

PD-ABP-751

**FY 1990 Final Report  
for the  
A.I.D. Document and Information  
Handling Facility**

Prepared as partial fulfillment of  
Contract No. PDC-232-C-00-9088-00

by

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A.I.D. DIHF Annual Report - October 1989 through September 1990

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## 1. INTRODUCTION

A.I.D. guidelines require that development planners review the Agency's past successes and failures before determining long-term assistance strategies or designing individual projects or programs. The Document and Information Handling Facility (DIHF), which serves as the central point within A.I.D. for the receipt, processing, maintenance, and dissemination of project, program, and technical information, is a vital part of CDIE's response to the Agency's need for such an institutional memory. The continuing refinement of A.I.D. operations mandates an ever-increasing use of this memory in development project planning, design, and evaluation. To help the DIHF meet this challenge, Logical Technical Services Corporation (LTS), as the DIHF operator, has had as a major focus of its efforts during the present contract to link DIHF operations to the overall goals and objectives of PPC/CDIE. This has involved developing improved coordination among the DIHF, other CDIE contractors, A.I.D./W and USAID's, and CDIE constituent groups.

This final report for Contract PDC-0232-C-00-9088-00 summarizes major accomplishments and activities performed under the contract by LTS during Fiscal Year 1990.

## 2. FUNCTIONAL AREAS

### 2.1 SYSTEMS DEVELOPMENT, OPERATION AND MAINTENANCE

During FY 1990 the Systems Development Group (SDG) of LTS devoted its energies, primarily, to enhancing the Development Information System (DIS). These efforts involved four specific tasks:

- MINISIS systems maintenance,
- MicroDIS maturation,
- CD-ROM development, and
- CDIE/DI LAN enhancement.

#### MINISIS

FY 1990 was a year of streamlining and refinement for MINISIS. Since version H is not due until 1992, SDG spent the year making the implementation of Version G, which is running without incident, even better. Old, no longer needed databases were deleted. Where appropriate, existing databases were streamlined or merged. Reports and batch jobs were overhauled. New databases were created when warranted (e.g., MicroDIS union catalog, and UNRDA). The result is increased access to more information than previously existed, less clutter on the system, and improved mechanisms for presenting information contained within the DIS. The bottom line is better service to the users of the system.

Also during this year, SDG has upgraded much of the peripheral hardware for the HP-3000 computer system. Four Eagle disc drives were installed which doubled on-line storage capacity to 2.28 gigabytes. A high-speed, high-volume laser printer was installed to handle standard systems output. And, in addition to the entire rotary of modems being replaced with 2400 baud modems capable of reaching transfer speeds of up to 4800 baud, two 9600 baud modems capable of transfer speeds up to 36k baud were installed.

## MicroDIS

FY 1990 was a year of maturation for MicroDIS. During this period no new development was undertaken for the software. Instead, the emphasis was on evaluation and expansion of the installed user base. An evaluation form was developed and distributed to all MicroDIS installed sites and the results were analyzed to determine the general acceptance of the software. In addition, installation copies of the software were distributed during the year (Exhibit 1). Clearly MicroDIS has come of age and there is a growing market for the product. As one might expect, requests for enhancements have been numerous. Those which occurred on a regular basis have been identified and will be incorporated into MicroDIS version 3.0.

## CD-ROM

During FY 1990, SDG successfully created the prototype release of CD-DIS. This disc contains the entire DOCUMENT and PROJECTS databases, including abstracts, as well as the A.I.D. Thesaurus. The disc also demonstrated the feasibility of creating a union catalog of MicroDIS installations with the inclusion of the entire collections from the mission DICs in Cairo and Quito. Finally, the disc highlighted the great potential inherent in the media by including selected volumes from the *A.I.D. FY 1991 Congressional Presentation* as well as the English language version of the *MicroDIS User's Manual*. Completion of this disc and its general acceptance has placed CDIE at the forefront of technological innovation in the Agency. SDG is ready to begin quarterly production of CD-DIS.

## CDIE/DI LAN

During late FY 1989, it was determined that the software used to support CDIE/DI LAN operations was antiquated. After an extensive study it was determined that the Tiara software should be replaced with Novell NetWare 286 SFT software. Early during FY 1990 this became a reality. A carefully followed plan ensured a smooth transition and the additional features of the Novell software greatly enhanced the productivity of all users on the LAN.

At the beginning of the conversion the LAN consisted of approximately 12 stations sharing two printers. By the end of FY 1990, through the use of add-in software, the LAN comprised 33 stations including 4 laser printers, one high speed printer, approximately 15 dot matrix printers, in excess of 13 shared applications (i.e., MicroDIS classified collection), and a CD-ROM server -- all sharing a 650MB fixed disk.

## **2.2 ACQUISITIONS**

Among Acquisitions' most significant achievements in FY 1990 were the following:

- Tracked Mission responses received from all USAIDs in support of the Administrator's initiative to locate missing Design Documents for specified project numbers.
- Participated in committees to make systems improvements for project-document linkages and to improve the search strategy for identifying missing documentation as a result of findings from the Administrator's initiative.
- Acquired Project Design Documentation, including 59 FVA projects from a combination of the Administrator's initiative and a retrospective search of all of the APDMS data bases.

# INSTALLED USERS OF MICRODIS IN FY 1990

	ORGANIZATION	COUNTRY	CITY/STATE	INSTALL
	<b>AFRICA Bureau/Region</b>			
1	USAID/Gaborone	Botswana	Gaborone	11/01/89
2	Development Information Center	Burundi	Gaborone	04/25/90
3	USAID/Maseru	Lesotho	Maseru	03/15/90
4	USAID/Niamey	Niger	Niamey	11/01/89
5	University of Ibadan	Nigeria	Ibadan	04/14/90
6	USAID/Lusaka	Zambia	Lusaka	09/20/90
7	USAID/Lilongwe	Malawi	Lilongwe	11/01/89
8	USAID/Mogadishu	Somalia	Mogadishu	11/01/89
9	USAID/Khartoum	Sudan	Khartoum	11/01/90
10	USAID/Mbabane	Swaziland	Mbabane	11/01/90
11	USAID/Kampala	Uganda	Kampala	11/01/89
12	USAID/Zimbabwe - Programs	Zimbabwe		01/15/90
	<b>ASIA/NEAR EAST Bureau/Region</b>			
13	Dr. Soetomo Press Institute	Indonesia	Jakarta	07/24/90
14	Agricultural Projects Services Centre	Nepal		08/20/90
15	Nepal Water Supply Corporation	Nepal		08/20/90
16	Royal Nepal Academy of Science & Tech	Nepal		08/20/90
17	United States Information Service	Nepal	Kathmandu	04/29/90
18	United States Information Service	Pakistan		04/29/90
	<b>A.I.D. Contractors and PVO's</b>			
19	Inst. Super. Etudes Rech. Scien. Tech	Djibouti		03/12/90
20	Chemonics International	USA	Washington, DC	01/15/90
21	International Rivers Network	USA	San Francisco, CA	11/25/89
	<b>LATIN AND CENTRAL AMERICA Bureau/Region</b>			
22	Univ. del Valle - Facultad de Salud	Colombia	Cali	06/15/90
23	Publicar S.A.	Colombia	Bogota	05/01/90
24	PROEXAG-CAAP	Costa Rica		02/15/90
25	PROEXAG-CNAA	Costa Rica		02/15/90
26	Guayaquil Chamber of Commerce	Ecuador	Guayaquil	06/15/90
27	PROEXAG-FUSADES	El Salvador		02/15/90
28	USAID/San Salvador	El Salvador	San Salvador	07/17/90
29	PROEXAG-GREMIAL	Guatemala		02/15/90
30	PROEXAG-FPX	Honduras		02/15/90
31	APENN	Nicaragua		08/10/90
32	IMA	Panama		08/10/90
33	IPSE	Panama		08/10/90
34	Centro de Estudios Rurales de Itapua	Paraguay		09/20/90
35	BASE, Educ. Comm. Tech. Alternatives	Paraguay		09/20/90
36	Fundacion Moises Bertoni Conserv. Nat.	Paraguay		09/20/90
37	USAID/Manila	USA	San Francisco, CA	04/15/90

- Received numerous documents as a result of the LAC/CDIE Research Analyst's efforts including:
  1. The discovery of over 40 drawers of project files which had never been filmed for APDMS.
  2. Documents culled from the LAC/HN, OFDA, PPC/EA, and PRE Offices.
  3. The circulation of a memo from the head of LAC/DP, directing that all documentation not retained in LAC offices be routed through the LAC/CDIE Research Analyst for PPC/CDIE/DI, Acquisitions.
- Received information on the revised structure of AFR from the AFR/PPC Research Analyst, including the creation of a program tracking data base.
- Continued to work closely with contractors. Among the most productive contacts were those with Chemonics, Pragma, AED, Abt, and USDA, which reviewed their project files and submitted major shipments of documents.
- Prepared a retrospective on CGIARs and received numerous boxes of documents from these sources.
- Processed many boxes of French- and Spanish-language documents resulting from a PPC/CDIE/DI cable to the African and Latin American Missions.
- Briefed and prepared printouts for USAID TDY visitors, including USAID/Lusaka, USAID/Sanaa, USAID/Kingston, and R&RS for their TDY in four African countries.
- Continued to monitor documentation types, including Africa's use of the Country and Limited Program Strategy Plans, which combined major aspects of both the Action Plans and the Country Development Strategy Statements.
- Received Design Documentation for Afghanistan projects in the form of Activity Identification Memos and Activity Approval Memos pursuant to the rescission of the proscription dating from PRE/PD, S&T/ED, ANE/EE, ANE/TR/ARD, etc.
- Completed entry of records for all USAID responses on AVRD for all audiovisual holdings received as a result of PPC/CDIE/DI's request for this information.
- Reviewed and processed with the help of staff members from Abstracting and Cataloguing all backlog documents in preparation for Acquisitions' relocation to the second floor of SA-18.
- Participated in the Training Officer's orientation for the new R&RS.
- Changed the dates for the INVRD data base for PN's from pre-1980 to pre-1985, as recommended by the Cataloguing and Abstracting staffs.
- Received training on Dialcom and MCIMAIL electronic mail systems.

The above work was performed despite a reduced staff, due to the generous cooperation of the LAC/CDIE and AFR/CDIE Research Analysts and to the DIHF Abstracting and Cataloguing staffs.

## 2.3 PROCESSING

### 2.3.1 Cataloguing

In the last contract year, the Cataloguing Department revised many of its policies and procedures and streamlined its operations in response to A.I.D.'s directives and initiatives. Among the most significant accomplishments were the following:

#### **Non-A.I.D. Materials**

The production of shelf list cards and book labels for the A.I.D./W Development Information Center (DIC) was automated.

Payment procedures for orders purchased were automated by preparing checks on the program, "Quicken."

The tracking of all non-A.I.D. materials on CATRD was improved by creating initial records for all documents on order and in the processing queue so that the Chief of the A.I.D. Library always knows the exact number and status of gifts, outstanding orders, and orders received. One of the benefits of this monitoring is to expedite the processing of documents for which the A.I.D. Library has a pressing need. A further benefit is that the Cataloguer's time can be devoted to classification and to assigning subject descriptors rather than to creating records. The skill and experience of the Cataloguing support staff has made this specialization and division of tasks possible.

The plans for an Integrated Library System (ILS) and for changing the A.I.D./W/DIC collection from the Dewey Decimal to the Library of Congress Classification system were reviewed, and suggestions and support were provided at the pre-implementation stage.

Entry into the AVRD data base of all information provided by the USAIDs on their audio-visual holdings was completed.

#### **A.I.D. Materials**

During the past FY, the A.I.D. document section of the Cataloguing Department geared its sights toward eliminating its document backlog, reducing the Paper Copy Library holdings, and streamlining procedures. With these goals in mind, 28 boxes of unprocessed documents withdrawn from the warehouse in September 1989 were sorted during the fiscal year. Fifty percent were duplicates or non-A.I.D. documents. The cut-off date for processing research and development documents (PN's) on DOCRD was set forward from 1980 to 1985. PN's published prior to 1985 are now cataloged on the Inventory database (INVRD). This has had the effect of de-selecting older, technical documents for the detailed cataloging done in DOCRD in favor of the abbreviated and less time-consuming records created in INVRD. Also, current but lower priority documents such as progress reports and trip reports are now slated for INVRD rather than full processing on DOCRD. Earlier in the year, an inventory check of the Paper Copy Library was completed. At that time a decision was made (which received increased emphasis with the impending move) to find ways to reduce its holdings. Recently, CDIE approved a request from the Cataloguing Department to film draft documents held for a year or more in the Paper Copy Library. In addition, a request to film documents with minor document quality problems such as missing or blurred pages in an annex or attachment only was also approved. An availability note will be added to all such records notifying users of the specific nature of the problem and that the document at hand is the "best available copy."

Processing of all current evaluation, design, and ARDA candidate documents has been the Cataloguing Department's first priority. When (because of a combination of staff shortages and the marked and increasing success of the Acquisitions and the LAC/CDIE researcher in locating materials for the system) large backlogs of documents occurred, remedial measures were taken to ensure the processing of priority materials and reduce the stall in the processing of older materials. For example, staff members from Abstracting and Acquisitions provided invaluable and extensive assistance, and capable support staff and summer help were trained to handle routine tasks previously performed by cataloguers.

Searching of APDMS records to eliminate duplicate filming has been maintained. A summary of the distribution of bibliographic types entered into DOCRD are shown for FY90 (Exhibit 2) and historically (Exhibit 3).

### **2.3.2 Abstracting/Indexing**

In FY90, for the third year in a row, abstracting production increased over the previous year's output. This year, we produced a total of 1,965 abstracts, compared to 1,780 in FY89 and 1,632 in FY88.

Overall production exceeded target by 165, author abstracts exceeded target by 182, abstracting of Post-1898 design documents exceeded target by 8, and abstracting of older design documents exceeded target by 359!

In addition, we indexed-only 3,482 documents. A total of 5,447 documents were processed by the A/I unit during FY90.

While our production was quite impressive from a quantitative point, needless to say all DIHF-generated abstracts have continued to be written with our usual attention to quality.

The unit also:

- prepared a new submission of evaluations for the Development Assistance Committee (DAC) and reconstructed our 1987 submission, this time with complete abstracts.
- made extensive use of scanning technology for its author abstracts.
- located hundreds of old design documents, mostly in the FINMANRD and PRJSRD databases.
- spent countless hours supporting cataloguing, and countless more helping acquisitions.
- switched to a PC-based, Word Perfect abstracting environment, and wrote its own macros for uploading abstracts to the HP.

### **2.3.3 A.I.D. Thesaurus / USAID Classification Scheme**

Overall, only about 45 Thesaurus changes were suggested during FY90, perhaps indicating that the A.I.D. Thesaurus has reached a level of maturity as an information retrieval tool.

The Thesaurus Committee met in February, 1990, and approved 25 new terms and 3 other changes. Update pages were distributed in March.

During June 1990, 50 copies of the Thesaurus were printed.

