

Assistant for Special Projects
25X1

February 23, 1961

Chief, Records Management Staff

Shelf Files for ORR/D/GC.

1. This office concurs in the attached requisition for 4 sections of adjustable shelving and 2 multi-drawer steel case-units for use by ORR/D/GC, upon move to the New Building.

25X1 2. As these shelves will be used for storing specialized cartographic supplies and equipment we feel that the type shelving selected by [redacted] will serve their needs very well.

3. Cartography is now using 7 sections of wooden shelving, each 4 feet wide by 8 feet high. This wooden shelving, affixed to the wall of a storage room in Building 11, will not be moved to New Building.

4. The cost of the steel shelving will approximate \$600. and, being adjustable, will prove more serviceable than the present wooden shelving.

25X1 [redacted]

Attachments:

- 1 Requisition
- 1 Floor Plan

Distribution:

- Orig & 1 - addressee
- 25X1 1 - [redacted]
- 1 - RMS File (CASE FILE: ORR)
- Mgt/S/RMS/RS&D [redacted] (23 February 1961)
- 25X1

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2/24/61