002	1	0	198112	APDMS-OE	
PROCESSOR	HP	HP 30090A	SERIES 48	00015	LTS	DISC DISC	1	0	198112	APDMS-OE
Projector	Dukane		Portable		LTS	DISC 1005	1	0	198112	APDMS-OE
PWR SPPLY	HP	HP 63909F			LTS	DISC DISC	1	0	198112	APDMS-OE
READER/PRINTE	MINOLTA	RP505	165588	AID 00235	LTS	DISC 1038	1	0	198112	APDMS-OE
READER/PRINTE	MINOLTA	RP405E	1621534	184	LAC	PD NS2248	1	0	198112	APDMS-OE
READER/PRINTE	MINOLTA	RP503	1616893	00409	APRE	PCS NS3320A	1	0	198112	APDMS-OE
READER/PRINTE	MINOLTA	RP405E	1615467	104	LAC	GC NS3417	1	0	198112	APDMS-OE
READER/PRINTE	MINOLTA	RP503	1611266	00402	S&T	RUR SA18 309	1	0	198112	APDMS-OE
READER/PRINTE	MINOLTA	RP405E	1614739	NONE	LTS	DISC NS B930	1	0	198112	APDMS-OE
READER/PRINTE	MINOLTA	RP503	164702	00483	M	FM SA2 326	1	0	198112	APDMS-OE
READER/PRINTE	MINOLTA	RP503	168294	375	S&T	EY SA18 508	1	0	198112	APDMS-OE
READER/PRINTE	MINOLTA	RP503	1617490	00477	AFR	IPS NS2643	1	0	198112	APDMS-OE
READER/PRINTE	MINOLTA	RP503	1611279	373	S&T	ED SA18 600	1	0	198112	APDMS-OE
READER/PRINTE	MINOLTA	RP405E	1621434	217	APRE	TR NS4725	1	0	198112	APDMS-OE
READER/PRINTE	MINOLTA	RP503	1611849	00500	M	CON SA14 1400	1	0	198112	APDMS-OE
Refrigerator			DONATED	LTS	DISC		1	0	198112	APDMS-OE
Refrigerator			No Tag#	LTS	DISC	1450	1	1450	198112	
Refrigerator, small			No Tag#	LTS	DISC 1038		1	0	198112	APDMS-OE
S44,48,58GIG	HP	HP 30079A			LTS	DISC DISC	2400	1	2400	198112
S44/48 MEM C	HP	HP 30094A			LTS	DISC DISC	695	1	695	198112
Safe, grey			AID 258	LTS	DISC 1011		2500	1	2500	198112
Scanner	TDC	2542	NONE		DISC 1038		2200	1	2200	198112
Scanner	TDC	2530	NONE		DISC 1038		995	1	995	198112
Scanner	HP ScanJet	HP 9190A	2737J08936	AID 00007	LTS	DISC 1023	1	0	198112	APDMS-OE
Scanner	HP ScanJet +	HP 9195A	S812J21401	AID 00073	LTS	DISC 1015	1	0	198112	APDMS-OE
Shelf, library			No Tag#	LTS	DISC 1038		1	0	198112	APDMS-OE
Shelf unit, 2-shelf, black			CDSI 196	LTS	DISC 1033	1875	1	1875	198112	
Shelf unit, 2-shelf, black			CDSIA 598	LTS	DISC 1024		1	0	198112	APDMS-OE
Shelf unit, 3-shelf, black			CDSIA 1447	LTS	DISC		1	0	198112	APDMS-OE
Shelf unit, 4 shelves, gr/blk			CDSIC	LTS	DISC 1038	10000	1	10000	198112	APDMS-OE
Shelf unit, 4-Shelves, black			AID 300	LTS	DISC 1037		1	0	198112	APDMS-OE
Shelf unit, beige			CDSIC 034	LTS	DISC 1007		1	0	198112	APDMS-OE
Shelf unit, brown			CDSIA 295	LTS	DISC 1031		1	0	198112	APDMS-OE
Shelf unit, green			NONE	LTS	DISC 1031		1	0	198112	APDMS-OE
Shelf unit, library			No Tag#	LTS	DISC	2200	1	2200	198112	APDMS-OE
Shelf unit, Metal, 5-shelf, gray			AID 021-919	LTS	DISC 1021	2200	1	2200	198112	
Shelf unit, Metal, 5-shelf, gray			AID 021-915	LTS	DISC 1021	2200	1	2200	198112	
Shelf unit, Metal, 5-shelf, gray			AID 080	LTS	DISC 1021	2200	1	2200	198112	APDMS-OE
