

To: Denise Merchant

From: Jiji Alex

Date: Oct 10, 2002

Subject: Contract # ED-99-DO-0002
 Task Order # 98-Electronic Records Management Operational Support
 Deliverable: Monthly Operational Support Status Report- Sept 2002

This memo documents the following completed operations for the Electronic Records Management Operational Support project for month of Sept 2002:

| Description | Sept 30, 2002 | Total to Date |
|--|---------------|---------------|
| Number of files received at ECMC facilities in Richmond, VA. | 13 | 82 |
| Number of pages scanned. | 24,170 | 175,589 |
| Number of scanned pages accessible securely via Internet. | 24,170 | 175,589 |
| Number of courier runs. | 4 | 19 |

Monthly Operational Support Price:

| | | | |
|---------------------------------------|------------|---------------------|---------------|
| Number of pages scanned for Sept 2002 | Unit Price | Price for Sept 2002 | Total to Date |
| 24,170 | \$0.2223 | \$5,372.99 | \$38,410.72 |
| Number of courier runs for Sept 2002 | Unit Price | Price for Sept 2002 | Total to Date |
| 4 | \$175 | \$700.00 | \$3325.00 |

If there are any questions regarding this information, please contact me at 703-947-2145.

The Monthly Operational Support Status Report for September 2002 has been formally reviewed and all FSA deliverable comments (if any) have been satisfactorily incorporated. Please ACKNOWLEDGE ACCEPTANCE of the Report by signing in the space provided below.

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|------------------------------|------|
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| Signature Denise Merchant | Date |