

DD/P CI STAFF

1. Space Req. - 1420 sq.ft.
2. Space Recommended - 1920
3. Difference - 500 sq. ft. increase
4. Requirements based on Standard allowances:



5. This is a new operation with no "experience" factors on which to base the estimate. The increase in the T/O has been approved so full allowance for the personnel is in order. The staff representatives feel that the equipment required will level off in 5 to 10 years with a total of 100 cabinets being needed.

Chief, Records Management Staff

If you will recall our conversation, it is the opinion of this office that an additional [] positions will probably be necessary before we can level off. This is somewhat substantiated by the fact that we have reached the strength authorized in our recent T/O increase, and are still feeling considerable pressure in this activity which is requiring the detail of other personnel and overtime authorization to handle the load. Past experience points up the need for additional personnel in somewhat direct proportion to the growth of files. While we feel that adequate provision has been made for file equipment,

(cont'd)

CONFIDENTIAL

25X1
it is believed that an additional 480 sq.ft. should be allowed for a total of [redacted] It is likewise brought to your attention that this does not represent the total file space required by CI Staff. We have two other components that due to the nature of their work, will also require secure areas to maintain relatively large amounts of specialized files.

[redacted]

Chief, Admin./CI Staff

25X1

Our recommendation is based on the approved TO. [redacted] requests an additional 480 sq.ft. for [redacted] not approved as of the time of our discussion.

Chief, Records Management Staff

25X1
25X1

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Approved For Release 2005/08/16 : CIA-RDP70-00211R000800270004-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, CI Staff, DD/P
Atten: [redacted]
FROM : Chief, Records Management Staff

DATE: 2 May 1956

SUBJECT: New Building File Space Requirements

1. Attached are our tentative recommendations on your file space requirements which we reviewed with you at the request of the Building Planning Staff. Please indicate your approval or note your reasons for non-concurrence and return the analysis sheet for our submittal to the Building Planning Staff.

2. If you feel that further discussion is necessary we will be glad to call at your convenience.



25X1

ATTACHMENT

10 May 56

If you will recall our conversation, it is the opinion of this office that an additional [redacted] positions will probably be necessary before we can level off. This is somewhat substantiated by the fact that we have reached the strength authorized in our recent T/O increase, and are still feeling considerable pressure in this activity which is requiring the detail of other personnel + overtime authorization to handle the load. Past experience points up the need for additional personnel in somewhat direct proportion to the growth of files. While we feel that adequate provision has been made for file equipment, it is ~~advised~~ ^{advised} that an additional 480 sq ft should be allowed

