

***LTS Corporation
FY92 Annual
Report***

Submitted to:

Lee White
Project Officer
Development Information Division
Center for Development Information and Evaluation

Prepared as partial fulfillment of

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

by

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

BEST AVAILABLE COPY

Contents

1. Introduction
2. Functional Areas
 - 2.1 Systems Development, Operation, and Maintenance
 - 2.2 Acquisitions
 - 2.3 Processing
 - 2.3.1 Cataloguing
 - 2.3.2 Abstracting/Indexing
 - 2.3.3 A.I.D. Thesaurus/U.S.A.I.D. Classification Scheme
 - 2.4 Dissemination
 - 2.5 Micrographics Institutional Memory (Core)
 - 2.6 Publications
 - 2.7 Training and User Education
 - 2.8 Quality Assurance / Service Evaluation
 - 2.9 Management

Exhibits

- A. ADP System Usage 5-Year Comparison FY85-FY92
- B. DISC FY92 Database Size: Number of Records/ Percentage of Whole
- C. Installed Users of MicroDIS in FY92
- D. Acquisitions 5-Year Comparison
- E. Cataloging 5-Year Comparison FY85-FY92
- F. Documents Abstracts

Appendices

- A. Statistical Supplement
- B. Iron Mountain Warehouse Control List (Separate document)

1. INTRODUCTION

CDIE, along with the rest of the Agency, was in the maelstrom of change during FY92, and LTS as one of CDIE's contractors was challenged to respond effectively and efficiently to ever evolving program requirements.

During FY92, A.I.D. Bureaus realigned themselves and settled into their reorganization, advanced computer technology became more readily available within the Agency, nations realigned themselves on the world scene, and as a nation we braced ourselves for yet another election year. The tried and proven methods for providing information services suddenly seemed antiquated as eMail and wide area networks began to dominate the technology scene within the Agency and beyond and challenge the way A.I.D. transacted its business. As contractors, LTS was called on to redefine our role as information providers, rethink the way we acquired and processed A.I.D.'s information resources, and prepared to position ourselves to respond to the coming torrent of electronic information. Technology appeared to be mandating a transformation not only in the way A.I.D. provided development assistance, but also in the very mechanisms which enabled that assistance.

Accompanying these external changes were more systemic and unexpected changes resulting from the continuing realignment of contractual responsibilities, budget uncertainties, the apparent redefinition of the APDMS program, and numerous buy-ins to the R&RS contract and resulting additional subcontract work for LTS.

These changes, those of the latter type in particular, posed a not inconsiderable challenge to LTS in meeting contract requirements. LTS responded to these demands, in part, by contracting an internal evaluation of its clearinghouse processes and procedures in an effort to identify areas where operations could be streamlined and greater efficiencies realized. Throughout the year we made efforts to incorporate those proposed changes into our procedures. The present report documents LTS's response to the challenge of change and our accomplishments during the second year of our contract.

2. FUNCTIONAL AREAS

2.1 Systems Development, Operation, and Maintenance

During FY 1992 the Systems Development Group (SDG) of LTS focused its energies, primarily, in the following functional areas:

- CD-ROM production,
- HP systems upgrade, maintenance and enhancement,
- network operations, and
- miscellaneous tasks.

CD-ROM Production

LTS completed the development of the customized user interface for CD-DIS during FY92 and began production of CD-DIS. Two issues of CD-DIS were produced and distributed while, at the end of the fiscal year, a third awaited only the acquisition of missing data for the FY93 Congressional Presentation before it could be sent to Nimbus for physical production. Each disc included citations from the DOCUMENT database, with abstracts when available; the contents of the PROJECTS database; the full text of selected CDIE Evaluation documents; and bibliographic citations to the contents of four USAID mission libraries derived from their MicroDIS databases.

Also during the past year, LTS, on behalf of the Agency, worked closely with IDRC to create a modified version of the CD-DIS frontend for use with the prototype issue of the DAI (Development Activity Information) CD-ROM. In addition to creating the frontend, LTS completed all the pre-mastering work for the DAI CD-ROM prior to its being delivered to Nimbus for actual production of the CD-ROMs.

HP Systems Upgrade, Maintenance and Enhancement

The major accomplishment during FY92 was the installation of a new Hewlett-Packard 3000/947 minicomputer. This computer features a RISC-based processor and has provided users of the DIS with significantly enhanced access. The actual conversion occurred without incident and, except for a noticeable decrease in response time, was otherwise transparent to the user community. After the hardware conversion and upon reasonable assurance that the platform was stable, LTS began the conversion of existing software applications to take advantage of the increased power and capabilities of the new computer.

As before, considerable effort was expended to monitor, maintain, update, and verify the contents of the various MINISIS databases. In particular, new MINISIS databases and data upload/download procedures were created for data obtained from the COORS, CIMS, PROJECT ACSI code, CDIE MIS, The Assistant, and AID mailing list databases.

A comparison of ADP systems usage over the past several years is shown in **Exhibit A**, which indicates a slightly less than eight percent reduction in total online system time and approximately six percent increase in number of A.I.D. logon hours. **Exhibit B** summarizes the major DISC databases, number of records and their relative percent of the total system resources for FY92.

Network Operations

CDIE LAN. At the beginning of FY92, the CDIE network was running Novell 386 v3.10; supported over 60 workstations, including two dedicated print servers, an eMAIL server, and a

ADP SYSTEM USAGE

SEVEN YEAR COMPARISONS

FY85 - FY92

	OUTPUT TARGETS FROM FY91 SOW *YEAR	ACTUAL FY92	TOTALS						
			FY91	FY90	FY89	FY88	FY87	FY86	FY85
J. ADP SYSTEM USAGE									
1. Number of Dial Up Ports	20	14	14	14	12	12	12	12	12
2. Total Lines Printed (million)	15	13.5	15.0	14.7	13.0	13.9	12.3	15.6	16.2
3. Total Logon Hours (AID)	16,000 HRS	18,291	17,158	13,974	14,183	15,386	12,608	—	—
4. Total Logon Hours (All Users)		52,233	56,561	54,363	72,366	68,815	65,652	61,034	40,052

ADP System Usage: FY85 - FY92

Logon Hours: AID / Total

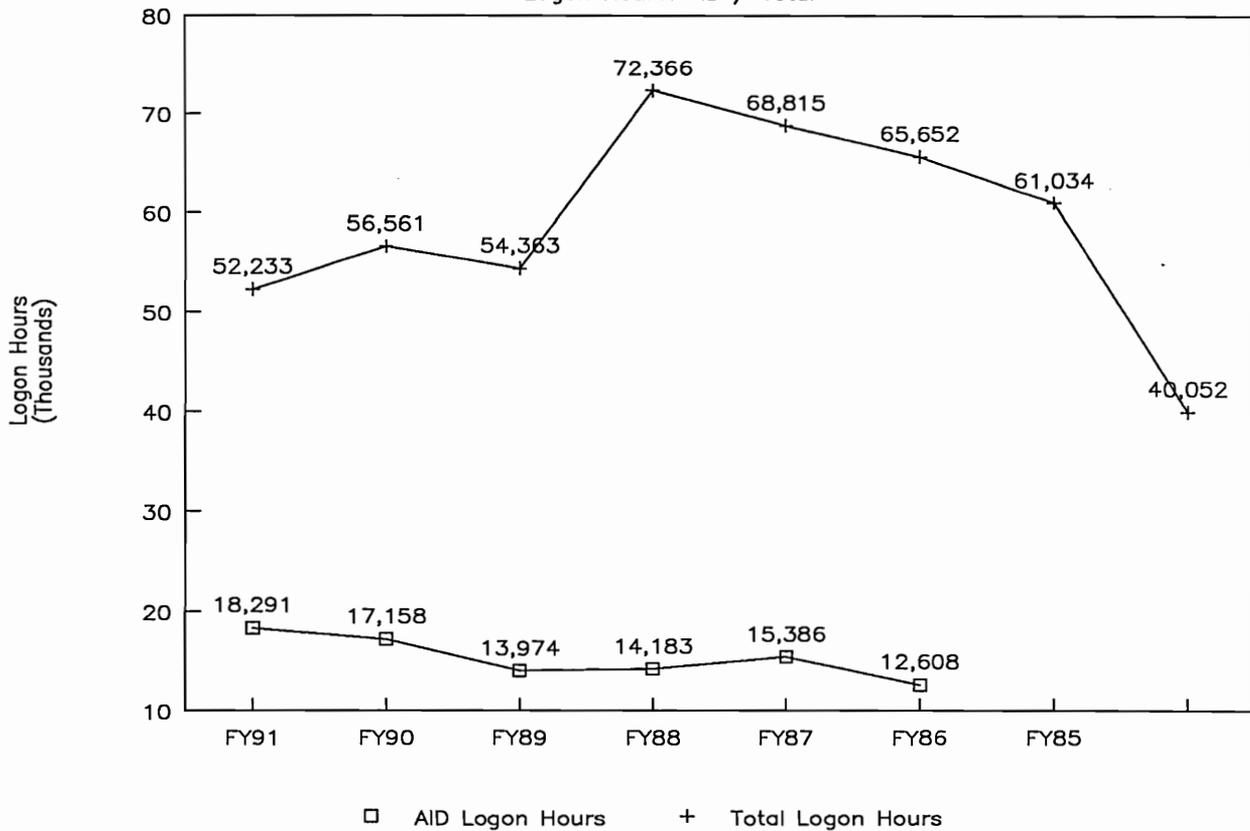
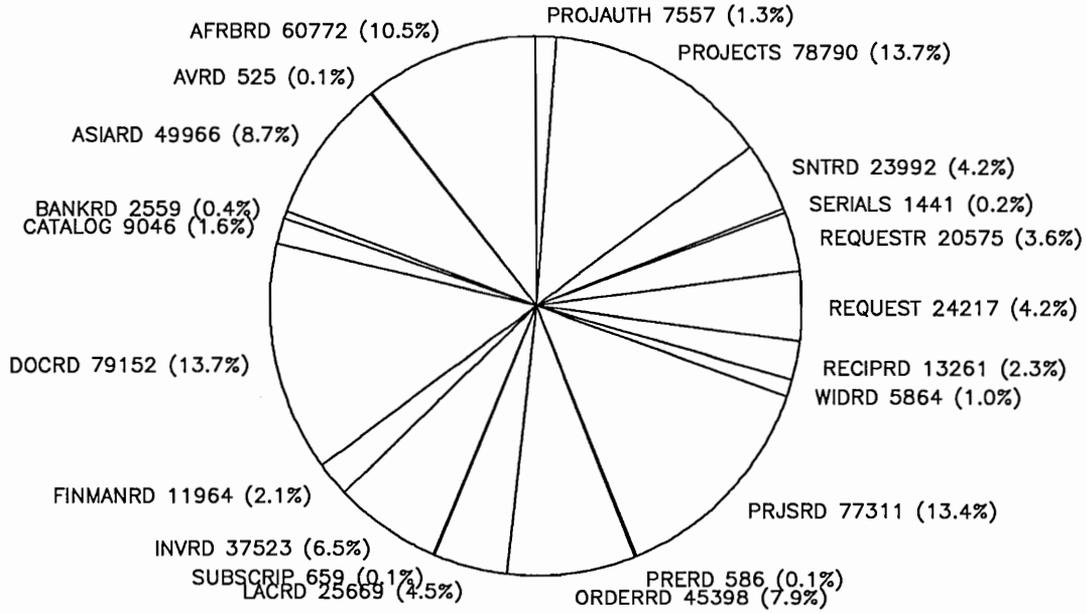


Exhibit B

DISC FY92 DATABASE COMPOSITION

Number of Records / Percentage of Whole



DOCRD	79,152
PROJECTS	78,790
PRJSRD	77,311
AFRBRD	60,772
ASIARD	49,966
ORDERRD	45,398
INVRD	37,523
LACRD	25,669
REQUEST	24,217
SNTRD	23,992
REQUESTR	20,575

RECIPRD	13,261
FINMANRD	11,964
CATALOG	9,046
PROJAUTH	7,557
WIDRD	5,864
BANKRD	2,559
SERIALS	1,441
SUBSCRIP	659
PRERD	586
<u>AVRD</u>	<u>525</u>
Total	325,320

4 port communications server; a CD-ROM server with 12 drives; four remote access ports; an unattended backup facility; six laser printers, approximately 12 shared dot matrix printers, and numerous stand alone printers. During the year a massive influx of new employees in CDIE, particularly in the Evaluation Division, and "the move" have resulted in these numbers being raised to support for 110 workstations (including two directly wired laser printers), 10 laser printers, and the CD-ROM server now supports 15 drives. Throughout the year, LTS staff provided training and/or technical assistance to the many users. Creation of a help desk has helped facilitate providing technical assistance to the users.

As part of the administration of the CDIE LAN, LTS encouraged the creation of and sat on a LAN Steering Committee as a forum in which to establish policy for the CDIE LAN and to coordinate user as well as administrator defined goals regarding the development and enhancement of the resource. An outgrowth of the LAN Steering Committee, and as a direct result of a survey developed by LTS staff to ascertain the level of training required by LAN users, is the LAN Training Committee in which LTS staff actively and effectively participated. In addition, a prototype "help desk" facility was initiated for users on the LAN. The purpose of the help desk is to provide a one-stop shop where questions regarding LAN-based resources could be answered.

DISC LAN. At the beginning of FY92, the DISC network was running using Novell 286 v2.2; supported 34 workstations, including an eMAIL server, 4 laser printers, and 2 remote access ports. By the end of FY92 the number of supported users had increased to 40; an unattended backup facility was added; and 2 Macintosh PCS were added to the LAN. The hardware platform and the software provide 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).

Miscellaneous Tasks

During FY92 LTS:

- provided numerous 386 class PCS (either purchased or constructed) to A.I.D. and supported client personnel, including CTIS;
- installed a Banyan VINES local area network in the Africa Bureau Information Center (ABIC);
- installed GenIS (modified MicroDIS software) in the Africa Bureau Information Center;
- distributed eleven installation copies of MicroDIS (**Exhibit C**);

Exhibit C

INSTALLED USERS OF MICRODIS : FY 1992

ORGANIZATION	CITY/STATE	COUNTRY	INSTALLED
AFRICA Bureau/Region			
1 Agricultural Research Institute	Monrovia	Liberia	1991
2 International Livestock Ctr	Addis Ababa	Ethiopia	1989
3 Ministere de l'Agriculture	N'Djamena	Chad	1989
4 Projet Inventaire Ressources	Bamako	Mali	1988
5 REDSO/WCA-Abidjan	Abidjan	Ivory Coast	1992
6 Rural Equipment Engineers School	Ouagadougou	Burkina Faso	1988
7 School of Public Health Project	Kinshasa	Zaire	1988
8 Service Presidentiel d'Etudes	Kinshasa	Zaire	1989
9 Southern Africa Found Econ Res	Lusaka	Zambia	1992
10 Universite Cheikh Anta Diop	Dakar	Senegal	1988
11 University of Ibadan, Nigeria	Ibadan	Nigeria	1988
12 USAID/Antananarivo	Antananarivo	Madagascar	1990
13 USAID/Bamako, DIC	Bamako	Mali	1990
14 USAID/Burundi, DIC	Bujumbura	Burundi	1990
15 USAID/Chad, DIC	N'Djamena	Chad	1991
16 USAID/Gaborone	Gaborone	Botswana	1989
17 USAID/Harare, DIC	Harare	Zimbabwe	1988
18 USAID/Harare, download of database	Harare	Zimbabwe	1989
19 USAID/Kampala, DIC	Kampala	Uganda	1991
20 USAID/Kenya Private Enterprises	Nairobi	Kenya	1992
21 USAID/Khartoum	Khartoum	Sudan	1990
22 USAID/Kigali, DIC	Kigali	Rwanda	1991
23 USAID/Kigali, DIC download of DIS	Kigali	Rwanda	1989
24 USAID/Lilongwe	Lilongwe	Malawi	1989
25 USAID/Lusaka, DIC	Lusaka	Zambia	1990
26 USAID/Maputo, DIC	Maputo	Mozambique	1990
27 USAID/Maseru	Maseru	Lesotho	1989
28 USAID/Mbabane, DIC	Mbabane	Swaziland	1991
29 USAID/Mbabane, DIC	Mbabane	Swaziland	1987
30 USAID/Mbabane, Regional Economist	Mbabane	Swaziland	1990
31 USAID/Mogadishu, DIC	Mogadishu	Somalia	1991
32 USAID/Mogadishu, DIC	Mogadishu	Somalia	1989
33 USAID/Monrovia, LIC	Monrovia	Liberia	1988
34 USAID/Niamey	Niamey	Niger	1991
35 USAID/REDSO/ESA, Library	Nairobi	Kenya	1988
36 USAID/REDSO/ESA, Library	Nairobi	Kenya	1990
37 USAID/RHUDO	Nairobi	Kenya	1991
38 USAID/Yaounde	Yaounde	Cameroon	1992
39 USAID/Zimbabwe - PROGRAMS	Harare	Zimbabwe	1990

AID/Washington

40	AID Library (circulation module)	Rosslyn, VA	USA	1988
41	AID/Information Resource Mgmt.	Washington, DC	USA	1988
42	AID/Office of the Science Advisor	Washington, DC	USA	1989
43	AID/PPC/CDIE, Document index	Rosslyn, VA	USA	1989
44	AID/S&T/Energy	Rosslyn, VA	USA	1989
45	Market Dev. & Investment (AFR/MDI)	Washington, DC	USA	1989
46	Office Foreign Disaster Assistance	Washington, DC	USA	1991
47	S&T/Energy	Washington, DC	USA	1990

ASIA Bureau/Region

48	Agricultural Projects Services Ctr	Kathmandu	Nepal	1990
49	Chamber of Commerce & Industry	Jakarta-Pusat	Indonesia	1990
50	Development Research Institute	Bangkok	Thailand	1988
51	Dr. Soetomo Press Institute	Jakarta	Indonesia	1990
52	Environment & Natural Resources	Quezon City	Philippines	1988
53	Intl Rubber Research Institute	Kuala Lumpur	Malaysia	1989
54	Japanese International Coop Agency	Tokyo	Japan	1988
55	National Environment Board	Bangkok	Thailand	1988
56	National Estate Crop Prot Proj	Jakarta	Indonesia	1990
57	Nepal Water Supply Corporation	Kathmandu	Nepal	1990
58	New ERA	Kathmandu	Nepal	1990
59	Priv Enterp & Tech Resource Ctr	Kathmandu	Nepal	1990
60	Project Coordinator's Office	Kathmandu	Nepal	1991
61	Royal Nepal Academy Science & Tech	Kathmandu	Nepal	1991
62	United States Info Service/Nepal	Kathmandu	Nepal	1990
63	United States Info Service/Pakistan		Pakistan	1990
64	USAID/Colombo, Documentation Ctr	Colombo	Sri Lanka	1989
65	USAID/Dhaka, DIC	Dhaka	Bangladesh	1989
66	USAID/Jakarta, DIC	Jakarta	Indonesia	1989
67	USAID/Kathmandu, DIC	Kathmandu	Nepal	1991
68	USAID/Sanaa, DIC	Sanaa	Yemen	1989

AID Contractors/PVOs

69	Adventist Development Relief Agcy	Silver Spring, MD	USA	1991
70	AFRICARE	Washington, DC	USA	1991
71	AID/S&T/Health, Pillsbury Proj	Malibu, CA	USA	1990
72	Cambridge Consulting Corporation	Reston, VA	USA	1991
73	CARE	New York, NY	USA	1991
74	Catholic Relief Services	Baltimore, MD	USA	1991
75	Catholic Relief Services	New York, NY	USA	1990
76	Center for Privatization	Washington, DC	USA	1989
77	Chemonics Agric Planning & Policy	Washington, DC	USA	1988
78	Chemonics International	Washington, DC	USA	1991
79	Clearinghse on Dev Communication	Arlington, VA	USA	1990
80	Development Associates Inc	Arlington, VA	USA	1992
81	Dr. Buck	Rosslyn, VA	USA	1988
82	Efficiency Education Clearinghse	Tallahassee, FL	USA	1990
83	Food Aid Management	Washington, DC	USA	1991
84	Food for Hungry International	Scottsdale, AZ	USA	1991
85	Foster Parents Plan International	East Greenwich, RI	USA	1990
86	Inst Superidad Etudes Res S&T	Djibouti	Djibouti	1990
87	International Privatization Group	Washington, DC	USA	1991
88	International Rivers Network	San Francisco, CA	USA	1990
89	Medical Services Corp Intl	Arlington, VA	USA	1991
90	Meta Systems Inc	Cambridge, MA	USA	1990
91	PPC/CDIE for Ruth Mara	Rosslyn, VA	USA	1989
92	Save The Children	Westport, CT	USA	1991
93	The Pragma Corporation	Falls Church, VA	USA	1991
94	The PROFIT Project	Arlington, VA	USA	1992
95	WASH (data conversion)	Arlington, VA	USA	1990
96	Winrock International	Rosslyn, VA	USA	1989
97	World SHARE	San Diego, CA	USA	1991
98	World Vision Relief Development	Monrovia, CA	USA	1991

LATIN AMERICA & CARIBBEAN Bureau/Region

99	Agroforestry Outreach Project	Port-au-Prince	Haiti	1990
100	APENN	Managua	Nicaragua	1990
101	BASE, Educacion Comunicaciones Tec	Asuncion	Paraguay	1989
102	Belize Export & Investment Unit	Belize City	Belize	1988
103	BIREME	Sao Paulo	Brazil	1990
104	Catholic Relief Services	Quito	Ecuador	1990
105	Cent de Tech Aprop de Univ Catolic	Asuncion	Paraguay	1990
106	Centro Cultural Paraguayo - Americ	Asuncion	Paraguay	1988
107	Centro de Estudios Educativos	Montevideo	Uruguay	1988
108	Centro Estudios Rurales de Itapua	Itapua	Paraguay	1990
109	Centro Paraguayo de Estude Sociolo	Asuncion	Paraguay	1989
110	Comite Paraguay-Kansas	Asuncion	Paraguay	1990
111	Corporacion Ambiente y Desarrollo	Quito	Ecuador	1991
112	Development Info Center	Managua	Nicaragua	1991
113	Escuela Politecnica del Ejercito	Quito	Ecuador	1988
114	Faculty of Eng of Univ Nacional As	Asuncion	Paraguay	1990
115	Fund Paraguayo de Coop y Desarrollo	Asuncion	Paraguay	1988
116	Fundacion Carvajal	Cali	Colombia	1991
117	Fundacion CIMDER	Cali	Colombia	1992
118	Fundacion Moises Bertoni Conserv	Asuncion	Paraguay	1989
119	Fundacion Nuestros Jovenes	Quito	Ecuador	1989
120	Fundacion para Desarrollo Agro	Quito	Ecuador	1990
121	Guayaquil Chamber of Commerce	Guayaquil	Ecuador	1990
122	Human Ecology Proj Facul Agron Uni	Asuncion	Paraguay	1990
123	IMA	Panama City	Panama	1989
124	INCAE (Costa Rica Inst)	San Jose	Costa Rica	1990
125	Inic Forestal Priv para el Desarol	Quito	Ecuador	1990
126	INSOTEC	Quito	Ecuador	1990
127	Inst de Estrategias Agropecuarias	Quito	Ecuador	1990
128	Inst de Postgrado en Admin de Nego	Quito	Ecuador	1989
129	Inst Ecuatorial de Credito Educ	Quito	Ecuador	1989
130	Inst Nutrition Central Amer Panama	Guatemala City	Guatemala	1991
131	IPSE	Panama City	Panama	1990
132	Lincoln Library	Quito	Ecuador	1990
133	MAP International	Quito	Ecuador	1990
134	National Agrarian University	Lima	Peru	1989
135	National Inst of Child & Family	Quito	Ecuador	1990
136	Office Foreign Disaster Relief	San Jose	Costa Rica	1990
137	PanAm Ctr for Geographical Studies	Quito	Ecuador	1988
138	Pontificia Universidad Javeriana	Guatemala City	Guatemala	1991
139	PROEXAG, Chemonics-ROCAP (project)	Guatemala City	Guatemala	1990
140	PROEXAG-CAAP	San Jose	Costa Rica	1990
141	PROEXAG-CNA	San Jose	Costa Rica	1990
142	PROEXAG-FPX	Tegucigalpa	Honduras	1990
143	PROEXAG-FUSADES	San Salvador	El Salvador	1990

LATIN AMERICA & CARIBBEAN (cont)

144	PROEXAG-GREMIAL	Guatemala City	Guatemala	1990
145	Publicar S.A.	Bogota	Colombia	1991
146	SIECA	Guatemala City	Guatemala	1990
147	Union Interamericana para Vivienda	Lima	Peru	1988
148	Union Intl de Autoridades Locales	Quito	Ecuador	1988
149	United Nations Development Program	Asuncion	Paraguay	1990
150	Univ del Valle-Facultad de Salud	Cali	Colombia	1991
151	USAID/Guatemala City, Hlth Dev Off	Guatemala City	Guatemala	1989
152	USAID/Manila	Manila	Philippines	1990
153	USAID/Port-au-Prince	Port-au-Prince	Haiti	1988
154	USAID/Port-au-Prince, Hlth & Pop	Port-au-Prince	Haiti	1988
155	USAID/Quito, PPD Office	Quito	Ecuador	1988
156	USAID/Quito, TIC	Quito	Ecuador	1989
157	USAID/San Jose	San Jose	Costa Rica	1989
158	USAID/San Salvador	San Salvador	El Salvador	1991
159	USAID/Tegucilgalpa	Tegucilgalpa	Honduras	1990

NEAR EAST Bureau/Region

160	Centre pour Dev d'Energie Renouvel	Marrakesh	Morocco	1990
161	Chemonics Local Dev II Program	Cairo	Egypt	1989
162	Integrated Social Services Ctr	Tanta	Egypt	1989
163	National Agric Research Project	Cairo	Egypt	1988
164	USAID/Cairo, DIC	Cairo	Egypt	1990

OTHER

165	Geological Survey of Canada	Ottawa	Canada	1989
167	Peace Corps	Washington, DC	USA	1990
168	The Bank Information Ctr	Washington, DC	USA	1989
169	VITA	Rosslyn, VA	USA	1990

- performed an internal evaluation of the operation of the DDU and developed a plan to upgrade the existing procedures; and
- completed and installed the *reSearch Desktop (RDT)* software in several locations for evaluation.

