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Building Planning Staff

6 September 1956

Chief, Records Management Staff

Review of DD/P Space Requirements for Files for the New
Headquarters Building

1. Our review of file space requirements for DD/P offices, as listed in your memorandum of 9 September 1955, was completed some time ago but the report has been delayed in the hope that agreement could be reached with the requesting offices. I regret that we have not been able to reconcile the non-concurrences as was done in the DD/S and DD/I areas. Our recommendations and the comments of the respective offices are attached for your consideration.

2. The primary point at issue in the non-concurrences is the allowance for aisle space. We have used 4' as a standard for correspondence cabinets in facing rows as compared with the 6' requested. A review of file planning in both industry and government offices indicates the 4' allowance is a maximum and we established it as a liberal standard for this initial planning. Any decision to change this standard would necessitate recomputation of the recommendations for the DD/S and DD/I areas previously submitted.

3. At the request of the Chief, RI/[] was added to the 19 areas listed in your memorandum because an increase from 5,000 sq. ft. to 10,000 sq. ft. was needed. A detail recommendation is included in the attachments. Following is a summary of the actions recommended on the areas reviewed.

25X1

| | <u>Areas</u> | <u>Total Space Requested</u> | <u>Total Space Recommended</u> |
|----------------------|--------------|------------------------------|--------------------------------|
| a. No change | 3 | 2,440 | 2,440 |
| b. Reduced | 6 | 28,000 | 17,109 |
| c. Increased | 2 | 1,920 | 2,470 |
| d. No recommendation | 9 | - | - |
| Total | 20 | 32,360 | 22,019 |

Net difference - 10,341 sq. ft. or a 32% reduction

5. As you will note, no recommendations were made for 9 areas. The areas and the reasons for making no recommendations are shown below:

| | | Sq. Ft. | |
|---|-------------------------|---------|------|
| a. New standards developed and submitted by [redacted] | (1) WE Div. [redacted] | 200 | 25X1 |
| | (2) SE Div. [redacted] | 600 | |
| | (3) FI Staff [redacted] | 400 | 25X1 |
| | (4) FI Staff [redacted] | 400 | |
| | (5) FI Staff [redacted] | 300 | |
| | (6) FI Staff [redacted] | 400 | |
| b. An IBM Machine space requirement reviewed by Messrs [redacted] | (7) FI/[redacted] | 800 | 25X1 |
| c. Work areas - not files | (8) RI/[redacted] | 200 | 25X1 |
| | [redacted] | | 25X1 |
| | (9) RI/[redacted] | 200 | 25X1 |
| | | | 25X1 |
| | | Total | 3500 |

[redacted] 25X1

Attachments:

- (1) DD/P CI Staff
- (2) " TS Staff
- (3) RIDiv. [redacted]
- (4) RIDiv. [redacted]
- (5) RIDiv. [redacted]
- (6) RIDiv. [redacted]
- (7) RIDiv. [redacted]
- (8) RIDiv. [redacted]
- (9) RIDiv. [redacted]
- (10) RIDiv. [redacted]
- (11) RIDiv. [redacted]

Distribution:

Orig. and 1 - Addressee

- 1- [redacted]
- 1- RMS

Mgt/S/RMS [redacted] : jml (6Sept.56)

J