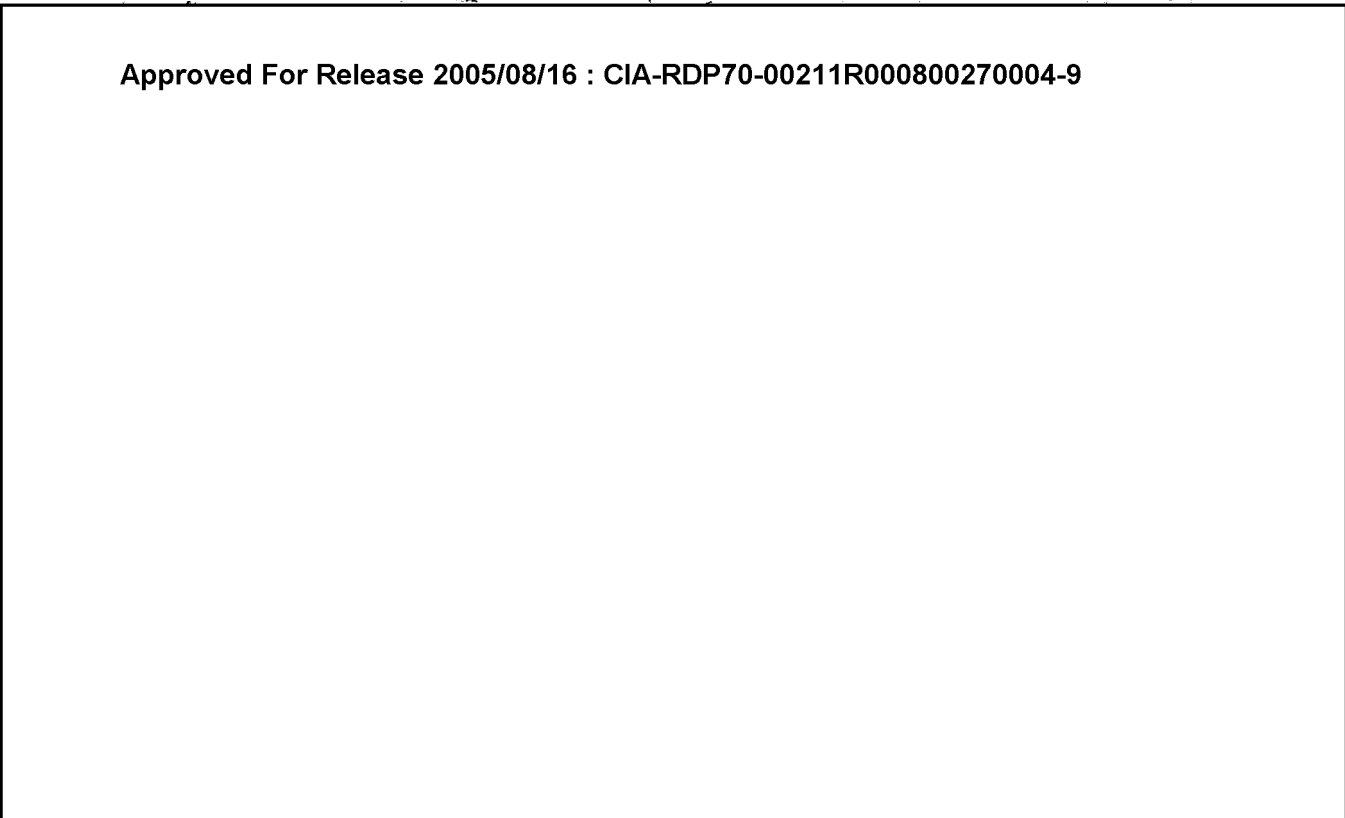
25X1



25X1

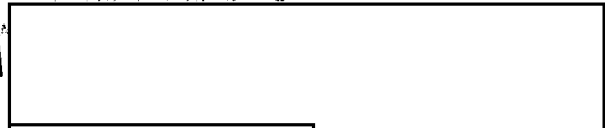
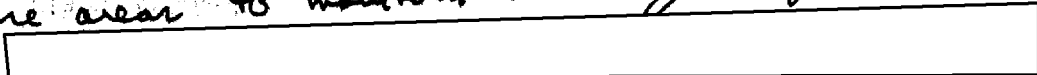
25X1

ILLEGIB

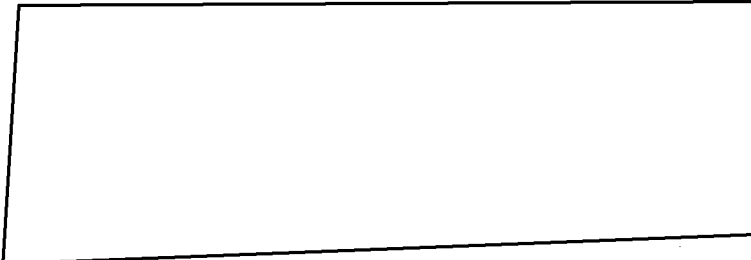


It is likewise brought to your attention that this does not represent the total file space required by CI staff. We have two other components that due to the nature of their work, will also require secure areas to maintain relatively large amounts of specialized files.

ILLEGIB 25X1



CI STAFF 25X1



TYPE 3 100 1010

OFFICE OF MANAGEMENT & SERVICES • UNITED STATES GOVERNMENT

B/S 2-4

RECEIVED
RETURN TO
RECORDS MANAGEMENT DIVISION
2 May 1956

Chief, CI Staff, DD/P
Atten:

Chief, Records Management Staff

New Building File Space Requirements

1. Attached are our tentative recommendations on your file space requirements which we reviewed with you at the request of the Building Planning Staff. Please indicate your approval or note your reasons for non-concurrence and return the analysis sheet for our submittal to the Building Planning Staff.

2. If you feel that further discussion is necessary we will be glad to call at your convenience.

25X1

MgtS/RMS/ pat (5/2/56)

[Handwritten Signature]
5/2/56

ATTACHMENT

~~CONFIDENTIAL~~

25X1

25X1

DD/P TS Staff -

25X1

1. Space Requested - 1840 sq.ft.
2. Space Recommended - 1840 sq. ft.
3. Difference - None
4. COMMENT - No Records Control Schedule has been established for these records but it is estimated that within 10 years records disposition will equal records accretions. Therefore, expansion for 10 years should be provided. The increase in volume was estimated at 10% per year. The application of standard allowances for the equipment now in use, and for expansion indicates an increase of about 25% should be added to the space requested. However, this 25% additional space requirement will be provided through the use of new standard equipment of greater capacity, i.e., 5 drawer cabinets instead of 4 drawer, 9 ft. instead of 7 ft. shelving. Also, the use of shelf filing for much of the material in cabinets appears to be practical and would require less space.

Chief, Records Management Staff

25X1

Remarks:

approved
5/

25X1

TS Representative

CONFIDENTIAL

R 105

12 DEC 55

OP/P TO Staff -

[Redacted]

25X1

1. Space Requested - 1840 sq. ft.
2. Space Recommended - 1040 sq. ft.
3. Difference - None
4. COMMENT - No Records Control Schedule has been established for these records but it is estimated that within 10 years records disposition will equal records accretions. Therefore, expansion for 10 years should be provided. The increase in volume was estimated at 10% per year. The application of standard allowances for the equipment now in use, and for expansion indicates an increase of about 25% should be added to the space requested. However, this 25% additional space requirement will be provided through the use of new standard equipment of greater capacity, i.e., 5 drawer cabinets instead of 4 drawer, 9 ft. instead of 7 ft. shelving. Also, the use of shelf filing for much of the material in cabinets appears to be practical and would require less space.