Shelf unit, Metal, gray			CDSIA 295	LTS	DISC 1021	2200	1	2200	198112	APDMS-OE
Shelf unit, Metal, gray			No Tag#	LTS	DISC 1027	2200	1	2200	198112	
Shelf unit, Metal, gray			No Tag#	LTS	DISC 1027	2200	1	2200	198112	APDMS-OE
Shelf unit, metal, gray			AID 021-912	LTS	DISC 1021	2200	1	2200	198112	
Shelf unit, Metal, gray			No Tag#	LTS	DISC 1027	2200	1	2200	198112	
Shelf unit, metal, gray			AID 021-911	LTS	DISC 1021	2200	1	2200	198112	
Shelf unit, Metal, gray			No Tag#	LTS	DISC 1027	2200	1	2200	198112	APDMS-OE
Shelf unit, Metal, gray			No Tag#	LTS	DISC 1027	2200	1	2200	198112	
Shelf unit, Metal, gray			No Tag#	LTS	DISC 1027	2200	1	2200	198112	APDMS-OE
Shelf unit, metal, gray			No Tag#	LTS	DISC 1027	2200	1	2200	198112	APDMS-OE
Shelf unit, metal, gray			AID 021-913	LTS	DISC 1021	2200	1	2200	198112	APDMS-OE

Shelf unit, Metal	No Tag#	LTS	DI	2200	1	2200	198112			
Shelf unit, metal, green	CDSIC 046	LTS	DISC 1031	2200	1	2200	198112			APDMS-OE
Shelf unit, metal, grey	CDSIC 151	LTS	DISC 1031		1	0	198112			APDMS-OE
Shelf unit, Metal, Stainless	No tag #	LTS	DISC 1038	3148	1	3148	198708	2815	198806	APDMS-OE
Shoe Shine Stool, green	No Tag#	LTS	DISC 1026	26.5	2	53	198708	5000	199001	APDMS-OE
Step Stair	AID 033-940	LTS	DISC 1038	---	1	0	---	256	198709	APDMS-OE
Stepladder	No Tag#	LTS	DISC 1038	---	1	0	---	256	198503	APDMS-OE
Stool	AID 060-014	LTS	DISC 1038	---	1	0	---	275	198804	APDMS-OE
Stool, black	No Tag#	LTS	DISC 1026	32	5	160	198701	520	198403	APDMS-OE
Stool, black	No Tag#	LTS	DISC 1021	257	1	257	198603	275	198808	APDMS-OE
Stool, tall, black	No Tag#	LTS	DISC 1038	275	1	275	198708	-	198604	APDMS-OE
Stool, tall, gray	No Tag#	LTS	DISC 1038	340	1	340	198804	256	198312	APDMS-OE
Support Link	HP			256	1	256	198501	275	198505	APDMS-OE
	HP 35141A	453756								
Table, 2 drawers	CDSIA 066	LTS	DISC 1031	288	1	288	198412	495	198607	APDMS-OE
Table, 2'x 3', brown	AID 241	LTS	DISC 1006	257	1	257	198604	256	198309	APDMS-OE
Table, 3x3, walnut top	AID 00250	LTS	DISC 1015	275	1	275	198412	275	198406	APDMS-OE
Table, 3x3, walnut top	AID 00251	LTS	DISC 1015	275	1	275	198505	257	198708	APDMS-OE
Table, 3x5 ft, walnut top	AID 00240	LTS	DISC 1015	275	1	275	198510			APDMS-OE
Table, 3x5 ft, walnut top	AID 00173	LTS	DISC 1015	257	1	257	198708	520	198606	APDMS-OE
Table, 3x5 ft, walnut top	AID 00247	LTS	DISC 1015		1	0	198112			APDMS-OE
Table, 3x5 ft, walnut top	AID 00248	LTS	DISC 1015		1	0	198112			APDMS-OE
Table, 3x5 ft, walnut top	AID 00246	LTS	DISC 1015		1	0	198112			APDMS-OE
Table, 3x5 ft, walnut top	AID 00239	LTS	DISC 1015	495	1	495	198607	495	198708	APDMS-OE
Table, 3x6	CDSIA 1128	LTS	DISC 1021	2878	1	2878	198406	544	199003	APDMS-OE
Table, 3x6 ft	CDSIA 836	LTS	DISC 1038	2300	1	2300	198607	257	198608	APDMS-OE