In addition, the WANG OIS located in CDIE office space was disconnected and removed thereby relieving LTS personnel from the task of supporting this equipment.

FY93 PLANS

CD-ROM. FY93 is envisioned as a year of stabilization and prudent expansion. Production of CD-DIS has become more routine and the production cycle is becoming more compact. Development plans for CD-DIS during FY93 include enhancing the user interface and identifying new data sources. In addition, a modest effort to identify other applications which would benefit from the use of CD-ROM technology will be investigated.

HP Operations. FY93 presents a window of opportunity. In FY92 the aged computer hardware was replaced with a state-of-the-art RISC-based HP-3000/947. While this computer greatly, and immediately, enhanced the user's and systems staff's abilities to perform their work, its full potential has not yet been tapped. During FY93 this untapped potential will be explored and applied where appropriate. In addition, with the Agency's move toward open systems and Oracle, LTS will investigate the feasibility of replacing MINISIS with Oracle. As an adjunct to this effort LTS will (when available -- 3rdQtr 93) install a POSIX.2 compliant operating system on the HP-3000/947. In addition, LTS will investigate methods by which access to the databases which comprise the DIS can be made available to anyone within AID/W.

Network Operations. FY93 is being viewed as a time for controlled growth and serious planning. FY92 began with a major expansion of the CDIE LAN and, while the pace slacked off, it never abated. Consequently, we found ourselves largely in a reactive mode. During FY93 LTS will concentrate on expanding access to network services (e.g., communications server) and providing more responsive client support. In addition, LTS will continue to develop short and long-range plans to ensure that the LAN continues to evolve in such a fashion as to ensure continued support for all users.

2.2 Acquisitions

A.I.D. Documents

In FY92, the Acquisitions function took on new dimensions. With the completion of the Acquisitions Strategic Plan in the previous year, in FY92 some aspects of this vision came to

fruition. The long awaited Agency-wide, world-wide cable was distributed in August which requested that an Acquisitions Liaison be designated for each Mission and A.I.D. office. As of this date, 40 individuals have been identified as the Acquisitions point person.

While the primary responsibility for acquisitions rests with another contractor. This function is subcontracted to LTS and reported separately in the annual report to the prime contractor. During FY92 the Acquisitions Technical Assistant position was added to the LTS contract. As the Research staff became established in the Bureaus, Acquisitions had a broader base from which to network. Receipt of documentation from the Bureaus was aided by the contributions of Bureau Liaisons, especially Dana Wichterman, and Anne Langhaug. The relationship between on-site reference staff and acquisitions needs to be strengthened. As the new Bureau liaisons get more established in the Bureaus, they will become an increasingly important Acquisitions resource.

Monitoring the Agency reorganization and its affect on Agency documentation was an ongoing acquisitions effort throughout the year. Acquisitions continued to conduct regular briefings at A.I.D. offices in pursuit of documentation.

FY 92 Accomplishments

Acquisitions Cable. The major special task accomplished by the Acquisitions department this fiscal year involved the missions and their response to the acquisitions cable. In August, the Agency-wide cable was sent out by CDIE directing all USAID's to identify one person as a "CDIE mission liaison" and that this liaison would be responsible for identifying all development experience documents produced by the mission and sending them to CDIE for processing onto the DIS. Initial response to the cable has been good with about 50% of the missions responding within the first three months. A follow-up cable will be sent early in FY93 to motivate the remaining missions, reminding them of their obligation to provide the name of their Acquisitions Liaison. To facilitate this project Acquisitions DISC has made supplies available to the missions such as reinforced envelopes, mailing labels, and printouts of all mission documents currently on the DIS. Acquisitions has also made available, to all responding missions, information about CDIE's new product, CD-DIS, and the advantages available for any mission possessing it.

Upon identification of the mission liaison, with the assistance of an AED summer intern, DIS holdings were checked for that mission against the items available on APDMS and missing items of documentation were identified that the mission liaison could provide. With Nate Wooley's supervision, the intern then contacted the Bureau liaison in AID/Washington because it was thought that filling the gaps from AID/W would be more efficient than contacting the missions. After all domestic avenues were exhausted a cable was sent to the mission with a request for the status and any documents on projects with limited or missing documentation.

DISC and Acquisitions staff met with Virginia Boncy, REDSO/WCA, in August and briefed her on Acquisitions issues, CD-DIS, and Micro-DIS.

In September, Ida M'Boob, the Mission Acquisitions Liaison from USAID/Gambia, was briefed on DISC and Acquisitions issues and given an orientation and tour of R&RS, and the DIC.

Documents Processed. Document flow during FY92 followed a boom or bust cycle with the bust centering on the months of December 1991 through April 1992 (**Exhibit D**). As the end of the fiscal year approached, document flow began increasing every month, peaking in August and September 1992 with 684 and 674 items sent to cataloging for DOCRD respectively. In FY92, a total of 10,817 documents were handled by the Acquisitions department; 5,542 of these were appropriate for DOCRD while 1,345 qualified for the INVRD database. Finally 3,926 were found to be duplicates. The most prolific AID/Washington Bureau continues to be the R&D (formerly S&T) Bureau. This bureau was responsible for just over 30% of the items processed into DOCRD. The poorest performer amongst the AID/Washington Bureau's was F&A, with one document for the year. We are beginning to work with F&A to determine what items of theirs are appropriate for the DIS. The two finest performers of the USAID's were Latin America and Africa Bureaus, both of them accounting for approximately 16% of the total of items processed for DOCRD.

Searching APDMS Databases. Acquisitions began searching the APDMS databases again this year. A monthly search process was one of the duties assigned to Nate Wooley. On the average between 20 and 40 design documents per month were found on APDMS. In addition to this system the department continued to rely heavily upon the bureau liaisons for the location of individual items whose absence was noted by either the R&RS staff or the contractors.

CIMS database. Several meetings were held with OP/CIMS in an effort to receive CIMS data. Initially CDIE requested regularly provided CIMS printed reports. After several failed attempts, it was decided that OP/CIMS would provide a tape of the data we required which would be loaded on the HP at the DISC. We would then have online access and be able to generate our own reports when needed. The tape was received and successfully loaded, however, it became immediately apparent that the database was of limited value since approximately 70 percent of the entries lacked project numbers. OP/CIMS was aware of data errors, was in the process of cleaning up the data, and agreed to provide a revised copy of the file in November 1992. Acquisitions decided to await the updated file before attempting to develop strategies for targeting contractor produced documents based on the incomplete data.

No systematic attempt was made to contact A.I.D. contractors this year. Alternatively, as Acquisitions came into contact with contractors, bibliographies and publications listings were requested for that contractors A.I.D.-sponsored documents. After these lists were obtained,

Exhibit D

ACQUISITIONS

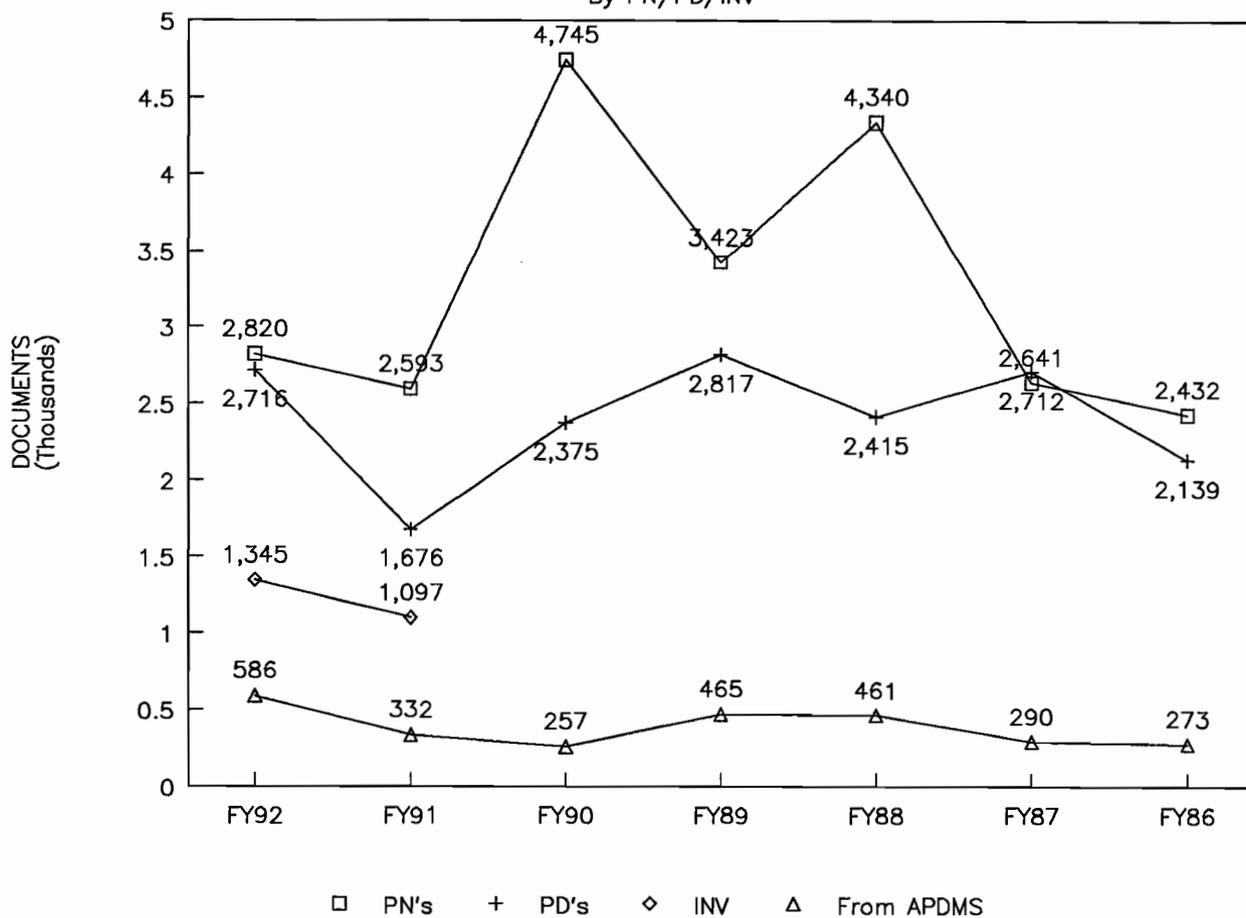
SEVEN YEAR COMPARISONS

FY86 - FY92

	OUTPUT TARGETS FROM FY91 SOW *YEAR	ACTUAL FY92	TOTALS					
			FY91	FY90	FY89	FY88	FY87	FY86
A. DOCUMENT ACQUISITIONS								
1. PN's Received for Cataloguing	7,500	7,478	5,807	12,422	11,045	11,428	10,673	9,793
2. PD's Received for Cataloguing	2,500	2,820	2,593	4,745	3,423	4,340	2,641	2,432
3. Items Received for INV	2,500	2,716	1,676	2,375	2,817	2,415	2,712	2,139
4. AV Materials Rec'd for Cataloguing	2,500	1,345	1,097	N/A	N/A	N/A	N/A	N/A
5. Items Retrieved from APDMS for DIS by Abstracting and Cataloguing	500	5	2	N/A	N/A	N/A	N/A	N/A
		586	332	257	465	461	290	273

DOCUMENT ACQUISITIONS: FY86-FY92

By PN/PD/INV



DIS ACQUISITIONS REPORT - FY92

30-Sep-92

SOURCE		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD TOTAL	PERCENT	CONTRACT TO DATE	PERCENT	MONTH AVG
AFRICA	USAID	78	158	42	36	30	46	33	84	72	88	115	127	909	16.4%	1301	13.3%	76
	AID/W	7	16	2	3	0	0	0	1	0	0	17	17	63	1.1%	283	2.9%	5
ASIA	USAID	36	16	37	27	8	17	19	14	41	33	105	41	394	7.1%	569	5.8%	33
	AID/W	0	0	0	0	0	0	0	0	0	0	17	7	24	0.4%	139	1.4%	2
EUR	USAID	1	1	0	9	9	0	5	54	16	5	36	9	145	2.6%	165	1.7%	12
	AID/W	0	0	0	0	0	0	0	0	0	0	1	24	25	0.5%	35	0.4%	2
LAC	USAID	101	63	97	49	96	65	37	56	43	87	50	149	893	16.1%	1352	13.8%	74
	AID/W	10	2	1	1	1	0	0	1	1	0	2	13	32	0.6%	273	2.8%	3
NE	USAID	5	0	27	10	6	15	13	6	226	34	47	29	418	7.5%	510	5.2%	35
	AID/W	0	0	0	0	0	0	0	3	0	0	1	0	4	0.1%	4	0.0%	0
FHA (FVA/OFDA)		7	3	6	73	30	1	33	2	38	1	1	4	199	3.6%	268	2.7%	17
PRE		6	60	5	7	3	2	3	56	34	12	10	81	279	5.0%	409	4.2%	23
R&D		49	120	123	150	123	83	162	141	126	210	243	150	1680	30.3%	2892	29.5%	140
FA - FIN & ADMIN		0	1	0	0	0	0	0	0	0	0	0	1	2	0.0%	2	0.0%	0
POLICY		14	17	25	6	1	7	62	12	10	34	15	0	203	3.7%	353	3.6%	17
IG		12	18	21	4	24	18	24	9	12	22	23	11	198	3.6%	419	4.3%	17
OTHER		3	0	1	5	7	4	3	14	8	7	1	11	64	1.2%	799	8.1%	5
Unidentified		0	0	0	0	2	0	2	2	4	0	0	0	10	0.2%	38	0.4%	1
TOTAL		329	475	387	380	340	258	396	455	631	533	684	674	5542	100.0%	9811	100.0%	462

DOCUMENT TYPE		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD TOTAL	PERCENT	CONTRACT TO DATE	PERCENT	MONTH AVG
	PD's	194	244	147	166	200	99	156	92	205	239	333	338	2413	22.3%	3685	18.6%	201
	PN's	135	231	240	214	140	159	240	363	426	294	351	336	3129	28.9%	6126	30.9%	261
Subtotal		329	475	387	380	340	258	396	455	631	533	684	674	5542	51.2%	9811	49.6%	462
Inventory		123	134	143	98	90	142	73	302	85	38	92	25	1345	12.4%	2442	12.3%	112
Subtotal		452	609	530	478	430	400	469	757	716	571	776	699	6887	63.7%	12253	61.9%	574
Duplicates		505	398	215	355	106	503	161	294	451	193	205	540	3926	36.3%	7539	38.1%	327
AVRD		0	0	0	0	0	0	0	0	0	4	0	0	4	0.0%	4	0.0%	0
Total Processed		957	1007	745	833	536	903	630	1051	1167	768	981	1239	10817	100.0%	19796	100.0%	901

the lists were compared to our holdings for that contractor and missing items would be requested. This system worked quite well for a number of contractors including the International Center for Economic Growth and the Institute for Policy Reform among others.

Other issues

- **Electronic media** - It became increasingly apparent that the issue of receiving and disseminating electronic media will soon be a reality. The issue of electronic documents is extremely complex, requiring carefully thought out and clearly stated detailed specifications covering such issues as: acceptable formats, compound documents, labelling, standardized software/hardware issues, etc.
- **Restricted Documents** - Acquisitions continued to receive documents with restricted information which required special handling and special permission prior to dissemination outside of the Agency. These restricted documents required close coordination with the issuing office, and DISC/DDU and Cataloging staffs.
- **Cooperation with Records Management** - A meeting was held in May with Records Management to discuss the CDIE Acquisitions cable being sent to the Missions and any possible impact it may have on RM activities in the field. There were no major objections to what CDIE Acquisitions is trying to do from Records Management's standpoint.
- **Acquisitions Briefing** - The DISC hosted an Acquisitions Briefing in July, to review current DISC Acquisitions procedures for identifying materials for the DIS. The briefing included procedures for reviewing APDMS and the fields which were added to RECIPRD to track Acquisitions Liaisons identified as a result of the Acquisitions cable to USAIDs and Memo to AID/W.

Administrative

Statistics. Statistics were revised to reflect office accountability. Document numbers will now represent the A.I.D. sponsoring office not the source of documentation.

Briefings. Material was produced and organized for the R&RS training session on A.I.D. documentation with Lee Clift's expertise. Briefings continue for the constantly growing R&RS staff.

Acquisitions Working Group. The Acquisitions Working Group met once during the year to deal with some of the issues that are raised by A.I.D.'s constantly changing documentation. This is an important forum and should be kept active.

FY 93 Goals

- 1. Obtain list of Development Information Centers.** Will enable Acquisitions to expand its database regarding regional mission activities. Often Mission Liaisons is a DIC librarian. Investigate if DIC is direct hire or contractor.
- 2. Set up document-type matrix.** Will aid DISC staff in catalog process. Will aid R&RS staff in locating documents in the DIS.
- 3. Reestablish systematic contact with Contractors through annual mass mailings.** Send to all previously generous contractors a letter supplying up-to-date contact information and names of new Acquisitions personnel. Offer option of briefing on who A.I.D. Acquisition is and why we need their support. (Either over phone or in person).
- 4. Maintain contact with Contractors through response letters when documents are sent.**
- 5. Complete Current Documents in DIS.** Project commenced with obtaining a list of all documents/books that were listed in the DIS as "not microfiched..look in DIC". This list was then given to John Butsch, who has pulled those documents which are to be sent to DISC. Several books were missing, and the AID Handbooks, because of their changing nature, will be kept in the DIC. After review of the list, Acquisitions will try to track down all books that are missing and those for which pages are missing.
- 6. Establish annual dialogue with Mission Acquisitions Liaisons.** Send follow up cable to missions that have responded prepare introductory cable with new information and contacts. To missions that have not responded send same information as above with additional encouragements to appoint a liaison.
- 7. Revise Acquisitions Guidelines, Report Processing Form, Mission Guidelines, Audio Visual Guidelines (listings wanted only).**
- 8. Update Briefing Packet**
- 9. Reconvene Acquisitions Working Group.**
- 4. Conduct regular briefings in AID/W Bureau offices.**

10. **Other Projects:** Work with EUR to get their Project Implementation Review (PIR) sent to Acquisitions on a regular basis. NTIS has suggested that we also request the Business and Foreign Investment Information from EUR, a briefing book which supplies project information and is updated regularly. May help us organize a system of document acquisitions with EUR.

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 year there were still books being received which had been ordered during the previous contract. In addition, it was still necessary to resolve the transfer of serials subscriptions and standing orders to the R&RS contract.

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

2.3 Processing

2.3.1 Cataloguing

FY92 Accomplishments

The Cataloguing Unit is pleased to report that it succeeded in meeting its overall goal of entering 5,000 documents into its primary DOCUMENT data base. INVRD/AIDHOC targets were also met. Very few audiovisual materials were received; however, everything received for AVR D was processed. There were no document Cataloguing queue backlogs at the end of the fiscal year (FY) -- although we anticipate a major influx of documents in early FY93, based on receipts by Acquisitions. We anticipate that marked changes in our mode of processing will occur during the coming year. Thus, our energies have been directed, for the present, to meeting goals and maintaining standards while refining existing guidelines and procedures with a view to future changes in -- if not a major overhaul of -- materials processing. These changes will be fueled by technological breakthroughs as well as by organizational and budgetary demands.

Statistics. During FY92, 5,065 documents were entered into DOCRD. Of that total, 2,182 were PD's; 2,821 were PN's; and 62 were PC's, as shown in **Exhibit E**. In the INSTDS data base, new entries totalled 531, and modifications totalled 143. The INVRD total came to 5,618 documents, of which 4,384 were AIDHOC.