[Redacted Signature]

Chief, Records Management Staff

25X1

Remarks:

*approved
S/*

[Redacted Signature]

25X1

TWP Representative

TO/PO Staff -

25X1

1. Space Requested - 1840 sq. ft.
2. Space Recommended - 1840 sq. ft.
3. Difference - None
4. COMMENT - No Records Control Schedule has been established for these records but it is estimated that within 10 years records disposition will equal records accretions. Therefore, expansion for 10 years should be provided. The increase in volume was estimated at 10% per year. The application of standard allowances for the equipment now in use, and for expansion indicates an increase of about 25% should be added to the space requested. However, this 25% additional space requirement will be provided through the use of new standard equipment of greater capacity, i.e., 5 drawer cabinets instead of 4 drawer, 9 ft. instead of 7 ft. shelving. Also, the use of shelf filing for much of the material in cabinets appears to be practical and would require less space.

Chief, Records Management Staff

25X1

Remarks:

~~CONFIDENTIAL~~

TR Representative

Chief, Technical Services Staff

12 December 1955

Atten:

Chief, Records Management Staff

Recommendation on File Space Requirements

Attached is our tentative recommendation on your file space requirements which we reviewed at the request of the Building Planning Staff. Please indicate your approval or note your reasons for non-concurrence and return for our submittal to the Staff. If you think further discussion is necessary, we will be glad to call at your convenience.

Attachment

MgtS/RMS/pat(12/12/55)

[Handwritten signature]
12/12/55

Handwritten initials

1147

TSS

1. Space requested
2. No Personnel
3. Estimated requirements

a. Equipment - present

STAT	<input type="checkbox"/>	4 dr legal ^{cab} safe	- 36 @ 8	304
		- Microfilm cab	1 @ 12	12
		Steel Shelving	6 @ 10	<u>60</u>
		Total		376

STAT	<input type="checkbox"/>	2 @ 4		
		4 dr legal	20 @ 8	160
		4 dr legal safe	2 @ 8	16
		Microfilm	1 @ 12	12
		Shelving	4 @ 10	<u>40</u>
STAT	<input type="checkbox"/>			220

		4 dr legal	11 @ 8	88
		shelving	4 @ 10	<u>40</u>
				128

STAT	<input type="checkbox"/>			
		4 dr legal	7 @ 8	56
		4 dr legal safe	2 @ 8	16
		Supply cab	3 @ 11	33
		Book case	1 @ 10	10
		film cab	1 @ 12	12
		Shelving	10 @ 10	<u>100</u>
				227

		4 dr legal	8 @ 8	64
		4 dr legal safe	2 @ 8	16
		Shelving	11 @ 10	<u>110</u>
				190

4 Total

1147

5 Expansion: 1070 meters for
10 years after which total will
level off this deposit

1147

2294

25% 1840 - 460
460

2300

Double space at top
present 10 year
renewal 10 year
92
697
707
320

~~ISS~~ 20/18/48 for document storage - no personnel
now using - about 1500'
must be vaulted

STAT 1 4 dr safe
18 - 4 dr legal shelving - 2
~~2 - 4 dr legal~~ - 1
17 " " " " " - 3
1 microfiche 30x30"

STAT 8 4 dr legal " 4
3 " " " " " " "

1 5 dr microfiche (30x30)
9 4 dr legal
STAT 2 4 dr safes

6 4 dr legal shelving - 4
3 " " " " " " "
2 4 dr legal

4 - 4 dr legal shelving - 6
1 - 4 dr " " " " " " " - 4
1 supply cart
1 film cart 30x30
2 supply cart
2 - 4 dr legal
1 - book case
2 - 4 dr safes

~~Shelf filing~~

Forward

8 - 4 dr legal

2 - 4 dr supe leg.

shelving

- 8

- 3

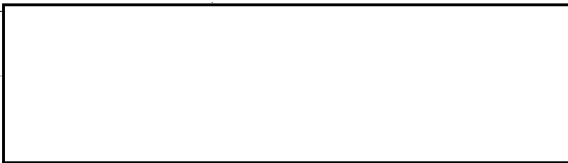
STAT



Shelf filing

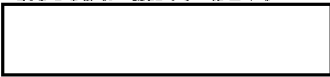
Forward 3 - no/08

STAT



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Record Int. Div.