## DOCRD BIBLIOGRAPHIC DISTRIBUTION: FY90

BIB	BIBTYPE NAME	FY90
01	PID	24
02	Proposal	26
03	Almanac	0
04	Atlas/Map	2
05	Dictionary	16
06	Directory	1
07	Encyclopedia	0
08	Thesaurus	0
09	Cong. Legislation/Hearings	0
10	PAR - Proj Appraisal Rpt	45
11	.....	0
12	.....	0
13	.....	0
14	PER - Proj Evaluation Rpt	0
15	PES/ES - Proj Eval Summary	200
16	Sector Assessment	78
17	Special Evaluation	399
18	Audit Report	113
19	Non-AID Evaluation	13
20	Concept Paper	9
21	Conference Proceedings/Paper	367
22	PAIP - Prog Asst Init Proposal	8
23	Journal Article/Monograph	80
24	Policy Paper	6
25	Project Review Paper	0
26	Environmental Assessment	16
27	Proj Design/Imp Guide	42
28	Proj Evaluation Guide	13
29	NEC Design Document	3
30	.....	0
31	.....	0
32	.....	0
33	.....	0
34	.....	0
35	.....	0
36	Dev/Extended Risk Guaranty Paper	0
37	Loan Agreement	31
38	Grant Agreement (PROAG)	314
39	Congressional Presentation	8
40	.....	0
41	Feasibility Study	35
42	Project Paper (PP)	199
43	PROP - Noncap Asst. Proj Prop	45
44	OPG - Operational Dev Grant	1
45	DGP - Developmental Grant Program	0
46	HGPD - Housing Guaranty Prog	0
47	PAAD - Prog Asst Approval Doc	32
48	IP/PEP - Invest Prop/Priv Ent Paper	0
49	NEC	23
50	Action Memo/Authoriz/AAM	100
51	.....	0
52	Annual Report/Yearbook	147
53	Progress/Interim Report	80
54	Thesis/Dissertation	10
55	Periodical	6
56	Case Studies	26
57	Loan Pap/Cap Asst Paper (CAP)	5

DOCRD BIBLIOGRAPHIC DISTRIBUTION: FY90

Exhibit 2 (continued)

BIB	BIBTYPE NAME	FY90
58	Biblio/Index/Lit Review	66
59	End-of-tour Report	9
60	Cable	1
61	.....	0
62	AID Supported Study	1730
63	Non-AID Research Study	0
64	Non-AID Prog/Proj Design Doc	1
65	Handbook/Manual	139
66	Monograph	2
67	Reference Work	29
68	Final Report	124
69	.....	0
70	Discussion Paper	11
71	.....	0
72	Airgram	1
73	.....	0
74	.....	0
75	.....	0
76	.....	0
77	.....	0
78	.....	0
79	.....	0
80	.....	0
81	AID Contract/Grant	329
82	.....	0
83	.....	0
84	.....	0
85	.....	0
86	.....	0
87	.....	0
88	.....	0
89	.....	0
90	Summary Data (Stat reports)	37
91	.....	0
92	Trip Report (TDY)	25
93	State-of-the-art Review	0
94	Action Plan	47
95	CDSS	32
96	ABS	68
97	Econ/Social Analysis	38
98	Program Document	37
99	Misc Project Documents	45
	<b>TOTAL</b>	<b>5295</b>

CODE	BIBTYPE NAME	PRE									TOTAL
		FY83	FY83	FY84	FY85	FY86	FY87	FY88	FY89	FY90	
01	PID	2	7	0	7	13	19	30	35	24	137
02	Proposal	8	1	2	4	32	12	16	17	26	118
03	Almanac	0	0	0	0	0	0	0	0	0	0
04	Atlas/Map	0	0	0	2	2	1	0	1	2	8
05	Dictionary	26	1	1	0	1	1	0	2	16	48
06	Directory	27	15	16	9	9	15	15	21	1	128
07	Encyclopedia	0	0	0	0	0	0	0	0	0	0
08	Thesaurus	1	1	2	1	1	0	1	0	0	7
09	Cong. Legislation/Hearings	0	0	0	0	0	1	1	0	0	2
10	PAR - Proj Appraisal Rpt	1577	15	64	41	31	1	3	1	45	1778
11	.....	0	0	0	0	0	0	0	0	0	0
12	.....	0	0	0	0	0	0	0	0	0	0
13	.....	0	0	0	0	0	0	0	0	0	0
14	PER - Proj Evaluation Rpt	11	1	0	1	0	0	0	0	0	13
15	PES/ES - Proj Eval Summary	1108	190	225	174	189	125	141	155	200	2507
16	Sector Assessment	229	37	37	49	67	63	37	31	78	628
17	Special Evaluation	936	224	293	475	450	324	375	364	399	3840
18	Audit Report	471	92	62	91	168	151	132	148	113	1428
19	Non-AID Evaluation	62	12	14	15	21	23	7	16	13	183
20	Concept Paper	0	0	0	0	5	5	14	4	9	37
21	Conference Proceedings/Paper	1124	213	202	328	323	437	377	293	367	3664
22	PAIP - Prog Asst Init Proposal	0	0	0	0	5	4	13	6	8	36
23	Journal Article/Monograph	344	60	74	164	107	107	74	87	80	1097
24	Policy Paper	1	14	2	7	1	13	21	4	6	69
25	Project Review Paper	7	0	2	2	0	0	0	3	0	14
26	Environmental Assessment	42	15	3	9	15	36	20	26	16	182
27	Proj Design/Imp Guide	48	15	2	35	11	20	22	15	42	210
28	Proj Evaluation Guide	34	5	10	11	13	9	9	5	13	109
29	NEC Design Document	0	0	0	0	0	0	0	1	3	4
30	.....	0	0	0	0	0	0	0	0	0	0
31	.....	0	0	0	0	0	0	0	0	0	0
32	.....	0	0	0	0	0	0	0	0	0	0
33	.....	0	0	0	0	0	0	0	0	0	0
34	.....	0	0	0	0	0	0	0	0	0	0
35	.....	0	0	0	0	0	0	0	0	0	0
36	Dev/Extended Risk Guaranty Paper	0	0	0	0	0	0	0	0	0	0
37	Loan Agreement	39	15	1	0	0	7	3	2	31	98
38	Grant Agreement (PROAG)	54	36	1	0	10	118	201	222	314	956
39	Congressional Presentation	32	7	3	26	6	10	8	6	8	106
40	.....	0	0	0	0	0	0	0	0	0	0
41	Feasibility Study	233	47	19	38	45	44	48	16	35	525
42	Project Paper (PP)	1357	246	160	307	332	250	194	291	199	3336
43	PROP - Noncap Asst. Proj Prop	1398	27	13	16	36	4	3	0	45	1542
44	OPG - Operational Dev Grant	0	0	0	0	0	0	0	0	1	1
45	DGP - Developmental Grant Program	0	0	0	0	0	0	0	0	0	0
46	HGPD - Housing Guaranty Prog	28	14	1	2	0	1	0	0	0	46
47	PAAD - Prog Asst Approval Doc	26	19	15	29	52	50	45	40	32	308
48	IP/PEP - Invest Prop/Priv Ent Paper	0	0	0	0	0	0	0	0	0	0
49	NEC	200	26	14	61	25	17	44	18	23	428
50	Action Memo/Authoriz/AAM	27	1	0	3	1	6	26	21	100	185
51	.....	0	0	0	0	0	0	0	0	0	0
52	Annual Report/Yearbook	1330	135	87	185	112	165	147	175	147	2483
53	Progress/Interim Report	1565	647	296	383	367	346	417	144	80	4245
54	Thesis/Dissertation	2	2	1	11	5	3	3	23	10	60
55	Periodical	3	2	5	10	10	27	8	7	6	78
56	Case Studies	137	65	17	15	18	37	47	51	26	413
57	Loan Pap/Cap Asst Paper (CAP)	449	18	3	9	2	0	0	1	5	487

## DOCRD HISTORICAL BIBLIOGRAPHIC DISTRIBUTION: FY83 - FY90

Exhibit 3 (cont'd)

CODE	BIBTYPE NAME	PRE									TOTAL
		FY83	FY83	FY84	FY85	FY86	FY87	FY88	FY89	YTD FY90	
58	Biblio/Index/Lit Review	442	85	55	93	72	56	51	35	66	955
59	End-of-tour Report	135	29	14	41	36	22	6	32	9	324
60	Cable	25	0	0	0	1	3	1	0	1	31
61	.....	0	0	0	0	0	0	0	0	0	0
62	AID Supported Study	5919	1236	917	1179	1056	1258	1277	1319	1730	15891
63	Non-AID Research Study	31	6	3	0	0	0	0	0	0	40
64	Non-AID Prog/Proj Design Doc	0	0	0	0	0	0	4	1	1	6
65	Handbook/Manual	434	204	48	11	24	86	170	182	139	1298
66	Monograph	1	27	129	119	28	3	0	0	2	309
67	Reference Work	193	61	45	156	84	32	15	15	29	630
68	Final Report	479	136	100	186	125	104	146	137	124	1537
69	.....	0	0	0	0	0	0	0	0	0	0
70	Discussion Paper	278	48	20	11	35	32	63	10	11	508
71	.....	0	0	0	0	0	0	0	0	0	0
72	Airgram	51	3	0	0	2	23	6	1	1	87
73	.....	0	0	0	0	0	0	0	0	0	0
74	.....	0	0	0	0	0	0	0	0	0	0
75	.....	0	0	0	0	0	0	0	0	0	0
76	.....	0	0	0	0	0	0	0	0	0	0
77	.....	0	0	0	0	0	0	0	0	0	0
78	.....	0	0	0	0	0	0	0	0	0	0
79	.....	0	0	0	0	0	0	0	0	0	0
80	.....	0	0	0	0	0	0	0	0	0	0
81	AID Contract/Grant	214	67	13	53	60	131	172	418	329	1457
82	.....	0	0	0	0	0	0	0	0	0	0
83	.....	0	0	0	0	0	0	0	0	0	0
84	.....	0	0	0	0	0	0	0	0	0	0
85	.....	0	0	0	0	0	0	0	0	0	0
86	.....	0	0	0	0	0	0	0	0	0	0
87	.....	0	0	0	0	0	0	0	0	0	0
88	.....	0	0	0	0	0	0	0	0	0	0
89	.....	0	0	0	0	0	0	0	0	0	0
90	Summary Data (Stat reports)	86	7	58	64	5	38	21	4	37	320
91	.....	0	0	0	0	0	0	0	0	0	0
92	Trip Report (TDY)	76	67	99	282	168	405	117	7	25	1246
93	State-of-the-art Review	32	6	5	2	8	1	3	0	0	57
94	Action Plan	0	0	0	0	7	1	99	20	47	174
95	CDSS	1	35	0	0	234	29	43	20	32	394
96	ABS	0	12	10	0	509	163	78	143	68	983
97	Econ/Social Analysis	65	7	8	6	35	85	127	48	38	419
98	Program Document	5	2	2	1	9	21	33	25	37	135
99	Misc Project Documents	1492	67	24	41	2	48	53	31	45	1803
TOTAL		22897	4330	3197	4765	4985	4993	4987	4700	5294	60148

Several updates to the USAID Classification Scheme were made during the year. Many of these developed out of Ellen Boissevain's experiences using the Scheme at the Training Library, while others were suggested by DIHF catalogers. The Scheme has been distributed to all Mission libraries.

## 2.4 USER SERVICES

Fulfillment of orders from A.I.D. contractors, LDC institutions, PVO's, and the general public continues to be one of the key functions of the DIHF. Orders are filled by providing on-demand copies of negative diazo fiche copies, paper copies of documents in stock or blowback paper copies from fiche masters, or some combination of these. User Services responds to requests for documents according to a three tiered priority schedule as seen in Exhibit 4.

### On-Demand Orders

The basic Pricing Policy was unchanged during the year. Shelf copies are provided at \$2.00 per copy; microfiche diazo copies are provided at \$1.08 per fiche; and paper copy reproductions are provided at \$.13 per page. In addition, postage and handling fees are added to the invoice. All Priority I users receive documents free, with the exception of A.I.D. contractors. The

total income received toward cost recovery was \$66,507 for FY90. This total compares favorably with the \$60,595 received in FY89, \$53,578 received in FY88, and \$34,519 received in FY87.

During FY90, User Services processed 5,519 on-demand orders, providing a combination of 6,799 fiche copies, 21,038 blowback paper copies, and 13,549 stock copies. The break down of orders by major user category was as follows: Priority 1: 3,441 requests; Priority 2: 554 requests; and Priority 3: 1,761 requests. A pricing policy change in April 1989 to charge contractors for documents provided has resulted in a decline in the number of orders and documents requested by contractors.

An analysis of orders by bibliographic type was conducted for orders received for the last two fiscal years. The results of this analysis (Exhibit 5) indicate that the most frequently requested documents, in descending order, are: A.I.D. supported studies (15,299), Special evaluations (11,798), Conference papers (4,754), Handbooks/Manuals (7,285), Project Papers (2,681), and Policy Papers (2,183).

### Bulk Mailing Distribution

User Services continued to provide bulk mailing services to CDIE, S&T/POP, S&T/H, and PPC/WID. Approximately 56,000 bulk distribution items were mailed during FY90. This number included CDIE publications, R&RS Newsletter, CDIE Portfolios, ARDA, Acquisitions Lists, New This Month, Current Contents Bulletin, WID Newsletter, and other special distributions. A detailed summary of document distribution during FY90 is presented in Exhibit 6.

<b>User Services Priority Schedule</b>
<b>Priority I (One Working Day)</b>
<b>A.I.D./W, A.I.D. Missions A.I.D. Contractors, Congress</b>
<b>Priority II (Three Working Days)</b>
<b>LDC Institutions, PVO's, Peace Corps, and host country development organizations</b>
<b>Priority III (Seven Working Days)</b>
<b>Public, Business, and Universities</b>

Exhibit 4: User Services Priorities

	BIBLIOGRAPHIC TYPE	FY89	FY89	FY90	FY90	CUMULATIVE	
		Copies	Orders	Copies	Orders	Copies	Orders
—	(APDMS, WID, WBank, etc.)	2,533	795	3,896	2,333	6,429	3,128
01	PID	55	35	99	58	154	93
02	Proposal	11	5	16	18	27	23
04	Atlas/Map	1	1	0	0	1	1
05	Dictionary	17	2	17	17	34	19
06	Directory	179	78	119	124	298	200
08	Thesaurus	62	32	21	19	83	51
10	PAR	163	63	43	63	206	126
14	Project Evaluation Report	2	1	0	0	2	1
15	PES	1,092	427	795	828	1,887	1,255
16	Sector Assessment	313	142	231	253	544	395
17	Special Evaluation	5,820	1,864	5,978	3,657	11,798	5,521
18	Audit Report	398	163	187	221	585	384
19	Non-A.I.D. Evaluation	35	19	29	30	64	49
20	Concept Paper	11	5	29	29	40	34
21	Conference Paper	1,804	667	2,950	1,774	4,754	2,441
22	PAIP	11	1	7	8	18	9
23	Journal Article	457	232	255	265	712	497
24	Policy Paper	1,127	298	1,056	409	2,183	707
25	Project Review Paper	10	3	0	0	10	3
26	Environmental Assess.	212	94	257	301	469	395
27	Proj Design/Imp Guide	103	29	254	105	357	134
28	Proj Eval Guide	172	68	235	151	407	219
29	NEC Preliminary Design Doc	0	0	2	2	2	2
37	Loan Agreement	12	6	2	3	14	9
38	Grant Agreement	171	58	167	164	338	222
39	CP	43	9	56	28	99	37
41	Feasibility Study	138	46	96	104	234	150
42	Project Paper	1,398	613	1,283	953	2,681	1,566
43	PROP	125	40	38	52	163	92
46	HGPD	4	1	1	1	5	2
47	PAAD	81	36	64	75	145	111
49	NEC Design	43	22	15	20	58	42
50	Action Memo	13	17	21	22	34	39
52	Annual Report	175	89	246	265	421	354
53	Progress Report	303	107	151	231	454	338
54	Thesis	7	5	15	17	22	22
55	Periodical	23	25	69	48	92	73
56	Case Studies	292	112	561	555	853	667
57	Loan Paper / CAP	45	41	16	18	61	59
58	Bibliography	652	1,034	568	557	1,220	1,591
59	End-of-Tour Report	33	5	60	13	93	18
60	Cable	1	1	3	4	4	5
62	A.I.D. Supported Study	6,863	2,216	8,436	7,118	15,299	9,334
63	Non-A.I.D. Research Study	8	4	2	2	10	6
64	Non-A.I.D. Design Document	408	253	9	9	417	262
65	Handbook/Manual	3,425	497	3,860	1,847	7,285	2,344
66	Monograph	137	72	29	30	166	102
67	Reference Work	256	123	329	290	585	413
68	Final Report	675	250	530	378	1,205	628
70	Discussion Paper	310	140	129	133	439	273
72	Airgram	5	3	7	8	12	11
81	A.I.D. Contract/Grant	184	59	229	238	413	297
90	Summary Data	101	14	108	57	209	71
92	Trip Report	72	39	28	37	100	76
93	State-of-the-Art Review	20	44	8	10	28	54
94	Action Plan	139	171	137	163	276	334
95	CDSS	499	239	224	256	723	495
96	ABS	242	195	119	142	361	337
97	Eco-Social Analysis	504	201	335	350	839	551
98	Program Document	48	13	37	38	85	51
99	NEC Project Documents	78	32	77	69	155	101
TOTAL		32,121	—	34,541	—	66,662	—