AID/DISC - CATALOGING

SEVEN YEAR COMPARISONS

FY85 - FY92

	OUTPUT TARGETS FROM FY91 SOW *YEAR	ACTUAL FY92	TOTALS						
			FY91	FY90	FY89	FY88	FY87	FY86	FY85
B. DOCUMENT CATALOGING	7,500	10,676	5,169	8,162	7,527	8,140	10,100	8,091	7,933
1. PN's added to DOCUMENT	2,500	3,053	3,281	2,313	2,471	2,911	2,498	2,755	2,321
2. PD's added to DOCUMENT	2,500	1,985	1,888	2,982	2,270	2,408	2,539	2,352	2,601
3. PD & PN Docs. Added to INV	2,500	5,638	3,386	2,867	2,786	2,821	5,063	2,984	3,011
4. No. of Changes to DOCRD		8,044	4,445	1,560	6,790	2,149	4,217	5,200	70,501
5. INV/DOCRD Duplicates Found		515	619	1,465	2,432	1,728	3,543	3,819	NA
6. AV Materials	500	19	80	0	0	0	0	0	0

DOCUMENT CATALOGING: FY85-FY92

By PN/PD/INV

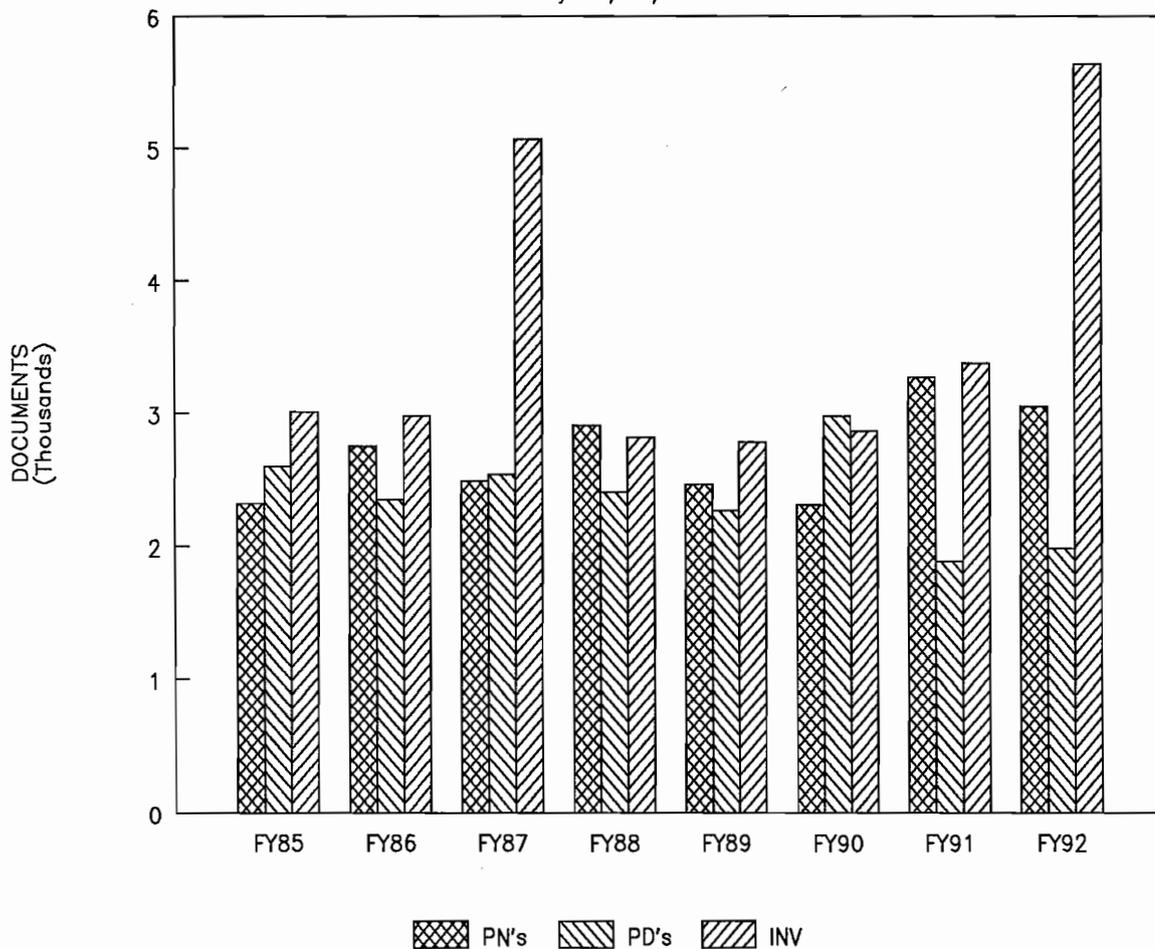


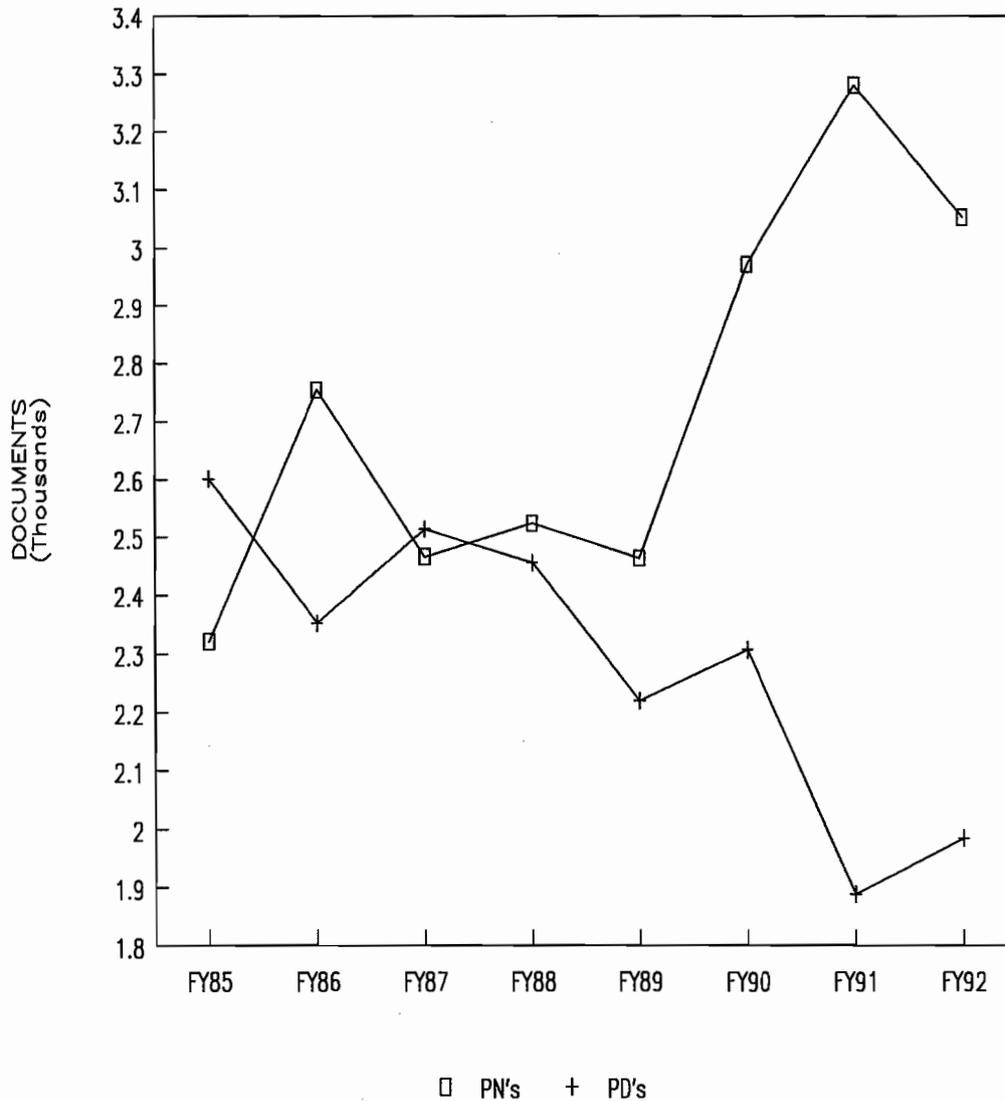
Exhibit E

**SEVEN YEAR PERSPECTIVE OF PN / PD ADDITIONS
FY85 - FY92**

Date Entered	Total PN/PD Entered	PN	PD	% PN	% PD
FY85	4,922	2,321	2,601	46.1%	51.6%
FY86	5,107	2,755	2,352	54.7%	46.7%
FY87	4,981	2,467	2,514	49.0%	49.9%
FY88	4,980	2,524	2,456	50.1%	48.7%
FY89	4,684	2,464	2,220	48.9%	44.1%
FY90	5,279	2,972	2,307	59.0%	45.8%
FY91	5,169	3,281	1,888	65.1%	37.5%
FY92	5,038	3,053	1,985	60.6%	39.4%
Total	40,160	21,837	18,323	54.4%	45.6%

PN / PD SEVEN YEAR RETROSPECTIVE

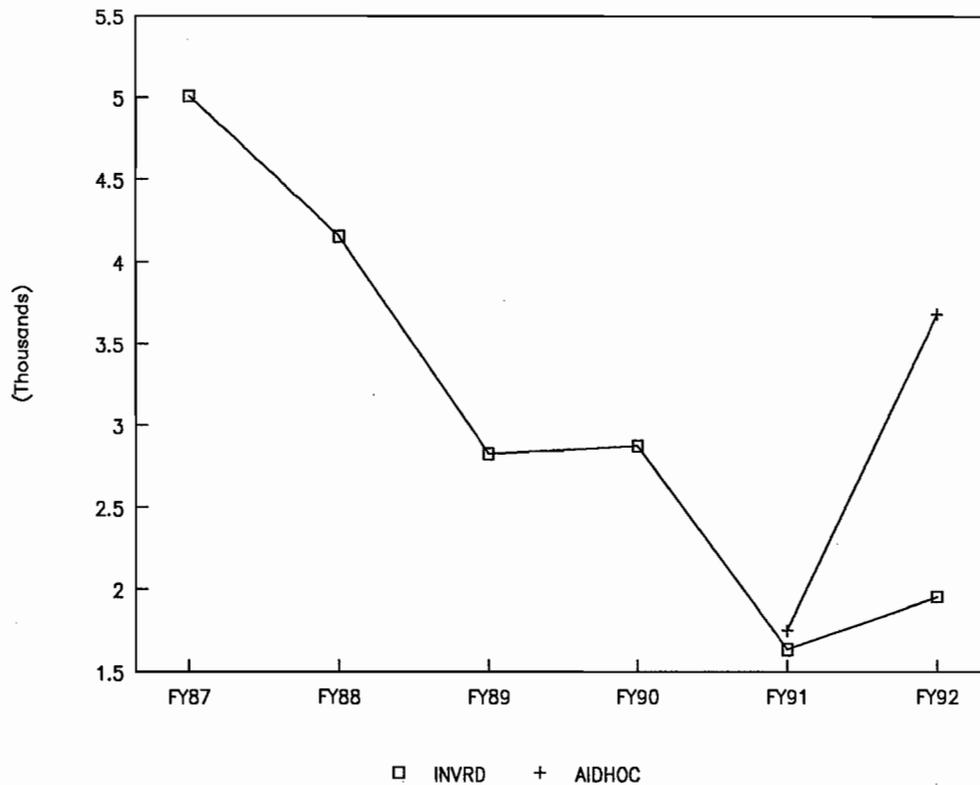
FY85 - FY92



INVRD RETROSPECTIVE FY87-FY92

Date Entered	INVRD Total	INVRD	AIDHOC	DOCRD Hist.
FY87	5007	5007	-	-
FY88	4152	4152	-	-
FY89	2826	2826	-	-
FY90	2877	2877	-	-
FY91	4044	1636	1750	658
FY92	5638	1955	3683	-
Total	24544	18453	5433	658

Retrospective of INVRD



Processing Priorities. As in the previous FY, in order to prevent a backlog of unprocessed documents, the Cataloguing Unit continued to create partial DOCRD records -- which have been labelled IPCR (Initial Partial Cataloguing Record). The IPCR entries came to 1,021. In addition, the cataloguing was completed for 673 existing IPCR records. These documents were then sent to filming. During this fiscal year, Cataloguers began assigning primary subject codes to IPCR as well as to records of fully catalogued documents. The type of documents designated for partial entry fluctuated with the workflow -- with the exception of project design documents, evaluations, and all current PN documents which are traditionally assigned top priority. Other documents targeted for priority processing and possibly IPCR treatment included: major policy and program documents identified by the AIDHOC activity (regardless of date), documents requested from INVRD/AIDHOC, and any of the nine "Development Experience Document" categories identified by POL/CDIE/DI, Acquisitions.

Changing Agency policies, programs, and user needs were also addressed. For example, the highest priority was given to processing documents from the Newly Independent States (NIS)/Community of Independent States (CIS) of Eastern Europe, on democratization, and on Global Environment. In fact, many of the major environmental assessments and democratization studies catalogued related to activities in Poland, Hungary, Bulgaria, etc.

Audiovisual Materials. AVR D entry totalled 30 new entries and 15 modifications. Although very few audiovisual materials were received, with A.I.D. approval we modified the rules for entry of mixed media sets and diskettes on a test basis. Rather than split a set which included a printed document which would ordinarily be entered into DOCRD, we began to enter mixed media sets which contained printed materials on DOCRD with an availability. There are currently 14 such sets on DOCRD, raising the potential AVR D total to 44. However, audiovisual materials still fall far below our annual target of 500. We expect this situation to be ameliorated by the Acquisitions' initiatives which include requirements for submission of media.

Quality Control. Throughout the year, Cataloguers worked on identifying and correcting inconsistencies in DOCRD and INSTDS for CD-DIS purposes. This involved surveys, corrections, and standardization of the series, author, report number, major subject, and ancillary data fields. Cataloguing also participated in an overall analysis of the PRJDOC data base. As a result, the Systems Development Group expanded the number of documents that can be linked to a particular project number from 30 to 90. Cataloguing then reviewed the number and type of documents linked to PRJDOC weekly.

Restricted Documents. Cataloguers and others in the processing loop remained alert and responsive to an increasing number and variety of documents with restricted access. In order for this information to be available to USAIDs, the documents were entered with the following Availability Clause in B810: "Available only to authorized A.I.D. personnel." One issue associated with restricted documents is that they frequently are not clearly marked. An

inclusion in the revised version of *A.I.D. Handbook 18* will be sought for a requirement that any document containing "source/procurement sensitive information" must indicate that fact on the cover and/or title page of the document.

Inventory. With the imminent reopening of Southeast Asian programs, which have been closed since the 1970's, and the reinstatement of Capital Projects, there was an unexpectedly high usage of INVRD/AIDHOC and a concomitant task of adding more than 100 requested documents to DOCRD. In a parallel special activity in April, a set of 60 Vietnam land reform files was added to INVRD. Their commonly known designation, *Korin files*, was added in the B230 Title field to show that they are all part of a single collection and to enable them to be searchable as a group.

The DISC became responsible for the task of automating the A.I.D. Historical Collection (AIDHOC) in April, when the A.I.D. direct hire in charge of AIDHOC transferred to another Agency position. Previously the AIDHOC documents were entered according to information on the shelflist card only. Frequently, a series title or a project title was entered to cover an entire set of documents -- even when each item in the series had an individual title. Now entries are based on the document itself (as well as on any additional information provided by the shelflist card), and individual as well as series titles are recorded. Thus, our total of 4,384 includes both new entries and expansions of existing records. Some of the entries made from shelflist cards still require H-Box or P-Box numbers in the D302 location field and other modifications such as subject headings in C240 and call numbers in A120. Documents requested from INVRD/AIDHOC were fully processed for DOCRD. These included documents on the "Alliance for Progress," Capital Projects, Vietnam, Afghanistan, Laos, Cambodia, Korea, etc.

In the process of tracing microfiche for documents requested through Document Distribution, it was discovered that a group of APDMS documents slated for retirement filled gaps in DOCRD project documentation. These documents were promptly processed, and a procedure was established for similar reviews each time a retirement schedule is issued. Cataloguing strongly urges that the revision of *A.I.D. Handbook 18* also address the issue of insuring that "Development Experience Documents" are *never* retired before they have been added to the Development Information System (DIS).

Cataloguers also responded to special requests to process and track groups of documents as a batch. Printouts were given to Acquisitions or sent directly to the A.I.D./W Officers submitting the documents. This service was provided for PRE/HUP, AFR/ONI, AFR/ARTS, etc. We expect that this task will be resumed by Acquisitions once the Acquisitions staff is fully trained.

Training. The Cataloguing staff both participated in training sessions to improve skills within the Unit and provided training to others. Various staff members received training on current

electronic technological innovations and in the capabilities of "Personal Librarian," LOTUS Macros, and LOTUS proficiency. Staff members provided a substantial part of the training for the Acquisitions intern and trained two additional staff members on duplicate checking, INVRD/AIDHOC entry, and partial DOCRD entry. The Unit also worked with the DISC Training Officer on documentation issues.

Regular daily tasks included document analysis (i.e., searching for contract/project numbers, specifying the A.I.D. supporting Offices or Bureaus, and determining Bibtypes). Document problems such as drafts, missing pages, or other document quality concerns, as well as documents with restricted access, continued to require special handling and ongoing maintenance of the Paper Copy Library. It is anticipated that the Paper Copy Library will again grow because of the condition of some of the AIDHOC materials slated for inclusion in DOCRD. Another regular task is the selection and preparation of ARDA documents to be sent to NTIS.

Analysis of Production Targets

DOCRD. Although there was a shortfall in the number of PD documents processed, the overall goal of 5,000 documents was reached, and the number of PN documents exceeded the target. All documents received were processed. This goal was achieved despite the fact that we continued to be faced with a drought/deluge pattern of document receipts -- which would have been unmanageable were it not for the IPCR mechanism introduced last year. A monthly breakdown of the 5,065 DOCRD entries for FY92 shows that 535 documents were entered in August and 696 were entered in September for a total of 1,231 documents during the final two-month period. In other words, the Cataloguing Unit entered 24 percent of the documents for FY92 in the last two months of the fiscal year. However, with newly established Mission Liaisons for Acquisitions in each USAID, Cataloguing looks forward to a more even distribution and flow of materials from the Acquisitions Unit for FY93.

INVRD/AIDHOC. The INVRD goal was more than doubled due to the inclusion of AIDHOC. This proved to be a formidable task in terms of both breadth and logistics. In fact, more documents were requested from INVRD/AIDHOC than had been anticipated. During FY92, a total of 178 INVRD/AIDHOC documents (49 INVRD and 129 AIDHOC) were requested. We expect this trend to continue in view of the changes in priorities within the Agency and the numbers of terminated country and functional programs which are currently being reopened. Approximately 13,000 documents remain to be processed and about 4,000 of the initial records need location information added. We will continue to catalogue requested materials as priorities. However, determining if we have a specific title and where it is located has been complicated by the use of generic series titles under the old system and by storage of the documents in call number order. Sometimes documents were in circulation or were oversized, etc., are out of Call Number sequence, and are not readily found in the H-Boxes. Until the entire 19,500 documents have been processed fully, there will be individual instances

of elusive documents, despite the card catalogue records. In view of the demands being made on Document Distribution for materials in this collection, we are attempting to speed the processing of this collection.

AVRD. The very low entry figure for AVRD simply reflects the paucity of receipts. It should be noted that an interim decision was made that if a mixed media set included a printed document that would normally have been entered into DOCRD, the entire mixed media set was entered into DOCRD and the diskettes entered into DOCRD. In FY92, 14 DOCRD media entries were made. Such records carry a special Availability Note in B810: "Media materials are archival only and are not intended for dissemination by the DISC." This note raised the question of whether it will be possible for the DISC to reproduce and circulate media and mixed media sets in the future. At this point, simply cataloguing these materials has been a challenge because they frequently come with seriously incomplete labels or *no* labeling of any sort.

This year the DISC purchased a VCR and monitor for the DISC for training, information, and cataloguing purposes. We no longer have to take VHS videos home for viewing on personal VCRs. Other equipment is expected to become necessary in time. To date, there have been few media submissions. However, it is possible that this situation may change radically in view of the recent Acquisitions' directives and initiatives. If so, we anticipate problems cataloguing audiovisuals unless they are well labeled and/or more equipment is made available or purchased, e.g., Beta and Umatic equipment; 16mm film projector, audiocassette tape recorder, etc.

It is anticipated that the Records Management initiative, which, in its first phase, is inventorying all A.I.D./W Office files -- and, eventually, all USAID files -- and creating data bases to track all unclassified agency documentation will help ameliorate the labeling problem. Within the context of this activity, elements are being developed to describe all types of materials: printed, graphic, nonprint media, data bases, electronic records, etc. Cataloguing fully supports this massive endeavor.

Other Issues

Incomplete Bibliographic Information. A problem which has perennially dogged Cataloguing is the time spent researching the critical data elements -- especially project and contract numbers and determining the sponsoring A.I.D. Office or Bureau. Of tremendous assistance was the download of CIMSIRD and COORSRD. Despite these additional aids, any time spent researching the basic information needed to prepare a good record takes time away from the entry task. With an established *Handbook* requirement and an approved "Report Processing Form" in place since 1987 and the proposed revisions of *A.I.D. Handbook 18* and the above-mentioned form this year, we believe there is very little reason for noncompliance.

Our current concern is that the requirements in *A.I.D. Handbook 14* be expanded to include media and that all Acquisitions' provisions in *Handbook 14* be included in *Handbook 18*.

The Cataloguing Unit will support any initiative calling for revision of the *A.I.D. Handbook 14* requirement so as to expand and emphasize the bibliographic data elements that must be present on every document or item of nonprint media in order to allow Cataloguing to prepare a good bibliographic citation. Such a revision must require that all media submitted, whether in printed form or otherwise, be legible and capable of capture, storage, retrieval, reproduction, dissemination, and transmission by means of printing, photocopying, filming, optical or digital scanning, satellite, or any other electronic or other means developed by Information Resources Management (IRM) as a standard for A.I.D. information. Inclusion of all bibliographic requirements in both *A.I.D. Handbooks 14 and 18* will ensure that all "document" submission requirements, in whatever form or format, be operative on both contractors and Direct Hires.

Electronic Records and Non-Print Media. Like all other DISC units, Cataloguing will be fundamentally affected by the prospect of processing electronic full-text documents. In FY92, we began to see individual examples of "document" submissions that we expect to become trends, patterns, and even the norm. A few "documents" were submitted on 3 1/2" and 5 1/4" diskettes. Several issues had to be addressed. Currently, a printed version is the only format we use for cataloguing, processing, filming, abstracting, and storing. When documents received on diskette were printed, the legibility was superb -- in fact, the printed version is actually an "original." Unfortunately, however, "completeness" is becoming even more of an issue. The printed version indicated the pages for graphs and tables, but these had not been provided. How will the DISC handle compound documents when the document includes a multiplicity of formats, including: photographs, technical drawings, graphs, charts, statistical tables, maps, etc., which were done separately or on a variety of computer programs, e.g., Lotus, Pagemaker, Always, dBaseIV, Excel, etc. For USAIDs that still use Wang, submissions in diskette form will either have to be sent in ASCII or translated upon receipt. What word processor programs, e.g., Wordperfect, Wordstar, AppleWriter, and in what versions, will be accepted?

"Documents," "original," "completeness," were italicized because we foresee that the full-text electronic records will force a redefinition of these terms for DIS/DISC purposes. Other terms we believe will have to be redefined include "approved," "authorized," "final version," "revised," "latest version/edition." We are fundamentally concerned about facesheet forms in an electronic environment. How will it be indicated that the version in hand, of a Project Paper or a Program Assistance Agreement is the "approved/authorized" one? Moreover, what new kinds of documentation will emerge from the reorganization? Will they require new bibliographic types or will existing bibliographic types have their definitions and scopes expanded? If POL/CDIE/E implements "dynamic" evaluation, how will the DISC know it has and is providing the most current version of any evaluation?

In addition to "documents", we also received computer programs and data bases submitted on diskettes, sometimes alone and sometimes as components of multimedia and mixed media sets. Cataloguing has had to assess the information provided to this Unit, review the materials, and make adhoc decisions, which may have to be revised continually, in order not to impede processing. While we received relatively few media items, those that were submitted covered a wide range of types --including videotapes (VHS, Beta, and Umatic); slide cassette/audiotape presentations; diskettes, in various dimensions; and mixed media sets, which included printed materials. The printed components, if they had been received alone, would normally have been entered into DOCRD/DOCUMENT or INVRD/INV routinely. We have had to make interim recommendations on how to handle this dizzying array of media, depending on whether a mixed media set included printed materials and whether or not the DISC has an archival copy of the items or sets and on whether or not the items reside only in some other USAID or A.I.D./W Office with *no* archival copy in the DISC.

Predictably, the receipt of electronic documents will profoundly affect the entire range of DISC operations, including Cataloguing. One indication is the cessation of FA/AS/ISS/RM records management filming under the A.I.D. Project Development Management System (APDMS) in preparation for a fundamentally different system based on Local Area Networks (LANs) and Wide Area Networks (WANs) worldwide. Cataloguing's specific role can be expected to change radically.

It should also be noted that the draft version of the *Information Systems Plan: Report to Management, Volume I*, dated October 28, 1992 is a cogent, seminal, threshold document, which will have a fundamental impact on how Cataloguing -- not to mention the entire DISC -- will operate in the future. Moreover, Cataloguing is also dependent on decisions made by Acquisitions and Abstracting. It and all other DISC units will be profoundly affected by decisions made throughout the Agency -- by A.I.D. management, by POL/CDIE/DI, by FA/AS/ISS/RM, by IRM, and by individual USAIDs and A.I.D./W Offices.

Quality Control. Quality control has become a major issue because of the quantities of documents we expect to receive as a result of the cessation of APDMS activities and the institution of an electronic records management program, the IRM information systems' initiatives, the Acquisitions' initiatives on "Development Experience Documents," the variety of forms and formats in which documents will be created, the demands of CD-DIS, and the necessity of training additional people.

Cataloging will continue to emphasize daily quality assurance and will review records in the light of changing A.I.D. reliance on various kinds of documents, formats, and systems. For example, we believe that the current emphasis on policy and program documents requires a review of certain bibliographic types to see that major documents of these types are readily found. Streamlining the DOCRD/DOCUMENT fields is seen as an essential ingredient in maintaining high standards of accuracy, brevity, and clarity in our bibliographic records.

Another aspect of insuring quality will be a campaign to complete partial entry (IPCR) records as a batch activity. These documents will become an operational model/pilot project for testing the above-proposed DOCRD simplification plan guidelines.

Cessation of APDMS. Finally, we are currently unable to measure the impact of the cessation of APDMS and the transition to electronic recordkeeping. APDMS, in the past, has provided 30-50 percent of all design documents entered into DOCRD/DOCUMENT since 1986. The pace of receiving APDMS documents has slowed significantly. Our concern is that PD receipts, which are already below the target of 2,500, will fall even further during the interim required to establish a strong Records Management System. We also believe DOCRD/DOCUMENT may be used even more because of the gradual decline and cessation of APDMS.

Another advantage of APDMS has been its use as a major mechanism for gauging A.I.D. priorities and for tracking changes in patterns and trends in A.I.D. policy, program, project, evaluation, and technical documentation. It is still unclear what new emerging kinds of documentation are resulting from the reorganization. The implications of changes in types of documents are major for Cataloguing and for the DIS. They include questions of bibtyping, indications of authorization, and the amount of research on other data bases that will be necessary to prepare accurate records.