25X1

1. Space Requested - 10,000 sq. ft.
2. Space Recommended - 5370 sq. ft.
3. Difference - 4630 sq. ft. reduction
4. Present equipment and personnel requirements:

	Sq. ft.
a. Equipment - 9' shelving - 358 sections @15'	5370
b. Personnel - 2080 sq. ft. of space for operating personnel has been requested separately	0
5. Expansion requirements:	
a. Equipment - The original request was for 10,000 sq. ft. including space for present equipment. In our discussion, the Division Chief agreed to reduce this to 7,000 sq. ft. However, our recommendation provides only for housing present equipment on the grounds that this Archives operation should be restricted to its present scope with excess records volumes being transferred to the Records Center facilities to be included in the new building.	0
Total for present expansion	5370

SC #2

6. Remarks

a. The capacity of the present 358 sections of shelving is 22,554 Archives boxes, or 29.6% more than the present inventory of 17,339. This capacity figure is based on the present practice of storing 9 high instead of 10 high because of the low ceiling. If stored 10 high in the new building, the capacity would be 25,060 which would provide 44% more space than required for the present volume.



STACK CAPACITY IS 19,311 BOXES, 30.8%
 PRESENT INVENTORY 14,755 BOXES.

358 X 6 = 2148
 19311
 2148
 21459 coop
 45,270

25X1

PERSON REFERENCE SPACE :

~~2463~~ FRONTAGE
 1074' FRONTAGE

STACK SPACE : 1070 #
 6' AISLE SPACE : ~~2080~~
 3272 #

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~~CONFIDENTIAL~~

b. The 2080 sq. ft., requested separately for personnel, added to the 5370 sq. ft., recommended for the stack area, gives a total of 7450 sq. ft. This section is presently allocated a total of 5565 sq. ft. and any crowding now experienced in carrying out the operations should be relieved by the increase allowed.

Chief, Records Management Staff

Chief, FI/RI

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

25X1

- Background Notes

1. Presently operating in 5565 sq. ft. This includes equipment and personnel.
2. Present equipment to be placed in requested area - 358 sections 9' shelving. (179 double sections holding 60 cu. ft.)
3. Number of archives boxes per shelf 7 of archives boxes per section 9 x 7 - 63; capacity of present shelving 63 x 358 = 22,554. Total boxes now on hand - 17,339
(9 high because of low ceiling lights - In new building use 10 high)
 % expansion now available (9 high) $22,554 - 17,399 = 5155$ or 29.6%
 % expansion now available in New Building -(10 high) $25,060 - 17,399$ equals 7661 or 44.0%

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

orig of S
Secret

Records ~~INTEGRATION~~ Div.

[Redacted box]

Space Requested - 10,000 sq. ft.

Space Recommended - ⁵³⁷⁰~~4,000~~ sq. ft.

~~Net~~ Difference - ⁴⁶³⁰~~6,000~~ sq. ft. ~~decrease~~ REDUCTION

JUSTIFICATION: Space for operating personnel has been provided outside this area so that only necessary equipment and aisle space should be allotted. ~~The recommended space will provide~~

~~for 400 sections of shelving with 30 inch aisles and including a 500 sq. ft. allowance for end and main aisles. The 400 sections provided for is an increase of 42 over the PRESENT number and will increase the expansion POTENTIAL from 13 to 29% using the same type shelving. (Use of standard Record Center shelving would increase this expansion potential to 45%).~~

Use of the ^{10,000 SQ FT}~~total space requested~~ would provide storage for 30,000 cubic feet of material (only 25% less than the Agency Record Center) in office space.

In our opinion, this Archives operation should be ^{RESTRICTED} instructed to ~~approximately~~

its present scope with the excess volume of records, ^{BEING} ~~by transfer~~ to the Record Center. With the allocation of Record Center type