Table, 3x6 ft	AID 092	LTS	DISC 1038	2300	1	2300	198607	530	198804	APDMS-OE
Table, 3x6 ft	CDSIA 1200	LTS	DISC 1038	2200	1	2200	198112			APDMS-OE
Table, 3x6 ft	AID 040	LTS	DISC 1038	26.5	33	875	198609	520	198801	APDMS-OE
Table, 3x6 ft	AID 335	LTS	DISC 1038	31	27	837	198609	495	198609	APDMS-OE
Table, 3x6 ft, lt. wood	No Tag#	LTS	DISC	32	4	128	198803	598	198710	APDMS-OE
Table, 3x6 ft, lt. wood	CDSIA 1140	LTS	DISC 1021	256	1	256	198303			APDMS-OE
Table, 3x6 ft, lt. wood	CDSIA 1138	LTS	DISC 1011	256	1	256	198301	257	198602	APDMS-OE
Table, 3x6 ft, walnut top	CDSIA 1199	LTS	DISC	26.5	7	186	198609		198912	APDMS-OE
Table, 3x6 ft, walnut top	CDSIA 500	LTS	DISC	31	2	62	198609	257	198301	APDMS-OE
Table, 3x6 ft, walnut top	AID 344	LTS	DISC 1026	31	2	62	198609	530	198708	APDMS-OE
Table, 3x6 ft, walnut top	CDSI 065	LTS	DISC	257	1	257	198604	350	199002	APDMS-OE
Table, 3x6 ft, walnut top	AID 314	LTS	DISC	28	7	196	198302	300	198101	APDMS-OE
Table, 3x6 ft, walnut top	CSG 00053	LTS	DISC	26.5	1	27	198708	900	198101	APDMS-OE
Table, 3x6 ft, walnut top	CDSIA 825	LTS	DISC	28	22	616	198301	288	198305	APDMS-OE
Table, 5x2 ft.	AID 00292	LTS	DISC 1016	205	1	205	198709	275	198605	APDMS-OE
Table, brown	CDSIC 160	LTS	DISC 1010	257	1	257	198712	25	198801	APDMS-OE
Table, coffee, round	NONE	LTS	DISC 1031	205	1	205	198605	288	198305	APDMS-OE
Table, Coffee, Square	CDSIA 408	LTS	DISC	256	1	256	198301	225	198510	APDMS-OE
Table, computer	CDSIA 683	LTS	DISC 1010A	257	1	257	198412	---	198505	APDMS-OE
Table, computer	AID 00152	LTS	DISC 1031	526	1	526	198708			APDMS-OE
Table, computer	AID 405	LTS	DISC 1020	516	1	516	198606			APDMS-OE
Table, computer	CDSIA 1763	LTS	DISC 1020	257	1	257	198604	256	198309	APDMS-OE
Table, computer, ivory	AID 00300	LTS	DISC 1014		1	0	198112			APDMS-OE
Table, computer, lt. walnut	AID 00271	LTS	DISC 1001	2200	1	2200	198112			APDMS-OE
Table, computer, walnut top	CDSIA 686	LTS	DISC 1016		1	0	198112			APDMS-OE
Table, conference, glass	NONE	JMB	DISC 1008	2200	1	2200	198112			APDMS-OE
Table, drawing, white	J.Booth	LTS	DISC	500	1	500	198506	257	198804	APDMS-OE
Table, folding, 5'	NONE	LTS	DISC 1031	530	1	530	198504	275	198609	APDMS-OE
Table, folding, 5'	NONE	LTS	DISC 1031	530	1	530	198708	4327	199002	APDMS-OE

Table, folding, 5'	NONE	LTS	DISC 1031	—	1	0	198708					
Table, folding, 5'	AID 135	LTS	DISC 1034	495	1	495	198708					
Table, folding, 6'	AID 343	LTS	DISC 1006	5000	1	5000	199009	256	198301	APDMS-OE		
Table, folding, 6'	AID 00289	LTS	DISC 1010A	2300	1	2300	198708	257	198608	APDMS-OE		
Table, folding, 6'	AID 336	LTS	DISC 1010A	256	1	256	198303	544	199002	APDMS-OE		
Table, folding, 6'	AID 314	LTS	DISC 1011	288	1	288	198304	288	198412	APDMS-OE		
Table, folding, 6'	AID 479	LTS	DISC 1002	500	1	500	198509	256	198301	APDMS-OE		