FY93 Goals

Meeting Targets, Maintaining Stability, and Preparing for the Future

The goals the Cataloguing Unit has set for itself for the coming fiscal year will be, first of all - to meet our yearly targets -- retaining high standards in terms of comprehensiveness of the data base and the quality of each record and maintaining the consistency of entry information required as a core function for the DIS. While striving to meet these basic goals, Cataloguing is well aware that greatly expanded information management technologies and procedures are looming in the very near future. Cataloguing is ready to shape its work to A.I.D.'s changing needs and to the capabilities of new technologies. In response to these demands, the Cataloguing Unit has examined, and will continue to examine, its guidelines and procedures. The DOCRD/DOCUMENT data base will be reviewed to streamline its structure and to accommodate nonprint media. Some fields will be discontinued or combined, thereby eliminating some redundancies and reducing the time needed for training and for document analysis and entry.

These activities will take place in stages because each change affects numerous data bases and print formats. Changes will **not** be made without analysis by the SDG and its assessment of impacts on all data bases, on print formats, on ARDA, on CD-DIS, on the ILS, etc. We do, however, believe that beginning these changes now will increase the DISC's and the

Cataloguers' ability to respond effectively to the demands of electronic recordkeeping as that process evolves and is refined.

Cataloguing will also support the DISC records management initiative fully in the strong belief that reforms made in controlling documentation Agency-wide will produce better bibliographic information. It will also support Agency-wide efforts to **standardize** data base fields, bibliographic types, filing instructions, etc.

2.3.2 Abstracting/Indexing

Abstracting output, in terms of absolute quantity, was not as high in FY92 as in previous years. Probably this was due to low staffing levels. A/I staff perform many special functions and duties for other DISC departments, and a lot of the hours that are charged for A/I are actually spent doing acquisitions, cataloguing, and publications. We think the lower than normal output could also be due partly to the Acquisitions crisis the DISC has been facing.

A total of 1,263 abstracts were added to the DOCUMENT database, and another 147 were added to the PROJECTS database only. Total abstracting production was thus 1,410 (**Exhibit F**). Targets for author abstracts were exceeded: we did 263 for the DOCUMENT database and 111 for PROJECTS (the latter were drawn from the Congressional Presentation and Mission/Bureau Action Plans and Annual Budget Submissions) for a total of 374 (vs. a targeted 250). Most of the author abstracts were scanned in.

Targets for design documents were also exceeded. We abstracted 295 design documents dated 1990 or after and 181 dated 1989 or earlier (vs. respective targets of 200 and 100).

We indexed a total of 3,163 documents -- a few more than last year.

In addition to being responsible for writing cogent, comprehensive descriptions of A.I.D. projects and programs, as designed and later as implemented, along with informative abstracts of A.I.D.-sponsored research, the A/I Unit played a pivotal broader role -- in FY92 as in previous years -- within the DISC processing and publications configuration. This included, inter alia: (1) helping the Acquisitions Unit to identify important design documents on the GeoBureau databases; (2) proofing the bibliographic record for all documents added to DOCRD database; (3) proofing publications, including ARDA and all the current awareness documents. In addition, the A/I Unit again in FY92 prepared A.I.D.'s submission to the DAC Evaluation Inventory.

In a major contribution to the Acquisitions effort, a comprehensive review of the Projects database was completed. Results were collated in hitfiles that detail, by bureau and project status, the number of projects lacking design documents on the system. Also prepared as part of this exercise were several permanent hitfiles to expedite future searches of this kind.

Exhibit F

ABSTRACTING

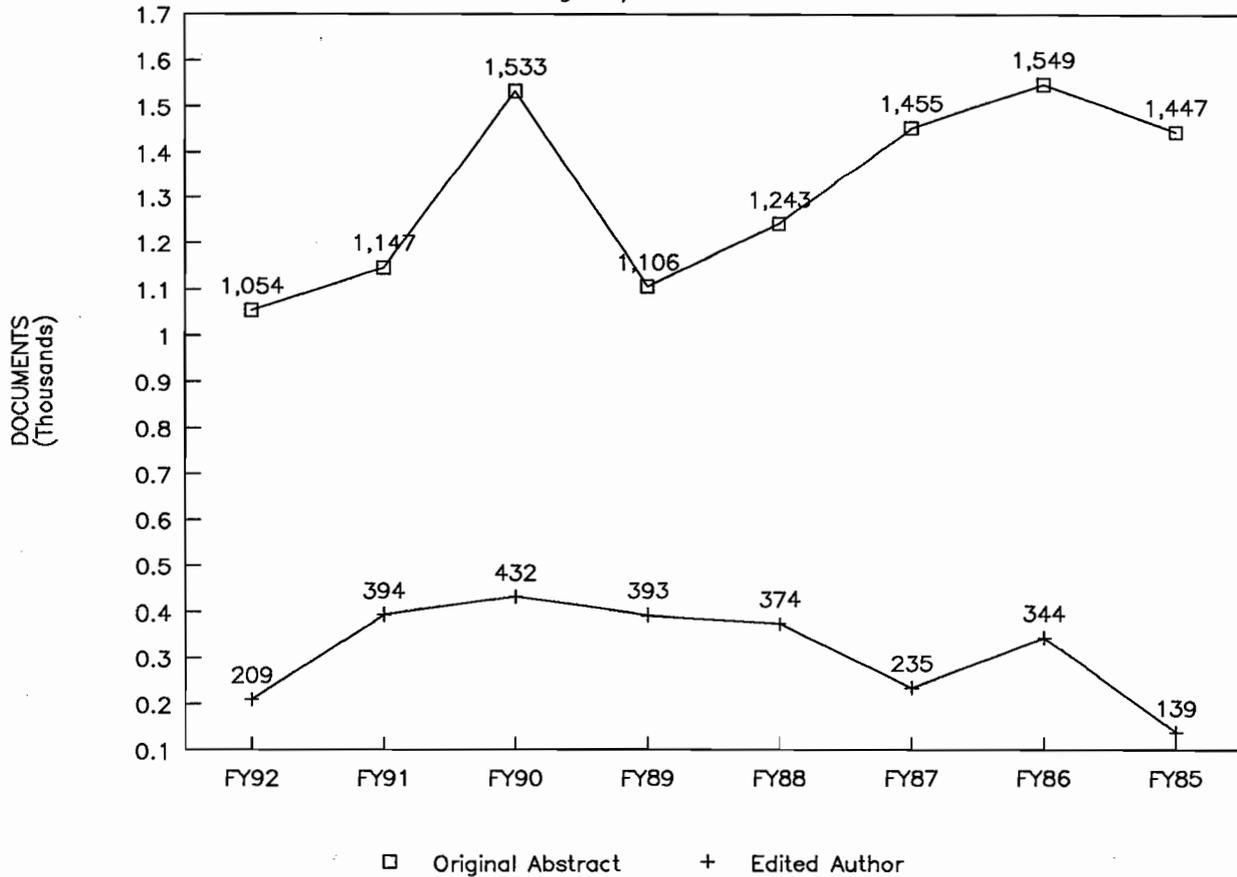
SEVEN YEAR COMPARISONS

FY86-FY92

	OUTPUT TARGETS FROM FY92 SOW *YEAR	ACTUAL FY92	TOTALS						
			FY91	FY90	FY89	FY88	FY87	FY86	FY85
C. ABSTRACTING/INDEXING									
1. Original Abstracts Added to DIS	1,800	1,054	1,147	1,533	1,106	1,243	1,455	1,549	1,447
2. Edited Author-Prepared Abstracts	250	209	394	432	393	374	235	344	139
3. Documents Indexed Only	5,000	3,042	3,150	3,482	3,536	3,437	3,008	5,568	5,120
4. New (1990) Design Docs Abstracted	200	81	215	189	362	273	317	190	NA
5. Pre-1990 Design Docs Abstracted	100	395	201	551	103	368	105	109	NA
6. AV Materials Abstracted		0	0	0	0	0	0	0	NA
7. Proposed Thesaurus Changes	150	0	82	44	47	52	50	144	114

DOCUMENT ABSTRACTS: FY85-FY92

Original / Edited Author



Future A/I Directions

During FY92, the Unit suffered the resignations of two fine abstractors, one of whom had been with us for almost 4 years. We were in process of advertising for new workers as FY93 began.

Thus, we begin the new Fiscal Year with a mixture of experienced and fresh staff, and also with new PC's and with Windows capability. The latter should increase our efficiency in moving between database work and abstracting.

But we expect that bigger changes are coming to our working environment -- a new administration and new Agency leadership first of all, and (possibly, and there has been much talk about this, and on A/I's part much ignorance) a variety of new technical imperatives and possibilities. In the technical category, we lump together just about everything that can be construed to fit under the rubric of "the paperless office," i.e., electronic receipt, repackaging, and dissemination of information. This will be a learning process. At the same time (at least until our current modus operandi becomes obsolete), we need to keep our focus on our traditional *raison d'etre* -- to improve access to important Agency documentation.

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

A handsome new edition of the Thesaurus was published in November 1992. Since its appearance, however, there has been very little feedback from users. A/I staff have contributed a handful of suggestions for new terms, R&RS staff none. The most pressing need at present is to update the geographic descriptors, especially for Eastern Europe and the former USSR. While we fear that any formal geographic term changes will be immediately outstripped by events, this is no doubt unavoidable.

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

2.4 Dissemination

Processing of document orders, photocopy services, and bulk mail distribution continue to be the priority service provided by the Document Distribution Unit (DDU).

FY92 Accomplishments

On-Demand Orders

During FY92, the Document Distribution Unit processed 5,121 on-demand orders, providing a combination of 1,888 fiche copies, 25,323 blowback paper copies, and 5,275 stock copies. The breakdown of orders by major user category was as follows: Priority 1: 2,871; Priority 2: 396; Priority 3: 1,854.

An analysis of documents distributed by bibliographic type was conducted for the last three fiscal years. The results of this analysis indicate the most frequently requested documents are, in descending order: A.I.D. Supported Studies (37,020 copies), Special Evaluations (25,098 copies), Handbook/Manual (15,965 copies), Conference Papers (9,662 copies), Project Papers (5,346 copies), Policy Papers (4,616 copies). During FY92, the greatest number of document orders were requested by the Africa Missions, amounting to over 41 percent, with LAC countries requesting almost 25 percent. Details of these statistics can be seen in **Appendix A**.

During this last fiscal year, numerous special processing/dissemination requests were processed. One example is DATEX, an A.I.D. contractor, who asked that we supply microfiche on agricultural documents in support of their contract with A.I.D. to maintain the ENRIC database.

Other large requests included a response to "60 minutes" program on foreign aid, to which A.I.D. had responded via R&RS. Another large request for over 200 documents was supplied to Joe Lieberman for the Capital Assistance Project. Over 50 publications supplied to R&RS in support of the response to Agriculture issues raised by Congress.

Pricing. The basic Pricing Policy remained the same this year. The shelf copy price remained \$3.00 per copy. The price for microfiche diazo copies was \$1.25 per fiche copy. The paper reproduction price per page remained unchanged at \$0.13 per page.

The total income received towards cost recovery was \$66,302 for FY92. This total includes proceeds from DDU and CD/DIS and distribution of a document for LAC/RD.

Bulk Mailing Distribution

The DDU continued to provide bulk mailing services to CDIE, R&D/POP, and R&D/WID. 75,090 bulk distribution items were mailed during FY92. This number included CDIE publications, R&RS Newsletters, CDIE Portfolios, ARDA, Acquisitions Lists, New This Month, Current Contents Bulletins, WID Newsletter, and Population items. Please refer again to **Exhibit X** for an analysis of bulk distribution.

AIDHOC. During this fiscal year, a decision was made to house the AIDHOC documents at the DISC warehouse while a DI staff member located at SA-18 would input data into the INVENTORY database from the catalog cards. This move was based on the assumption, in part, that AIDHOC documents from this collection would be ordered infrequently. However over the course of the summer 64 requests came from this database. The processing procedures determined that a photocopy of the document would be sent to the requestor and the original document would be sent to Cataloguing. Since then however, the card catalog has been moved to the DISC and the Cataloguing Unit is now responsible for the input. AIDHOC boxes (four to ten) were pulled are being pulled weekly from the warehouse for the Cataloguing staff.

DIC Support. Since 1985, the DDU has reproduced and distributed the *Current Contents Bulletins* (CCBs) and the *New This Month* for the Development Information Center (DIC). In November 1991, questions were raised concerning the quality of photocopy service being provided for the CCBs. The DDU responded that it tries to ensure the legibility of any document reproduced, but the original document must be legible. The above publication was stopped/delayed by the AED contract in May 1992. The publication resumed in late September 1992. However, the legibility quality of the CCBs has not improved.

R&RS Support. In addition to the above distribution, the DDU was also responsible for label generation and distribution of the *Request & Responses* bulletin issued by the R&RS. This was accomplished by accessing the RAMPS lists now located on MINISIS. However, there was a problem with about 100 erroneous zip codes. SDG at the DISC is working to rectify this problem with FA. Once these bulletins were disseminated, the DDU must also fill document orders resulting from distribution of this bulletin.

Evaluation Division Support. The DDU provided primary documents distribution services for those titles published by the Evaluation Division. Warehouse space both offsite and onsite were required to accommodate the inventory of evaluation titles. Approximately 4,800 copies of evaluation titles were distributed in the primary distribution, in addition to those specifically requested on an individual title basis through regular dissemination services.

The DISC also maintained a mailing lists of 2,575 addresses for the Evaluation Division. This mailing list is coded to enable targeted mailings for multiple purposes. In part, due to the

Evaluation Division distribution requirements, the RAMPS mailing list was obtained on a quarterly basis to provide current Agency addresses, during a time of transition within the Agency when people and positions were changing rapidly.

LAC Bureau Support. In addition to providing documentation, the DDU has also acted as secondary distribution agent for the LAC Bureau (LAC/DP). The DDU was stocked with copies of *Latin America and the Caribbean Selected Economic and Social Data* (PNABL054). Monthly information on this publication was supplied to CDIE/DI as well as to Pete McInain in the LAC Bureau. DDU also provided secondary distribution to the FHA/PPE office. The DDU was stocked with copies of *Food Aid Manager* and *Food Aid Management Plan*. Constant communication with Thomas Ross was necessary to ensure the restrictions on these publications.

Other publications distributed by the DDU include: *Requests & Responses* (monthly), Acquisition Lists (monthly), *Current Contents Bulletin*, *New This Month*, CDIE Evaluation Series, *Evaluation News*, *Evaluation Catalog*, and *Evaluation Highlights, Development Approaches, ARDA*, and Population publications.

While the above publications are for the most part done monthly, there were other "special" dissemination requests performed by DDU such as: *Acquisitions Guidelines on Selecting & Providing A.I.D. Development Experience Documents to POL/CDIE/DI*, the *Administrators Agenda* for the Evaluation Office; ABIC: Democracy & Governance, DISC: *A.I.D. Thesaurus*, WID: Gender series, WID News Bulletins, *WID Report to Congress*, *WID User Guide*. In addition several A.I.D. offices also requested bulk mailings on questionnaires to flyers.

Warehouse

The warehouse facility in Springfield, Virginia continues to provide storage services. 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 separately as an Appendix to this report.

Equipment Assessment

TDC Equipment. Over the years the TDC equipment has proven to be slow, unreliable and maintenance driven. The

Bureau	Boxes
Africa	117
ANE	102
FM	2
LAC	87
PRJ	281
R&D	215
WID	116
Core	2,693
Total	4,049

Table 2
Warehouse Boxes

frequency of "down-time" has made the "Priority" delivery schedule difficult to maintain. During FY92 the R&RS staff has increased thereby increasing the volume of on-line requests for blow-backs and as a result the TDC equipment is being "over-used".

The TDC Technicians continue to blow back thousands of pages a week and thus the DDU is ultimately held responsible for the appearance and legibility and sometimes even the content of documents! To combat the legibility issue, the DDU has guidelines it must follow, such as using the diazo and silver copies of microfiche or pulling the source document from the warehouse. In some instances the equipment is clearly the problem and the maintenance technician is called in to service the equipment immediately. When it is known that the source document is the problem, a "BEST AVAILABLE" stamp is used to ensure that the best available copy is being sent to the requestor. Over the last fiscal year, some documents have clearly been sent to the DISC in less than perfect condition, from missing pages to illegible print.

Xerox. The Xerox 5065 has proven to be a help with duplexing, but the DDU has outgrown its capacities. Since the volume of copies has risen, valuable time is wasted waiting for the copier to "cool down". This waiting period takes anywhere from 1-2 hours. An upgrade of another Xerox copier is recommended to avoid delays in processing bulk mailings such as Current Content Bulletins, New This Month and the Acquisition Lists.

Pitney Bowes. The Pitney Bowes mail systems works well. This system has provided easier mailing in the sense of being able to "rate shop". However, even with this system in place, an initial addressing stage seems to be the bottle neck in this operation. Investigations are underway to identify a system that will automatically apply the address label onto the package (now done manually) or have the envelope automatically addressed directly from the database.

WID Support

Under the LTS contract we provide a variety of services to support the WID Office, including the labor and postage to support the following:

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

Exhibit X summarizes statistics for WID on-demand document distribution support provided to the WID office during FY92. The total number of documents distributed in FY92 was 8,366, compared to a total of 5,007 documents distributed in FY91, a 67% increase in the number of documents distributed.

In addition, we provided bulk distribution for the following publications:

- Engendering Development in Asia and the Near East: A source (625 copies)
- WID Conference Proceedings (344 copies)
- WID New Bulletin (6,000 copies)
- WID User Guide (840 copies)
- UN Wall Chart, Focus on Women, Women Statistics, CDIE Eval news (WID issue) - (1122 copies)
- CDIE Evaluation News (WID issue)
- Gender relevant findings: Synthesis Report

We continue to store WID materials in both our onsite and offsite warehouse space. As of the end of FY92 there were 116 WID boxes in storage at our offsite storage facility, compared to 71 boxes identified as specifically WID material in FY91. Over 60 LF of shelf space is used to store WID materials onsite.

The WID mailing list includes 2,225 addresses. During FY92, 1,420 WID addresses were modified; 913 new WID addresses were entered.

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

Other Special Activities

The DDU as well as the DISC was visited by many officials and new hires. Virginia Bouncy REDSO/W Library visited as well as ordered from DDU approximately 160 documents relating to South Coast Agricultural Development and also evaluation documents on Guinea-Bissau.

Documentation supplied to GAO in response to "60 Minutes" segment on export zones.

Acquisitions reports mailed with questionnaire to stream-line distribution quantity.

Implemented tasks suggested by consultants evaluation of DDU functions.

Personnel

DDU started off the fiscal year with 5 full time employees and a supervisor, and at one time had 5.5 FTE and a supervisor. Well, like everything else, things change and so the DDU is back to 5 employees and a supervisor. The DDU has hired a new van driver (John Strother) and promoted the previous van driver (Carlton Hancock) to operate the second TDC system.

Larry Howard continues to provide data entry, bulk mail and photocopy services. Linwood Herring continues to provide packaging and shipping services via DISC Courier/USPS. Packaging and shipping services are also provided by Linwood via "special courier" to the USAID Missions utilizing DHL, Federal Express or UPS upon approval from CDIE/DI.

Gibson Maxwell and Carlton Hancock (TDC Technicians) provide blow- back services utilizing the TDC equipment.

Since John Strothers has been on board as the new DISC Courier, SA-2 Room 100 and 1111 19th Street, Room 220 have been included in the regular courier route. During the summer of 1992, the Africa Bureau Information Center (ABIC) in Room 2664 NS was also included in the regular courier route.

Future Plans

A new DDU order system is still in the development stages. The current system is inefficient and unwieldy, incurring costly time, labor and materials that could be saved by using an alternative approach. Manhours have been spent analyzing the current methods and investigating software to support a new system. In our judgement a new PC-based system could be used. Efforts continue to present the full analysis of a new "Order" system.

Xerox. While the Xerox 5065 has performed effectively during the previous two years, it has reached its capacity due to the growing volume of copies being made. Increasingly it is necessary to allow the copier to "cool down" in between major copy jobs. This waiting period can require up to two hours. An upgrade to another heavy volume Xerox copier is recommended to avoid delays in processing on demand orders and bulk mailings.

2.5 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. This includes ARDA issues. Standing Orders for copies of all fiche produced are defined through exchange or other agreements entered into or approved by POL/CDIE/DI and are not billed.

FY92 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 FY92, no serious

backlogs developed. On the contrary, there were times when document volumes were inadequate to maintain consistent production levels. During the year, 4,151 documents were prepped totaling 331,054 pages of material. Two-thirds of these were PN's and the remaining third PD's. Actual documents filmed was nearly the equivalent of those prepped, with 4,123 filmed during the year resulting in 5,799 fiche with a total frame count of 347,311. The frame count was actually increased over the FY91 reporting period.

Fiche Distribution

Standing Order distribution applies to the current month's production of fiche. COM indexes were discontinued this year because of the production of CD/DIS. Over 40,000 microfiche duplicates were distributed on a standing order basis. **Table 3** indicates the recipients of regular monthly fiche distribution. There was one database tape exchange during the year.

On-demand requests for single documents in microfiche resulted in preparation of 1,888 single diazo copies of microfiche, down nearly sixty percent from the previous year. In addition, fiche were used to produce more than 25,000 blowback copies. Fiche retains its substantive utility as an archival medium and is still integral to the success of DISC operations.

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

Table 3
Fiche Distribution

FY93 Forward Planning

CORE Micrographics Operations will continue in the same mode as during FY92. There are no new major changes anticipated.

However, while microfilm is still deemed a valuable and viable archival medium, considerations have been raised concerning its role in an electronic environment. The Agency has progressed technically to the point where workstations and electronic networks are now part of the everyday work culture. As such, the pressures to receive, manage, and transmit documents electronically have become paramount. During FY93, micrographics staff will actively participate in evaluating the impact of electronic document management systems as a substitute or replacement for micrographics within the context of DISC operations. Their emphasis will be on maximizing the utility of a substantial existing resource and examining options for linking developments in the electronic document management sphere to the images stored within the microfilm collection. Issues such as communication, conversion, storage and distribution will be analyzed at great length.

2.6 Publications

Overview

FY92 saw an overall increase in publications work, as new tasks were added to core functions. FY92 was different from other years in that Publications was asked to provide ongoing support for ARTS and WID, rather than simply producing one-shot publications (like last year's Evaluation Publications Catalog). This represents a strategic shift in the way publishing resources are being allocated within CDIE and the Agency as a whole. As desk top publishing (DTP) technology changes and the pressure for high-quality work increases, people seem less interested in the "do it yourself" approach than they were even a year ago. Consequently, publications is working more closely with contractor and direct hire personnel to produce a range of Agency publications. In some cases this means doing the work directly; in others, it means essentially providing technical support, e.g., developing a basic template for a publication that they can change as they see fit (as is the case with ARTS).

As a partial example of this increased workload, besides publishing ARDA and the monthly acquisitions lists, DISC Publications was involved in:

- supported documentation projects for CD-DIS;
- provided support for the WID office and the revamped WID Newsletter;
- worked with ABIC on the production of two newsletters, African Voices and ARTS Abstracts;
- initiated (in coordination with ABIC) an ARTS technical report series;
- worked with IDRC in producing and maintaining CEFDA technical manuals;
- redesigned and published a new edition of the A.I.D. Thesaurus; and
- produced technical documentation for the FidoNet/Safire software for ARTS.

In response, a part time publications person was hired to help out with the composition work and equipment was added to expand our capacity. We can only anticipate that the workload will continue to increase as more offices within the Agency learn of our capabilities in this area and decide to utilize them.

ARDA

Two issues of ARDA were published during the fiscal year, and another was nearing completion as the FY92 ended. About 6,798 copies were distributed during the year. ARDA continues to be well received, but document availability problems at the beginning of the year and abstractor staff turn over at the end of the year hampered keeping to a publishing schedule. As the new year begins, documents are coming in at a good rate and the abstracting staff seems fairly stable, so ARDA should be in good shape.

Acquisitions Lists

A total of 22 separate issues of the Technical Reports, Evaluation Reports, and Project Description lists were sent out during FY92, representing some 10,862 copies.

The lists continue to be important outreach and current awareness tools; they are easy to do and the volume of orders they generate speaks to their value to Agency personnel in the field.

Technical Documentation

CD-DIS. The Publications section designed and produced the packaging and documentation for CD-DIS in March, and has produced documentation updates and label art for each new issue of the CD. We also did a promotional flier for CD-DIS that has been used extensively.

CEFDA documentation. Worked with Mary Campbell of IDRC to produce and update the CEFDA manual. We also produced the label art for the first DAI CD-ROM.