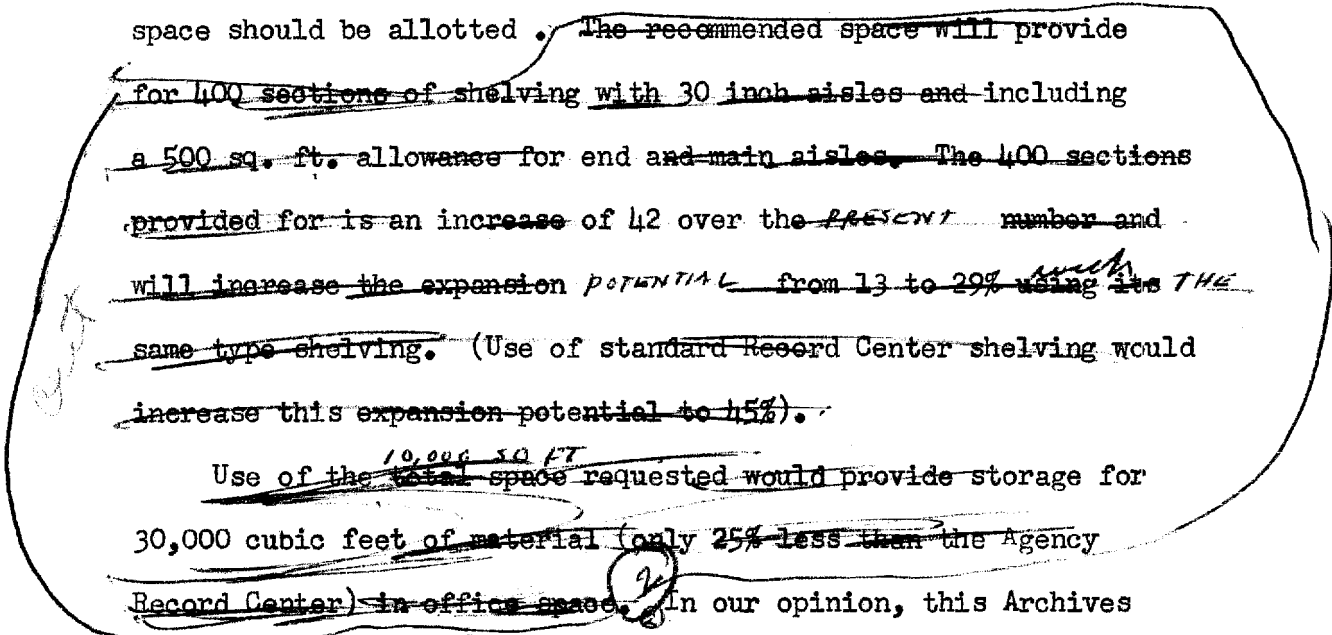
storage space in the new building, ^{AS PLANNED,} it is ~~not~~ believed that the effectiveness of the operation, ^{should not} will be materially reduced. ~~The~~

existing shelving will provide 44% expansion over present. Good holding (top is not now used as a shelf because of the low ceiling.)

~~CONFIDENTIAL~~

25X1
Change for minor reference

①



25X1



Background Notes

1. Presently operating in 5565 sq.ft. This includes equipment and personnel.

2. Present equipment to be placed in requested area - 358 sections of 8' 9" shelving. (179 double section holding 60 cu ft.)

3. Number of archives bases per shelf - ^{ox3} number of archives bases per section 9 x 7 = 63; capacity of present shelving 63 x 358 = 22,554. Total boxes now on hand - 17,339

(9 high because of low ceiling heights in new building ~~was~~ 10 high)

% expansion now available (9 high) ~~30%~~ 22,554 - 17,399 = 5155 or 29.6%

(if only 8 high)

70% AVAILABLE in New Bldg - (6 high) 25,060 - 17,399 = 7661 or 44.0%

4. Capacity of proposed 400 shelves

using 10 high

25,200

% expansion

45%

(if only 8 shelves high)

29%

Capacity of 400 9' sections

28,000

% expansion

61.5%

5. Square feet per section - 42" x 30" (includes facing aisles) 8.75 sq.ft. 10 sq.ft. allowance gives 1.25 sq.ft. for main aisle space for each section

400 x 8.75 = (shelving) 3500 sq.ft.

400 x 1.25 = (main aisle) 500 sq.ft.

3. ~~Alt~~

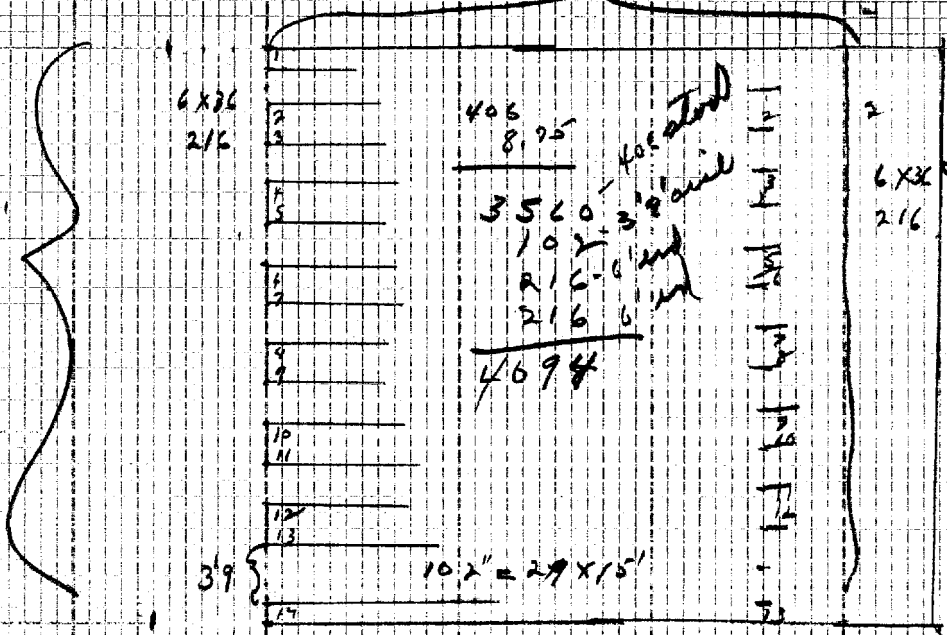
By GSA standards 5370 sq ft is ^{standard} ~~allowance~~ for ^{typical} ~~average~~ operations of this size. The allowance is generous as ~~it~~ ^{it} ~~includes~~ ^{includes} ~~space~~ ^{space} for working area and personnel which are otherwise provided for in the ~~area~~ ^{request}. The actual footage required for ^{each} section of this type ^{with} facing aisle is 8.75 sq ft. whereas the space ~~requirement~~ ^{requirement} provides 15 ^{sq ft} or 6.25 sq ft per unit for use as end & main aisle, and working area. The ~~proposed~~ ^{existing} shelving will provide ^{needed} ~~needed~~ ^{holdings} ~~holdings~~.

