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CONFIDENTIAL

Open file :

ONE

28 November 1962

MEMORANDUM FOR: CIA Records Administration
Officer

SUBJECT: Authorization to Sign *O/NE*
Vital Materials Transfer Slips
(Form 620)

25X1 *Effective immediately,* *is authorized, in addition to the undersigned,*
to sign as depositor in behalf of this Office on our weekly
Vital Materials Transfer Slips (Form 620).

25X1

Administrative Officer
Office of
National Estimates

25X1

cc: *(11/30/62)*

ILLEGIB

RMS 716

ILLEGIB

Approved For Release 2005/08/24 : CIA-RDP70-00211R000800220001-7



Special Assistant for Planning, OMB

25 May 1961

Chief, Records Management Staff

Request for Shelf Filing

1. Attached is a scale drawing of the OMB Vault area in the new building showing the proposed placement of four sections of steel shelving. Also attached is a listing of the required shelf filing equipment and accessories.

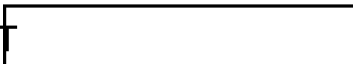
2. It is estimated that the cost of the shelving, step ladder, reference shelf, etc., will approximate \$700. plus installation.

3. It is understood that when installed this shelving will result in the following being returned to stock; 4 - 4 drawer safes, 4 - 5 drawer cabinets and 1 - 4 drawer cabinet. This filing equipment has a monetary value of approximately \$2,000.

4. Manufacture for the two specialized tables for use in the Information Control Section is also included. It is anticipated that these tables will cost \$192.

5. Please feel free to call on us if we can be of further assistance.

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ATTACHMENT