	BIBLIOGRAPHIC TYPE	FY89	FY89	FY90	FY90	CUMULATIVE	
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04	Atlas/Map	1	1	0	0	1	1
05	Dictionary	17	2	17	17	34	19
06	Directory	179	78	119	124	298	200
08	Thesaurus	62	32	21	19	83	51
10	PAR	163	63	43	63	206	126
14	Project Evaluation Report	2	1	0	0	2	1
15	PES	1,092	427	795	828	1,887	1,255
16	Sector Assessment	313	142	231	253	544	395
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49	NEC Design	43	22	15	20	58	42
50	Action Memo	13	17	21	22	34	39
52	Annual Report	175	89	246	265	421	354
53	Progress Report	303	107	151	231	454	338
54	Thesis	7	5	15	17	22	22
55	Periodical	23	25	69	48	92	73
56	Case Studies	292	112	561	555	853	667
57	Loan Paper / CAP	45	41	16	18	61	59
58	Bibliography	652	1,034	568	557	1,220	1,591
59	End-of-Tour Report	33	5	60	13	93	18
60	Cable	1	1	3	4	4	5
62	A.I.D. Supported Study	5,863	2,216	8,436	7,118	15,299	9,334
63	Non-A.I.D. Research Study	8	4	2	2	10	6
64	Non-A.I.D. Design Document	408	253	9	9	417	262
65	Handbook/Manual	3,425	497	3,860	1,847	7,285	2,344
66	Monograph	137	72	29	30	166	102
67	Reference Work	256	123	329	290	585	413
68	Final Report	675	250	530	378	1,205	628
70	Discussion Paper	310	140	129	133	439	273
72	Airgram	5	3	7	8	12	11
81	A.I.D. Contract/Grant	184	59	229	238	413	297
90	Summary Data	101	14	108	57	209	71
92	Trip Report	72	39	28	37	100	76
93	State-of-the-Art Review	20	44	8	10	28	54
94	Action Plan	139	171	137	163	276	334
95	CDSS	499	239	224	256	723	495
96	ABS	242	195	119	142	361	337
97	Eco-Social Analysis	504	201	335	350	839	551
98	Program Document	48	13	37	38	85	51
99	NEC Project Documents	78	32	77	69	155	101
	TOTAL	32,121	—	34,541	—	66,662	—

# CUMULATIVE USER SERVICES REPORT FOR FY90 THROUGH SEPTEMBER 1990

Exhibit 6

REQUESTORS	ORDERS RECEIVED	ORDERS FILLED	FICHE COPIES	PAPER BLOWBACKS	STOCK COPIES	TOTAL DOCS.
<b><u>PRIORITY I</u></b>						
USAID Total	937	924	132	3,304	709	4,145
Africa	371	368	10	1,410	221	1,641
Asia/Near East	261	251	7	931	179	1,117
LAC	255	245	103	763	185	1,051
Other	50	60	12	200	124	336
AID/W Total	2,085	2,102	153	11,424	7,448	19,025
Africa	109	107	0	454	279	733
Asia/Near East	48	48	0	440	23	463
F/PVA	83	90	1	252	193	446
LAC	129	129	0	975	99	1,074
PPC/E	1,205	1,216	115	5,814	2,628	8,557
S&T	241	248	34	1,876	1,820	3,730
Other	270	264	3	1,613	2,406	4,022
AID/Contractors	419	390	30	1,183	682	1,895
<b>PRIORITY I TOTAL</b>	<b>3,441</b>	<b>3,416</b>	<b>315</b>	<b>15,911</b>	<b>8,839</b>	<b>25,065</b>
<b><u>PRIORITY II</u></b>						
LDC Total	462	342	696	1,106	1,031	2,685
Africa	146	111	145	545	344	1,357
Asia/Near East	173	110	246	326	632	794
LAC	143	121	305	235	55	534
Development Orgs.	92	75	83	234	108	393
<b>PRIORITY II TOTAL</b>	<b>554</b>	<b>417</b>	<b>779</b>	<b>1,340</b>	<b>1,139</b>	<b>3,078</b>
<b><u>PRIORITY III</u></b>						
Developed Country	317	453	431	785	483	1,699
U.S. Business	539	454	546	1,512	2,203	4,261
U.S. Education	434	366	3,858	623	420	4,901
U.S. Government	113	100	436	227	111	774
U.S. Individuals	357	312	434	616	347	1,397
Other	1	1	0	24	7	31
<b>PRIORITY III TOTAL</b>	<b>1,761</b>	<b>1,686</b>	<b>5,705</b>	<b>3,787</b>	<b>3,571</b>	<b>13,063</b>
<b>ON-DEMAND TOTAL</b>	<b>5,756</b>	<b>5,519</b>	<b>6,799</b>	<b>21,038</b>	<b>13,549</b>	<b>41,206</b>
<b><u>BULK DISTRIBUTION</u></b>						
CDIE Publications					15,756	15,756
Population					3,569	3,569
R&RS Newsletter					7,859	7,859
CDIE Portfolios					324	324
ARDA					4,637	4,637
World Bank Documents					431	431
Acquisitions Lists					525	525
Other					2,568	2,568
<b>BULK DISTRIBUTION TOTAL</b>					<b>35,669</b>	<b>35,669</b>
<b>GRAND TOTAL</b>	<b>5,756</b>	<b>5,519</b>	<b>6,799</b>	<b>21,038</b>	<b>49,218</b>	<b>76,875</b>
<b>DOLLAR AMOUNT RECEIVED:</b>		<b>\$66,507</b>				

## **Warehouse**

There was a major reorganization of the warehouse in anticipation of its relocation at the end of the contract. Miscellaneous and surplus publications were recycled. The skid count was reduced by the year's end from approximately 350 to 150 skids. CDIE/PPE reviewed lists of CDIE evaluation publications and their negatives and identified those which could be retired.

During the fiscal year, an LTS van was purchased to provide more efficient and cost-effective courier service to A.I.D./W, the World Bank, State Department, and the DIHF warehouse.

## **Reproduction Equipment**

At the beginning of the fiscal year, two TDC Scanners were received to replace the obsolete and defunct Xerox 970. While the quality of the copies from the TDC machines is considerably better than the Xerox 970, the machines have proven costly to maintain. Frequent service calls are necessary to keep the machines in operation. A Minolta RP505 Reader/Printer was retained to provide back-up as required.

## **PPC/WID Support**

PPC/WID was provided with a variety of support services throughout the year, including: (1) document distribution in response to on-demand requests; (2) maintaining the WID library in the DIHF Annex; (3) providing xeroxing services on request; (4) distributing the WID Newsletter and other special bulk mailings; (5) maintaining the WID mailing list; and (6) providing warehouse storage space for surplus WID documents.

## **2.5 MICROGRAPHICS**

### **2.5.1 Institutional Memory (Core) Micrographics**

The scope of operations described as Core Micrographics includes document preparation, fiche inspection, fiche duplication, and fiche distribution. The duplication and distribution function are coordinated with the User Services' on-demand activities, but also involve handling Standing Orders and Special Interest Packages (or SIP's, narrowly defined subsets of DIS), which are arranged directly with the user; and, if non-AID, require prepayment. These include ARDA issues and PN indices. Standing Orders for copies of all fiche produced are defined through exchange or other agreements entered into or approved by CDIE and are not billed.

### **FY90 Accomplishments**

#### **Document Preparation**

Core micrographics operations must keep pace with the output of the Cataloguing Unit, ensuring that document flow is steady and turnaround time is minimized. In FY90, no serious backlogs developed.

### **Fiche Distribution**

Standing Order distribution applies to the current month's production of fiche as well as COM output fiche. COM clients supported during the year included USAID's in Lima, Dhaka, and Kathmandu. COM indexes were produced for both PN and PD fiche in March and September 1990. Over 40,000 microfiche duplicates were distributed on a standing order basis. Current standing orders are shown in Exhibit 7.

On demand requests for single documents in microfiche resulted in preparation of 6,799 single diazo copies of microfiche.

LTS clearly demonstrated its ability to prepare diazo copies for large collections of microfiche by fulfilling an order requesting all ARDA documents (5,200) from Volume 7 to the present, and the initial order for RIGMIS, Regional Inspector General's Micrographics Information System, for RIG/Nairobi, which is explained in more detail in a later section.

### **2.5.2 Agency Records Management**

The purpose of the Agency Project Document Micrographics System (APDMS) is to improve project documentation practices by creating and maintaining a central repository for the Agency's official project files. To achieve the records management goals of this objective, MS/MO/PA/RM has coordinated the activities of geographic bureau offices and the DIHF to effect the conversion, update, storage and distribution of project documents on microfiche. The benefits are significant space savings, improved file integrity, and standardized records management practices within the participating bureaus. During FY90 the DIHF expeditiously processed all document volumes furnished by the Bureaus in conjunction with MS/MO/PA/RM. Original planning schedules, however, were not useful for the principal reason outlined in the following paragraph(s).

### **FY90 Accomplishments**

The APDMS program for FY90 had measured success in achieving its objectives. From an update production perspective, actual production fell far short of projected volumes due to the limited availability of source documents caused by the lack of support staff within the geographic bureaus to format documents for batching. The unexpected exception to this was in Contracts, where production was more than double the volume projected. In addition, although specifically stated in the scope of work that there would be no conversions during the contract period, the Population Office of S&T was converted, with an additional ten drawers of material remaining to be converted during the first quarter of FY90. The cumulative effect of scheduled updates and the S&T/POP conversion was that the total number of documents committed to microfilm exceeded the total volume stipulated by the contract's scope of work. Exhibit 8 summarizes production activity for the year. Twenty-six thousand documents comprised of over 431,000 pages of material was committed to film during the year. This is equivalent to twenty-two 5-drawer filing cabinets, or 344 cubic feet of material, a significant space savings to the Agency. Exhibit 9 summarizes the bibliographic distribution of documents added to APDMS during the year.

### **Standing Order Distribution**

A.I.D., SA-18  
A.I.D./DIHF User Services  
Internatl Development Research Centre  
Peace Corps  
REDSO/ESA  
USAID/CAIRO  
USAID/Kinshasa  
USAID/San Jose  
University of Calif Shields Library  
World Bank

**Exhibit 7: Microfiche Distribution**

**Exhibit 8**

**APDMS PRODUCTION BY FISCAL YEAR**

Work Completed:	FY83	FY84	FY85	FY86	FY87	FY88	FY89	FY90	TOTAL
<b>AFR/IPS</b>									
Documents	11,966	6,110	4,293	6,540	4,126	5,641	4,534	1,898	45,108
Fiche	13,986	6,554	456	6,703	4,221	5,737	4,674	1,940	44,271
Frames	443,278	123,020	80,322	75,106	46,275	55,983	50,298	19,536	893,818
Boxes (*)	120	62	50	68	45	61	50	22	478
<b>ARA (**)</b>									
Documents	0	0	2,588	1,972	251	147	0	0	4,958
Fiche	0	0	3,125	2,258	293	158	0	0	5,834
Frames	0	0	112,998	65,162	9,544	3,816	0	0	191,520
Boxes	0	0	56	31	5	4	0	0	96
<b>A/NE (***)</b>									
Documents	5,676	2,843	3,018	4,202	5,123	3,413	4,293	2,540	31,108
Fiche	5,231	2,950	3,114	4,856	5,356	3,542	4,434	2,607	32,090
Frames	154,242	44,044	30,784	111,276	73,793	41,168	50,142	32,191	537,640
Boxes	57	29	33	69	54	38	44	29	353
<b>CONTRACTS</b>									
Documents	0	7,784	6,192	5,396	5,673	10,447	4,393	13,236	53,121
Fiche	0	8,149	7,065	5,416	5,717	10,536	4,473	13,287	54,643
Frames	0	198,184	165,231	71,919	83,398	120,765	59,387	124,936	823,820
Boxes	0	107	92	61	60	112	51	139	622
<b>LAC</b>									
Documents	0	0	0	7,120	2,653	2,266	3,268	2,369	17,676
Fiche	0	0	0	7,722	2,865	2,330	3,347	2,440	18,704
Frames	0	0	0	266,833	59,276	28,274	38,544	31,014	423,941
Boxes	0	0	0	99	29	25	40	26	219
<b>NEAR EAST</b>									
Documents	0	0	7,578	1,857	0	0	0	0	9,435
Fiche	0	0	9,263	2,091	0	0	0	0	11,354
Frames	0	0	341,027	54,069	0	0	0	0	395,096
Boxes	0	0	192	30	0	0	0	0	222
<b>LOANS</b>									
Documents	0	0	0	0	11,763	0	721	98	12,582
Fiche	0	0	0	0	12,005	0	726	98	12,829
Frames	0	0	0	0	233,314	0	10,923	1,263	245,500
Boxes	0	0	0	0	141	0	8	1	150
<b>S &amp; T</b>									
Documents	0	0	0	0	808	9,760	4,642	6,317	21,527
Fiche	0	0	0	0	1,041	10,872	5,444	7,075	24,432
Frames	0	0	0	0	38,905	292,520	168,850	222,742	723,017
Boxes	0	0	0	0	23	169	94	127	413
<b>Actual Total</b>									
Documents	17,642	16,737	23,669	27,087	30,397	31,674	21,851	26,458	195,515
Fiche	19,217	17,653	23,023	29,046	31,498	33,175	23,098	27,447	204,157
Frames	597,520	365,248	730,362	644,365	544,505	542,526	378,144	431,682	4,234,352
Boxes	177	198	423	358	357	409	287	344	2,553

\* Estimated for FY83-84

\*\* Merged with Africa IPS, FY88

\*\*\* Asia and Near East merged FY86

Exhibit 8 (continued)

Attachment 1 Page 1: Bureau Microfilm Summary Report for FY90													
Work Completed:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	TOTAL
<b>Africa Bureau</b>													
Documents	0	0	0	1294	0	0	0	604	0	0	0	0	1898
Fiche	0	0	0	1320	0	0	0	620	0	0	0	0	1940
Frames	0	0	0	13518	0	0	0	6020	0	0	0	0	19538
Boxes	0	0	0	15	0	0	0	7	0	0	0	0	22
<b>A/NE Bureau</b>													
Documents	0	1218	108	0	0	0	0	294	920	0	0	0	2540
Fiche	0	1253	127	0	0	0	0	298	929	0	0	0	2607
Frames	0	15894	4321	0	0	0	0	3526	8450	0	0	0	32191
Boxes	0	13	3	0	0	0	0	3	10	0	0	0	29
<b>Contracts</b>													
Documents	640	1442	251	70	574	1522	2450	1844	1242	1078	1862	261	13238
Fiche	643	1442	252	72	575	1523	2466	1858	1249	1079	1865	263	13287
Frames	9791	13247	1907	1708	8468	16409	22028	14780	13598	8065	13273	1664	124936
Boxes	8	15	3	1	6	16	25	19	13	11	19	3	139
<b>LAC Bureau</b>													
Documents	0	0	0	490	583	0	0	0	776	520	0	0	2369
Fiche	0	0	0	501	600	0	0	0	808	531	0	0	2440
Frames	0	0	0	6159	7814	0	0	0	11024	6017	0	0	31014
Boxes	0	0	0	5	7	0	0	0	8	6	0	0	26
<b>Loans</b>													
Documents	0	0	0	0	0	0	0	0	0	98	0	0	98
Fiche	0	0	0	0	0	0	0	0	0	98	0	0	98
Frames	0	0	0	0	0	0	0	0	0	1263	0	0	1263
Boxes	0	0	0	0	0	0	0	0	0	1	0	0	1
<b>S and T</b>													
Documents	0	308	185	121	1069	1236	1344	1062	429	303	260	0	6317
Fiche	0	337	217	156	1199	1449	1463	1150	454	362	288	0	7075
Frames	0	8301	7655	6451	36239	52233	44591	32372	11734	15158	8008	0	222742
Boxes	0	5	5	3	21	30	24	19	7	8	5	0	127
<b>Actual Total</b>													
Documents	640	2968	544	1975	2226	2758	3794	3804	3367	1999	2122	261	26458
Fiche	643	3032	596	2049	2374	2972	3929	3926	3440	2070	2153	263	27447
Frames	9791	37442	13883	27834	52519	68642	66619	58698	44808	30503	21281	1664	431682
Boxes	8	33	11	24	34	46	49	48	38	26	24	3	344
<b>Projected Total</b>													
Documents	2300	1000	1600	2600	2200	1900	2100	2700	2100	2400	2300	2000	25200
Fiche	2530	1100	1760	2860	2420	2090	2310	2970	2310	2640	2530	2200	27720
Frames	50600	22000	35200	57200	48400	41800	46200	59400	46200	52800	50600	44000	554400
Boxes	23	10	16	26	22	19	21	27	21	24	23	20	252
<b>INVOICE \$\$ AMOUNT</b>													
	\$45,018	\$130,657	(\$9,958)	\$140,327	\$83,374	\$77,791	\$75,178	\$89,834	\$68,217	\$72,807	\$64,733	\$0	\$837,977