24 77 29 X 14 = 406

8.75
30 8.75
1.25

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276
72

3560 - 405 steel
102 - 38
216 - 6
72 - 11
3950

30
4
100 steel

3550 steel
413 for 4 1/2 center arch
120 4' end
80 2' end

400
12 = 32 1/2

38
3 1/2

99
17 1/2

116 1/2

406
8.75

3550

30
4
100 steel

3550 steel
413 for 4 1/2 center arch
120 4' end
80 2' end

4143

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~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Record Int. Div.



Space requested - 6,000 sq. ft.

Space recommended - 3552 sq. ft.

Difference - 2448 sq. ft. reduction

JUSTIFICATION: Space for operating personnel has been allocated outside of the file area. No additional equipment is contemplated as inactive material is to be transferred to [redacted] and in turn to the [redacted]. Therefore, the application of standard allowances to the present equipment will provide the proper space needed.

The computation for space required is as follows:

a. 5 dr legal cabinet - 438 @ 8'	3504
b. Microfilm cabinet - 6 @ 8'	48
c. Shelving (no space required because units are mounted on top of cabinets)	0
	3552

NOTE: The 8 sq. ft. allowance for a 5 dr legal cabinet provides for a 4' aisle when cabinets are placed in rows face to face. This allowance also provides for end and main aisles at the rate of 1.25 sq. ft. per cabinet. In this instance, 555 sq. ft. will be available for this purpose.

~~Chief, Records Management Staff~~

4' Aisle not wide enough. 6' aisle required.
Reference space needed for 25 tables (60") and 50 chairs

~~CONFIDENTIAL~~
~~SECRET~~

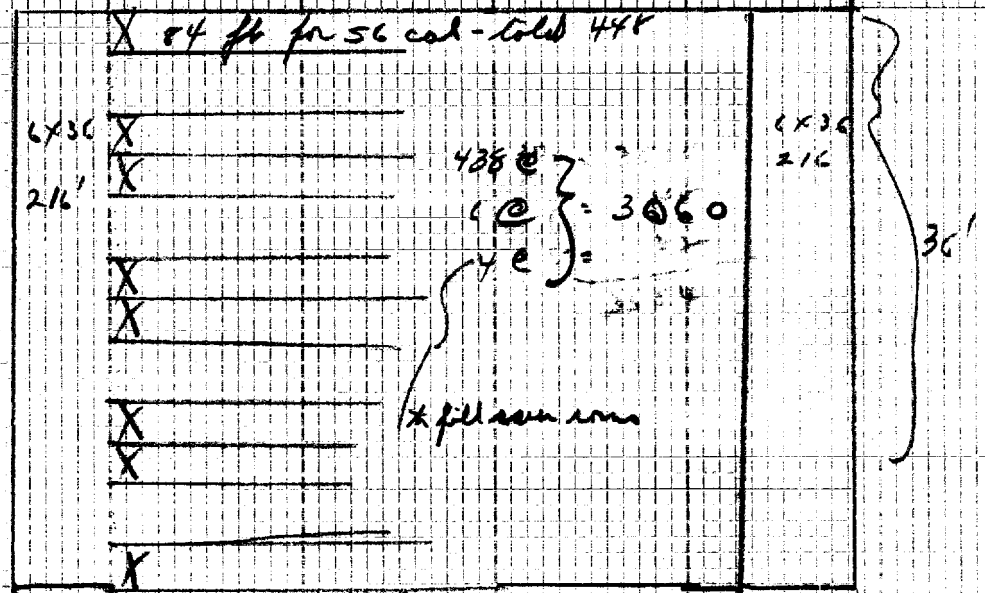
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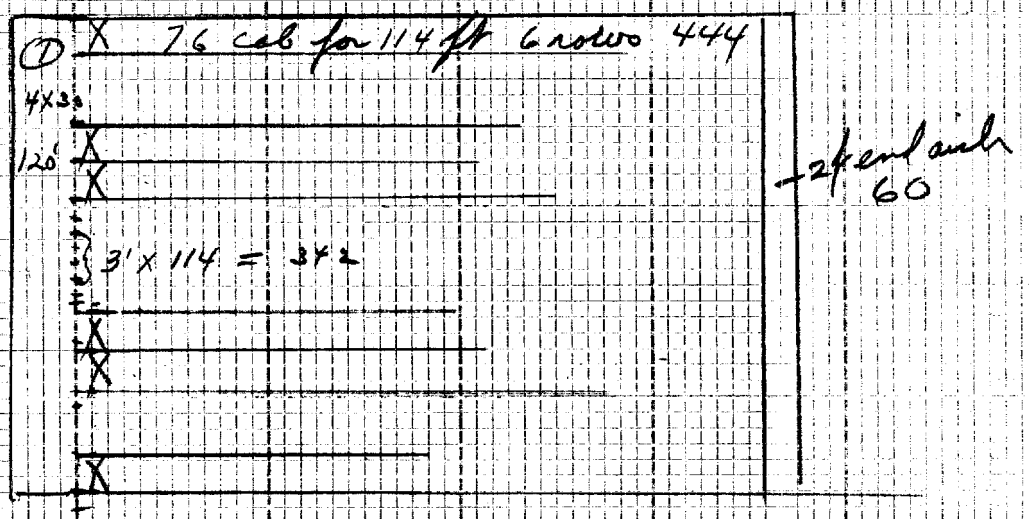
25X1