A.I.D. Thesaurus. Work on the 500+ page A.I.D. Thesaurus was substantially completed during FY91, but carried over some into FY92.

AFR/ARTS

Newsletters. We worked closely with ABIC's Patricia Mantey to come up with designs for a number of ARTS newsletters. Work was slowed because of drawn-out review processes, but the first number of African Voices did finally appear in September. Work on a second newsletter, ARTS Abstracts, was nearing completion at the end of the FY.

Technical Reports. Worked closely with AFR/ARTS' Joy Wolf to come up with a design for her report on Agency funded education programs in Africa. The design work done for this report should work for later reports in what is projected to be a continuing series of reports from ARTS.

Software documentation. Produced two software manuals for the Southern African Food Information Resource Exchange (SAFIRE) activity. This project is a good example of Publications' improved capacity: the manuals went from raw text to finished, bound books in about ten days.

WID

WID newsletter. Worked with Annie Foster of the WID office to redesign the WID newsletter; the design and masthead were well received, but the newsletter itself never made it off the WID director's desk.

Systems/Administrative

At the beginning of the fiscal year a second computer was purchased for the Publications section, and an AppleTalk network was established between machines to improve efficiency. In addition, SDG bought and installed an AppleTalk board for the LAN server, so Publications is also now a part of the LAN. Sometime in the first part of FY93 we should get E-mail as well. More importantly, at the end of the year we hired a part time DTP assistant, who has taken over production of the Acquisitions lists and has been of great help in other projects.

2.7 Training and User Education

Over the course of the past year, increasing recognition has been given to the multiple types of training which are now being provided by DISC staff. Under the original terms of the DISC scope of work, "training" was nearly synonymous with "DIS training". Now, with the expansion of the CDIE/DI Local Area Network to include all of CDIE, training activities are increasingly diverse, and are provided by many different staff members to various client groups. As an indication of a need to cope with this change, over the course of the year the former R&RS-focused Training Working Group lapsed, a new CDIE LAN Training Committee arose, and finally the two merged into a CDIE Training Committee which aims to promote coordination and communication between the various trainers and training activities.

The focus of this section continues to be on those aspects of training which increase informed use of the information contained in the DIS, A.I.D.'s Development Information System. These activities are discussed below in relation to the various interfaces to DIS data: Minisis, MenuDIS, MenuDIS, and CD-DIS. The DIS Training Officer was also detailed to the R&RS-operated Africa Bureau Information Center (ABIC) as Intermediate Special Librarian on a part-time basis for six months. That activity is reported separately. LAN and software applications training are discussed together with system and development and support issues.

Minisis

Minisis search software continues to be used almost exclusively by the professional researchers on CDIE's Research & Reference Services staff. As in previous years, this staff experienced significant turnover. However, it also expanded to provide direct services to bureaus and special concerns. During FY92, 28 *new* R&RS staff, DISC sub-contract staff, and interns were trained. Three of these staff were actually "returnees", having spent several years in other jobs. 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. Several sessions were spent in briefing new members of CDIE/DI's ESDS and USDA staff in various aspects of DIS searching.

The weekly training program established by R&RS in FY1991 continued throughout the 1st and 2nd quarters of the fiscal year. The purpose of the sessions is to provide in-depth coverage of special topics which are not included in introductory training. DIS topics included:

- Sorting and Printing Techniques
- AID Documents
- DIS Database Review
- Transforming a Hitfile into a Keepfile
- Search Strategies

Most of these topics were offered two to three times to small groups of two to five attendees. By the third quarter of the year, most of the existing staff had covered all topics so they were not offered again. Third and fourth quarter DIS training focused primarily on basic training of new staff.

To supplement the information provided in the DIS Mini-Manual and DIS Training Guide, handouts were either updated or created for all of the small group sessions. In addition, five system updates were circulated, to announce new features or clarify techniques:

- DIS System Update 91-1: Project Number Transfer -- from a Hitfile to a Keepfile (11/91)
- DIS System Update 91-2: Searching for Evaluations (11/91)
- DIS System Update 91-3: Searching by Region (11/91)
- DIS[®] Information: New HP System (4/92)
- DIS[®] Information: Short Print Format Names and Multi-Field Searching (5/92)

MenuDIS

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

MicroDIS

MicroDIS was demonstrated to Virginia Boncy, visiting REDSO/WCA DIC manager, and to the staff of the Africa Bureau Information Center. Database management packages comparable to MicroDIS were reviewed, both for the purpose of providing a report on database options to ABIC, and to assess the options which might be proposed to USAID DICs. Following an evaluation of the report on software alternatives, ABIC staff selected MicroDIS as the basis for a customized database application.

CD-DIS

Support for various aspects of *CD-DIS* development continued throughout the year. Following completion of the basic guided search interface for *CD-DIS* in FY91, work continued in the 1st quarter of FY92 on the screens for full text access, in-context HELP, and testing and refinement of the entire package. A *CD-DIS Users's Manual* was completed during the 2nd quarter and packaged with the final product, *CD-DIS*, No. 1.

Highlights of the process of marketing and dissemination of the disc included preparation of a news release, and various articles for inclusion in A.I.D. newsletters. Demonstrations were provided first to John Eriksson and Wendy Stickle of CDIE, then to Kathryn Morgan, POL Assistant Administrator. A special briefing package was prepared for the A.I.D. Administrator in connection with his providing the disc to several counterpart agencies in Asia. R&RS Bureau Liaisons were given a special briefing on the disc, emphasizing their role in its dissemination.

The follow-on production of issues No. 2 and No. 3 of the disc involved refinement of several screens, and the addition of new screens and HELP messages associated with the addition of the FY93 Congressional Presentation in full text.

Other Support Activity

Exchange of Development Activity Information. The *CD-DIS* HELP messages and user manual were used as a basis for the online HELP and documentation produced by IDRC for the Development Activity Information CD-ROM. Several meetings were held with Ron Davies in connection with this aspect of DISC support for the DAI disc.

Maternal and Child Health Clearinghouse/APHA. In support of a three-week training program for six Latin American health librarians, a half-day session in DIS and DISC capabilities was developed. Several meetings were held with Lili Vivanco in preparation for this session.

ENRIC/DATEX. In trying to develop ENRIC services, staff sought assistance in understanding the content and organization of data in the DIS Projects Database. A demonstration was provided.

Networking and Professional Development

US Government Agencies. Participation in an informal network of information systems trainers in Peace Corps/ICE, USIA, and BOSTID continued throughout year, with attendance at four information exchange meetings.

Sigcat. The Special Interest Group in CD-ROM Applications and Technology met several times during the year; a general meeting at the USGS offices and a special demonstration of CD-ROMs in the technology center at Library of Congress were attended.

Computer Training Conference. An excellent conference for computer trainers was attended in November 1991. The conference sessions, conference proceedings, and tapes of specific sessions provided ideas for development and delivery of training throughout the year.

Software Updates. Numerous sessions and discussions on the potential implementation of Windows-based applications and electronic full text retrieval were attended during the year.

2.8 Quality Assurance / Service Evaluation

2.8.1 Quality Assurance

The regularly produced quality assurance reports indicate:

- Overall, DISC operations are running at 79% of SOW targets for the year.
- New design documents abstracted are much lower than expected; older design documents abstracted are much higher.
- Minimal AV activity has been reported for all technical processing groups - acquisitions, cataloging, abstracting.

2.8.2 Service Evaluation Survey Results FY92

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 performance. The survey forms accompany each order fulfilled by the Document Distribution Unit (DDU) of the DISC. Of the 4,847 orders reported filled during the fiscal year, 352 responses were received, or 7.26 percent.

Service Evaluation Summary

- Document delivery service has improved during the first six months of FY92 and clients are receiving their documents more quickly.
- User satisfaction with DDU services remains high.
- User satisfaction with the DIS as the sole source of needed documentation is very high.
- Nine out of ten orders are received in good condition.

2.9 Management

FY92 Accomplishments

DISC Evaluation. An evaluation to analyze DISC operational and organizational aspects was conducted by Bernie Epstein, an independent consultant, to provide DISC management and CDIE/DI with alternatives on improving service delivery and meeting long-term program needs. A report was prepared and submitted to LTS and forwarded to CDIE. Throughout the year the DISC has made efforts to incorporate suggestions into its regular operating procedures. Recommendations for additional staffing positions were not filled due to budgetary limitations.

Funding Limitations. Since the DISC contract relies upon both program and operating expense funds to underwrite its activities, the severe cutback in funds to underwrite the FA/AS/ISS/RM portion of the contract adversely affected our ability to develop and implement plans to meet several major FY92 contract objectives. Due to the uncertainty, hiring decisions recommended by the evaluation study were postponed indefinitely awaiting some indication of a viable budget on which future plans could be developed. Other activities were not undertaken, such as conducting the Alternatives to Technology study, to investigate alternatives to micrographics was not authorized due to funding cuts in the APDMS budget and limited CDIE funds.

Expansion of Client Base and Technical Support. 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. By the end of FY92 numbering over 100 onsite. LTS was required 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.

The greatly enhanced responsibilities of the Evaluation Division in implementing the new evaluation initiative resulted in a significant increase in staff size, requiring additional technical support and equipment, such as workstations, network linkages, eMAIL routing, and personnel training.

Buy-in Issues. The significant expansion of the R&RS contract affected the LTS contract by requiring a greater support for the full range of DISC services, but especially for systems, training, and dissemination. 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.

The DIC's decision to implement a LAN-based Integrated Library System that still is not integrated has resulted in additional processing problems, and has increased the complexity of cataloging/OCLC integration/ILL ordering, and linkages to the DIS. Because of the preference of the Reference Staff to search the MINISIS version of the Catalog database, it is necessary to execute additional processing steps to maintain parallel systems. The net result is increased unbudgeted cataloging and systems personnel support time, a major factor since this redundant processing time must now be charged back to Core work.

Reporting. Regular reports were prepared and submitted as required, including:

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

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

Operations Manual. Due to its size, the Operations Manual is retained as a Wordperfect system document on the DISC LAN for update and access by anyone with access to the LAN. The Operations Manual is available for review and printing as required.

FY93 Plans

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

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

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.

CD-ROM Production. Continue 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.

New Applications Software. During FY93, LTS plans to complete development efforts to introduce advanced software applications which build upon GUI and multi-tasking features (e.g., WINDOWS).

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.

***Appendix A:
Statistical Supplement***

AID/DISC

FY92 PROGRESS REPORT THROUGH SEPT 1992

* Output targets from AID's Statement of Work		*YEAR/MONTH	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTALS	AVERAGES
A. DOCUMENT ACQUISITIONS		7,500/624	489	676	563	513	456	421	543	785	718	589	923	802	7,478	623
1. PN's Received for Cataloguing		2,500/208	135	231	240	214	140	159	156	363	205	294	351	338	2,826	236
2. PD's Received for Cataloguing		2,500/208	194	244	147	166	200	99	240	92	426	239	333	336	2,716	226
3. Items Received for INV		2,500/208	123	134	143	98	90	142	73	302	85	38	92	25	1,345	112
3. AV Materials Received for Cataloguing			0	0	0	0	0	0	0	0	1	4	0	0	5	0
4. Items Retrieved from APDMS for DIS by Abstracting and Cataloguing			37	67	33	35	26	21	74	28	1	14	147	103	586	49
B. DOCUMENT CATALOGING																
1. Additions to DOCUMENT		5,000/416	495	428	326	376	374	364	374	354	392	366	535	654	5,038	420
a. PN's			329	203	224	233	223	200	220	251	383	221	199	367	3,053	254
(1) Full Processing			193	160	165	161	146	137	190	183	210	220	160	200	2,125	177
(2) Partial Processing			136	43	59	72	77	63	30	68	173	1	39	167	928	77
b. PD's			166	225	102	143	151	164	154	103	9	145	336	287	1,985	165
(1) Full Processing			166	212	97	143	149	125	146	77	9	145	295	167	1,731	144
(2) Partial Processing			0	13	5	0	2	39	8	26	0	0	41	120	254	21
2. Additions to INV		2,500/208	1,063	761	673	912	746	280	240	205	348	205	125	80	5,638	470
a. PN's			942	642	615	859	701	156	25	16	151	45	23	8	4,183	349
b. PD's			121	119	58	53	45	124	215	189	197	160	102	72	1,455	121
c. A.I.D. Historical Collection			0	598	615	859	746	186	30	77	184	205	103	80	3,683	307
3. Total Docs. Proc DOCUMENT & INV		7,500/624	1,558	1,189	999	1,288	1,120	644	614	559	740	571	660	734	10,676	890
4. No. of Changes to DOCRD			254	1,021	2,722	0	894	400	465	214	365	270	1,201	238	8,044	670
a. No. of Changes to INVRD			0	0	0	0	0	0	0	0	0	106	58	0	164	14
5. No. of Duplicates Found			36	30	21	0	20	22	48	75	49	76	32	106	515	43
6. Est. Total Warehouse Queue (begin month)			1,064	1,064	1,064	1,064	1,064	1,064	1,063	1,063	1,059	1,065	1,061	1,082	—	0
a. Added to Queue			0	0	0	0	0	0	0	4	10	0	23	0	37	3
b. Withdrawn From Queue			0	0	0	0	0	1	0	8	4	4	2	0	19	2
c. Estimated New Queue Total (end month)			1,064	1,064	1,064	1,064	1,064	1,063	1,063	1,059	1,065	1,061	1,082	1,082	—	0
7. AV Materials		500/42	0	8	0	6	0	5	0	0	0	0	0	0	19	2
a. Full Processing			0	8	0	0	0	0	0	0	0	0	0	0	8	1
b. Partial Processing			0	0	0	6	0	5	0	0	0	0	0	0	11	1
c. Modifications			0	11	0	0	0	5	0	0	0	0	0	0	16	1
8. INSTDS			25	28	38	26	51	45	30	53	65	50	42	24	477	40
a. Modifications			0	0	19	30	11	1	1	4	14	7	16	0	103	9
C. ABSTRACTING/INDEXING																
1. Abstracts Added to DOCUMENT		1,800/150	138	114	102	75	88	101	144	44	78	130	106	143	1,263	105
a. DIHF Generated Abstracts			119	105	89	58	88	90	118	32	78	126	53	98	1,054	88
1. Project Documents			74	68	63	48	64	61	73	17	28	73	38	68	675	56
a. Post-1990 Design Docs.		200/15	9	10	15	6	5	10	2	5	1	8	3	7	81	7
b. Pre-1990 Design Docs.		100/8	31	43	36	35	41	39	32	5	18	43	25	47	395	33
c. Evaluations			34	15	12	7	18	12	39	7	9	22	10	14	199	17
2. Amendments			21	10	4	0	13	3	3	0	6	6	5	9	80	7
3. Technical Documents			24	27	22	10	11	26	42	15	44	47	10	21	299	25

		*YEAR/MONTH	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTALS	AVERAGES
C. ABSTRACTING/INDEXING (cont'd)																
b. Edit Author-prepared Abstracts	250/20		19	9	13	17	0	11	26	12	0	4	53	45	209	17
1. Project Documents			10	3	2	2	0	1	3	3	0	0	8	17	49	4
a. Post-1990 Design Docs.			0	0	0	0	0	0	0	0	0	0	0	0	0	0
b. Pre-1990 Design Docs.			0	0	0	0	0	0	0	0	0	0	0	0	0	0
c. Evaluations			10	3	2	2	0	1	3	3	0	0	8	17	49	4
2. Technical Documents			9	6	11	15	0	10	23	9	0	4	45	28	160	13
2. Abstracts Added Only to PROJECTS			10	16	10	1	8	6	26	24	13	7	1	25	147	12
a. DIHF-Generated Abstracts			6	12	10	1	1	1	24	18	13	7	1	1	95	8
b. Edited Author-prepared Abstracts			4	4	0	0	7	5	2	6	0	0	0	24	52	4
3. Total Number of Abstracts Added to DIS			148	130	112	76	96	107	170	68	91	137	107	168	1,410	118
a. DIHF-Generated	1,550/129		125	117	99	59	89	91	142	50	91	133	54	99	1,149	96
b. Edited Author-prepared Abstracts	250/21		23	13	13	17	7	16	28	18	0	4	53	69	261	22
4. Documents Indexed Only	5,000/417		388	204	80	45	410	183	375	291	240	253	285	288	3,042	254
a. Project Documents			130	82	61	45	291	41	117	71	61	68	89	149	1,205	100
b. Technical Documents			258	122	19	0	119	142	258	220	179	185	196	139	1,837	153
c. AV Materials			0	0	0	0	0	0	0	0	0	0	0	0	0	0
5. Proposed Thesaurus Changes	150/25		0	0	0	0	0	0	0	0	0	0	0	0	0	0

		*YEAR/MONTH	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTALS	AVERAGES
D. CUMULATIVE DATA BASE STATISTICS																
1. DOCUMENT (DOCRD)			73,442	73,870	74,198	74,574	74,948	75,311	75,686	76,039	76,431	76,797	77,333	78,029		--
2. INVENTORY (INVRD)			32,757	33,518	34,193	35,105	35,851	36,134	36,374	36,580	36,948	37,153	37,278	37,358		--
3. SERIALS (SERRD)			1,424	1,425	1,426	1,426	1,431	1,434	1,434	1,435	1,436	1,437	1,440	1,441		--
4. PROJECTS (PROJRD)			10,157	10,161	10,165	10,176	10,177	10,185	10,223	10,448	10,461	10,467	10,469	10,493		--
5. CATALOG (CATRD)			5,596	5,621	5,621	5,621	5,622	5,625	5,627	5,629	5,631	5,640	5,641	5,642		--
6. INSTITUTION AUTHORITY (INST2RD)			6,904	6,933	6,960	6,990	7,046	7,080	7,124	7,166	7,228	7,275	7,318	7,353		--
7. RECIPIENTS (RECIPRD)			11,250	11,315	11,328	11,329	11,440	12,007	12,230	12,257	12,280	12,410	13,001	13,256		--
8. BANK (BANKRD)			2,524	2,524	2,556	2,556	2,556	2,556	2,556	2,556	2,556	2,556	2,559	2,559		--

		*YEAR/MONTH	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTALS	AVERAGES
E. MAILING LIST MAINTENANCE																
1. RECIPRD Record Transactions	250 (combined)		710	260	58	38	197	895	1,518	331	1,378	823	764	262		
a. Additions			274	79	13	1	48	626	198	25	26	99	615	148	2,152	179
b. Modifications			436	181	45	37	149	269	1,320	306	1,352	724	149	114	5,082	424
2. Total Number of ARDA Recipients	4,500		3,206	3,201	3,200	3,196	3,186	3,133	3,111	3,111	3,123	3,124	3,117	3,111		0
3. Total Number of Evaluation Recipients			805	822	854	850	931	926	1,581	1,591	1,888	2,568	2,643	2,700		0
4. Requests for Labels	5,000/417															
a. Total Number of Requests			1	1	1	1	2	1	1	1	1	1	1	2	14	1
b. Total Number of Labels			247	278	248	253	3,613	246	235	257	225	234	262	3,537	9,635	803

		*YEAR/MONTH	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTALS	AVERAGES
F. PUBLICATIONS																
1. ARDA (issue)			17:1	17:1	17:1	17:2	17:1 - 17:2	17:2	17:2	17:2	7:2/17:3	7:2/17:3	7:2/17:3	7:2/17:3		
a. Number of Docs. Abstracted	400/100 ls.		76	81	100	122	100 - 47	70	70	70	94/20	100/29	100/38	160/42		
b. Date Mailed			-	-	-	-	2/26	-	-	-	-	-	-	-		
c. Number of Copies Printed	4,500 per Issue		-	-	-	-	4,000	-	-	-	-	-	-	4000/-	4,000	

		*YEAR/MONTH	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTALS	AVERAGES
F. PUBLICATIONS (cont'd)																
2. Special Bibliographies																
a. Number of Bibliographies Issued	2 per Year		-	-	-	-	-	-	-	-	-	-	-	-	0	0
b. Number of Copies per Issue	1,000 per Issue		-	-	-	-	-	-	-	-	-	-	-	-	-	-
3. Acquisitions Lists																
a. Number of Lists Distributed	22 per Year		1	3	1	2	2	2	1	3	1	2	2	2	22	2
b. Average Number of Copies Distributed	1,000 per Issue		510	1,488	510	990	989	963	495	1,431	474	859	902	865	10,476	873
4. CD-DIS CD-ROM New Subscriptions		200/16	0	0	0	0	0	19	39	37	24	41	24	16	200	29
a. CD-ROM Reference Requests			0	0	0	0	0	0	0	0	0	0	0	1	1	0
b. CD-ROM Info/Order Sheets Mailed			0	0	0	0	0	0	0	0	0	618	1	420	1,039	346
a. CD-DIS No. 2 & Manual Updates Mailed			0	0	0	0	0	0	0	0	0	120	0	0	120	40
5. MICRO-DIS		20/2	1	0	0	0	0	0	0	0	0	0	0	0	1	0
6. Training & Outreach Matl's		450/38	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7. A.I.D. Thesaurus		100/8	1	1	1	1	1	2	1	1	1	0	1	0	11	1
G. FILMING REPORT																
1. Number of Documents Prepared for Filming			367	302	324	200	268	516	412	338	297	400	352	375	4,151	346
a. PD Docs. Sent to Filming			146	129	95	84	87	78	94	81	104	134	143	150	1,325	110
b. PN Docs. Sent to Filming			221	173	229	116	181	438	318	257	193	266	209	225	2,826	236
c. Total Frames Prepped	430K/36K		29,444	26,473	23,744	18,554	23,827	35,056	34,022	29,072	26,432	32,113	21,083	31,234	331,054	27,588
2. Filming Totals																
a. Total Docs. Filmed	5,000/415		336	332	297	254	245	477	413	349	320	356	389	355	4,123	344
(1) Total PD Docs.			124	97	102	78	87	99	107	69	99	122	147	152	1,283	107
(2) Total PN Docs.			212	235	195	176	158	378	306	280	221	234	242	203	2,840	237
b. Total Fiche Filmed			560	473	393	367	344	655	569	513	444	479	511	491	5,799	483
(1) Total PD Fiche			169	133	129	101	129	139	136	93	85	146	189	191	1,640	137
(2) Total PN Fiche			391	340	264	266	215	516	433	420	359	333	322	300	4,159	347
c. Total Frames Filmed			35,809	26,696	22,180	26,944	25,774	36,646	32,854	29,376	28,421	27,334	27,257	28,020	347,311	28,943
(1) Total PD Frames			9,257	7,246	6,627	5,484	7,975	8,246	7,931	5,272	4,536	7,288	10,619	10,400	90,881	7,573
(2) Total PN Frames			26,552	19,450	15,553	21,460	17,799	28,400	24,923	24,104	23,885	20,046	16,638	17,620	256,430	21,369
3. Duplicate Fiche Production:																
a. Number of Masters			560	473	393	367	344	655	569	513	444	479	511	491	5,799	483
b. Total PD Fiche Duplicates			507	399	387	303	387	417	408	279	255	438	567	573	4,920	410
c. Total PN Fiche Duplicates			3,910	3,400	2,640	2,660	2,150	5,160	4,330	4,200	3,590	3,330	3,220	3,000	41,590	3,466
d. Total (PD&PN) Fiche			4,417	3,799	3,027	2,963	2,537	5,577	4,738	4,479	3,845	3,768	3,787	3,573	46,510	3,876
4. Fiche Distribution																
a. Total (PD&PN) Filmed			336	332	297	254	245	477	413	349	320	356	389	355	4,123	344
b. Fiche Set Distribution	22/22		12	12	12	12	12	12	12	12	12	12	12	12	144	12
1. PD Fiche Distribution (8 sets)			4	4	4	4	4	4	4	4	4	4	4	4	48	4
a. Number of PD Fiche Docs.			169	133	129	101	129	139	136	93	85	146	189	191	1,640	137
b. Number of PD Fiche			391	340	264	266	215	516	433	420	359	333	322	300	4,159	347
c. Total PD Fiche Distributed			1,173	1,020	792	798	645	1,548	1,299	1,260	1,077	999	966	900	12,477	1,040

