

MEMORANDUM FOR: Deputy Director (Support)

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SUBJECT: [] Storage Requirements

1. This memorandum contains recommendations submitted for Deputy Director (Support) approval. Such recommendations are contained in paragraph 9.

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2. In response to your request of 18 April 1961, the Office of Logistics has reviewed the requirements for the storage of Agency emergency supplies at [] with the purpose of providing additional storage space in the Records Management Building.

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3. OCDB studies indicate that [] will be in a fall-out area in nuclear war. Therefore, any new construction specifically related to the function of the Agency Emergency Relocation Headquarters should have fall-out protection. Funds for this purpose are not available, and are not likely to be available in the foreseeable future.

4. The Office of Records Management now occupies 3,720 cu. ft. of the 31,320 cu. ft. of usable records storage space available on the second floor of the Records Building. Based on their estimate of a normal net increase of 210 cu. ft. of records per work-week, additional space will be required for records storage by 1 August 1961. In addition, 5,000 cu. ft. of DD/P records will be phased into storage by 1 January 1962, making a total of 9,620 cu. ft. of additional space required for records storage by 1 January 1962. This means that 13,340 cu. ft. of space, or approximately one-half (1/2) of the second floor of the Records Building, will be required for records storage by 1 January 1962. If the normal records storage rate remains the same, the whole second floor will be utilized for records by August 1963.

5. At present, logistics emergency supplies occupy all of the second floor of the Records Building, except the 3,720 cu. ft. already allocated to the Office of Records Management. Since [] does not now have a capability to operate under nuclear war conditions, these logistics supplies, or any portion thereof, could be transferred to another storage location, such as [] For "Act of God" contingencies, the necessary supplies could be moved back to [] to support a temporary headquarters.

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25X1

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25X1

6. All buildings at [] which are suitable for the storage of the emergency supplies are already in use for this purpose or for some other essential activity.

25X1

7. The Military Services microfilm their records as they are retired. If the Agency adopted this procedure, present and future storage problems at [] would be greatly reduced.

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8. In July 1960, the Real Estate and Construction Division, OL, estimated that a 11,200 sq. ft. Butler Building could be constructed for \$73,000. This building would be very austere, but would provide space for all of the emergency supplies stored at [] Real Estate and Construction Division, OL, estimates six (6) months for construction, including the time for contract negotiations.

9. Recommendations:

a. Before 1 August 1961, transfer [] the emergency supplies now occupying approximately one-half ($\frac{1}{2}$) of the space on the second floor of the Records Building. This action will make space available for records storage during the period August 1961 to March 1962.

25X1

b. By March 1962, transfer to [] the remaining emergency supplies, less Class "A" rations, which are located in the Records Building. This action will make the entire second floor of the Records Building available for records storage. Space is available to store seven days of Class "A" rations in the basement of the Records Building.

25X1

c. Consideration should be given to microfilming Agency records to decrease the records storage problem in future years.

JAMES A. GARRISON
Director of Logistics

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SUBJECT: [] Storage Requirements

CONCURRENCES:

FOIAB3B

/s/
H []
Director of Communications

9 May 1961
Date

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/s/
[]
Chief, Management Staff

9 May 1961
Date

*N.B. Need small interim additional space now and to step up 1 August date referred to above in paragraph 9.a.

The recommendations in paragraph 9 are approved.*

13 MAY 1961
Date

LS/
L. E. WHITE
Deputy Director
(Support)

Distribution:

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*Chief, Records Management is directed to re-study the feasibility and desirability of micro-filming Agency records and to submit his report and recommendation to the DD/S not later than 15 June 1961.

LS/
LKW

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OL/FS/ [] ss/0487 (5 May 61)

Page Denied