

Office Memorandum • UNITED STATES GOVERNMENT

TO :
FROM :
SUBJECT:

DATE: 15 July 1954

1. Between 3:00 and 4:30 PM, Wednesday, 14 July 1954, [REDACTED] and the writer discussed immediate problems in connection with the [REDACTED] situation in [REDACTED]. The primary discussion was concerned with the immediate necessity of obtaining a Headquarters House for [REDACTED]. After considerable discussion, the basic essentials as set forth by [REDACTED] and [REDACTED] and agreed to tentatively by the writer were as follows:

- a) The house should be located between [REDACTED] to the [REDACTED] and it should be somewhere between [REDACTED] [REDACTED] if possible.
- b) The house itself should be of the brownstone row-house type having a basic area of no less than three floors, or possibly four. The house should have two entrances, preferably one fore and aft. The house itself must not have janitor service, no doorman and no secretarial service. It should be of sufficiently strong construction to accommodate at least two or three of the standard drawer-type safes together in any one given area.
- c) The house should be large enough to have internal area for the following rooms:
 1. Director and Assistant Director.
 2. [REDACTED] (Administrative).

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A

- 3. [REDACTED]
- 4. A secretary and receptionist office (situated at the entrance to building)
- 5. Conference room
- 6. A special purpose operations room.

- d). In addition, the house should have living facilities, possibly at least one bedroom, living room, toilet and kitchen on top floor.
- e) House must have at least three toilets and refrigerating facilities other than mentioned immediately above or area suitable for this type of purpose.
- f) Telephone service for the house is not to run directly through the [REDACTED] but is to be private lines.

B

- g) The location of the house must be as far removed as possible from [REDACTED]

B/3

[REDACTED] and preferably be abutted on each side by private dwellings. In this connection, [REDACTED] and [REDACTED]

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[REDACTED] insisted that from a security point of view the area be cleared by Security before any occupancy [REDACTED] by the project. [REDACTED] and [REDACTED] both requested

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Security to check out the house completely and make recommendations for any and all necessary safety precautions. This to include a device for burning and destroying classified papers and material.

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- h) [REDACTED] desires air-conditioning in the house on an