**Exhibit 8 (continued)**

Attachment 1 Page 2: AFRICA PD/IPS Bureau FY90 Activities/Status  
as of 30-Sept-90

Work Completed:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	TOTAL
<b>Projected Total</b>													
Documents	600	0	900	600	0	800	400	0	400	600	0	800	5100
Fiche	600	0	900	600	0	800	400	0	400	600	0	800	5100
Frames	6600	0	9900	6600	0	8800	4400	0	4400	6600	0	8800	56100
Boxes	6	0	9	6	0	8	4	0	4	6	0	8	51
<b>Actual Total</b>													
Documents	0	0	0	1294	0	0	0	604	0	0	0	0	1898
Fiche	0	0	0	1320	0	0	0	620	0	0	0	0	1940
Frames	0	0	0	13516	0	0	0	6020	0	0	0	0	19536
Boxes	0	0	0	15	0	0	0	7	0	0	0	0	22
<b>Quality Assurance</b>													
Inspected	0	0	0	1294	0	0	0	604	0	0	0	0	1898
Rejected	0	0	0	16	0	0	0	16	0	0	0	0	32
<b>Diazo Copies</b>													
Documents	0	0	0	1294	0	0	0	604	0	0	0	0	1898
Fiche	0	0	0	1320	0	0	0	620	0	0	0	0	1940
<b>Doc's Distributed</b>													
Central Files	0	0	0	1294	0	0	0	604	0	0	0	0	1898
Project Files -	0	0	0	1294	0	0	0	604	0	0	0	0	1898
- TR's ARD	0	0	0	0	0	0	0	0	0	0	0	0	0
ENG	0	0	0	0	0	0	0	0	0	0	0	0	0
ED	0	0	0	0	0	0	0	0	0	0	0	0	0
PRO	0	0	0	0	0	0	0	0	0	0	0	0	0
HPN	0	0	0	0	0	0	0	0	0	0	0	0	0
Other, Special	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Cum Distribution</b>													
Central Files	40777	40777	40777	42071	42071	42071	42071	42675	42675	42675	42675	42675	
Project Files -	34367	34367	34367	35661	35661	35661	35661	36265	36265	36265	36265	36265	
- TR's ARD	15440	15440	15440	15440	15440	15440	15440	15440	15440	15440	15440	15440	
ENG	5588	5588	5588	5588	5588	5588	5588	5588	5588	5588	5588	5588	
ED	8250	8250	8250	8250	8250	8250	8250	8250	8250	8250	8250	8250	
PRO	6333	6333	6333	6333	6333	6333	6333	6333	6333	6333	6333	6333	
HPN	10682	10682	10682	10682	10682	10682	10682	10682	10682	10682	10682	10682	
Other, Special	0	0	0	0	0	0	0	0	0	0	0	0	

**Exhibit 8 (continued)**

Attachment 1 Page 3: A/NE Bureau FY90 Activities/Status  
as of 30-Sept-90

Work Completed:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	TOTAL
<b>Projected Total</b>													
Documents	900	600	0	800	600	0	800	500	0	700	700	0	5600
Fiche	900	600	0	800	600	0	800	500	0	700	700	0	5600
Frames	9900	6600	0	8800	6600	0	8800	5500	0	7700	7700	0	81600
Boxes	9	8	0	8	6	0	8	5	0	7	7	0	57
<b>Actual Total</b>													
Documents	0	1218	108	0	0	0	0	294	920	0	0	0	2540
Fiche	0	1253	127	0	0	0	0	298	929	0	0	0	2607
Frames	0	15894	4321	0	0	0	0	3528	8450	0	0	0	32191
Boxes	0	13	3	0	0	0	0	3	10	0	0	0	29
<b>Quality Assurance</b>													
Inspected	0	1253	127	0	0	0	0	294	920	0	0	0	2594
Rejected	0	22	0	0	0	0	0	4	12	0	0	0	38
<b>Diazo Copies</b>													
Documents	0	4872	432	0	0	0	0	588	1840	0	0	0	7732
Fiche	0	5012	508	0	0	0	0	596	1858	0	0	0	7974
<b>Doc's Distributed</b>													
TR Central	0	1218	108	0	0	0	0	0	0	0	0	0	1326
PCS Central	0	1218	108	0	0	0	0	294	920	0	0	0	2540
Proj. Officers	0	1218	108	0	0	0	0	294	920	0	0	0	2540
TR Officers	0	1218	108	0	0	0	0	0	0	0	0	0	1326
A/NE/ENV	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Cum Distribution</b>													
TR Central	33515	34733	34841	34841	34841	34841	34841	34841	34841	34841	34841	34841	
PCS Central	37673	38891	38999	38999	38999	38999	38999	39293	40213	40213	40213	40213	
Proj. Officers	31422	32640	32748	32748	32748	32748	32748	33042	33962	33962	33962	33962	
TR Officers	33320	34538	34646	34646	34646	34646	34646	34646	34646	34646	34646	34646	
A/NE/ENV	937	937	937	937	937	937	937	937	937	937	937	937	
Other	0	0	0	0	0	0	0	0	0	0	0	0	

Exhibit 8 (continued)

Attachment 1 Page 4: LAC Bureau FY90 Activities/Status  
as of 30-Sept-90

Work Completed:

Projected Total

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	TOTAL
Documents	0	500	400	0	500	500	0	400	500	0	500	500	3800
Fiche	0	500	400	0	500	500	0	400	500	0	500	500	3800
Frames	0	5000	4000	0	5000	5000	0	4000	5000	0	5000	5000	38000

Boxes

Actual Total

Documents	0	0	0	490	583	0	0	0	776	520	0	0	2369
Fiche	0	0	0	501	600	0	0	0	808	531	0	0	2440
Frames	0	0	0	6159	7814	0	0	0	11024	6017	0	0	31014

Boxes

Quality Assurance

Inspected	0	0	0	490	583	0	0	0	776	520	0	0	2369
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Rejected

	0	0	0	8	7	0	0	0	16	13	0	0	44
--	---	---	---	---	---	---	---	---	----	----	---	---	----

Diazo Copies

Documents	0	0	0	1960	2332	0	0	0	3104	2080	0	0	9476
-----------	---	---	---	------	------	---	---	---	------	------	---	---	------

Fiche

	0	0	0	2004	2400	0	0	0	3232	2124	0	0	9760
--	---	---	---	------	------	---	---	---	------	------	---	---	------

Doc Distributed

Central Files	0	0	0	490	583	0	0	0	776	520	0	0	2369
---------------	---	---	---	-----	-----	---	---	---	-----	-----	---	---	------

Finance Office	0	0	0	490	583	0	0	0	776	520	0	0	2369
----------------	---	---	---	-----	-----	---	---	---	-----	-----	---	---	------

Regional Files	0	0	0	490	583	0	0	0	776	520	0	0	2369
----------------	---	---	---	-----	-----	---	---	---	-----	-----	---	---	------

Gen'l Counsel	0	0	0	0	0	0	0	0	0	0	0	0	0
---------------	---	---	---	---	---	---	---	---	---	---	---	---	---

Tech Officers	0	0	0	490	583	0	0	0	776	520	0	0	2369
---------------	---	---	---	-----	-----	---	---	---	-----	-----	---	---	------

Other, Special	0	0	0	0	0	0	0	0	0	0	0	0	0
----------------	---	---	---	---	---	---	---	---	---	---	---	---	---

Cum Distribution

Central Files	14576	14576	14576	15066	15649	15649	15649	15649	16425	16945	16945	16945	
---------------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	--

Finance Office	14006	14006	14006	14496	15079	15079	15079	15079	15855	16375	16375	16375	
----------------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	--

Regional Files	14006	14006	14006	14496	15079	15079	15079	15079	15855	16375	16375	16375	
----------------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	--

LAC/GC	6668	6668	6668	7158	7741	7741	7741	7741	8517	9037	9037	9037	
--------	------	------	------	------	------	------	------	------	------	------	------	------	--

Tech Officers	12033	12033	12033	12523	13106	13106	13106	13106	13882	14402	14402	14402	
---------------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	--

Exhibit 8 (continued)

Attachment 1 Page 5: Loan Office FY90 Activities/Status  
as of 30-Sept-90

Work Completed:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	TOTAL
<b>Projected Total</b>													
Documents	0	0	0	0	0	0	0	900	800	0	0	0	1700
Fiche	0	0	0	0	0	0	0	900	800	0	0	0	1700
Frames	0	0	0	0	0	0	0	18000	18000	0	0	0	34000
Boxes	0	0	0	0	0	0	0	9	8	0	0	0	17
<b>Actual Total</b>													
Documents	0	0	0	0	0	0	0	0	0	98	0	0	98
Fiche	0	0	0	0	0	0	0	0	0	98	0	0	98
Frames	0	0	0	0	0	0	0	0	0	1263	0	0	1263
Boxes	0	0	0	0	0	0	0	0	0	1	0	0	1
<b>Quality Assurance</b>													
Inspected	0	0	0	0	0	0	0	0	0	98	0	0	98
Rejected	0	0	0	0	0	0	0	0	0	2	0	0	2
<b>Diazo Copies</b>													
Documents	0	0	0	0	0	0	0	0	0	0	0	0	0
Fiche	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Doc's Distributed</b>													
Central Files	0	0	0	0	0	0	0	0	0	98	0	0	98
Other, Special	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Cum Distribution</b>													
Central Files	12484	12484	12484	12484	12484	12484	12484	12484	12484	12582	12582	12582	
Other, Special	0	0	0	0	0	0	0	0	0	0	0	0	

Exhibit 8 (continued)

Attachment 1 Page 6: Contracts Office FY90 Activities/Status  
as of 30-Sept-90

Work Completed:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	TOTAL
<b>Projected Total</b>													
Documents	700	400	0	500	500	0	600	400	0	700	600	0	4400
Fiche	700	400	0	500	500	0	600	400	0	700	600	0	4400
Frames	7000	4000	0	5000	5000	0	6000	4000	0	7000	6000	0	44000
Boxes	7	4	0	5	5	0	6	4	0	7	6	0	45
<b>Actual Total</b>													
Documents	640	1442	251	70	574	1522	2450	1844	1242	1078	1862	261	13236
Fiche	643	1442	252	72	575	1523	2466	1858	1249	1079	1862	264	13285
Frames	9791	13247	1907	1708	8466	16409	22028	14780	13598	8065	13273	1664	124936
Boxes	8	15	3	1	6	16	25	19	13	11	19	3	137
<b>Quality Assurance</b>													
Inspected	640	1442	252	70	574	1522	2450	1844	1242	1078	1862	5	12981
Rejected	9	24	2	2	9	48	50	49	27	41	25	1664	1950
<b>Diazo Copies</b>													
Documents	1280	2884	502	140	1148	3044	4900	3688	2484	2156	3724	522	26472
Fiche	1286	2884	504	144	1150	3046	4932	3716	2498	2158	3724	528	26570
<b>Doc's Distributed</b>													
Central Files	640	1442	251	70	574	1522	2450	1844	1242	1078	1862	261	13236
Bureau Files	640	1442	251	70	574	1522	2450	1844	1242	1078	1862	261	13236
Other, Special	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Cum Distribution</b>													
Central Files	43381	44823	45074	45144	45718	47240	49690	51534	52776	53854	55716	55977	
Audit Files	21159	22601	22852	22922	23496	25018	27468	29312	30554	31632	33494	33755	
Bureau Files	31103	32545	32796	32866	33440	34962	37412	39256	40498	41576	43438	43699	
Other, Special	0	0	0	0	0	0	0	0	0	0	0	0	

Attachment 1 Page 7: S & T Bureau FY90 Activities/Status  
as of 30-Sept-90

Work Completed:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	TOTAL
<b>Projected Total</b>													
Documents	100	0	300	200	600	600	300	300	500	400	500	700	4500
Fiche	110	0	330	220	660	660	330	330	550	440	550	770	4950
Frames	4000	0	12000	8000	24000	24000	12000	12000	20000	18000	20000	28000	180000
Boxes	1	0	3	2	6	6	3	3	5	4	5	7	45
<b>Actual Total</b>													
Documents	0	308	185	121	1069	1238	1344	1062	429	303	260	0	6317
Fiche	0	337	217	156	1199	1449	1463	1150	454	362	288	0	7075
Frames	0	8301	7655	6451	36239	52233	44591	32372	11734	15158	8008	0	222742
Boxes	0	5	5	3	21	30	24	19	7	8	5	0	127
<b>Quality Assurance</b>													
Inspected	0	337	217	156	1199	1236	1344	1062	429	303	260	0	6543
Rejected	0	13	1	1	25	65	21	19	14	10	8	0	177
<b>Diazo Copies</b>													
Documents	0	924	555	363	3207	3708	4032	3186	1287	909	780	0	18951
Fiche	0	1011	651	468	3597	4347	4389	3450	1362	1086	864	0	21225
<b>Doc's Distributed</b>													
Central Files	0	308	185	121	1069	1236	1344	1062	429	303	260	0	6317
Project Files	0	308	185	121	1069	1236	1344	1062	429	303	260	0	6317
<b>Program Office</b>													
Sectors EY	-	308	185	-	-	-	-	-	-	-	-	-	493
ED	-	-	-	-	-	-	-	-	-	-	-	-	0
H	-	-	-	-	-	-	-	-	-	-	-	-	0
AG	-	-	-	-	-	-	-	-	-	-	115	-	115
FOR	-	-	-	-	-	-	-	-	-	-	-	-	0
N	-	-	-	-	-	-	-	-	-	-	-	-	0
RD	-	-	-	-	-	-	-	-	-	-	-	-	0
RUR	-	-	-	-	-	-	-	-	-	303	145	-	448
POP	-	-	-	121	1069	1236	1344	1062	429	-	-	-	5261
Other, Special	-	-	-	-	-	-	-	-	-	-	-	-	0
<b>Cum Distribution</b>													
Central Files	15210	15518	15703	15824	16893	18129	19473	20535	20964	21267	21527	21527	
Project Files	15210	15518	15703	15824	16893	18129	19473	20535	20964	21267	21527	21527	
<b>Program Office</b>													
Sectors EY	3287	3595	3780	3780	3780	3780	3780	3780	3780	3780	3780	3780	
ED	1012	1012	1012	1012	1012	1012	1012	1012	1012	1012	1012	1012	
H	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	
AG	1265	0	0	0	0	0	0	0	0	0	115	115	
FOR	246	246	246	246	246	246	246	246	246	246	246	246	
N	552	552	552	552	552	552	552	552	552	552	552	552	
RD	3371	3371	3371	3371	3371	3371	3371	3371	3371	3371	3371	3371	
RUR	1355	1355	1355	1355	1355	1355	1355	1355	1355	1658	1803	1803	
POP	0	0	0	121	1190	2426	3770	4832	5261	5261	5261	5261	
Other, Special	1233	0	0	0	0	0	0	0	0	0	0	0	