Table, folding, metal/plastic, 6'	AID 307	LTS	DISC 1020	516	1	516	198601	1248	198609	APDMS-OE		
Table, large, cork top	No Tag#	LTS	DISC 1023	4327	1	4327	199002	2815	198803	APDMS-OE		
Table, Little	CDSI 1550	LTS	DISC 1001	2878	1	2878	198406	275	198505	APDMS-OE		
Table, oak, round	No Tag#	LTS	DISC 1001	257	1	257	198406	288	198609	APDMS-OE		
Table, oak side, 2 x 4	AID 00273	LTS	DISC 1001	275	1	275	198505	104	198609	APDMS-OE		
Table, oak side, rectangular	AID 270	LTS	DISC 1014	256	1	256	198501	275	198412	APDMS-OE		
Table, printer stand, walnut	AID 00266	LTS	DISC 1003	275	1	275	198504	257	198804	APDMS-OE		
Table, rectangular, work	No Tag#	LTS	DISC	275	1	275	198501	117	198504	APDMS-OE		
Table, round, brown	AID 00265	LTS	DISC 1003	530	1	530	198809	500	198708	APDMS-OE		
Table, round, walnut top	9A ORJ104	LTS	DISC	275	1	275	198505	448	198609	APDMS-OE		
Table, round, walnut top	No Tag#	LTS	DISC	500	1	500	198509	260	198509	APDMS-OE		
Table, round, walnut top	No Tag#	LTS	DISC	500	1	500	198509	275	198501	APDMS-OE		
Table, round, walnut top	No Tag#	LTS	DISC 1001	275	1	275	198505	500	198509	APDMS-OE		
Table, round, walnut top	No Tag#	LTS	DISC	275	1	275	198505	257	198712	APDMS-OE		
Table, round, walnut top	AID 334	LTS	DISC 1038	2878	1	2878	198606			APDMS-OE		
Table, Small	AID 160	LTS	DISC 1010	2200	1	2200	198112			APDMS-OE		
Table, small, brown	No Tag#	LTS	DISC	2000	1	2000	198909					
Table, small, walnut top	AID 023	LTS	DISC	205	1	205	198708	275	198605	APDMS-OE		
Table, small, walnut top	No Tag#	LTS	DISC	516	1	516	198606	275	198505	APDMS-OE		
Table, small, walnut top	CDSIC 155	LTS	DISC 1022	520	1	520	198801	572	198609	APDMS-OE		
Table, small, walnut top	No Tag#	LTS	DISC	500	1	500	198310	256	198501	APDMS-OE		
Table, small, walnut top	AID 342	LTS	DISC 1026	544	1	544	199003			APDMS-OE		
Table, small, walnut top	AID 343	LTS	DISC	380	1	380	198801	257	198604	APDMS-OE		
Table, small, walnut top	No Tag#	LTS	DISC	380	1	380	198312	257	198604	APDMS-OE		
Table, small, walnut top	No Tag#	LTS	DISC	275	1	275	198503	275	198510	APDMS-OE		
Table, small, walnut top	AID 044	LTS	DISC 1003	—	1	—	198310					
Table, terminal, walnut top	AID 045	LTS	DISC 1020	495	1	495	198310	500	198504	APDMS-OE		
Table, terminal, walnut top	AID 00151	LTS	DISC 1020	4427	1	4427	199002	500	198509	APDMS-OE		
Table, terminal, walnut top	CDSI 683	LTS	DISC 1015	2300	1	2300	198310	257	198608	APDMS-OE		
Table, terminal, walnut top	AID 046	LTS	DISC 1031	256	1	256	198309	256	198708	APDMS-OE		
Table, terminal, walnut top	AID 322	LTS	DISC 1022	530	1	530	198804	275	198605	APDMS-OE		
Table, terminal, walnut top	AID 050	LTS	DISC 1031	530	1	530	198804	520	198801	APDMS-OE		
Table, terminal, walnut top	AID 133	LTS	DISC	32	7	224	198609	256	198302	APDMS-OE		