		*YEAR/MONTH	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTALS	AVERAGES
G. FILMING REPORT (cont'd)																
2. PN Fiche Distribution (14 sets)			8	8	8	8	8	8	8	8	8	8	8	8	96	8
a. Number of PN Fiche Docs.			212	235	195	176	158	378	306	280	221	234	242	203	2,840	237
b. Number of PN Fiche			391	340	264	266	215	516	433	420	359	333	322	300	4,159	347
c. Total PN Fiche Distributed			3,910	3,400	2,640	2,660	2,150	5,160	4,330	4,200	3,590	3,330	3,220	3,000	41,590	3,466
5. DataBase Tape Exchanges (Distribution: x Exchanges)			1	0	0	0	0	0	0	0	0	0	0	0	1	0
6. PN Index Distribution (Distribution: 25 sets)			6	0	0	0	0	0	0	0	0	0	0	0	6	1
7. PD Index Distribution (Distribution: 25 sets)			3	0	0	0	0	0	0	0	0	0	0	0	3	0
H. USER SERVICES																
1. Number of Documents Requested			2,148	2,256	2,208	2,056	2,655	4,582	3,454	2,617	2,789	2,500	2,499	3,355	33,119	2,760
a. Priority I (1 Day)	33,000/2,750		1,420	1,548	1,468	1,047	1,737	3,217	2,297	1,963	1,759	1,877	1,629	2,486	22,448	1,871
b. Priority II (3 Days)	3500/292		148	272	129	150	25	181	157	70	209	76	78	142	1,637	136
c. Priority III (7 Days)	11,500/950		580	436	611	859	893	1,184	1,000	584	821	547	792	727	9,034	753
2. Type of Copy Requested																
a. Fiche (dialo copies)	5,000/418		93	160	34	110	302	328	198	104	322	94	66	77	1,888	157
b. Paper Blowbacks	25,000/2,100		1,734	1,706	1,234	1,649	1,845	3,780	2,728	2,192	2,034	2,031	1,904	2,486	25,323	2,110
c. Paper Copy in Stock	15,000/1,250		321	390	307	297	508	474	528	321	433	375	529	792	5,275	440
3. Bulk Distribution (Number of Copies)	80,000/6,667		3,306	4,986	4,970	3,338	2,538	14,534	3,004	3,871	285	4,039	6,689	5,626	57,186	4,766
a. CDIE Publications			327	1,136	1,210	0	1,367	0	0	0	20	3,045	357	0	7,462	622
b. Population			154	26	60	89	60	79	75	57	0	20	64	130	814	68
c. R&RS Publications			2,203	2,261	2,261	2,200	0	4,469	2,300	2,300	0	0	4,682	4,594	27,270	2,273
d. CDIE Portfolios			0	0	0	0	0	0	0	0	0	0	0	0	0	0
e. ARDA			0	0	0	0	0	3,466	0	0	0	0	0	0	3,466	289
f. Acquisitions Lists			85	58	525	24	0	975	237	39	229	0	930	870	3,972	331
g. WID			525	1,505	840	1,025	1,020	5,489	335	1,475	0	0	0	0	12,214	1,018
h. Other			12	0	74	0	91	56	57	0	36	974	656	32	1,988	166
I. PRODUCTION THROUGHPUT																
(AVERAGE TIME PER DOC.)																
1. A.I.D. Document Cataloging	(Days)		9	8	6	6	8	6	6	7	8	15	12	7	—	8
2. Core Filming	(Days)		7	6	9	14	8	7	6	9	9	19	11	11	—	10
3. Abstracting/Indexing/Editing	(Days)		59	60	42	49	125	138	96	67	107	104	220	67	—	95
4. Indexing of Index-Only Docs.	(Days)		38	36	38	54	58	59	45	126	93	59	64	57	—	61

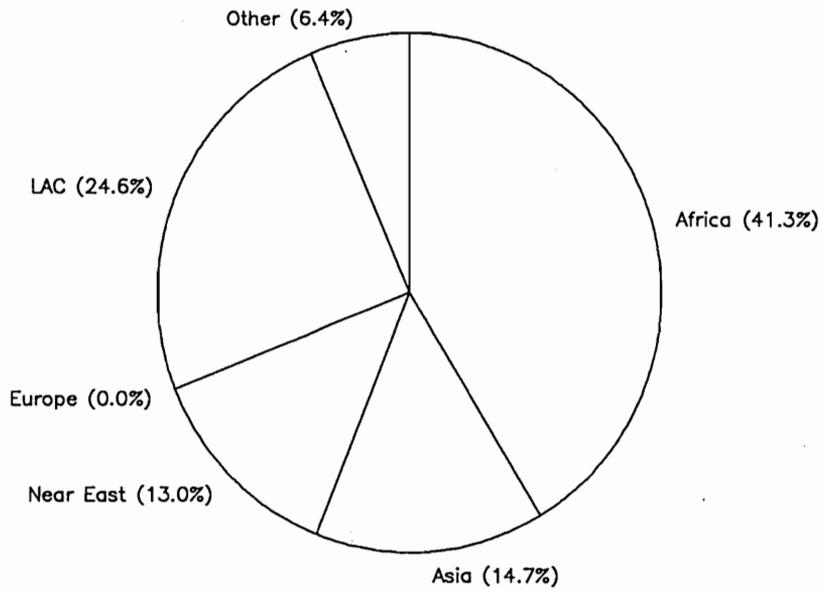
		*YEAR/MONTH	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTALS	AVERAGES
J. ADP SYSTEM USAGE																
1. Number of Minisis Users			100	100	100	100	100	100	100	100	100	102	100	100	—	100
2. Number of Dial Up Ports	20/20		14	14	14	14	14	14	14	14	14	14	14	14	—	14
3. CPU Usage (All Groups)																
a. Number of Sessions			3,881	3,636	2,897	3,294	3,184	3,846	2,998	2,810	2,988	3,231	3,109	2,926	38,600	3,217
b. Total CPU Hours			298	334	361	310	2,567	176	113	121	163	110	102	150	4,805	400
c. Total Logon Hours			2,855	3,349	3,102	4,978	8,340	6,066	3,871	3,090	4,759	3,642	4,815	3,366	52,233	4,353
4. CPU Usage (A.I.D. Users)																
a. Number of Sessions			1,382	1,217	989	1,108	1,075	1,173	997	772	828	1,039	1,083	966	12,629	1,052
b. Total CPU Hours			40	30	25	33	27	22	10	6	7	9	8	7	224	19
c. Total Logon Hours	16000/1333 Hrs		1,265	1,742	903	1,066	3,276	2,870	1,177	1,108	1,148	1,342	1,281	1,113	18,291	1,524
5. Printer Usage																
a. Number of Print Sessions			2,161	2,038	1,562	1,764	1,710	2,317	1,949	2,077	2,251	2,524	2,007	1,688	24,048	2,004
b. Lines Printed HP Printer (million)	15/1.25		1.5	1.0	1.0	1.2	0.8	1.1	1.3	0.9	1.1	1.5	0.9	1.1	13.5	1.1
c. Total Sectors Used			677,996	516,140	451,860	556,160	407,284	1.2mm	925,472	308,992	434,512	650,672	417,568	427,872	—	481,211
6. Total Disk Space Used	2280 MB		992	844	823	821	862	421	430	438	493	522	507	470	—	635

CUMULATIVE USER SERVICES REPORT FOR FY92 THROUGH SEPT 1992

REQUESTORS	ORDERS RECEIVED	ORDERS FILLED	FICHE COPIES	PAPER BLOWBACKS	STOCK COPIES	TOTAL DOCS.
<u>PRIORITY I</u>						
USAID Total 003	704	697	11	2,985	641	3,637
Africa	270	264	0	1,448	109	1,557
Asia	125	122	0	440	113	553
Europe	20	20	0	39	11	50
Near East	70	69	5	208	276	489
LAC	219	222	6	850	132	988
Other	0	0	0	0	0	0
AID/W Total 004	1,849	1,900	67	14,236	2,993	17,296
Africa	133	130	0	593	143	736
Asia	64	66	1	289	40	330
Europe	15	15	0	72	21	93
Near East	41	39	0	67	18	85
FHA	31	29	0	129	38	167
LAC	194	194	22	545	95	662
PRE	53	52	0	298	91	389
POL	853	916	38	4,212	1,568	5,818
R&D	206	205	0	1,281	124	1,405
WID	55	53	0	5,007	693	5,700
Other Misc	204	201	6	1,743	162	1,911
AID/Contractors 008	318	279	34	974	138	1,146
<u>PRIORITY I TOTAL</u>	2,871	2,876	112	18,195	3,772	22,079
<u>PRIORITY II</u>						
LDC Total 001	304	231	360	787	112	1,259
Africa	89	63	39	293	44	376
Asia	127	102	152	310	35	497
Europe	0	0	0	0	0	0
Near East	9	6	0	12	4	16
LAC	79	60	169	172	29	370
PRE	0	0	0	0	0	0
Development Orgs. 019	92	85	0	239	86	325
<u>PRIORITY II TOTAL</u>	396	316	360	1,026	198	1,584
<u>PRIORITY III</u>						
Developed Country 017	250	237	124	783	234	1,141
U.S. Business 160	746	636	413	2,438	468	3,319
U.S. Education 140	282	253	480	949	285	1,714
U.S. Government 130	89	81	21	352	38	411
U.S. Individuals 170	487	448	378	1,580	280	2,238
Other	0	0	0	0	0	0
<u>PRIORITY III TOTAL</u>	1,854	1,655	1,416	6,102	1,305	8,823
<u>ON-DEMAND TOTAL</u>	5,121	4,847	1,888	25,323	5,275	32,486
<u>BULK DISTRIBUTION</u>						
CDIE Publications					4,789	4,789
Population					791	791
R&RS Newsletter					23,100	23,100
CDIE Portfolios					852	852
ARDA					3,466	3,466
World Bank Documents					13,743	13,743
Acquisitions Lists					7,620	7,620
Other					20,729	20,729
<u>BULK DISTRIBUTION TOTAL</u>					75,090	75,090
<u>GRAND TOTAL</u>	5,121	4,847	1,888	25,323	80,392	107,603

Document Orders from USAID Missions

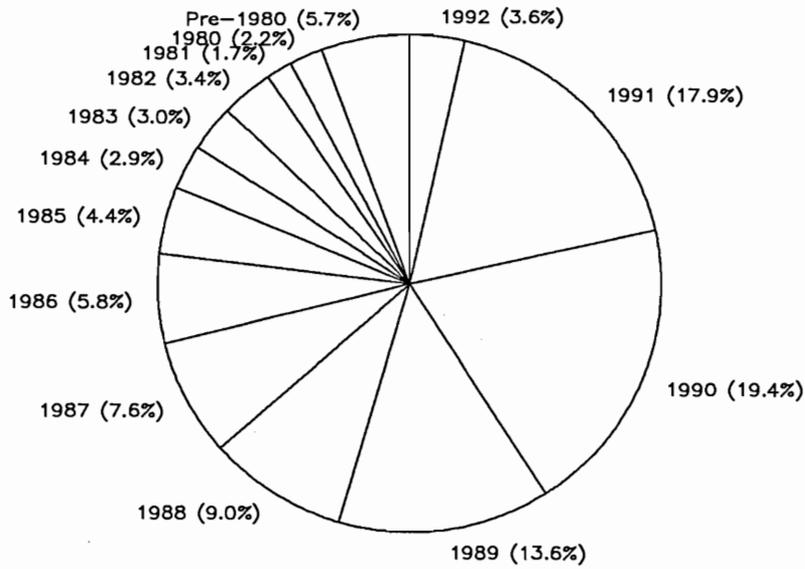
FY92



Africa	1566
Asia	557
Near East	492
Europe	0
LAC	934
<u>Other</u>	<u>242</u>
Total	3791

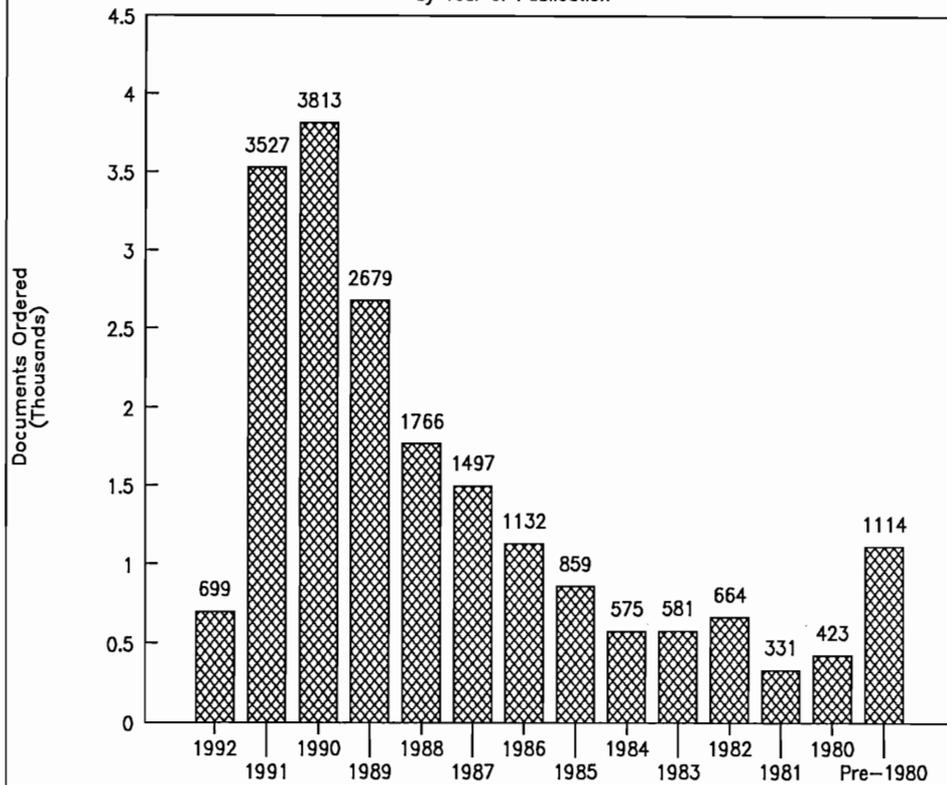
FY92 Documents Ordered

by Year of Publication



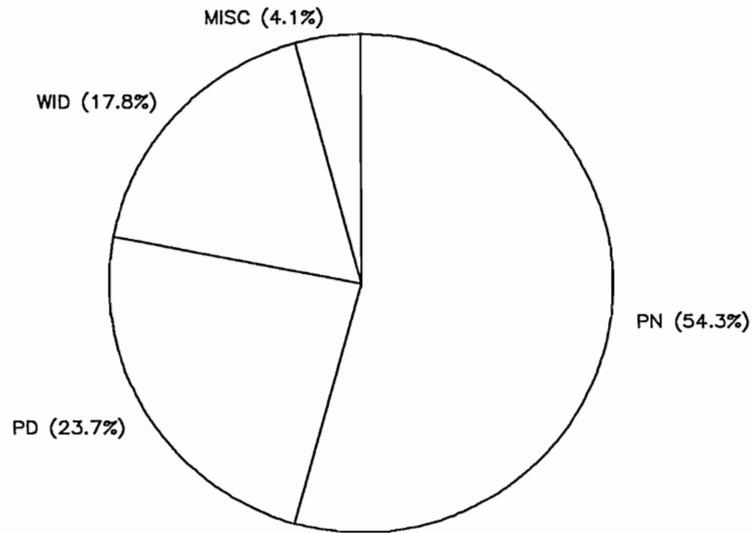
FY92 Documents Ordered

by Year of Publication



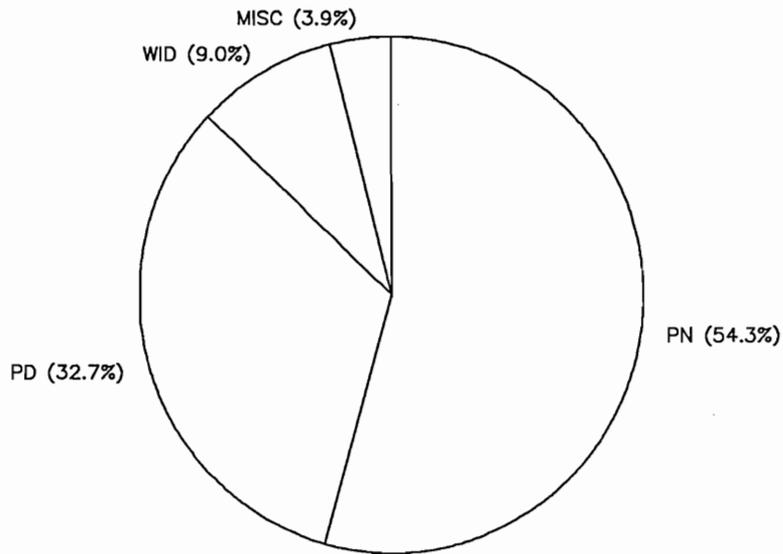
FY92 Document Copies Distributed

Percentage by Document Type

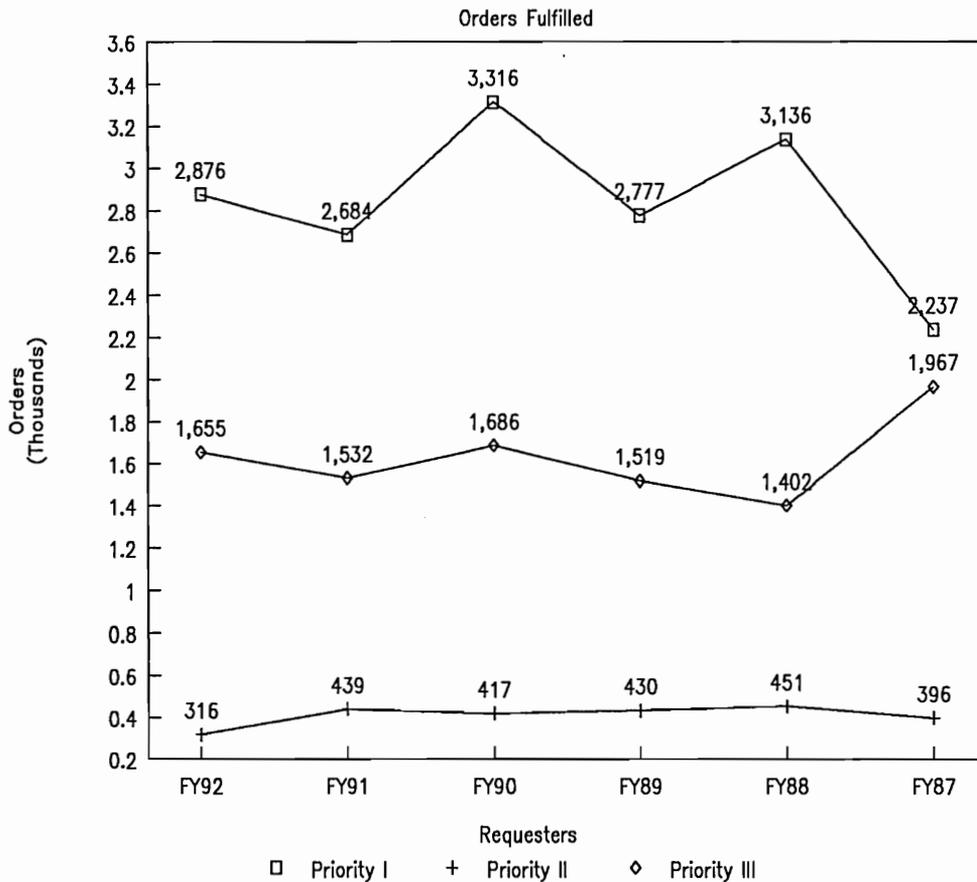


FY92 Document Orders

Percentage by Document Type

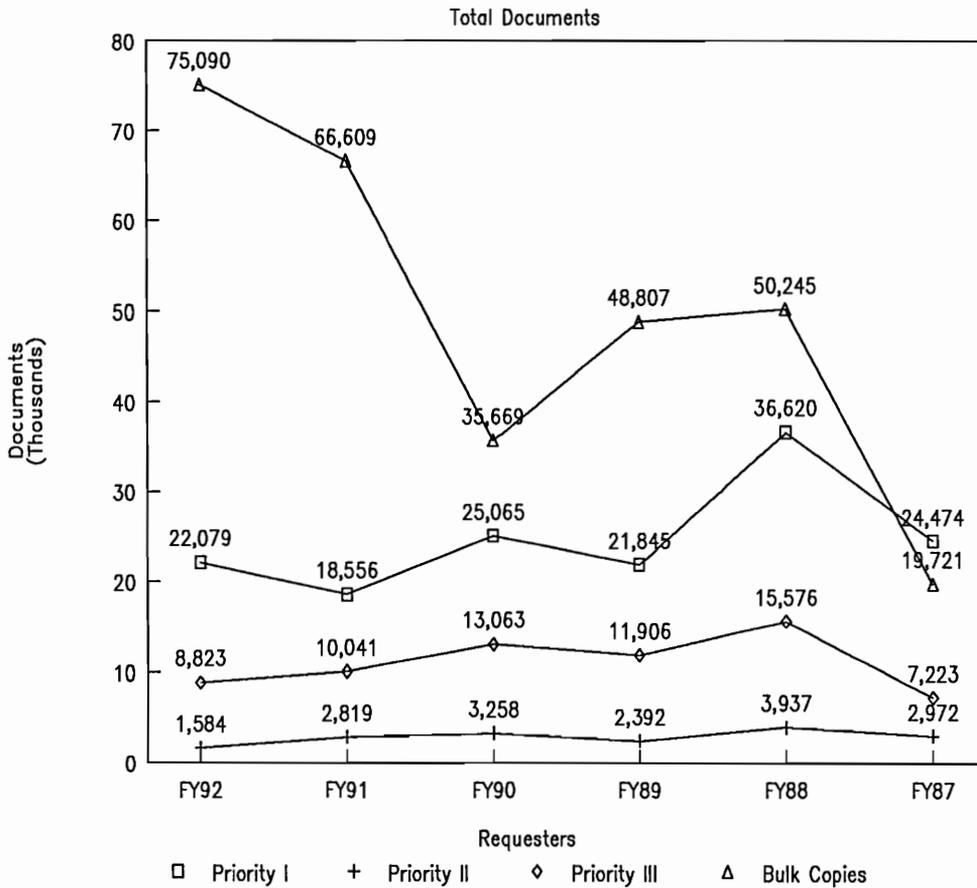


FY87-92 DOCUMENT DISTRIBUTION



FY87-92 DOCUMENT DISTRIBUTION							
<u>ORDERS FULFILLED</u>							
REQUESTORS		FY92	FY91	FY90	FY89	FY88	FY87
<i>PRIORITY I</i>							
USAID Total	003	697	591	824	612	752	781
AID/W Total	004	1,900	1,801	2,102	1,794	1,865	1,160
AID/Contractors	008	279	292	390	371	519	296
<i>PRIORITY I TOTAL</i>		2,876	2,684	3,316	2,777	3,136	2,237
<i>PRIORITY II</i>							
LDC Total	001	231	350	342	346	362	326
Development Orgs.	019	85	89	75	84	89	70
<i>PRIORITY II TOTAL</i>		316	439	417	430	451	396
<i>PRIORITY III</i>							
Developed Country	017	237	229	453	281	280	208
U.S. Business	160	636	460	454	466	381	285
U.S. Education	140	253	356	366	320	353	236
U.S. Government	130	81	126	100	108	106	988
U.S. Individuals	170	448	338	312	344	276	248
Other		0	23	1	0	6	2
<i>PRIORITY III TOTAL</i>		1,655	1,532	1,686	1,519	1,402	1,967
<i>ON-DEMAND TOTAL</i>		4,847	4,655	5,419	4,726	4,989	4,600
<i>BULK DISTRIBUTION TOTAL</i>		0	0	0	0	0	0
<i>GRAND TOTAL</i>		4,847	4,655	5,419	4,726	4,989	4,600