Files

$$\begin{array}{r} 216 \\ 3060 \\ \hline 216 \\ \hline 3492 \end{array}$$



$$\begin{array}{r} 120 \\ 3000 \\ 342 \\ 60 \\ \hline 3522 \end{array}$$



~~SECRET~~
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Record Int. Div.



Space Requested - 1000 sq. ft.

Space Recommended - 700 sq. ft.

Difference - 300 sq. ft. reduction

JUSTIFICATION: Space for personnel has been allocated outside of the file area. Only 10 drawer 3X5 card cabinets are to be included in the area. Space for expansion from the present 54 cabinets to a total of 125 is required. A 5.5 sq. ft. allowance for each cabinet provides a 4 ft. aisle when cabinets are placed in rows face to face, with a 214 sq. ft. allowance for end and main aisles. (The space required for cabinets and 4 ft. working aisles is 487 sq. ft.)

Chief, Records Management Staff

4' aisle not wide enough.

375 sq. ft. required for 125 cabinets

500 sq. ft. required for aisles

875 sq. ft. required

Reference space for 20 persons

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~~SECRET~~

Numbering
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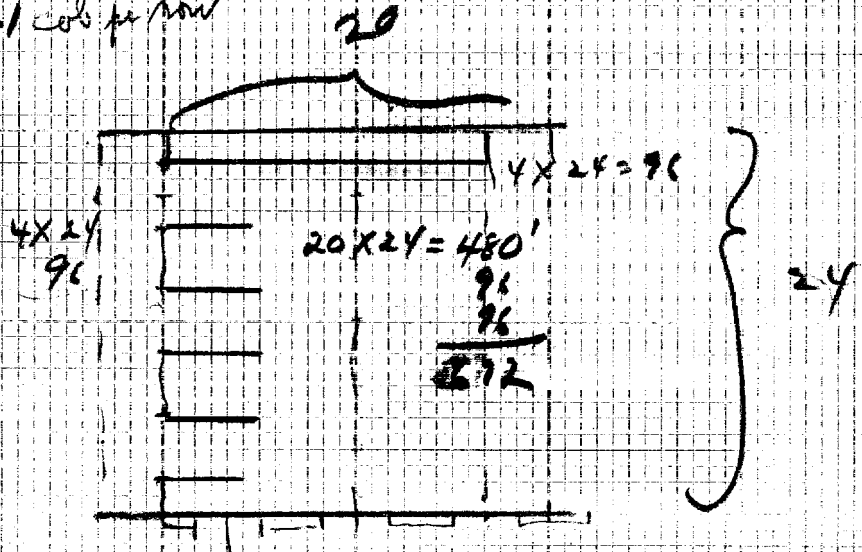
124 cobs $11\frac{1}{2} \times 25 = 119'$ TOTAL WIDTH

24 ft wide = 6 rows

49'

$\frac{124 \text{ cobs}}{6 \text{ rows}} = 20.6 \text{ or } 21 \text{ cobs per row}$