Table, terminal, walnut top	AID 028	LTS	DISC 1038	275	1	275	198803	275	198506	APDMS-OE		
Table, walnut, 5'	AID 034	LTS	DISC 1038	4100	1	4100	198803	256	198709	APDMS-OE		
Table, walnut, 5'	CDSI 838	LTS	DISC 1038	275	1	275	198804			APDMS-OE		
Table, walnut, 5'	AID 00172	LTS	DISC 1023	275	1	275	198804	448	198609	APDMS-OE		
Table, walnut (computer)	AID 132	LTS	DISC 1036	256	1	256	198808	192	198609	APDMS-OE		
Table, wooden, folding	AID 130	LTS	DISC 1036	26.5	3	80	198804	78	198804	APDMS-OE		
Table, wooden, folding	Core International 150250E	AID 00283	LTS	DISC 1010A	544	1	544	199002		APDMS-OE		
Tape Backup Unit	HP 7980A	2806A57288	00005	LTS	DISC DISC	256	1	256	198708	2300	198604	APDMS-OE
TAPE DRIVE HP	7980A	2806A50288	AID 00005	LTS	DISC 1010A	4100	1	4100	198709	275	198803	APDMS-OE
Tape Drive HP	No Tag#		LTS	DISC 1013	256	1	256	198708	256	198803	APDMS-OE	
Tape rack	HP 2922A	2143W05851	060	AFR	IPS NS2465	257	1	257	198708	20000	198101	APDMS-OE
Terminal HP	2922A	2245W30061	096	M	CON SA14 1400	205	1	205	198709	257	198711	APDMS-OE
TERMINAL HP	HP 2392			AID	105	340	1	340	198807			
Terminal HP	HP 2628A	2405V21135	141	LTS	DISC	275	1	275	198803			APDMS-OE

Terminal	HP 2628A	2405V21134	139	LTS	DISC	275	1	275	198803	2878	198606	APDMS-OE	
Terminal	HP 2621B	2307V33737	101	LTS	DISC	340	1	340	198807				
Terminal	HP	HP 2392A	2219A52435	227	AID	LIBR 105		275	198803			APDMS-OE	
TERMINAL	HP	2922A	2143W05851	062	AFR	IPS NS2643	257	1	257	198608	520	198801	APDMS-OE
Terminal	HP	HP 2392A	2505A32465	AID 180	LTS	DISC 1019	257	1	257	198711	256	198808	APDMS-OE
Terminal	HP	HP 2626A	2152A04854	AID 065	LTS	DISC 1031	256	1	256	198709	224	198804	APDMS-OE
Terminal	HP	HP 2392A	2440A22110	175	LTS	DISC DISC	340	1	340	198807			
Terminal	HP	2624B		AID 177	LTS	DISC	256	1	256	198302			APDMS-OE
Terminal	HP	150	2641A44600	AID 00231	LTS	DISC 1003	257	1	257	198601			APDMS-OE
Terminal	HP	HP 2624B	2645V45499	110	LTS	DISC DISC	26.5	1	27	199003	275	198406	APDMS-OE
Terminal	HP	HP 2392A		356	PPC	CDIE 3659NS	350	1	350	199003			APDMS-OE
Terminal	HP	HP 2382A	2218A15639	145	ANE	TS NS B930	275	1	275	198806	256	198501	APDMS-OE
Terminal	HP	HP2626W	2216V22925	AID 090	LTS	DISC 1019	26.5	4	106	199002	520	198801	APDMS-OE
Terminal	HP	HP 2626A	2426V25922	168	LTS	DISC DISC	350	1	350	199002			APDMS-OE
Terminal	HP	HP 2922A	2126W05568	048	ANE	TS NS927B	350	1	350	199002			APDMS-OE
TERMINAL	HP	2922A		056	LTS	DISC NS B930	26.5	32	848	198302	275	198803	APDMS-OE
Terminal	HP	HP 2922A	2245W30061	096	M	CON TT1400	32	15	480	198707	160	198707	APDMS-OE
Terminal	HP	HP 2626W	2216V22922	088	LTS	DISC DISC	256	1	256	198710	275	198504	APDMS-OE
Terminal	HP	HP 2622W	2126W05557	AID 047	LTS	DISC 1031	544	1	544	199006	256	198306	APDMS-OE