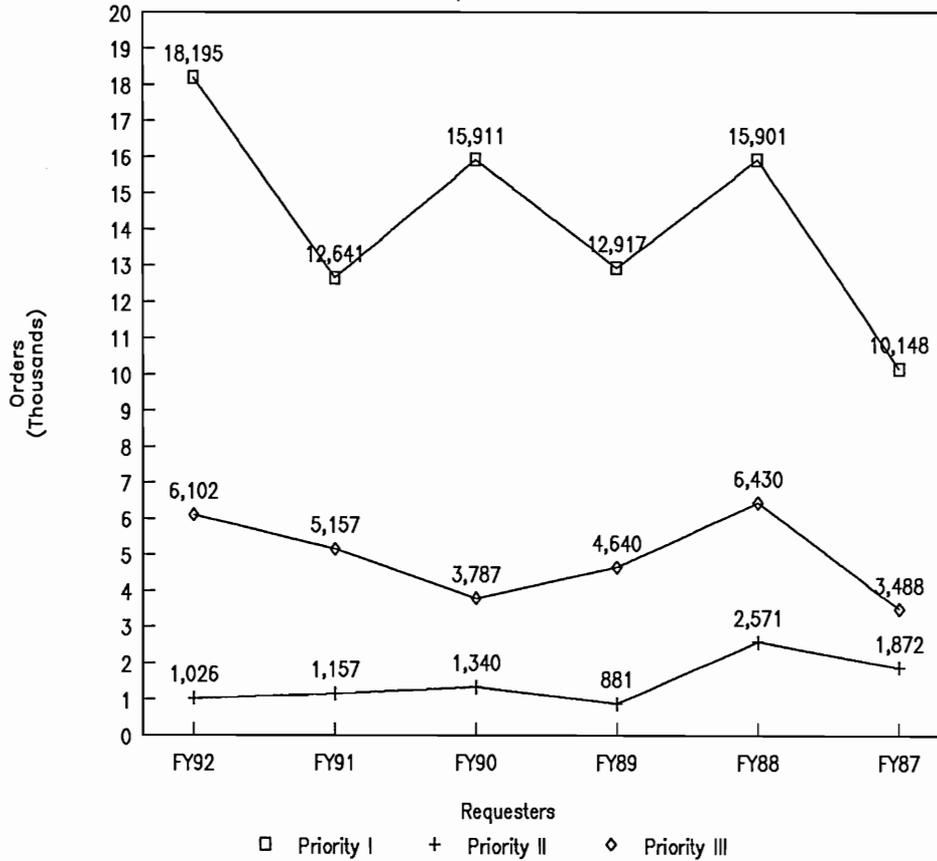
FY87-92 DOCUMENT DISTRIBUTION



FY87-92 DOCUMENT DISTRIBUTION							
<u>TOTAL DOCUMENTS</u>							
REQUESTORS		FY92	FY91	FY90	FY89	FY88	FY87
<i>PRIORITY I</i>							
USAID Total	003	3,637	3,502	4,145	4,496	5,831	4,743
AID/W Total	004	17,296	13,982	19,025	15,109	26,080	18,139
AID/Contractors	008	1,146	1,072	1,895	2,240	4,709	1,592
<i>PRIORITY I TOTAL</i>		22,079	18,556	25,065	21,845	36,620	24,474
<i>PRIORITY II</i>							
LDC Total	001	1,259	2,021	2,833	1,971	3,328	2,506
Development Orgs.	019	325	798	425	421	609	466
<i>PRIORITY II TOTAL</i>		1,584	2,819	3,258	2,392	3,937	2,972
<i>PRIORITY III</i>							
Developed Country	017	1,141	1,187	1,699	2,324	3,930	1,651
U.S. Business	160	3,319	4,151	4,261	2,300	3,285	1,194
U.S. Education	140	1,714	2,585	4,901	3,305	5,471	1,807
U.S. Government	130	411	705	774	907	934	1,146
U.S. Individuals	170	2,238	1,290	1,397	3,070	1,919	1,418
Other		0	123	31	0	37	7
<i>PRIORITY III TOTAL</i>		8,823	10,041	13,063	11,906	15,576	7,223
<i>ON-DEMAND TOTAL</i>		32,486	31,416	41,386	36,143	56,133	34,669
<i>BULK DISTRIBUTION TOTAL</i>		75,090	66,609	35,669	48,807	50,245	19,721
<i>GRAND TOTAL</i>		107,603	98,025	77,055	84,950	106,378	54,390

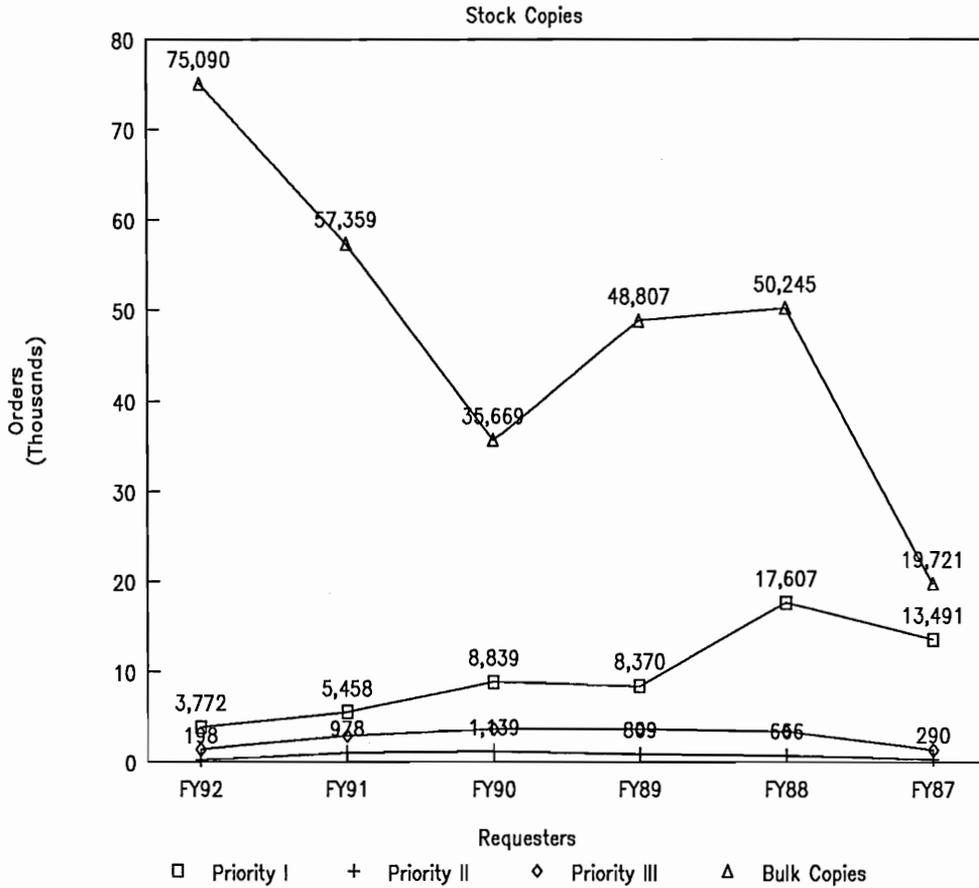
FY87-92 DOCUMENT DISTRIBUTION

Paper Blowbacks



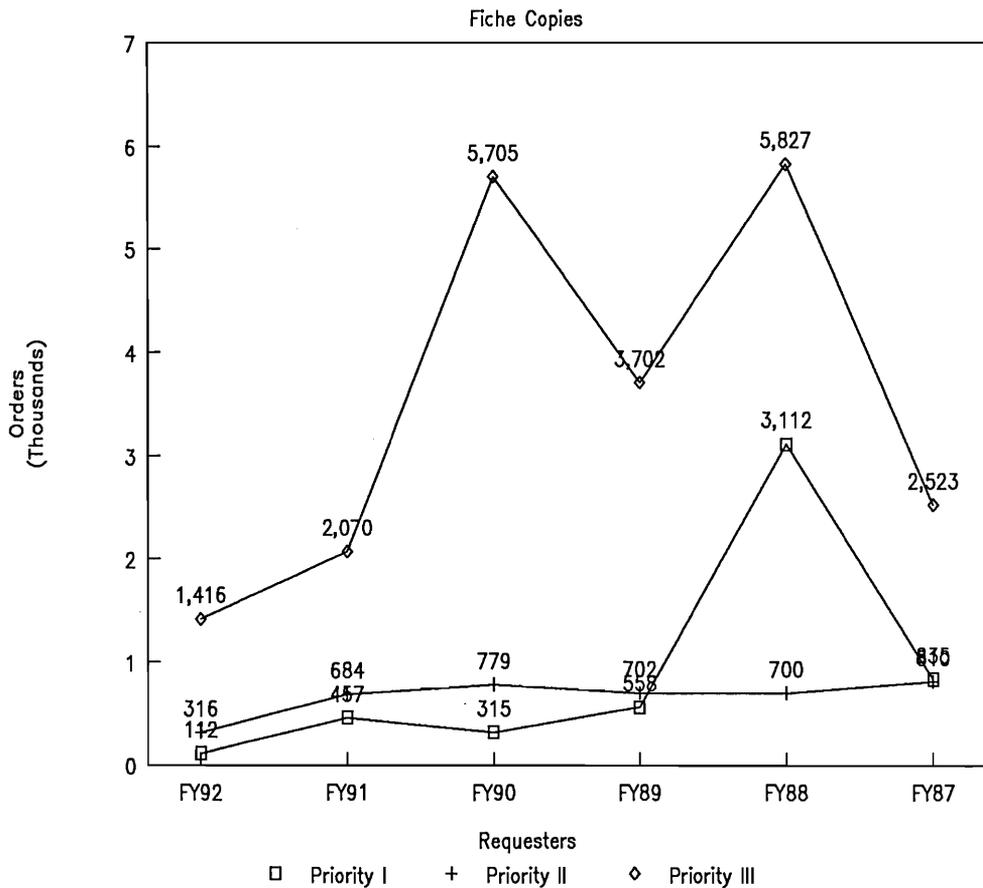
FY87-92 DOCUMENT DISTRIBUTION							
<u>BLOWBACKS</u>							
REQUESTORS		FY92	FY91	FY90	FY89	FY88	FY87
<i>PRIORITY I</i>							
USAID Total	003	2,985	2,792	3,304	2,981	3,240	3,793
AID/W Total	004	14,236	9,204	11,424	8,685	11,153	5,293
AID/Contractors	008	974	645	1,183	1,251	1,508	1,062
<i>PRIORITY I TOTAL</i>		18,195	12,641	15,911	12,917	15,901	10,148
<i>PRIORITY II</i>							
LDC Total	001	787	864	1,106	613	2,356	1,542
Development Orgs.	019	239	293	234	268	215	330
<i>PRIORITY II TOTAL</i>		1,026	1,157	1,340	881	2,571	1,872
<i>PRIORITY III</i>							
Developed Country	017	783	636	785	601	2,034	1,193
U.S. Business	160	2,438	2,407	1,512	1,402	1,805	448
U.S. Education	140	949	880	623	1,335	1,160	802
U.S. Government	130	352	390	227	256	275	151
U.S. Individuals	170	1,580	750	616	1,046	1,152	889
Other		0	94	24	0	4	5
<i>PRIORITY III TOTAL</i>		6,102	5,157	3,787	4,640	6,430	3,488
<i>ON-DEMAND TOTAL</i>		25,323	18,955	21,038	18,438	24,902	15,508
<i>BULK DISTRIBUTION TOTAL</i>		0	0	0	0	0	0
<i>GRAND TOTAL</i>		25,323	18,955	21,038	18,438	24,902	15,508

FY87-92 DOCUMENT DISTRIBUTION



FY87-92 DOCUMENT DISTRIBUTION							
<u>STOCK COPIES</u>							
REQUESTORS		FY92	FY91	FY90	FY89	FY88	FY87
<i>PRIORITY I</i>							
USAID Total	003	641	605	709	1,267	1,265	795
AID/W Total	004	2,993	4,566	7,448	6,145	14,391	12,230
AID/Contractors	008	138	287	682	958	1,951	466
PRIORITY I TOTAL		3,772	5,458	8,839	8,370	17,607	13,491
<i>PRIORITY II</i>							
LDC Total	001	112	513	1,031	678	339	193
Development Orgs.	019	86	465	108	131	327	97
PRIORITY II TOTAL		198	978	1,139	809	666	290
<i>PRIORITY III</i>							
Developed Country	017	234	247	483	969	1,279	180
U.S. Business	160	468	1,519	2,203	546	1,003	510
U.S. Education	140	285	555	420	356	398	185
U.S. Government	130	38	185	111	159	197	138
U.S. Individuals	170	280	299	347	1,534	413	197
Other		0	9	7	0	29	2
PRIORITY III TOTAL		1,305	2,814	3,571	3,564	3,319	1,212
ON-DEMAND TOTAL		5,275	9,250	13,549	12,743	21,592	14,993
BULK DISTRIBUTION TOTAL		75,090	57,359	35,669	48,807	50,245	19,721
GRAND TOTAL		80,392	66,609	49,218	61,550	71,837	34,714

FY87-92 DOCUMENT DISTRIBUTION



FY87-92 DOCUMENT DISTRIBUTION							
<u>FICHE COPIES</u>							
REQUESTORS		FY92	FY91	FY90	FY89	FY88	FY87
<i>PRIORITY I</i>							
USAID Total	003	11	105	132	248	1,326	155
AID/W Total	004	67	212	153	279	536	616
AID/Contractors	008	34	140	30	31	1,250	64
<i>PRIORITY I TOTAL</i>		112	457	315	558	3,112	835
<i>PRIORITY II</i>							
LDC Total	001	231	644	696	680	633	771
Development Orgs.	019	85	40	83	22	67	39
<i>PRIORITY II TOTAL</i>		316	684	779	702	700	810
<i>PRIORITY III</i>							
Developed Country	017	124	304	431	754	617	278
U.S. Business	160	413	225	546	352	477	236
U.S. Education	140	480	1,150	3,858	1,614	3,913	820
U.S. Government	130	21	130	436	492	462	857
U.S. Individuals	170	378	241	434	490	354	332
Other		0	20	0	0	4	0
<i>PRIORITY III TOTAL</i>		1,416	2,070	5,705	3,702	5,827	2,523
<i>ON-DEMAND TOTAL</i>		1,888	3,211	6,799	4,962	9,639	4,168
<i>BULK DISTRIBUTION TOTAL</i>		0	0	0	0	0	0
<i>GRAND TOTAL</i>		1,888	3,211	6,799	4,962	9,639	4,168

DISTRIBUTION OF ORDERS BY BIBTYPE FY89 - FY92

Bib Code	BIBTYPE NAME	FY89		FY90		FY91		FY92		CUMULATIVE	
		Copies	Orders	Copies	Orders	Copies	Orders	Copies	Orders	Copies	Orders
--	(APDMS, WID, WBank, etc.)	2,880	1,685	4,724	1,724	4,441	2,238	9,475	3,834	21,520	9,481
01	PID	55	55	117	68	89	93	77	74	338	290
02	Proposal	11	11	20	20	7	8	9	9	47	48
03	Almanac	1	1	0	0	0	0	0	0	1	1
04	Atlas/Map	17	17	0	0	1	1	0	0	18	18
05	Dictionary	179	173	21	21	6	6	3	3	209	203
06	Directory	0	0	151	148	136	170	230	146	517	464
07	Encyclopedia	64	50	0	0	0	0	0	0	64	50
08	Thesaurus	0	0	25	19	9	7	24	11	58	37
09	Cong. Legislation/Hearings	0	0	0	0	9	8	22	22	31	30
10	PAR - Proj Appraisal Rpt	163	163	100	100	116	111	49	49	428	423
14	PER - Proj Evaluation Rpt	2	2	0	0	0	0	0	0	2	2
15	PES/ES - Proj Eval Summary	1,141	1,010	1,050	994	858	866	964	934	4,013	3,804
16	Sector Assessment	313	313	389	370	426	375	325	307	1,453	1,365
17	Special Evaluation	8,160	4,283	7,794	4,140	4,708	3,573	4,436	2,915	25,098	14,911
18	Audit Report	398	398	290	274	281	257	335	333	1,304	1,262
19	Non-AID Evaluation	35	35	38	38	42	37	57	56	172	166
20	Concept Paper	11	11	33	32	9	8	18	18	71	69
21	Conference Proceedings/Paper	2,754	1,745	3,599	2,228	1,613	1,510	1,696	1,199	9,662	6,682
22	PAIP - Prog Asst Init Proposal	11	11	11	11	25	25	17	17	64	64
23	Journal Article/Monograph	479	449	333	333	257	253	223	210	1,292	1,245
24	Policy Paper	1,960	471	1,493	245	749	242	414	146	4,616	1,104
25	Project Review Paper	10	10	0	0	2	2	2	2	14	14
26	Environmental Assessment	213	211	406	405	715	600	327	324	1,661	1,540
27	Proj Design/Imp Guide	143	92	315	156	193	119	140	106	791	473
28	Proj Evaluation Guide	340	135	287	141	146	81	164	89	937	446
29	NEC Design Document	0	0	2	2	6	7	4	4	12	13
36	Dev/Extended Risk Guaranty Paper	0	0	0	0	0	0	0	0	0	0
37	Loan Agreement	12	12	5	5	12	10	4	4	33	31
38	Grant Agreement (PROAG)	171	171	221	199	181	196	418	402	991	968
39	Congressional Presentation	43	43	64	35	87	71	77	66	271	215
41	Feasibility Study	138	137	122	122	66	69	55	54	381	382
42	Project Paper (PP)	1,401	1,363	1,575	1,130	906	905	1,464	1,417	5,346	4,815
43	PROP - Noncap Asst. Proj Prop	125	125	54	54	92	74	39	39	310	292
44	OPG - Operational Dev Grant	0	0	0	0	0	0	0	0	0	0
45	DGP - Developmental Grant Program	0	0	0	0	0	0	0	0	0	0
46	HGPD - Housing Guaranty Prog	4	4	1	1	9	7	2	2	16	14
47	PAAD - Prog Asst Approval Doc	81	81	91	91	134	155	173	169	479	496
48	IP/PEP - Invest Prop/Priv Ent Paper	0	0	0	0	0	0	0	0	0	0
49	NEC	43	43	26	26	23	23	43	40	135	132
50	Action Memo/Authoriz/AAM	27	14	35	35	21	22	35	35	118	106
52	Annual Report/Yearbook	188	176	329	329	128	123	120	110	765	738
53	Progress/Interim Report	304	271	264	245	191	178	153	151	912	845
54	Thesis/Dissertation	7	7	33	33	21	20	14	14	75	74
55	Periodical	30	23	108	50	130	47	56	45	324	165
56	Case Studies	292	283	703	660	216	207	188	164	1,399	1,314
57	Loan Pap/Cap Asst Paper (CAP)	64	45	20	20	18	16	44	44	146	125
58	Biblio/Index/Lit Review	1,605	499	859	739	595	469	451	247	3,510	1,954
59	End-of-tour Report	33	33	64	15	14	16	15	15	126	79

DISTRIBUTION OF ORDERS BY BIBTYPE FY89 - FY92

Bib Code	BIBTYPE NAME	FY89		FY90		FY91		FY92		CUMULATIVE	
		Copies	Orders	Copies	Orders	Copies	Orders	Copies	Orders	Copies	Orders
60	Cable	1	1	4	4	1	1	0	0	6	6
62	AID Supported Study	7,311	5,585	11,897	9,337	10,311	8,373	7,501	5,938	37,020	29,233
63	Non-AID Research Study	8	8	17	17	5	3	44	20	74	48
64	Non-AID Prog/Proj Design Doc	688	18	10	9	1	1	0	0	699	28
65	Handbook/Manual	6,034	1,319	5,382	2,071	2,612	1,521	1,937	933	15,965	5,844
66	Monograph	137	116	42	42	39	44	20	20	238	222
67	Reference Work	341	243	541	465	189	179	168	158	1,239	1,045
68	Final Report	695	577	694	492	409	416	496	488	2,294	1,973
70	Discussion Paper	322	277	246	218	151	141	96	84	815	720
72	Airgram	5	5	10	10	6	7	1	1	22	23
81	AID Contract/Grant	184	168	293	293	185	188	416	410	1,078	1,059
90	Summary Data (Stat reports)	101	40	138	57	60	65	203	174	502	336
92	Trip Report (TDY)	73	72	45	44	34	31	48	48	200	195
93	State-of-the-art Review	51	20	38	38	5	7	9	9	103	74
94	Action Plan	221	138	214	210	157	135	185	184	777	667
95	CDSS	499	384	376	373	260	251	482	444	1,617	1,452
96	ABS	297	242	180	180	108	96	107	105	692	623
97	Econ/Social Analysis	507	444	438	420	340	314	286	265	1,571	1,443
98	Program Document	48	44	44	44	78	72	154	112	324	272
99	Misc Project Documents	78	78	100	81	43	49	69	65	290	273
		41,509	---	46,481	---	32,682	---	34,584	---	155,256	---

FY92 Documents Ordered by Year of Publication

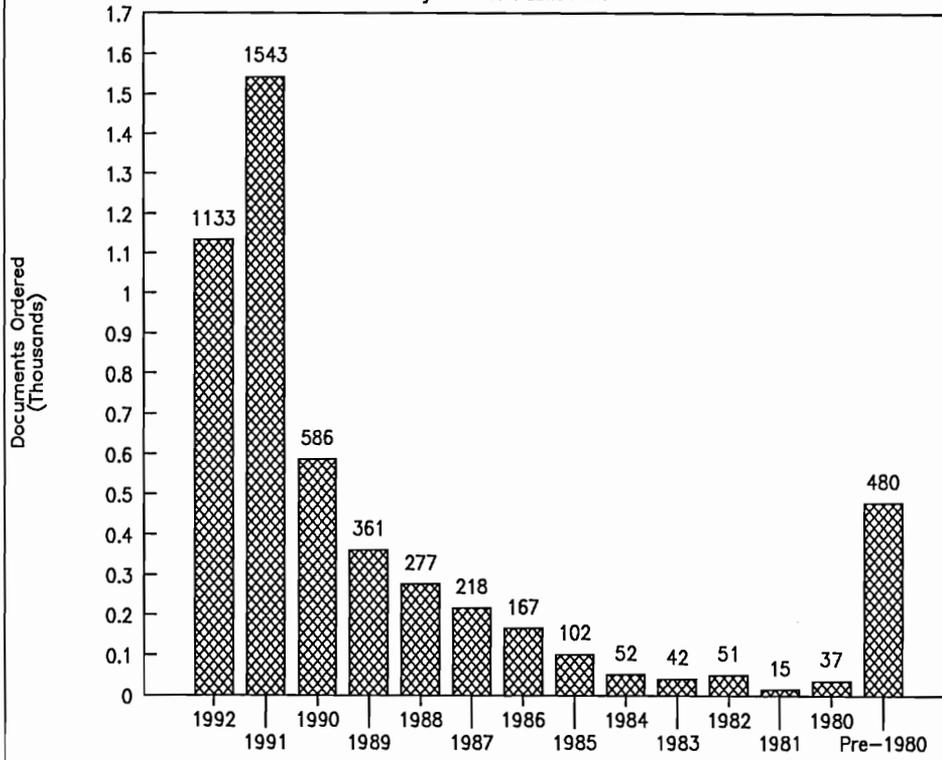
CODE	BIBTYPE NAME	1992	1991	1990	1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	Pre-1980	Total	Percent
01	PID	2	39	10	5	1	7	3	-	-	-	2	-	-	0	69	0.4%
02	Proposal	-	-	-	-	1	1	1	-	2	3	-	1	-	0	9	0.0%
03	Almanac	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
04	Atlas/Map	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
05	Dictionary	-	-	3	-	-	-	-	-	-	-	-	-	-	0	3	0.0%
06	Directory	-	72	16	24	8	1	-	-	1	16	-	3	-	6	147	0.7%
07	Encyclopedia	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
08	Thesaurus	-	7	-	-	4	-	-	-	-	-	-	-	-	0	11	0.1%
09	Cong. Legislation/Hearings	-	17	3	2	-	-	-	-	-	-	-	-	-	0	22	0.1%
10	PAR - Proj Appraisal Rpt	-	-	-	-	-	-	-	-	-	-	-	-	-	48	48	0.2%
14	PER - Proj Evaluation Rpt	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
15	PES/ES - Proj Eval Summary	14	123	130	111	104	74	74	69	56	55	32	35	24	48	949	4.8%
16	Sector Assessment	8	58	100	24	11	15	13	14	19	5	21	4	6	11	309	1.6%
17	Special Evaluation	145	277	466	413	252	317	223	181	93	165	146	38	98	123	2937	14.9%
18	Audit Report	9	66	38	29	31	38	26	14	21	6	15	15	13	30	351	1.8%
19	Non-AID Evaluation	2	14	5	2	1	4	1	2	-	3	1	-	1	20	56	0.3%
20	Concept Paper	1	-	8	-	-	3	1	2	-	1	-	-	-	2	18	0.1%
21	Conference Proceedings/Paper	6	276	324	169	179	50	47	46	22	12	7	6	14	46	1204	6.1%
22	PAIP - Prog Asst Init Proposal	2	1	8	-	1	-	-	-	-	-	-	-	-	0	12	0.1%
23	Journal Article/Monograph	-	42	92	11	4	8	7	6	12	6	3	3	2	8	204	1.0%
24	Policy Paper	1	28	-	2	16	4	7	8	9	9	76	-	-	2	162	0.8%
25	Project Review Paper	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	0.0%
26	Environmental Assessment	34	32	52	37	54	24	9	15	13	4	25	14	13	3	329	1.7%
27	Proj Design/Imp Guide	-	18	10	12	2	11	15	21	-	5	2	3	6	10	115	0.6%
28	Proj Evaluation Guide	3	8	15	1	3	38	8	2	-	-	3	4	1	5	91	0.5%
29	NEC Design Document	-	-	2	2	-	-	-	-	-	-	-	-	-	0	4	0.0%
36	Dev/Extended Risk Guaranty Paper	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
37	Loan Agreement	-	-	-	-	-	1	-	-	-	-	-	-	1	2	4	0.0%
38	Grant Agreement (PROAG)	5	93	110	53	64	31	20	5	5	4	3	3	4	12	412	2.1%
39	Congressional Presentation	3	15	8	2	-	-	1	40	-	-	-	-	-	0	69	0.4%
41	Feasibility Study	-	7	11	4	3	1	2	1	1	2	5	8	5	6	56	0.3%
42	Project Paper (PP)	22	222	133	164	167	101	111	101	60	71	40	46	52	163	1453	7.4%
43	PROP - Noncap Asst. Proj Prop	-	-	-	-	-	-	-	-	-	-	-	-	-	39	39	0.2%
44	OPG - Operational Dev Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
45	DGP - Developmental Grant Program	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
46	HGPD - Housing Guaranty Prog	-	-	-	-	-	-	-	-	-	-	-	1	-	1	2	0.0%
47	PAAD - Prog Asst Approval Doc	-	33	29	29	13	10	21	17	-	6	4	1	-	0	163	0.8%
48	IP/PEP - Invest Prop/Priv Ent Paper	-	-	-	-	-	-	-	-	8	-	-	-	-	0	8	0.0%
49	NEC	-	8	7	-	3	6	7	1	2	1	-	1	1	2	39	0.2%
50	Action Memo/Authoriz/AAM	-	2	7	4	13	4	2	-	1	-	-	-	-	2	35	0.2%
52	Annual Report/Yearbook	3	12	19	14	7	10	12	5	8	6	4	3	2	7	112	0.6%
53	Progress/Interim Report	3	1	11	6	15	14	9	12	13	11	7	11	7	33	153	0.8%