PART I: APDMS PRODUCTION SCHEDULE AND DOCUMENT VOLUME ESTIMATE

BUREAU	Actual												Est. FY90 TOTAL	YTD FY90 TOTAL	ACTUAL	
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP			FY89 TOTAL	FY88 TOTAL
AFRICA (actual)	600	0	800	600	0	600	400	0	400	600	0	500	4500	1898	4534	5788
ANE (actual)	900	600	0	800	600	0	600	500	0	600	600	0	5200	2540	4293	3413
LAC (actual)	0	0	0	500	400	300	0	500	400	0	0	0	2100	2369	3268	2266
CONTRACTS (actual)	700	400	0	500	500	700	600	500	700	700	700	0	6000	13236	4393	10447
LOANS (actual)	0	0	0	0	0	0	0	900	800	400	0	0	2100	98	721	0
SNT UPDATE (actual)	100 FENR	0 -	300 EY	200 EY	600 ED	600 H	300 N	300 RUR	500 RUR	400 RUR	400 RUR	500 AGR	4200	1056	4642	9760
PROJECTED	2300	1000	1100	2600	2100	2200	1900	2700	2800	2700	1700	1000	24100	===	===	===
FY90 ACTUAL	640	2968	544	1975	2226	2758	3794	3804	3367	1999	2122	261	===	21197	===	===
FY89 ACTUAL	1415	2784	2696	2067	739	1102	1190	2956	1522	1729	1727	1924	===	===	21851	===
FY88 ACTUAL	2283	1141	2580	1776	3532	3876	3654	2891	3047	2705	3387	770	===	===	===	31674

POPULATION	0	0	0	200	900	900	900	900	900	900	900	900	7400			
Conversion	-	-	-	121	1069	1236	1344	1062	429	0	0	0		5261		

PART II: ON SITE ACTIVITIES LOG

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP
AFRICA			20<*****>28				30< **>					
ANE		23<*****>22						14< ***** **>23				
LAC			12<*****>					21< ***** **>4				
CONTRACTS	10<** ***** **>30											
LOANS									2<****>			
S&T		8<****>30							20 <**** *****>14			
POPULATION		EY		16<+ +++++ +++++ +++++ +++++ +++++ +>3								

CONVERT ++++  
UPDATE \*\*\*\*

Exhibit 9

APDMS BIBLIOGRAPHIC DISTRIBUTION: FY90

4-Oct-90

BIB	BIBTYPE NAME	AFR	ANE	LAC	PRJ	SNT	TOTAL
10	Project Development	1	0	0	0	6	7
11	Feasibility Study	1	0	0	0	7	8
12	Market Survey	0	0	0	0	6	6
13	Pre-PID Document, Misc	0	0	0	0	0	0
14	Market Study	0	0	0	0	2	2
15	Proposal	0	0	0	0	213	213
16	Research Proposal	0	0	0	0	9	9
17	Assessment Surveys	0	0	0	0	6	6
18	Assessment & Social Mktg	0	0	0	0	22	22
19	Concept Paper	0	0	0	0	13	13
20	Core Project	0	0	0	0	0	0
21	PID	7	16	2	0	6	31
22	PID Rev	0	0	0	0	0	0
23	PID Approval Document	0	0	0	0	0	0
24	PRP, Pre-1978 Proj	0	0	0	0	0	0
25	PRP Revision	0	0	0	0	0	0
26	PP/PAAD	41	19	32	0	32	124
27	PP Amendment	14	2	15	0	2	33
28	Project Authorization	24	4	42	0	21	91
29	Project Auth. Amendment	22	16	24	0	4	66
30	Grant Agreement	75	49	101	0	574	799
31	Grant Agreement Amendment	103	114	235	0	340	792
32	Loan Agreement	0	2	2	0	0	4
33	Loan Agreement Amendment	1	0	7	0	0	8
34	Waiver, General	23	42	13	0	1	79
35	Core Off. Correspondance	121	0	424	0	172	717
36	Loan and Grant Agreement	2	13	16	0	0	31
37	Loan and Grant Agreements	0	0	0	0	73	73
38	Miscellaneous Agreements	0	0	0	0	0	0
40	Correspondance	0	0	0	0	2	2
41	Cable, Incoming	0	454	67	0	241	762
42	Cable, Outgoing	0	237	41	0	99	377
43	Correspondance, General	1	106	3	0	1,012	1,122
44	Financing Request	4	87	1	0	592	684
45	Cables (Incoming/Outgoing Combined)	0	0	0	0	356	356
50	CP to Disbursement	0	0	0	0	0	0
51	Pre-Disbursement Condition	0	0	0	0	0	0
52	Implementation Letter	139	269	388	0	1	797

## Exhibit 9 (continued)

APDMS BIBLIOGRAPHIC DISTRIBUTION: FY90

4-Oct-90

BIB	BIBTYPE NAME	AFR	ANE	LAC	PRJ	SNT	TOTAL
60	Disbursing Authorization	0	0	0	0	28	28
61	PIO/T	517	733	830	0	284	2,364
62	PIO/C	60	16	80	0	27	183
63	PIO/P	215	1	0	0	38	254
64	L/COM	2	0	0	0	0	2
65	Procurement Auth/Purchase Req	0	0	0	0	74	74
66	DRA/Dir Reimbursement Approval	0	0	0	0	0	0
67	Excess Property Ltr Order/PO	0	18	0	1,915	8	1,941
70	Contract/Contract Amendments	0	1	0	8	50	59
71	Contract	2	21	0	2,795	333	3,151
72	Contract Amendment	48	29	1	6,535	93	6,706
73	IFB/RFP	1	0	0	1	40	42
74	Response to Invitation	0	0	0	0	0	0
75	Awarded Invitation for Bid	15	0	0	0	1	16
76	Work Order	5	33	0	1,617	23	1,678
77	Task Order	0	0	0	0	0	0
78	Delivery Order	0	0	0	0	0	0
79	PASA/RSSA	0	19	2	365	6	392
80	Reports	0	0	0	0	0	0
81	Report, Research	2	1	0	0	8	11
82	Report, Progress	6	18	6	0	210	240
83	Report, Evaluation	30	26	27	0	68	151
84	Report, Audit	8	13	1	0	6	28
85	Report, Final	18	3	5	0	60	86
86	Report, Implementation	383	27	0	0	3	413
87	Report, Trip	7	5	0	0	427	439
88	Report, End of Tour	0	0	0	0	2	2
89	Report, Misc/NEC	0	3	4	0	411	418
	TOTAL	1,898	2,397	2,369	13,236	6,012	25,912

10	Project Development	2	0	0	0	284	286
20	Core Project	433	277	913	0	1,225	2,848
40	Correspondance	5	884	112	0	2,302	3,303
50	Disbursement Conditions	139	269	388	0	1	797
60	Disbursing Authorization	794	768	910	1,915	459	4,846
70	Contracts/Cont Agreements	71	103	3	11,321	546	12,044
80	Reports	454	96	43	0	1,195	1,788
	TOTAL	1,898	2,397	2,369	13,236	6,012	25,912

The lack of bureau support staff significantly hindered our ability to process the volume of material under APDMS contract requirements in the Bureau for Africa, the Bureau for Latin America and the Caribbean, the Bureau for Science and Technology, and the Loan Office. The shortfall in these bureaus was 10,744 documents (57%) less than projected contract targets! That is the equivalent of ten five-drawer filing cabinets. We evaluated options to improve processing efficiency and eliminate this continuing bottleneck. Our conclusion was to propose assuming the formatting function; however, this was not a viable option during the contract period.

## Updates

### **Africa**

Africa was scheduled to have at least three updates during FY90 with a projected volume totalling 4,500 documents. The actual quantity of documents processed was 1,898. The failure to achieve contract objectives was due to the lack of support staff to format the files so they could be batched and filmed, caused by staff reductions in the IPS office.

### **Asia and the Near East**

Asia and the Near East was scheduled to have three updates with a projected volume of 5,200 documents. The actual volume of documents processed was 2,540, less than anticipated, but not unusual for the document flow within the bureau. During the year, the TR office requested that their fiche collection be removed. An update in the ANE/Environmental office was postponed and not completed during the year.

### **Latin America and the Caribbean**

Update production exceeded projections, as a greater effort was made to have LAC make more of their documentation available for inclusion in APDMS. Two updates occurred during the year with nearly 2,400 documents comprised of 31,000 pages of material processed. The placement of a DIS support person in this bureau greatly enhanced project officers ability to obtain required documents, thereby reaffirming the utility of both the DIS and APDMS systems for finding required information in a timely manner as an information tool. None of LAC's PD&S project documents, approximately fifty (50) drawers, have been submitted to APDMS for filming, probably accounting for LAC being the smallest of the APDMS databases (resources).

### **Procurement Office - Management Services**

Update production was more than double the 6,000 document projection, with the actual total being 13,236 documents processed. This was due to the Procurement Office's installation of a Contract Information Management System - CIMS, and the release of documents indexed on that system to be microfilmed. These documents included many 'old' documents submitted by the missions, 'buy-ins' (which were treated as orders), and 'close-out' documents as well. Filming of procurement office documents dated through the third quarter of FY90 continued until the end of the contract. Our personnel made an extra effort which is demonstrated in the volume of documents processed during the year. This did not go unnoticed by the Procurement Office.

### **Loans**

Activity in this office was limited to one box of 98 documents for the entire year. The lack of support staff to format documents for batching and to maintain fiche files greatly reduced the volume of documents available for inclusion in APDMS. There was also a discrepancy about the availability of documents, principally loans that weren't fully disbursed, which limited even further the number of available documents. The FM office formally indicated to MS/MO/PA/RM that there would be no more APDMS activity until FY93, contingent upon funding availability to support the APDMS program.

## **Science and Technology (S&T)**

### **S&T Energy (EY)**

The annual update consisted of processing five drawers, or 493 documents.

### **S&T Research and University Relations (RUR)**

The first update since the initial 1988 conversion was completed and consisted of 448 documents. A duplicate set of microfiche was produced for project 931-1282, Strengthening Grants, and interfiled in the BIFAD office of SA-2, Room 600.

### **S&T Agriculture**

A small update of 115 documents was processed during the year.

### **S&T Forestry, Environment and Natural Resources (FNR), Rural and Institutional Development (RD), Program (PO), Education (ED), Health (H), and Nutrition (N)**

All of these offices had their scheduled updates postponed because of the lack of support staff to format the files due to budget constraints.

### **Conversion Activities**

Although specifically stated in the scope of work that there would be no source document conversions during the contract period, the Population Office of S&T was converted, with an additional ten drawers of material from S&T/POP/Research remaining to be converted during the first quarter of FY90.

The divisions converted were Population/Research, Population/Information and Training, Population/Commodity and Program Support, and Population/Family Planning Services. Over five thousand documents comprised of 184,000 pages were converted to microfilm during the year.

### **APDMS Mission Support**

USAID/Chad received a set of APDMS fiche for their mission. The six missions participating in this activity in prior years were notified via cable by MS/MO/PA/RM that the purchase orders funding fiche updates expired at the end of FY89, and renewal of the purchase order was required to continue receiving fiche updates. The missions did not respond, consequently update sponsorship was discontinued.

Exhibit 10 indicates the Mission document-fiche volumes as of Oct. 5, 1990, as well as the total acquisition cost per mission document collection.

COST OF APDMS COLLECTIONS BY MISSION

Exhibit 10

Geo Code	Country	First Set	Add'l Sets: Ea	Collection Size as of 5-OCT-90	
				Docs	Fiche
<b>BUREAU FOR AFRICA</b>					
602	Comoros	\$57.15	\$22.55	48	52
603	Djibouti	\$276.79	\$177.39	372	433
611	Zambia	\$408.13	\$268.13	575	600
612	Malawi	\$660.51	\$427.71	914	971
613	Zimbabwe	\$353.59	\$229.79	494	509
615	Kenya	\$1,805.05	\$1,210.25	2574	2800
617	Uganda	\$311.68	\$200.48	431	444
621	Tanzania	\$869.51	\$574.91	1223	1329
625	Sahel	\$2,775.44	\$1,863.44	3960	4325
626	Niamey	\$80.15	\$38.95	81	98
631	Cameroon	\$1,040.49	\$673.49	1435	1547
632	Lesotho	\$1,037.54	\$671.14	1432	1533
633	Botswana	\$1,058.55	\$686.15	1462	1576
635	Gambia	\$416.14	\$274.54	583	639
636	Sierra Leone	\$180.31	\$109.11	231	257
641	Ghana	\$633.60	\$409.40	871	946
642	Mauritius	\$109.49	\$59.09	127	131
645	Swaziland	\$1,226.80	\$803.00	1719	1810
649	Somalia	\$984.31	\$635.51	1344	1503
650	Sudan	\$2,020.63	\$1,331.03	2848	3006
653	Equatorial Guinea	\$104.10	\$55.30	119	122
655	Cape Verde	\$466.01	\$310.41	653	749
656	Mozambique	\$153.30	\$89.70	193	198
657	Guinea-Bissau	\$265.24	\$168.64	358	393
658	Sao Tome/Principe	\$65.94	\$28.74	61	67
660	Zaire	\$2,108.04	\$1,391.84	2981	3131
662	Seychelles	\$93.10	\$47.70	102	108
669	Liberia	\$1,245.46	\$816.66	1744	1859
675	Guinea	\$389.28	\$256.08	541	608
676	Cent African Repub	\$90.76	\$45.96	99	101
677	Chad	\$248.21	\$156.01	336	343
679	Congo	\$96.15	\$49.75	107	110
680	Benin	\$73.31	\$33.91	72	79
681	Ivory Coast	\$52.91	\$19.51	42	43
682	Mauritania	\$708.26	\$463.66	973	1129
683	Niger	\$1,327.13	\$873.73	1867	1984
685	Senegal	\$1,650.14	\$1,101.34	2344	2541
686	Burkina Faso	\$881.90	\$582.90	1245	1326
687	Madagascar	\$124.73	\$69.73	150	154
688	Mali	\$1,258.81	\$827.01	1759	1913
689	Entente	\$61.25	\$25.65	53	66
690	South Africa Reg	\$713.15	\$464.75	992	1060
693	Togo	\$225.63	\$140.83	299	328
695	Burundi	\$465.38	\$307.78	663	676
696	Rwanda	\$759.08	\$495.68	1067	1092
698	Africa Regional	\$7,194.23	\$4,834.23	10200	11534

COST OF APDMS COLLECTIONS BY MISSION

Exhibit 10 (continued)

Geo Code	Country	First Set	Add'l Sets: Ea	Collection Size as of 5-OCT-90	
				Docs	Fiche

**BUREAU FOR ASIA, NEAR EAST, EUROPE**

145	Italy	181.88	100.08	209	248
150	Portugal	264.10	141.90	286	396
181	Poland	43.55	12.95	28	28
233	Cyprus	84.09	41.49	88	97
263	Egypt	4180.33	2909.13	6031	7400
268	Lebanon	503.51	325.51	690	763
271	Israel	48.19	16.19	35	35
272	Oman	215.25	133.45	284	308
276	Syria	120.90	39.50	82	100
277	Turkey	55.91	21.71	46	51
278	Jordan	1230.60	819.40	1731	1946
279	Yemen	918.99	629.39	1323	1523
398	ANE Regional	1847.06	1275.86	2731	2877
608	Morocco	1203.15	827.95	1751	1958
664	Tunisia	709.61	470.21	997	1101

**BUREAU FOR ASIA AND PRIVATE ENTERPRISE**

367	Nepal	1277.11	875.91	1881	1949
383	Sri Lanka	1134.46	750.46	1595	1741
386	India	1039.65	709.45	1526	1568
388	Bangladesh	1489.71	961.31	2042	2235
391	Pakistan	2864.80	1990.40	4247	4546
482	Burma	390.70	245.70	525	558
492	Philippines	2163.20	1441.40	3084	3256
493	Thailand	1036.33	707.53	1519	1576
497	Indonesia	3205.21	2226.01	4771	4993
879	South Pacific Reg	585.66	364.06	783	805
882	Fiji	40.24	10.64	23	23

**BUREAU FOR LATIN AMERICA AND CARIBBEAN**

505	Belize	335.26	178.86	382	407
511	Bolivia	1156.99	794.59	1687	1851
514	Colombia	36.44	8.04	17	19
515	Costa Rica	671.53	442.73	944	1014
517	Dominican Republic	623.89	408.89	875	923
518	Ecuador	750.69	498.89	1059	1163
519	El Salvador	1273.35	846.55	1809	1922
520	Guatemala	1004.54	648.34	1381	1491
521	Haiti	747.56	478.96	1018	1111
522	Honduras	981.15	673.55	1413	1642
523	Mexico	47.46	5.26	11	13
524	Nicaragua	73.61	6.01	13	13
525	Panama	402.28	255.08	536	618
526	Paraguay	60.40	14.40	30	36
527	Peru	785.29	533.49	1134	1237
528	Uruguay	70.79	32.39	67	83
532	Jamaica	902.45	615.65	1309	1426
538	E Caribbean Reg	960.13	646.53	1368	1526
543	Grenada	205.29	70.49	149	167
596	ROCAP	630.23	425.03	901	996
598	LAC Regional	809.88	551.08	1169	1288

## Operations Management

### **Warehouse**

At the end of the contract, LTS was storing over 500 boxes (equivalent to more than thirty filing cabinets) of APDMS hard copy in accordance with contract requirements and A.I.D retention schedules defined in Handbook 21, Part II, Chapter 6 and Appendix 6A, effective October 1, 1987 as updated, pages 6A-1 through 6A-12.