Terminal	HP	HP 2626W			AID	LIBR 105	205	1	205	198701		199003	APDMS-OE
Terminal	HP	HP 2626W	2216V22925	090	LTS	DISC DISC	2815	1	2815	198701	2815	198709	APDMS-OE
Terminal	HP	HP 2622A	2143W05852	059	LTS	DISC DISC	500	1	500	198509			APDMS-OE
Terminal	HP	HP 2922A	2126W05149	049	LAC	PD NS2253A	335	1	335	198810		199002	APDMS-OE
Terminal	HP	HP 2626W			AID	LIBR 105	495	1	495	198609	500	198504	APDMS-OE
Terminal	HP	HP 2628A	2405V21139	143	LTS	DISC DISC		1	0	198112			APDMS-OE
Terminal	HP	HP 2626W	2150A04830	067	LTS	DISC DISC		1	0	198112			APDMS-OE
TERMINAL	HP	2622A	2126W05568	048	LTS	DISC NS B930	2200	1	2200	198112			APDMS-OE
Terminal	HP	HP 2622A	2126W05557	047	LTS	DISC DISC	249	1	249				
Terminal	HP	HP 2622A	2126W05551	053	LTS	DISC DISC	250	1	250	198507			
Terminal	HP	HP 2622A	2245W30062	094	LTS	DISC DISC							
Terminal	HP	HP 2626W		AID 090	LTS	DISC							
Terminal	HP	HP 2626W	2306V40881	112	LTS	DISC DISC							
Terminal	HP	HP 2392A	2440A22096	174	LTS	DISC DISC							
TILT & SWL	HP	HP 829598			LTS	DISC DISC							
Trash can, black				No Tag#	LTS	DISC							
Trash can, black				No Tag#	LTS	DISC 1035							
Trash can, black				AID 502	LTS	DISC							
Trash can, black				No Tag#	LTS	DISC							
Trash can, black				AID 503	LTS	DISC 1003							
Trash can, black				No Tag#	LTS	DISC 1002							
Trash can, black				AID 506	LTS	DISC							
Trash can, black				No Tag#	LTS	DISC							
Trash can, black				AID 529	LTS	DISC 1015							
Trash can, black				AID 507	LTS	DISC							
Trash can, black				No Tag#	LTS	DISC							
Trash can, black				No Tag#	LTS	DISC							
Trash can, black				No Tag#	LTS	DISC							
Trash can, black				AID 537	LTS	DISC 1026							
Trash can, black				No Tag#	LTS	DISC							
Trash can, black				No Tag#	LTS	DISC							
Trash can, black				No Tag#	LTS	DISC							
Trash can, black				AID 528	LTS	DISC							
Trash can, black				No Tag#	LTS	DISC							

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Trash can, black			No Tag#	LTS	DISC
Trash Can, black			AID 503	LTS	DISC
Trash can, brown			AID 506	LTS	DISC
Trash can, brown			No Tag#	LTS	DISC
Trash can, brown			AID 531	LTS	DISC 1028
Trash can, brown			No Tag#	LTS	DISC
Trash can, brown, round			AID 00175	LTS	DISC 1015
Trash can, tall, grey			No Tag#	LTS	DISC 1038
Trashcan, black			No Tag#	LTS	DISC 1012
Trashcan, black			No Tag#	LTS	DISC 1013
Trashcan, brown			No Tag#	LTS	DISC 1038
Typewriter	IBM Selectric III		AID 00230	LTS	DISC 1012
Typewriter	IBM	Selectric II	26-6707695	AID 00296	LTS DISC 1021
Typewriter	IBM	Selectric III	AID 00270	LTS	DISC 1009
Typewriter stand, walnut top			AID 107	LTS	DISC 1009
Weigh scale	Pitney-Bowes	G120	NONE		DISC 1038
Wipe-off board			AID 00174	LTS	DISC 1015

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