FY92 Documents Ordered by Year of Publication

CODE	BIBTYPE NAME	1992	1991	1990	1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	Pre-1980	Total	Percent
54	Thesis/Dissertation	-	-	1	6	4	-	-	-	-	-	-	-	1	2	14	0.1%
55	Periodical	-	-	5	24	11	4	-	-	-	-	-	1	-	0	45	0.2%
56	Case Studies	6	33	32	16	14	12	13	11	7	1	7	1	7	7	167	0.8%
57	Loan Pap/Cap Asst Paper (CAP)	-	-	-	-	-	-	-	-	-	-	-	-	-	44	44	0.2%
58	Biblio/Index/Lit Review	46	21	77	24	16	9	22	6	4	6	-	2	4	10	247	1.3%
59	End-of-tour Report	-	1	1	2	2	2	-	4	-	1	1	1	-	0	15	0.1%
60	Cable	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
62	AID Supported Study	141	1491	1610	962	395	269	199	134	108	111	103	83	104	270	5980	30.4%
63	Non-AID Research Study	14	1	-	-	1	-	-	-	-	-	3	-	-	1	20	0.1%
64	Non-AID Prog/Proj Design Doc	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
65	Handbook/Manual	8	155	68	182	47	199	141	9	4	5	101	1	8	31	959	4.9%
66	Monograph	-	-	-	-	-	1	-	1	1	5	-	-	1	0	9	0.0%
67	Reference Work	-	7	10	7	1	-	5	25	15	11	3	2	4	9	99	0.5%
68	Final Report	15	80	79	88	49	46	28	34	25	23	21	17	12	43	560	2.8%
70	Discussion Paper	10	-	7	2	11	10	11	1	3	4	1	6	10	12	88	0.4%
72	Airgram	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	0.0%
81	AID Contract/Grant	-	51	87	68	56	47	27	27	13	7	9	3	8	16	419	2.1%
90	Summary Data (Stat reports)	135	21	5	-	-	4	-	6	-	-	-	-	1	1	173	0.9%
92	Trip Report (TDY)	5	4	-	2	1	16	5	8	-	3	2	-	1	1	48	0.2%
93	State-of-the-art Review	-	-	-	-	-	1	-	-	-	1	-	3	-	4	9	0.0%
94	Action Plan	-	39	39	48	33	12	7	3	1	-	-	-	-	0	182	0.9%
95	CDSS	-	64	56	82	55	43	24	22	42	7	9	5	6	4	419	2.1%
96	ABS	26	54	28	9	7	3	1	-	-	-	-	-	-	1	129	0.7%
97	Econ/Social Analysis	11	9	62	17	88	39	24	4	-	1	6	-	3	11	275	1.4%
98	Program Document	19	25	25	16	9	5	3	-	4	2	2	-	-	6	116	0.6%
99	Misc Project Documents	-	-	4	4	9	2	2	2	2	2	-	6	3	9	45	0.2%
TOTAL		699	3527	3813	2679	1766	1497	1132	859	575	581	664	331	423	1114	19660	
		3.6%	17.9%	19.4%	13.6%	9.0%	7.6%	5.8%	4.4%	2.9%	3.0%	3.4%	1.7%	2.2%	5.7%		

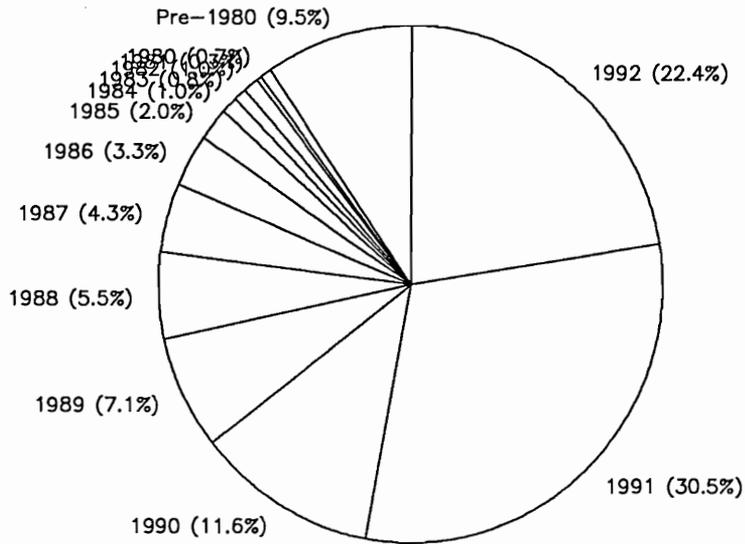
Documents Catalogued – FY92

by Year of Publication



Documents Catalogued – FY92

by Year of Publication



Documents Catalogued during FY92 by Year of Publication

CODE	BIBTYPE NAME	1992	1991	1990	1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	Pre-1980	Total	Percent
01	PID	8	7	1	-	-	-	-	-	-	-	-	-	-	0	16	0.3%
02	Proposal	-	-	-	-	-	-	1	-	-	-	-	-	-	1	2	0.0%
03	Almanac	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
04	Atlas/Map	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
05	Dictionary	-	-	1	1	-	-	-	-	-	-	-	-	-	0	2	0.0%
06	Directory	2	3	-	-	2	-	-	-	-	-	-	-	-	0	7	0.1%
07	Encyclopedia	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
08	Thesaurus	-	1	-	-	-	-	-	-	-	-	-	-	-	0	1	0.0%
09	Cong. Legislation/Hearings	-	-	-	-	-	1	1	-	-	-	-	-	-	6	8	0.2%
10	PAR - Proj Appraisal Rpt	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
14	PER - Proj Evaluation Rpt	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	0.0%
15	PES/ES - Proj Eval Summary	49	26	3	3	2	-	3	-	-	-	-	-	-	0	86	1.7%
16	Sector Assessment	19	20	16	14	4	3	5	1	3	-	2	1	-	6	94	1.9%
17	Special Evaluation	74	97	25	17	20	17	9	9	1	1	1	1	-	11	283	5.6%
18	Audit Report	130	58	2	-	-	-	-	1	-	-	-	-	-	1	192	3.8%
19	Non-AID Evaluation	11	10	2	1	4	3	1	-	1	-	-	-	-	4	37	0.7%
20	Concept Paper	2	2	-	1	-	2	1	-	-	-	-	-	-	0	8	0.2%
21	Conference Proceedings/Paper	44	102	41	41	39	35	15	11	2	1	2	2	-	66	401	7.9%
22	PAIP - Prog Asst Init Proposal	1	2	-	-	1	-	-	-	-	-	-	-	-	0	4	0.1%
23	Journal Article/Monograph	8	45	68	20	19	19	13	4	-	1	-	-	-	3	200	3.9%
24	Policy Paper	1	2	-	-	-	-	1	-	1	1	1	-	-	10	17	0.3%
25	Project Review Paper	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
26	Environmental Assessment	50	12	12	10	5	2	2	-	-	-	-	-	-	0	93	1.8%
27	Proj Design/Imp Guide	15	23	6	7	10	3	3	2	1	-	1	-	-	27	98	1.9%
28	Proj Evaluation Guide	2	3	1	1	1	-	-	-	-	-	1	-	-	0	9	0.2%
29	NEC Design Document	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
36	Dev/Extended Risk Guaranty Paper	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
37	Loan Agreement	-	-	-	-	-	-	-	1	3	4	2	1	5	7	23	0.5%
38	Grant Agreement (PROAG)	38	105	18	5	14	8	17	21	18	20	21	5	17	24	331	6.5%
39	Congressional Presentation	1	-	-	-	-	-	-	-	-	-	-	-	-	12	13	0.3%
41	Feasibility Study	1	8	7	8	-	-	1	1	2	2	6	1	-	8	45	0.9%
42	Project Paper (PP)	60	125	17	3	1	2	3	4	2	3	3	-	3	7	233	4.6%
43	PROP - Noncap Asst. Proj Prop	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
44	OPG - Operational Dev Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
45	DGP - Developmental Grant Program	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
46	HGPD - Housing Guaranty Prog	-	-	-	-	-	-	-	-	-	-	-	1	-	1	2	0.0%
47	PAAD - Prog Asst Approval Doc	5	18	6	3	2	1	-	1	3	1	1	-	2	1	44	0.9%
48	IP/PEP - Invest Prop/Priv Ent Paper	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
49	NEC	-	5	-	-	-	-	1	-	-	-	-	-	-	0	6	0.1%
50	Action Memo/Authoriz/AAM	3	5	3	1	-	-	1	-	-	-	-	-	1	0	14	0.3%
52	Annual Report/Yearbook	17	59	16	7	11	-	-	-	-	2	-	-	-	8	120	2.4%
53	Progress/Interim Report	77	37	7	8	6	4	3	2	-	-	1	-	-	1	146	2.9%

Documents Catalogued during FY92 by Year of Publication

CODE	BIBTYPE NAME	1992	1991	1990	1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	Pre-1980	Total	Percent
54	Thesis/Dissertation	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
55	Periodical	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	0.0%
56	Case Studies	3	5	7	5	4	-	1	-	-	-	-	-	-	10	35	0.7%
57	Loan Pap/Cap Asst Paper (CAP)	-	-	-	-	-	-	-	-	-	-	-	-	-	3	3	0.1%
58	Biblio/Index/Lit Review	9	11	6	4	2	3	-	-	-	-	-	-	2	2	39	0.8%
59	End-of-tour Report	-	1	-	-	-	-	-	-	-	-	-	-	-	5	6	0.1%
60	Cable	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
62	AID Supported Study	227	473	204	125	86	61	61	27	8	4	2	2	2	102	1384	27.3%
63	Non-AID Research Study	2	1	-	-	-	1	-	-	-	-	-	-	-	0	4	0.1%
64	Non-AID Prog/Proj Design Doc	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
65	Handbook/Manual	36	43	17	5	5	5	3	-	-	-	-	-	-	20	134	2.6%
66	Monograph	-	-	-	-	-	-	-	1	-	-	-	-	-	0	1	0.0%
67	Reference Work	2	2	1	3	1	-	-	1	-	-	-	-	-	1	11	0.2%
68	Final Report	41	69	20	6	3	7	2	2	2	-	1	-	-	3	156	3.1%
70	Discussion Paper	3	1	-	1	-	-	-	-	1	-	-	-	-	6	12	0.2%
72	Airgram	-	-	-	-	-	-	-	-	-	-	-	-	-	29	29	0.6%
81	AID Contract/Grant	15	82	54	34	9	25	11	10	3	2	3	-	3	45	296	5.8%
90	Summary Data (Stat reports)	16	15	4	3	11	2	3	-	-	-	1	-	-	6	61	1.2%
92	Trip Report (TDY)	42	12	6	4	-	3	1	-	-	-	-	-	-	1	69	1.4%
93	State-of-the-art Review	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0.0%
94	Action Plan	9	2	-	1	-	-	-	-	-	-	-	-	-	0	12	0.2%
95	CDSS	20	9	3	-	1	-	-	-	-	-	-	-	-	3	36	0.7%
96	ABS	63	9	1	-	-	-	-	-	-	-	-	-	-	0	73	1.4%
97	Econ/Social Analysis	16	20	9	6	5	7	1	3	-	-	2	1	1	19	90	1.8%
98	Program Document	9	8	1	8	9	4	3	-	1	-	-	-	1	18	62	1.2%
99	Misc Project Documents	2	5	1	5	-	-	-	-	-	-	-	-	-	0	13	0.3%
TOTAL		1133	1543	586	361	277	218	167	102	52	42	51	15	37	480	5064	
		22.4%	30.5%	11.6%	7.1%	5.5%	4.3%	3.3%	2.0%	1.0%	0.8%	1.0%	0.3%	0.7%	9.5%		

Documents Taken from APDMS for DIS

	Contract Total				FY82-FY92				Variance			
	Docs	Fiche	Frames	Boxes	Docs	Fiche	Frames	Boxes	Docs	Fiche	Frames	Boxes
AFR	1111	1365	66969	12	1120	1372	66861	15	-9	-7	108	-3
ARA	99	125	6396	2	97	119	5966	3	2	6	430	-1
LAC	329	426	21307	4	336	435	21668	7	-7	-9	-361	-4
ANE	494	549	26478	6	483	527	25161	9	11	22	1317	-3
PRJ	412	436	18064	5	418	442	18354	6	-6	-6	-290	-2
RND	250	307	15931	3	250	307	15931	4	0	0	0	-1
FM	20	20	695	1	20	20	695	1	0	0	0	0
Total	2715	3228	155840	31	2724	3222	154636	46	-9	6	1204	-14

	FY92				FY91				FY90			
	Docs	Fiche	Frames	Boxes	Docs	Fiche	Frames	Boxes	Docs	Fiche	Frames	Boxes
AFR	104	119	4125	2	104	120	4766	2	87	102	3689	1
ARA	-	-	-	0	-	-	-	0	-	-	-	0
LAC	42	50	2455	1	58	71	3519	1	13	17	852	1
ANE	52	75	4101	1	58	63	2742	1	40	43	1393	1
PRJ	124	134	5592	2	67	72	3062	1	92	98	4367	1
RND	29	14	757	1	37	42	1995	1	13	17	863	1
FM	-	-	-	0	8	8	307	0	12	12	388	1
Total	351	392	17030	6	332	376	16391	6	257	289	11552	6

	FY89				FY88				FY87			
	Docs	Fiche	Frames	Boxes	Docs	Fiche	Frames	Boxes	Docs	Fiche	Frames	Boxes
AFR	176	218	9004	2	177	209	8606	2	133	173	8512	2
ARA	3	3	44	0	15	17	448	1	35	49	2531	1
LAC	53	65	2777	1	73	93	3800	1	69	101	5935	1
ANE	66	82	3454	1	73	92	2590	1	38	49	2595	1
PRJ	135	138	5333	2	-	-	-	0	-	-	-	0
RND	32	36	1399	1	123	166	8802	0	15	31	2094	1
FM	-	-	-	0	-	-	-	0	-	-	-	0
Total	465	542	22011	7	461	577	24246	5	290	403	21667	5

	FY86				FY85				FY84			
	Docs	Fiche	Frames	Boxes	Docs	Fiche	Frames	Boxes	Docs	Fiche	Frames	Boxes
AFR	152	187	11723	2	163	205	13670	2	12	18	1269	0
ARA	37	38	2037	1	5	7	564	1	1	1	73	0
LAC	27	36	2230	1	1	2	100	1	-	-	-	0
ANE	56	62	4063	1	86	53	4011	1	8	3	127	0
PRJ	-	-	-	0	-	-	-	0	-	-	-	0
RND	1	1	21	1	-	-	-	0	-	-	-	0
FM	-	-	-	0	-	-	-	0	-	-	-	0
Total	273	324	20074	5	255	267	18345	5	21	22	1469	0

	FY83				FY82				FY82-FY92			
	Docs	Fiche	Frames	Boxes	Docs	Fiche	Frames	Boxes	Docs	Fiche	Frames	Boxes
AFR	10	13	887	0	2	8	610	0	1120	1372	66861	15
ARA	-	-	-	0	1	4	269	0	97	119	5966	3
LAC	-	-	-	0	-	-	-	0	336	435	21668	7
ANE	5	4	77	0	1	1	8	0	483	527	25161	9
PRJ	-	-	-	0	-	-	-	0	418	442	18354	6
RND	-	-	-	0	-	-	-	0	250	307	15931	4
FM	-	-	-	0	-	-	-	0	20	20	695	1
Total	15	17	964	0	4	13	887	0	2724	3222	154636	46

DOCRD HISTORICAL BIBLIOGRAPHIC DISTRIBUTION: FY83 - FY92

30-Sept-92

Bib Code	BIBTYPE NAME	PRE					FY87	FY88	FY89	FY90	FY91	FY92	TOTAL
		FY83	FY83	FY84	FY85	FY86							
--	(APDMS, WID, WBank, etc.)	--	--	--	--	--	--	--	--	--	--	--	
01	PID	2	7	0	7	13	19	30	35	24	25	16	178
02	Proposal	8	1	2	4	32	12	16	17	26	13	2	133
03	Almanac	0	0	0	0	0	0	0	0	0	0	0	0
04	Atlas/Map	0	0	0	2	2	1	0	1	2	0	0	8
05	Dictionary	26	1	1	0	1	1	0	2	16	3	2	53
06	Directory	27	15	16	9	9	15	15	21	1	26	7	161
07	Encyclopedia	0	0	0	0	0	0	0	0	0	0	0	0
08	Thesaurus	1	1	2	1	1	0	1	0	0	0	1	8
09	Cong. Legislation/Hearings	0	0	0	0	0	1	1	0	0	11	8	21
10	PAR - Proj Appraisal Rpt	1,577	15	64	41	31	1	3	1	45	8	0	1,786
14	PER - Proj Evaluation Rpt	11	1	0	1	0	0	0	0	0	0	1	14
15	PES/ES - Proj Eval Summary	1,108	190	225	174	189	125	141	155	200	99	86	2,692
16	Sector Assessment	229	37	37	49	67	63	37	31	78	89	94	811
17	Special Evaluation	936	224	293	475	450	324	375	364	399	334	281	4,455
18	Audit Report	471	92	62	91	168	151	132	148	113	181	193	1,802
19	Non-AID Evaluation	62	12	14	15	21	23	7	16	13	62	38	283
20	Concept Paper	0	0	0	0	5	5	14	4	9	7	8	52
21	Conference Proceedings/Paper	1,124	213	202	328	323	437	377	293	367	513	401	4,578
22	PAIP - Prog Asst Init Proposal	0	0	0	0	5	4	13	6	8	4	4	44
23	Journal Article/Monograph	344	60	74	164	107	107	74	87	80	165	200	1,462
24	Policy Paper	1	14	2	7	1	13	21	4	6	3	17	89
25	Project Review Paper	7	0	2	2	0	0	0	3	0	0	0	14
26	Environmental Assessment	42	15	3	9	15	36	20	26	16	34	94	310
27	Proj Design/Imp Guide	48	15	2	35	11	20	22	15	42	51	98	359
28	Proj Evaluation Guide	34	5	10	11	13	9	9	5	13	17	9	135
29	NEC Design Document	0	0	0	0	0	0	0	1	3	1	0	5
36	Dev/Extended Risk Guaranty Pap	0	0	0	0	0	0	0	0	0	0	0	0
37	Loan Agreement	39	15	1	0	0	7	3	2	31	18	23	139
38	Grant Agreement (PROAG)	54	36	1	0	10	118	201	222	314	180	331	1,467
39	Congressional Presentation	32	7	3	26	6	10	8	6	8	5	13	124
41	Feasibility Study	233	47	19	38	45	44	48	16	35	28	45	598
42	Project Paper (PP)	1,357	246	160	307	332	250	194	291	199	202	233	3,771
43	PROP - Noncap Asst. Proj Prop	1,398	27	13	16	36	4	3	0	45	7	0	1,549
44	OPG - Operational Dev Grant	0	0	0	0	0	0	0	0	1	0	0	1
45	DGP - Developmental Grant Program	0	0	0	0	0	0	0	0	0	0	0	0
46	HGPD - Housing Guaranty Prog	28	14	1	2	0	1	0	0	0	0	2	48
47	PAAD - Prog Asst Approval Doc	26	19	15	29	52	50	45	40	32	52	44	404
48	IP/PEP - Invest Prop/Priv Ent Paper	0	0	0	0	0	0	0	0	0	0	0	0
49	NEC	200	26	14	61	25	17	44	18	23	17	6	451
50	Action Memo/Authoriz/AAM	27	1	0	3	1	6	26	21	100	28	14	227
52	Annual Report/Yearbook	1,330	135	87	185	112	165	147	175	147	89	120	2,692
53	Progress/Interim Report	1,565	647	296	383	367	346	417	144	80	31	146	4,422
54	Thesis/Dissertation	2	2	1	11	5	3	3	23	10	5	0	65
55	Periodical	3	2	5	10	10	27	8	7	6	4	2	84
56	Case Studies	137	65	17	15	18	37	47	51	26	62	35	510
57	Loan Pap/Cap Asst Paper (CAP)	449	18	3	9	2	0	0	1	5	0	3	490
58	Biblio/Index/Lit Review	442	85	55	93	72	56	51	35	66	30	39	1,024
59	End-of-tour Report	135	29	14	41	36	22	6	32	9	15	6	345

DOCRD HISTORICAL BIBLIOGRAPHIC DISTRIBUTION: FY83 - FY92

30-Sept-92

Bib Code	BIBTYPE NAME	PRE					FY87	FY88	FY89	FY90	FY91	FY92	TOTAL
		FY83	FY83	FY84	FY85	FY86							
60	Cable	25	0	0	0	1	3	1	0	1	0	0	31
62	AID Supported Study	5,919	1,236	917	1,179	1,056	1,258	1,277	1,319	1,730	1,639	1,382	18,912
63	Non-AID Research Study	31	6	3	0	0	0	0	0	0	0	4	44
64	Non-AID Prog/Proj Design Doc	0	0	0	0	0	0	4	1	1	0	0	6
65	Handbook/Manual	434	204	48	11	24	86	170	182	139	165	135	1,598
66	Monograph	1	27	129	119	28	3	0	0	2	0	0	309
67	Reference Work	193	61	45	156	84	32	15	15	29	15	11	656
68	Final Report	479	136	100	186	125	104	146	137	124	176	156	1,869
70	Discussion Paper	278	48	20	11	35	32	63	10	11	32	12	552
72	Airgram	51	3	0	0	2	23	6	1	1	0	29	116
81	AID Contract/Grant	214	67	13	53	60	131	172	418	329	243	296	1,996
90	Summary Data (Stat reports)	86	7	58	64	5	38	21	4	37	46	61	427
92	Trip Report (TDY)	76	67	99	282	168	405	117	7	25	24	69	1,339
93	State-of-the-art Review	32	6	5	2	8	1	3	0	0	0	0	57
94	Action Plan	0	0	0	0	7	1	99	20	47	42	12	228
95	CDSS	1	35	0	0	234	29	43	20	32	13	36	443
96	ABS	0	12	10	0	509	163	78	143	68	107	73	1,163
97	Econ/Social Analysis	65	7	8	6	35	85	127	48	38	97	89	605
98	Program Document	5	2	2	1	9	21	33	25	37	87	62	284
99	Misc Project Documents	1,492	67	24	41	2	48	53	31	45	15	13	1,831
TOTAL		22,897	4,330	3,197	4,765	4,985	4,993	4,987	4,700	5,294	5,120	5,062	65,268