### **Fiche Camera Masters**

Fiche camera masters are stored off-site in a commercial vault. The vault meets ANSI standards required by A.I.D. including fireproofing and environmental controls for temperature and humidity, as well as Agency security requirements.

### **Equipment**

Two Minolta RP503 reader/printers replaced Minolta RP405 reader/printers in the Bureau for Asia and the Near East, and the Bureau for Africa. These new units produce near laser printer quality blowbacks, greatly improving image quality over the older units.

Additional eight-drawer fiche filing cabinets were provided for Contracts, S&T/Energy Office, S&T/Program Office.

Fiche readers and black boxes were installed in the offices of S&T/Population upon completion of the conversion of those offices.

Appendix A lists the current inventory of APDMS Micrographics Equipment.

### **RIGMIS - Regional Inspector General's Micrographics Information System**

During the year, a new resource was made available to support the audit activities of RIG offices throughout the globe. Microfiche collections of specific document types defined by the IG's office were made available on a cost reimbursement basis. The Nairobi/IG office was the sole subscriber to the program by end of the contract. Their collection consisted of 4,279 diazo fiche duplicates.

### **Goals and Objectives of RIGMIS**

The purpose of RIGMIS is to provide auditors with documents needed to perform audits before leaving for audit so they may compare the RIGMIS fiche documents with audit target documents and evaluate the audit target's mandate to keep good records and provide them to A.I.D./W. It permits auditors to plan audits and investigate issues that may not otherwise be pursued due to time constraints or lack of knowledge about issues. RIGMIS cuts down on time required for RIG's to obtain documents. It also permits RIG's to improve audit planning and scheduling, thereby improving auditor productivity -- more auditing, less time spent waiting for documentation. RIGMIS also takes advantage of and helps re-enforce existing agency-wide records management systems (APDMS), and identifies documents not in the official system that will be needed in performance of the audit. It also enables the RIGs to evaluate mission/audit target performance regarding compliance with A.I.D. Handbook 3, Chapter 5(H).

## 2.6 PUBLICATIONS

### ARDA

Three issues of ARDA were published during FY 90: 15:4, 16:1, and 16:2. Towards the end of the fiscal year the supply of ARDA-caliber PN documents dried up, pushing publication of 16:3 into November. A total of 10,912 copies of ARDA were distributed for the year. Some of the changes made to ARDA during the FY include the introduction of the cover photo and the use of pull-out quotes and line art illustrations to add interest to the format while cutting printing costs.

A service evaluation of ARDA was performed during the FY by the DIHF's Quality Assurance coordinator. The evaluation noted that ARDA was doing a good job of providing documents of interest to the development community, and that the majority (about 56%) of ARDA orders came from outside the Agency. Perhaps as a result of Agency awareness of ARDA's effectiveness as an information dissemination tool, A.I.D. offices have shown increasing awareness in getting their documents into ARDA. Most notably, the S&T Office of Health has expressed interest in working with the DIHF to ensure that important documentation issued by their office is included in ARDA. In the coming year, we hope to increase the relevance of ARDA's content and expand its distribution.

### New Acquisitions lists

During the fiscal year 22 separate New Acquisitions lists were prepared and a total of 11,088 copies were distributed. The Acquisitions lists continue to be well received in the field and seem to generate the bulk of A.I.D. document orders.

### DIS System Update

Work began with the DIHF Training Officer in FY 90 on a new newsletter aimed at regular A.I.D./W users of the DIS--the DIS Update. Irregular in frequency, the purpose of the newsletter is to keep users informed of new features or changes made to the DIS by the Systems Development Group. The newsletter represents an important step towards making the often obscure workings of MINISIS familiar to all.

### Training Materials

The publications section has provided a great deal of support for training activities beyond the DIS Update newsletter. This work includes:

**DIS Mini Manual:** Perhaps the most important training-related publication of the FY was the Development Information System Mini Manual, a much-needed desk reference to MINISIS databases, print formats, and search protocols.

**DIS/ESDB Briefing materials:** Briefing materials were developed for PPC office heads, discussing the DIS and the ESDB.

**A.I.D. Library Reference Materials:** A poster and set of handouts was developed for the A.I.D. DIC to help patrons use MenuDIS.

**Guatemala Workshop:** A number of visual aids were produced in support of Ruth Mara's Guatemalan Workshop.

## **PPE Publications Catalogue**

Work was begun on a publications catalog for PPE; a search strategy was developed to create a hitfile of PPE documents, and a sample catalog including citations and abstracts was prepared.

## **A.I.D. Thesaurus**

The A.I.D. Thesaurus was reprinted during the Fiscal Year.

## **CD-DIS**

Artwork for the prototype CD-DIS compact disk was produced.

## **CDIE Portfolio**

Working with CDIE, the portfolio was updated and new master copies were provided to User Services for duplication.

## **2.7 TRAINING AND USER EDUCATION**

Highlights of DIS training activities during the past year include:

- Publication of a new DIS Mini-Manual
- Development of a documentation and evaluation package for the prototype CD-DIS
- Introduction of a newsletter, DIS System Update
- Training of 14 new R&RS staff members in basic and advanced DIS searching

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

### **Minisis**

The Minisis search software continues to be used almost exclusively by the professional researchers on CDIE's Research & Reference Services staff. During the latter part of FY89 and early FY90, this staff experienced nearly complete turnover, resulting in a need to focus on training of this group during the first quarter of the year. A series of training seminars was presented, covering: (1) the background and future directions of the DIS, (2) DIS databases, (3) DIS acquisitions issues, (4) Minisis processors, (5) HP-level functions, (6) MicroDIS in the Missions, and (7) MenuDIS. New staff arriving later in the year were individually trained in the functions relating to their jobs. One additional CDIE-approved external user was also trained to facilitate support of an S&T-funded study at Oak Ridge National Laboratory.

To keep all DIHF, R&RS and external DIS users apprised of changes and reminded of available techniques, the DIS System Update newsletter was introduced. Prior to this publication, changes were announced by memo, copies of which were often lost and/or not passed on to new staff. The more visible Update was well received and felt to be a good format for "continuing education" of staff. A total of three issues were produced during the year.

DIS user documentation was also completely rewritten and reformatted via PageMaker into a new, 72-page DIS Mini Manual. Database characteristics, search commands and techniques, and file handling procedures are all presented in graphic and summary form for easy reference. An index is also included. Both R&RS staff and external users at the World Bank have expressed consistently high praise for the utility of the manual.

### **MenuDIS**

The status of MenuDIS remained unchanged during the year; it continues to provide a means of end-user searching via public terminals in the A.I.D. Development Information Center. While it was occasionally demonstrated to A.I.D./W staff during the year, searching from PC's in staff offices has never proven successful for a variety of reasons documented in earlier annual reports.

In an effort to promote unassisted end-user searching and reduce MenuDIS-related questions for DIC staff, MenuDIS quick reference materials were redesigned to include a wall poster behind the terminals, and a terminal-side 4-page Readme First guide. Despite prominent display and graphic approach of these search aids, however, online survey responses indicated that only about half of all MenuDIS users consult the materials and find them helpful -- others either do not use the materials, do not find them helpful, or ask a staff member for help first.

Other responses to the MenuDIS online survey for a three-month period (May-August) were also analyzed and summarized in a memo to the DIHF Project Officer.

### **MicroDIS**

There was little MicroDIS development or training activity during the year as MicroDIS is considered a stable product at this point and users are expected to be able to train themselves using the MicroDIS Manual. Future enhancements were discussed, however, based on Chris Wolter's report on the MicroDIS evaluation initiated in FY89.

### **CD-DIS**

The major focus of the year was on the development of the CD-DIS prototype. As in the development of any new DIS product or service, the training function became involved early on with the objective of minimizing the amount of training or recourse to documentation needed by the end-user.

An initial evaluation of Romware was conducted, involving several prospective users, and a list of comments, questions, and proposed changes was compiled and submitted to Nimbus Information Systems. This thorough review provided a basis for determining what information needed to be included in the online help messages and printed user documentation. The resulting prototype user package was developed to include a summary quick reference guide and a more detailed user manual. A prototype user agreement form, two types of evaluation forms, a prototype announcement letter, and a distribution list were also produced. Approximately 20 copies of the package were distributed for evaluation by representative potential users in A.I.D./W, USAID DIC's, the private sector, universities, and PVO's.

As part of an investigation of alternative media for use in training, demonstrations, and briefings, a prototype videotape presentation on the CDIE CD-ROM product was also produced.

## **Other Activity**

DIHF briefings were provided to visiting USAID DIC managers Gale Hall and Paula Ben-Gabr, and to other CDIE and R&RS staff as needed throughout the year.

Production of the DIS System Update led to increased involvement as an intermediary between system staff and users in shaping system enhancements. Some of the changes implemented during the year included the JUSTYR field, the use of slashes in range searching, the recasting of geographic ANY files into permanent hitfiles, and setting the default display order to REVERSE ON.

Continued support was given to MicroDIS user sites requesting special services, especially downloads of data from the DIS Document database.

## **2.8 QUALITY ASSURANCE/SERVICE EVALUATION**

Due to budget constraints during the fiscal year and with CDIE approval, the position of the Quality Assurance (QA) and Service Evaluation (SE) Coordinator continued as a part-time function.

### **2.8.1 Quality Assurance**

Two quarterly reports were prepared: the first covering the first and second quarters of FY1990, and the second covering the third quarter. Statistics for the fourth quarter are included in this final report as Exhibit 11.

Regular monthly statistics were collected and a monthly statistical report was produced. Along with the monthly statistical annex, a quarterly presentation was made of selected statistics which were tied directly to Statement of Work goals. These reports were produced regularly. The tabular presentation of these reports has been improved in appearance and readability. More historical comparison is possible with the presentation of the previous five quarters' results on the one hand and the previous four fiscal years' totals on the other. Accompanying these are graphs and charts analyzing the data and focusing on one particular department of activity of the last quarter.

### **2.8.2 Service Evaluation**

Service evaluations were conducted on an irregular basis during the contract, with the concurrence of A.I.D. project management.

A single service evaluation report was prepared in June 1990. An analysis of ARDA was undertaken to determine primarily which documents announced in ARDA are being requested by ARDA subscribers, and secondarily who orders documents from ARDA within and/or outside of A.I.D. The ARDA 14:1 issue (published in Spring 1987) was selected since it provided a sufficient lapse of time to allow for distribution and mail delays. In general, the conclusion was that ARDA is meeting its goal of announcing a wide range of publications encompassing a broad range of categories of interest. Announcement of a publication in ARDA increases the demand for the document, and extends the audience for these documents beyond A.I.D./W.

# AID/DIHF

## QUARTERLY QUALITY ASSURANCE REPORT

### 4th QTR. FY90 (JULY 1990 - SEPTEMBER 1990)

OUTPUT TARGETS FROM STATEMENT-OF-WORK FOR YEAR/MONTH	MONTHS			FY90 4th QUARTER TOTALS	AVERAGE MONTHLY OUTPUT	AMOUNT ABOVE/BELOW MONTHLY TARGET
	JULY	AUGUST	SEPT			
<b>A. ACQUISITIONS</b>						
1. PD Docs. Sent for Cataloging	106	237	458	801	267	NA
2. PN Docs. Sent for Cataloging	280	448	550	1,278	426	NA
3. Total Number of Docs. Processed	1,392	1,099	1,728	4,219	1,406	NA
<b>B. CATALOGING</b>						
1. PD Docs. Added to DOCUMENT 2,500/208	128	243	286	657	219	11
2. PN Docs. Added to DOCUMENT 2,500/208	146	246	219	611	204	-4
3. PD & PN Docs. Added to INV 4,500/375	99	317	342	758	253	-122
4. Number of Changes to DOCRD	52	50	75	177	59	NA
5. INV/DOCRD Duplicates Found	88	50	69	207	69	NA
6. Docs. Added to CATALOG 500/42	12	130	180	322	107	65
<b>D. ABSTRACTING/INDEXING</b>						
1. Original Abstracts Added to DIS 1,550/129	152	114	144	410	137	8
2. Edited Author-Prepared Abstracts 250/21	37	56	40	133	44	23
3. Documents Indexed Only 4,700/392	291	326	204	821	274	-118
4. New (1989) Design Docs. Abstracte 200/17	12	12	12	36	12	-5
5. Pre-1989 Design Docs. Abstracted 100/8	69	69	69	207	69	61
6. Proposed Thesaurus Changes 300/25	4	4	6	14	5	-20
<b>E. MAILING LIST / F. PUBLICATION</b>						
1. RECIPRD Record Additions 300/25	9	91	78	178	59	
2. RECIPRD Record Modifications Combined	150	266	29	445	148	-92
3. Total Number of ARDA Recipients	3,281	3,263	3,246	9,790	3,263	NA
4. Number of Acquisitions Lists 12 per Year	3	1	2	6	2	NA
5. Number of Copies per Issue 3,000 per Issue	512	524	504	511	513	NA
<b>C. FILMING</b>						
1. Total Documents Filmed 5,000/415	298	323	559	1,180	393	-22
2. Fiche Set Distribution 22/22	13	13	13	39	13	-9
3. Total Frames Prepped	27,753	27,438	31,612	86,803	28,934	NA
<b>F. USER SERVICES</b>						
1. Priority I Docs. (1 Day) 37,000/3,083	1,891	1,812	1,424	5,127	1,709	-1374
2. Priority II Docs. (3 Days) 4,000/333	183	277	262	722	241	-92
3. Priority III Docs. (7 Days) 16,000/1,333	687	727	1,042	2,456	819	-514
4. Fiche (diazoo copies) 7,500/625	331	157	793	1,281	427	-198
5. Paper Blowbacks 25,000/2,083	1,548	1,722	1,456	4,726	1,575	-508
6. Paper Copy in stock	882	937	479	2,298	766	NA
<b>G. ADP SYSTEM USAGE</b>						
1. Number of Dial-Up Ports 16/16	15	15	15	15	15	-1
2. Total Lines Printed 14 Million	2	1	1	4	1.3	0.1
3. Total Logon Hours (A.I.D.) 17,000/1,417	1,273	680	810	2,763	921	-496
4. Total Logon Hours (All users)	6,406	2,613	3,200	12,219	4,073	NA
<b>H. DIHF/MISSION ACTIVITY</b>						
1. Number of Standing Order Docs. Sent	687	525	435	1,647	549	NA
2. Number of USAID Orders Received	84	56	55	195	65	NA
3. Total Docs. Ordered by USAIDs	229	175	145	549	183	NA

Exhibit 11 (continued)

