

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

26 July 1963

**MEMORANDUM FOR:** Chief, Logistics Services Division, O/L  
**THROUGH** : Chief, Administrative Staff, OCR  
**SUBJECT** : Structural Changes to Newly Acquired  
OCR Space

1. It is requested that the following changes be made in rooms GH-0907 and GH-0905 (presently unnumbered):
  - a. Replace door to GH-0907 with a secure three-combination safe door with observation window.
  - b. Place necessary expanded metal in crawl space above corridor wall of GH-0907 to make this room a secure area.
  - c. Replace secure door between GH-0907 and GH-0905 with standard door.
  - d. Cut doorway into corridor wall of GH-09 to provide entry from this corridor to GH-0905 and install secure three-combination safe door with observation window. The location of this door along the corridor can be determined later.
2. Present occupants of the two rooms soon will be assigned to various elements of the Document Division and two units of one section of the Division will be moved into the area. The large number of classified documents which will be processed and stored in these sections make it necessary that the entire area be a secure one.
3. Placing an entrance doorway into room GH-0905 is required to avoid the constant traffic of carts through GH-0907 to GH-0905. To allow such traffic through GH-0907 would be inefficient and highly disturbing to the two persons who will be working in this room. The

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dimensions of GH-0907, (21'4" x 9'6") preclude its use as a work room or receiving room for the mass of materials which regularly will be received and processed.

4. It will be appreciated if this work can be completed by 23 August 1963.

25X11A9a

  
Chief, Document Division

Attachment  
Floor plan of area

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