Table 2

# AID/DIHF

## FIVE-QUARTER QUALITY ASSURANCE REPORT COMPARISON

### 4th QTR FY90

GOALS YEAR/QTR	4th	1st	2nd	3rd	4th	TOTAL FY90	TOTALS				
	QTR FY89	QTR FY90	QTR FY90	QTR FY90	QTR FY90		FY89	FY88	FY87	FY86	FY85
<b>A. ACQUISITIONS</b>											
1. PD Docs. Sent for Cataloging	841	688	434	452	801	2,375	2,817	2,415	2,712	2,432	NA
2. PN Docs. Sent for Cataloging	873	1,320	1,338	809	1,278	4,745	3,423	4,340	2,641	2,139	NA
3. Total Number of Docs. Processed	3,223	3,173	2,924	2,106	4,219	12,422	11,045	11,426	10,673	9,793	NA
<b>B. CATALOGING</b>											
1. PD Docs. Added to DOCUMENT 2,500/625	752	347	750	559	657	2,313	2,270	2,408	2,539	2,755	2,321
2. PN Docs. Added to DOCUMENT 2,500/625	540	734	948	689	611	2,982	2,471	2,911	2,498	2,352	2,601
3. PD & PN Docs. Added to INV 4,500/1,125	712	475	537	1,097	758	2,867	2,786	2,821	5,063	2,984	3,011
4. PN & PD Records Modified	766	521	670	192	177	1,560	6,790	2,149	4,217	5,200	70,501
5. INV/DOCRD Duplicates Screened	470	236	303	719	207	1,465	2,432	1,728	3,543	3,819	NA
6. Docs. Added to CATALOG 500/125	140	214	239	234	322	1,009	670	827	593	654	500
<b>C. ABSTRACTING/INDEXING</b>											
1. Original Abstracts Added to DIS 1,550/387	120	421	305	397	410	1,533	1,106	1,243	1,455	1,549	1,447
2. Edited Author-Prepared Abstracts 250/63	75	35	99	165	133	432	393	374	235	344	139
3. Documents Indexed Only 4,700/1,567	776	804	839	1,018	821	3,482	3,536	3,437	3,008	5,568	5,120
4. New (1989) Design Doc. Abstracts 200/50	120	43	57	53	36	189	362	273	317	190	NA
5. (Pre-1989) Design Doc. Abstracts 100/25	24	125	78	141	207	551	103	368	105	109	NA
6. Proposed Thesaurus Changes 300/75	21	7	11	12	14	44	47	51	50	144	114
<b>E. MAILING LIST / F. PUBLICATIONS</b>											
1. ARDA Address Additions 300/75	40	65	62	289	178	594	157	456	31	72	NA
2. ARDA Address Modifications Combined	68	50	49	160	445	704	1,791	327	370	232	NA
3. Total ARDA Labels Distributed	9,750	3,243	6,243	9,838	9,790	29,114	38,973	29,074	41,212	28,220	7,271
4. Number of Acquisitions Lists 12/3	6	5	6	5	6	22	18	22	17	18	16
5. Number of Copies per Issue 3,000/Issue	468	461	520	519	511	503	403	492	273	271	33
<b>G. FILMING</b>											
1. Total Documents Filmed 5,000/1,250	1,053	769	1,023	1,330	1,180	4,302	3,834	4,175	4,016	4,669	4,444
2. Fiche Set Distribution 168/42	39	39	39	39	39	156	156	156	156	168	10
3. Total Frames Prepped	83,078	71,753	94,385	91,928	86,803	344,869	300,323	341,144	303,517	371,639	380,705
<b>H. USER SERVICES</b>											
1. Priority I Docs. (1 Day) 7,000/12,333	4,648	6,180	8,149	5,605	5,127	25,061	21,944	24,582	24,474	16,871	17,394
2. Priority II Docs. (3 Days) 4,000/1,000	458	1,115	526	717	722	3,080	2,397	2,816	2,972	3,992	4,899
3. Priority III Docs. (7 Days) 16,000/4,000	2,618	1,957	2,894	3,540	2,456	10,847	11,906	11,009	7,223	6,329	5,609
4. Fiche (dialzo copies) 7,500/1,875	930	923	1,541	838	1,281	4,583	4,227	4,232	4,169	1,675	2,098
5. Paper Blowbacks 25,000/6,250	4,092	5,288	6,401	4,433	4,726	20,848	18,398	20,214	15,954	14,085	12,240
6. Shelf Copies	2,544	3,041	3,626	4,591	2,298	13,556	12,724	13,802	33,900	35,895	12,698
<b>J. ADP SYSTEM USAGE</b>											
1. Number of Dial-Up Ports 16/16	13	12	12	15	15	14	12	12	12	12	12
2. Total Lines Printed 14/3.6	3.0	2.5	4.1	4.3	3.8	14.7	13.0	13.9	12.3	15.6	16.2
3. Total Logon Hours (A.I.D.) 17,000/4,250	4,175	4,440	3,436	3,335	2,763	13,974	14,183	15,386	12,608	—	—
4. Total Logon Hours (All users)	15,424	13,702	14,867	13,575	12,219	54,363	72,366	68,815	65,652	61,034	40,052
<b>K. DIHF/MISSION ACTIVITY</b>											
1. Number of Standing Order Docs. Sent	1,854	1,854	1,890	2,226	1,647	7,617	7,140	7,824	8,660	9,416	NA
3. Number of USAID Orders Received	173	327	527	208	195	1,257	612	1,235	759	523	NA
4. Total Docs. Ordered by USAIDs	901	1,466	2,436	805	549	5,256	4,559	5,608	4,743	4,744	NA

Note: Abstracting 1990 Design Doc. figures (C.4, C.5) not comparable to previous years.

Table 3

Exhibit 11 (continued)

# AID/DIHF

## FY90 QUALITY ASSURANCE COMPARISON

### As Of 4th QTR FY90

	GOALS YEAR/QTR	TOTAL FY90	AVERAGE 86-89	TOTALS			
				FY89	FY88	FY87	FY86
<b>A. ACQUISITIONS</b>							
1. PD Docs. Sent for Cataloging		2,375	2,773	2,817	3,129	2,712	2,432
2. PN Docs. Sent for Cataloging		4,745	2,777	3,423	2,903	2,641	2,139
3. Total Number of Docs. Processed		12,422	11,370	11,045	13,967	10,673	9,793
<b>B. CATALOGING</b>							
1. PD Docs. Added to DOCUMENT	2,500	2,313	2,519	2,270	2,513	2,539	2,755
2. PN Docs. Added to DOCUMENT	2,500	2,982	2,460	2,471	2,518	2,498	2,352
3. PD & PN Docs. Added to INV	4,500	2,867	3,748	2,786	4,159	5,063	2,984
4. PN & PD Records Modified		1,560	4,679	6,790	2,508	4,217	5,200
5. INV/DOCRD Duplicates Screened		1,465	2,998	2,432	2,199	3,543	3,819
6. Docs. Added to CATALOG	500	1,009	638	670	633	593	654
<b>C. ABSTRACTING/INDEXING</b>							
1. Original Abstracts Added to DIS	1,550	1,533	1,324	1,106	1,186	1,455	1,549
2. Edited Author-Prepared Abstracts	250	432	345	393	409	235	344
3. Documents Indexed Only	4,700	3,482	4,039	3,536	4,045	3,008	5,568
4. New (1989) Design Doc. Abstracts	200	189	321	362	413	317	190
5. (Pre-1989) Design Doc. Abstracts	100	551	104	103	98	105	109
6. Proposed Thesaurus Changes	300	44	73	47	51	50	144
<b>E. MAILING LIST / F. PUBLICATIONS</b>							
1. ARDA Address Additions	300	594	153	157	353	31	72
2. ARDA Address Modifications	Combined	704	1,577	1,791	3,913	370	232
3. Total ARDA Labels Distributed		29,114	38,783	38,973	46,725	41,212	28,220
4. Number of Acquisitions Lists	12	22	19	18	21	17	18
5. Number of Copies per Issue	3,000/Issue	503	302	403	261	273	271
<b>G. FILMING</b>							
1. Total Documents Filmed	5,000	4,302	4,286	3,834	4,625	4,016	4,569
2. Fiche Set Distribution	168	156	159	156	156	156	168
3. Total Frames Prepped		344,869	320,476	300,323	306,425	303,517	371,639
<b>H. USER SERVICES</b>							
1. Priority I Docs. (1 Day)	37,000	25,061	25,500	21,944	38,711	24,474	16,871
2. Priority II Docs. (3 Days)	4,000	3,080	3,511	2,397	4,681	2,972	3,992
3. Priority III Docs. (7 Days)	16,000	10,847	10,727	11,906	17,451	7,223	6,329
4. Fiche (dialo copies)	7,500	4,583	5,124	4,227	10,424	4,169	1,675
5. Paper Blowbacks	25,000	20,848	19,046	18,398	27,746	15,954	14,085
6. Shelf Copies		13,556	26,709	12,724	24,318	33,900	35,895
<b>J. ADP SYSTEM USAGE</b>							
1. Number of Dial-Up Ports	16	14	12	12	12	12	12
2. Total Lines Printed	14	15	13.7	13.0	13.9	12.3	15.6
3. Total Logon Hours (A.I.D.)	17,000	13,974	10,799	14,183	16,406	12,608	—
4. Total Logon Hours (All users)		54,363	66,967	72,366	68,815	65,652	61,034
<b>K. DIHF/MISSION ACTIVITY</b>							
1. Number of Standing Order Docs. Sent		7,617	8,544	7,140	8,960	8,660	9,416
3. Number of USAID Orders Received		1,257	633	612	638	759	523
4. Total Docs. Ordered by USAIDs		5,256	4,969	4,559	5,831	4,743	4,744

Notes:

Abstracting FY90 Design Doc. figures (C.4, C.5) are not comparable to previous years.

9,999

9,999

= FY90 Figures above previous years' average.

9,999

9,999

= FY90 Figures &gt;10% below previous years' average.

## **2.9 MANAGEMENT**

Throughout the contract period, LTS maintained its decentralized management plan, and gave primary emphasis to monitoring the work of the operating supervisors. Weekly staff meetings were held to resolve problems, discuss personnel needs, and improve procedural matters.

### **Reporting**

During FY90, twelve monthly management progress reports were submitted. The progress reports included monthly statistical summaries and financial reports.

### **Facility Management**

The contract continued to operate two facilities, the DIHF in Bethesda and the DIHF Annex in Rosslyn. In addition, warehouse space was rented in Rockville. The Annex housed those LTS employees supporting CDIE Wang and LAN systems. Acquisitions personnel also occupied Annex space. The WID library was stored in the conference room until its disposition in September.

### **Personnel Resources**

Exhibit 12 presents, in tabular form, the total number of hours spent by project personnel in carrying out the many functions throughout the fiscal year. A total of 82,386 hours were expended. This represents 5,173 hours more than the five-year average of 77,213 hours/year spent during the previous DIHF contract. This represents a .06 percent increase in overall labor, although the percentage increase in productivity was much greater, especially in cataloguing, abstracting, and microfiche processing; and the FY1990 contract included additional tasks (e.g. WID, NS Information Specialists support, etc.) not provided during the previous contract.

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EXHIBIT 12:FY1990 DIHF LABOR HOURS SUMMARY

Part 1: Program Funded Labor Hours Summary:

Month	PHASE I	PHASE II CORE	PHASE II WID	PHASE II RM3742	PHASE II S&T/POP	PHASE II PPE	PHASE III	TOTAL "P" ALL PHASES
October	34	3877.5	0	266	0	0	224.5	4402
November	21	3187	7	366	8	0	363	3952
December	25	3423	18	277	4	0	254.5	4001.5
January	0	4155	9	324	4	0	244	4736
February	0	3676.75	10	292	4	0	232	4214.75
March	0	4190.75	22	352	1	46	276	4887.75
April	0	3941	125	325	3.5	215	208	4817.5
May	0	4191.75	186	250	30.5	106	200	4963.75
June	0	3472.5	247	303	12.5	324.5	231	4590.5
July	0	3328.5	235	261	5	335.5	215	4379.5
August	0	4100.5	219	368	1	369	191	5248.5
September	0	3581.5	212	150	1	322.5	191	4457.5
FY1990 "P" Totals:	80	45125.8	1288.5	3534	74.5	1718.5	2830	54651.25

Part 2: MS/MO/PA/RM Labor Totals:

Month	AFR	ANE	LAC	CONTRACTS	FM/LOANS	S&T	MGMT/ADM	TOTAL
OCTOBER	163	212	211	655	35	85		1361
NOVEMBER	40	525	23	565	8	256	96	1513
DECEMBER	249	262	36	225	31	356	55	1214
JANUARY	462	105	330	309	41	371.5	74	1692.5
FEBRUARY	67.5	46.5	274	462	32	810.5	69.25	1761.75
MARCH	63	55.25	98.25	784.25	37	981.5	70	2089.25
APRIL	46	44	41	713	26	807	217	1894
MAY	228.5	272.25	78.25	587	22.5	574	230	1992.5
JUNE	60.75	252.25	364.75	568.25	26.75	355.25	188	1816
JULY	52	104	190.5	570	80.5	436.5	278	1711.5
AUGUST	57.5	59.5	40	673	33	529.5	166	1558.5
SEPTEMBER	60	42	151.5	354	18	257	194	1076.5
FY1990 APDMS Total:	1549.3	1979.75	1838.25	6465.5	390.75	5819.75	1637.25	19680.5

Part 3: OE Other Labor Totals:

Month	PPC/PB	LAC/BUDG	DIG/RIGM	OTHER 2	TOTAL
OCTOBER	426	164	0	0	590
NOVEMBER	472	151	0	0	623
DECEMBER	698.5	149	0	0	847.5
JANUARY	635.5	156	0	0	791.5
FEBRUARY	540.5	152	0	0	692.5
MARCH	508.5	151	-3	0	656.5
APRIL	494	136	0	0	630
MAY	506	77	0	0	583
JUNE	586	157	0	0	743
JULY	684	161.5	0	0	845.5
AUGUST	344	169	0	0	513
SEPTEMBER	398	137.5	4	0	539.5
FY90 OEother Total:	6293	1761	1	0	8055

TOTAL CONTRACT HOURS: 82386.75

APPENDIX A

ITEM NAME	MAKE	MODEL	SERIAL #	TAG	BUR	OFF	ROOM#
<b>BUREAU FOR AFRICA</b>							
FICHE FILE	LUXOR	FS-21	NONE	NONE	AFR	PRO	1515W
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	AFR	PRO	1515W
FICHE READER	MICRODESIGN	935	4071709	130	AFR	PRO	1515W
FICHE READER	MICRODESIGN	935	5061267	NONE	AFR	PRO	1515W
FICHE READER	MICRODESIGN	935	3031646	00490	AFR	PD	NS2937A
FICHE READER	MICRODESIGN	935	5061271	226	AFR	PRO	1515W
FICHE READER	MICRODESIGN	935	5061275	*	AFR	PRO	1515W
FICHE READER	NMI	513	LX010D334	230	AFR	IPS	NS2643
FILE, 8-DRWR	HIGHMSITH	82-168	NONE	NONE	AFR	IPS	NS2643
FILE, 8-DRWR	HIGHMSITH	82-168	NONE	104	AFR	IPS	NS2643
FILE, 8-DRWR	HIGHMSITH	82-168	NONE	NONE	AFR	IPS	NS2643
FILE, 8-DRWR	HIGHMSITH	82-168	NONE	00406	AFR	IPS	NS2643
FILE, 8-DRWR	HIGHMSITH	82-168	NONE	219	AFR	IPS	NS2643
FILE, 8-DRWR	HIGHSMITH	82-168	NONE	220	AFR	PRO	1515W
KEYBOARD	HP	2922A	2143W05851	060	AFR	IPS	NS2643
MODEM	RACAL-VADIC	VA212LC	250950	063	AFR	IPS	NS2643
READER/PRINTER	MINOLTA	RP503	1617490	00477	AFR	IPS	NS2643
TERMINAL	HP	2922A	2143W05851	062	AFR	IPS	NS2643

<b>BUREAU FOR ASIA AND THE NEAR EAST</b>							
FICHE FILE	LUXOR	FS-21	NONE	NONE	ANE	TR	NS VAR
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	ANE	TR	NS VAR
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	ANE	PD	NS VAR
FICHE READER	MICRODESIGN	935	3390971	*	ANE	PD	NS3321
FICHE READER	MICRODESIGN	935	5061256	210	ANE	TR	NS4725
FICHE READER	MICRODESIGN	935	4071707	*	ANE	TR	NS4440
FICHE READER	MICRODESIGN	935	4070179	126	ANE	PD	NS3321A
FICHE READER	MICRODESIGN	935	3191117	*	ANE	TR	NS4440
FICHE READER	MICRODESIGN	935	3191115	397	ANE	PCS	NS3327A
FICHE READER	MICRODESIGN	935	5061272	206	ANE	TR	NS4725
FICHE READER	MICRODESIGN	935	3191118	185	ANE	PD	NS3319
FICHE READER	MICRODESIGN	935	3191116	399	ANE	PD	NS3327A
FICHE READER	MICRODESIGN	935	5061269	423	ANE	TR	NS4720
FICHE READER	MICRODESIGN	935	3450706	398	ANE	PD	NS3327A
FICHE READER	MICRODESIGN	935	3390970	NONE	ANE	PD	NS3318
FICHE READER	MICRODESIGN	935	3191124	400	ANE	PD	NS3327A
FICHE READER	MICRODESIGN	935	5061262	199	ANE	TR	NS4440
FICHE READER	MICRODESIGN	935	5061266	189	ANE	TR	NS4440
FICHE READER	MICRODESIGN	935	3020693	00481	ANE	PCS	NS3327A
FICHE READER	MICRODESIGN	935	3191119	414	ANE	PD	NS3328
FICHE READER	MICRODESIGN	935	3190966	183	ANE	TR	NS4440
FICHE READER	NMI	513	LX010D336	451	ANE	TR	NS4440
FICHE READER	NMI	513	LX010D048	148	ANE	PD	NS3327A
FICHE READER	NMI	513	LX010D339	452	ANE	PD	NS3327A
FICHE READER	NMI	513	LX010D340	453	ANE	TR	NS4440
FICHE READER	NMI	513	LX010D049	149	ANE	TR	NS4440
FICHE READER	NMI	513	LX010D338	233	ANE	PCS	NS3319
FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00485	ANE	TR	NS4725
FILE, 8-DRWR	HIGHSMITH	82-168	NONE	221	ANE	PCS	NS3320A
FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00486	ANE	TR	NS4720
FILE, 8-DRWR	HIGHSMITH	82-168	NONE	223	ANE	TR	NS4725
FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00408	ANE	PCS	NS3320A
FILE, 8-DRWR	HIGHSMITH	82-168	NONE	218	ANE	PCS	NS3320A
READER/PRINTER	MINOLTA	RP503	1616893	00409	ANE	PCS	NS3320A
READER/PRINTER	MINOLTA	RP405E	1621434	217	ANE	TR	NS4725

ITEM NAME	MAKE	MODEL	SERIAL #	TAG	BUR	OFF	ROOM#
<b>BUREAU FOR LATIN AMERICA AND THE CARIBBEAN</b>							
FICHE FILE	LUXOR	FS-21	NONE	NONE	LAC	PD	NS2252
FICHE FILE	LUXOR	FS-21	NONE	NONE	LAC	PD	NS2248
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LAC	PD	NS2252
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LAC	PD	NS2248
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LAC	PD	NS2248
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LAC	TR	NS2251
FICHE READER	MICRODESIGN	935	3020692	368	LAC	TR	NS2242
FICHE READER	MICRODESIGN	935	3020698	364	LAC	DR	NS2252
FICHE READER	MICRODESIGN	935	3020696	363	LAC	TR	NS2239
FICHE READER	MICRODESIGN	935	6040854	00484	LAC	DR	NS2252
FICHE READER	MICRODESIGN	935	6040850	483	LAC	PD	NS2252
FICHE READER	MICRODESIGN	935	3191120	NONE	LAC	PD	NS2251
FICHE READER	NMI	513	LX010D374	481	LAC	DR	NS2252
FICHE READER	NMI	513	LX010D333	232	LAC	PD	NS2253A
FICHE READER	NMI	513	LX010D047	150	LAC	PD	NS2252
FICHE READER	NMI	513	LX010D337	231	LAC	PD	NS2248
FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00487	LAC	DR	NS2253A
FILE, 8-DRWR	HIGHSMITH	82-168	NONE	00488	LAC	PD	NS2253A
READER/PRINTER	MINOLTA	RP405E	1621534	184	LAC	PD	NS2248
READER/PRINTER	MINOLTA	RP405E	1615467	104	LAC	GC	NS3417

**DOCUMENT AND INFORMATION HANDLING FACILITY**

DENSITOMETER	MACBETH	TD502	NONE	037	LTS	DIHF	MICRO
FAX TRANSMITTER	BURROUGHS	DEX1100	65423	NONE	LTS	DIHF	DIHF
FICHE COPIER	BRUNING	OP59/88	973-1371	039	LTS	DIHF	DIHF
FICHE COPIER	CANON	KALFISH480	486	00405	LTS	DIHF	NS-B930
FICHE CUTTER	KEYAN	138	NONE	NONE	LTS	DIHF	DIHF
FICHE FILE	LUXOR	FS-21	NONE	NONE	LTS	DIHF	NS-B930
FICHE FILE	LUXOR	FS-21	NONE	NONE	LTS	DIHF	DIHF
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LTS	DIHF	NS-B930
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LTS	DIHF	VAULT
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	*	LTS	DIHF	DIHF
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LTS	DIHF	DIHF
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	LTS	DIHF	DIHF
FICHE READER	MICRODESIGN	935	3929681	424	LTS	DIHF	DIHF
FICHE READER	MICRODESIGN	935	3390960	NONE	LTS	DIHF	DIHF
FICHE READER	MICRODESIGN	935	4071708	127	LTS	DIHF	BSMT
FICHE READER	MICRODESIGN	935	3020695	00404	LTS	DIHF	NS-B930
FICHE READER	MICRODESIGN	935	3390969	NONE	LTS	DIHF	USERSVC
FICHE READER	MICRODESIGN	955	3020701	366	LTS	DIHF	DIHF
FICHE READER	MICRODESIGN	935	1501123	043	LTS	DIHF	FILES
FICHE READER	MICRODESIGN	935	5061261	204	LTS	DIHF	DIHF
FICHE READER	MICRODESIGN	935	3181121	177	LTS	DIHF	BSMT
FICHE READER	MICRODESIGN	935	3191128	NONE	LTS	DIHF	BSMT
FICHE READER	MICRODESIGN	935	3191125	369	LTS	DIHF	SPARE
FICHE READER	MICRODESIGN	935	3061261	209	LTS	DIHF	ACQ
FICHE READER	MICRODESIGN	935	3191122	181	LTS	DIHF	NS-B930
FICHE READER	MICRODESIGN	935	3390968	NONE	LTS	DIHF	CAT
FICHE READER	MICRODESIGN	935	4071710	128	LTS	DIHF	BSMT
FICHE READER	MICRODESIGN	935	3191127	182	LTS	DIHF	SPARE
FICHE READER	MICRODESIGN	935	4071711	136	LTS	DIHF	BSMT
FICHE READER	MICRODESIGN	935	4071706	129	LTS	DIHF	NS B930
FICHE READER	MICRODESIGN	935	5061259	449	LTS	DIHF	BSMT
FICHE READER	MICRODESIGN	935	5061260	190	LTS	DIHF	ANNEX
FICHE READER	MICRODESIGN	935	5061260	190	LTS	DIHF	DIHF
FICHE READER	NMI	935	7256269	---	LTS	DIHF	ANNEX
FICHE READER	NMI	513	LX010D371	480	LTS	DIHF	NS-B930
FICHE READER	NMI	935	LX010D370	360	LTS	DIHF	DIHF

ITEM NAME	MAKE	MODEL	SERIAL #	TAG	BUR	OFF	ROOM#
<b>DOCUMENT AND INFORMATION HANDLING FACILITY (cont'd)</b>							
FICHE READER	NMI		513	7256268	NONE	LTS	DIHF DIHF
FICHE READER	NMI		513	LX010D376	372	LTS	DIHF DIHF
FICHE READER	NMI		513	7256267	NONE	LTS	DIHF DIHF
FICHE READER	NMI		935	LX010D368	359	LTS	DIHF DIHF
FICHE READER	NMI		513	7256270	NONE	LTS	DIHF DIHF
FICHE READER	NMI		513	LX010D373	482	LTS	DIHF BSMT
FICHE READER	NMI		513	LX010D335	229	LTS	DIHF DIHF
FICHE READER	NMI		935	LX010D369	361	LTS	DIHF BSMT
FICHE READER	NMS		3395	100031	NONE	LTS	DIHF BSMT
FICHE READER	REALIST		3384	107576	NONE	LTS	DIHF BSMT
FICHE READER	XEROX		340	630002954	056-835	LTS	DIHF BSMT
FICHE READER	XEROX		340	630002332	056-530	LTS	DIHF BSMT
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF FILES
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF FILES
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF USERSVC
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF FILES
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF USERSVC
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF FILES
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF FILES
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF FILES
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF USERSVC
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF FILES
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF FILES
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF FILES
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF FILES
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF FILES
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF FILES
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF FILES
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	NONE	LTS	DIHF FILES
FILM WINDERS	HOLLYWOOD		935	NONE	NONE	LTS	DIHF MICRO
KEYBOARD	HP		2922A	2126W05568	057	LTS	DIHF NS-B930
KEYBOARD	HP		2922A	---	056	LTS	DIHF NS-B930
LIGHT BOX	KEYAN		136	NONE	NONE	LTS	DIHF MICRO
MICROSCOPE	WILL WETZLAR		---	NONE	038	LTS	DIHF MICRO
MODEM	RACAL-VADIC	VA212LC		629913	192	LTS	DIHF SDG
MODEM	RACAL-VADIC	VA212LC		46191	170	LTS	DIHF NS-B930
MODEM	RACAL-VADIC	VA212LC		BROKEN	*	LTS	DIHF SDG
READER/PRINTER	MINOLTA	RP405E		1619581	146	LTS	DIHF DIHF
READER/PRINTER	MINOLTA	RP505		165588	NONE	LTS	DIHF USRSVCS
TERMINAL	HP		2922A	---	056	LTS	DIHF NS-B930
TERMINAL	HP		2622A	2126W05568	048	LTS	DIHF NS-B930
UTILITY CART	HIGHSMITH		---	NONE	204	LTS	DIHF NS-B930

<b>BUREAU FOR MANAGEMENT</b>							
FICHE READER	MICRODESIGN		935	6040853	00484	M	FM SA2-326
FICHE READER	MICRODESIGN	PORTABLE		7256053	370	M	CON TT1400
FICHE READER	MICRODESIGN		935	6040851	NONE	M	SER OVERSEA
FICHE READER	MICRODESIGN		935	5061270	NONE	M	CON TT1400
FICHE READER	MICRODESIGN		935	3450705	117	M	CON TT1400
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	393	M	CON TT1400
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	00499	M	CON TT1400
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	427	M	CON TT1400
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	392	M	CON TT1400
FILE, 8-DRWR	HIGHMSITH	82-168		NONE	00482	M	FM SA2 326
KEYBOARD	HP		2922A	---	097	M	CON TT1400
MODEM	RACAL-VADIC	VA212LC		466189	171	M	CON TT1400
READER/PRINTER	MINOLTA	RP503		164702	00483	M	FM SA2-326
READER/PRINTER	MINOLTA	RP503		1611849	00500	M	CON TT1400
TERMINAL	HP		2922A	2245W30061	096	M	CON TT1400

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ITEM NAME	MAKE	MODEL	SERIAL #	TAG	BUR	OFF	ROOM#
<b>BUREAU FOR SCIENCE AND TECHNOLOGY</b>							
FICHE FILE	LUXOR	FS-21	NONE	NONE	ST	POP	SA18 820
FICHE FILE	LUXOR	FS-21	NONE	NONE	ST	POP	SA18 806
FICHE FILE	LUXOR	FS-21	NONE	NONE	ST	F	SA18 506
FICHE FILE	LUXOR	FS-21	NONE	NONE	ST	VAR	SA18
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	ST	F	SA18 506
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	ST	RUR	SA18 309
FICHE FILE, 2 DRWR	HIGHSMITH	76-301	NONE	NONE	ST	VAR	SA18
FICHE READER	MICRODESIGN	935	5061257	200	ST	N	SA18 400
FICHE READER	MICRODESIGN	935	5061264	205	ST	N	SA18 400
FICHE READER	MICRODESIGN	935	5061263	188	ST	RD	SA18 800
FICHE READER	MICRODESIGN	935	3191123	437	ST	AG	SA18 409
FICHE READER	MICRODESIGN	935	3020697	365	ST	EY	SA18 508
FICHE READER	MICRODESIGN	935	3390967	00403	ST	PO	SA18 306
FICHE READER	MICRODESIGN	935	3191123	437	ST	AG	409 SA18
FICHE READER	MICRODESIGN	935	3191126	NONE	ST	EY	SA18 508
FICHE READER	MICRODESIGN	935	5061274	213	ST	RUR	SA18 309
FICHE READER	MICRODESIGN	935	3020694	NONE	ST	VAR	SA18
FICHE READER	MICRODESIGN	935	3020699	497	ST	ED	SA18 609
FICHE READER	MICRODESIGN	935	3321316	498	ST	AG	SA18 409
FICHE READER	MICRODESIGN	935	3191114	*	ST	H	SA18 700
FICHE READER	MICRODESIGN	935	3020690	390	ST	RD	SA18 800
FICHE READER	MICRODESIGN	935	3020700	496	ST	EY	SA18 508
FICHE READER	MICRODESIGN	935	3191130	367	ST	EY	SA18 508
FICHE READER	MICRODESIGN	935	3020691	424	ST	H	SA18 700
FICHE READER	MICRODESIGN	935	6040852	360	ST	ED	SA18 609
FICHE READER	MICRODESIGN	935	5061268	212	ST	H	SA18 700
FICHE READER	MICRODESIGN	935	3390969	NONE	ST	POP	SA18 308
FICHE READER	MICRON	760	8411132	NONE	ST	RUR	SA2-600
FICHE READER	MICRON	760	28353	00401	ST	POP	SA18 820
FICHE READER	MICRON	760	28352	00497	ST	POP	SA18 820
FICHE READER	MICRON	760	28350	00498	ST	POP	SA18 820
FICHE READER	NMI	513	LX010D377	NONE	ST	ED	SA18 609
FICHE READER	NMI	513	LX010D462	387	ST	RD	SA18 800
FICHE READER	NMI	513	LX010D372	347	ST	RD	SA18 800
FICHE READER	NMI	513	LX010D463	386	ST	RD	SA18 800
FICHE READER	NMI	513	LX010D465	429	ST	RD	SA18 800
FICHE READER	NMI	513	LX010D375	NONE	ST	EY	SA18 508
FILE, 8-DRWR	HIGHMSITH	82-168	NONE	NONE	ST	ED	SA18 600
FILE, 8-DRWR	HIGHMSITH	82-168	NONE	00496	ST	EY	SA18 508
FILE, 8-DRWR	HIGHSMITH	82-168	NONE	382	ST	POP	SA18 308
READER/PRINTER	MINOLTA	RP503	1611266	00402	ST	RUR	SA18 309
READER/PRINTER	MINOLTA	RP503	1611279	373	ST	ED	SA18 600
READER/PRINTER	MINOLTA	RP503	168294	375	ST	EY	SA18 508

<b>EQUIPMENT TRANSFERRED TO AID STORAGE</b>							
FICHE READER	MICRODESIGN	935	5061265	NONE	AID	WHS	SERMO
FICHE READER	MICRODESIGN	935	5061258	212	AID	WHS	SERMO
FICHE READER	MICRODESIGN	935	3191129	183	AID	WHS	SERMO
FICHE READER	NMI	513	LX010D050	147	AID	WHS	SERMO
FICHE READER	MICRODESIGN	935	5061273	211	AID	WHS	SERMO

<b>EQUIPMENT TRADE-IN FOR UPGRADE</b>							
READER/PRINTER	MINOLTA	RP405E	1621594	225	NMI	TRADE-IN	