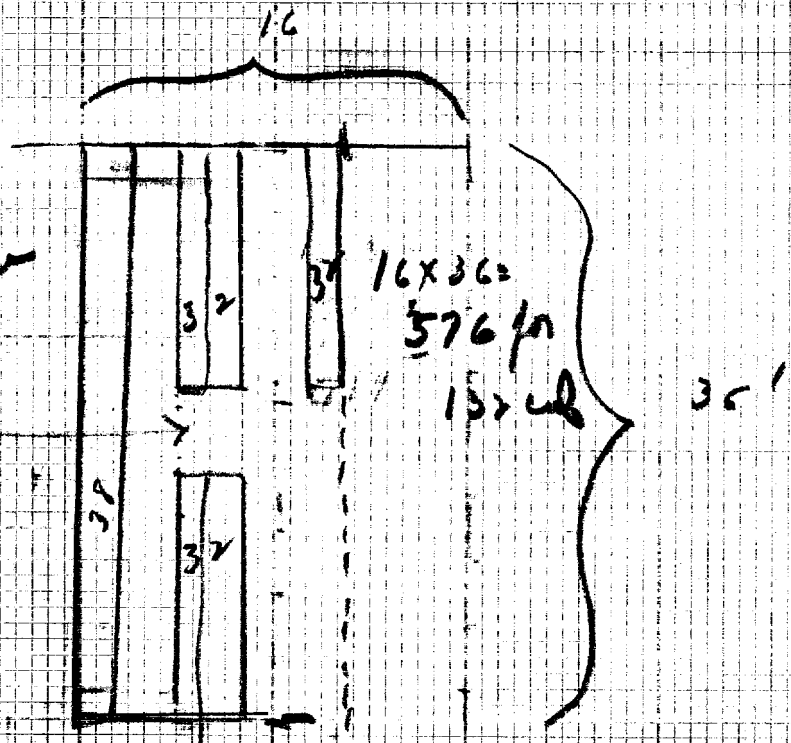
$21 \times 11\frac{1}{2} = 241.5'$



$\frac{36 \text{ ft wide}}{49'} = 9 \text{ rows}$

$\frac{124 \text{ cobs}}{357} = 347 \text{ cobs per row}$

$16 \times 11\frac{1}{2} = 184$
5.7 cobs



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~~SECRET~~

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Records Integration Division

25X1

Space requested - 300 sq. ft.

Space recommended - 300 sq. ft.

Difference - None

Comments:

Space for personnel has been allotted outside the file area. The only equipment required is 10 5 drawer legal size filing cabinets requiring 37'.5 sq. ft. along one wall. The remainder of the space is to be used for a work storage area.

Chief, Records Management Staff

~~CONFIDENTIAL~~

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3 May 1956

OK JMS /s/

Chief, RID

CONFIDENTIAL

Chief, Records Integration Division

[Redacted]

Space requested - 300 sq. ft.

Space recommended - 300 sq. ft.

Difference - None

Comment:

No space for personnel is required. Equipment consists of 11 5 dr. legal cabinets and 2 sections of shelving requiring approximately 50 sq. ft. along the walls. This is not a permanent file and will be used only to house backlogs. The space in excess of that required for the equipment will be used as a work and bulk storage area.

Chief, Records Management Staff

3 May 1956
OK JMS /s/

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SECRET

Chief, RID

25X1

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Chief, Records Integration Division



Space requested - 500 sq. ft.

Space recommended - 550 sq. ft.

Difference - 50 sq. ft. increase

JUSTIFICATION:

No space for personnel required. No expansion needed for the material now contained in 40 4 dr, safe cabinets. The 3x5 card cabinet material is expected to expand from the present 12 cabinets to 35 cabinets in 10 years, after which Record retirement will equal accretions. The above allowance provides for the cabinets, working aisles, and end and main aisles.

Chief, Records Management Staff

3 May 1956
OK JMS /s/

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~~CONFIDENTIAL~~

Records Int. Div.



- 1. Space Requested - 500 sq. ft.
- 2. Space Recommended 244 sq. ft.
- 3. Difference: 258 sq. ft. reduction
- 4. Requirements based on standard allowances:

	SQUARE FT.
a. Present equipment & personnel:	
(1) equipment - 4dr legal safe - 2 @9	18
- 5dr card file - 2 @11	22
(2) personnel - provided for elsewhere	0
(3) work area	40
	160
b. Expansion equipment & personnel	
(1) equipment - 5dr card safe - 4 @11	44
(2) personnel - 0	0
	44
Total sq. ft. for present & expansion requirements	244

5a. The present practice provides for laying the card trays out on tables for work during the day. However it is recommended that this operation be conducted in a vault area with non safe type cabinets which can be worked in without removal of the drawers for normal filing and reference work. As shown above, the equipment would require only 84 sq. ft. but working room should be allowed and an additional 160 sq. ft. is recommended.

5b. If the frequency of reference to these files is so great that work in the cabinets is considered a hardship, use of motorized units such as the Diebold super elevator file should be considered. These units could be housed in the space recommended above; they would be more convenient to use; and the cost would be no more than the price of the additional space requested.

Chief, Records Management Staff

Elevator file on order but does not permit two or more employee access. 2 safes and 6 tables requires 48 sq. ft. 3' aisle = 72 sq. ft.

Counter reference space for 5

Chief, RI

~~CONFIDENTIAL~~

25X1

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Records & Int. Div.



Space requested: 500 sq. ft.

Space Recommended: 360 sq. ft.

Difference: 140 sq. ft. reduction

Justification: No personnel assigned to the area and the only equipment will be 24 sections of shelving. The standard of 15 sq. ft. per unit will provide 30 in. aisle between rows of shelving and 150 sq.ft. for end aisle and work area.

Chief, Records Management Staff

30" aisle, not wide enough. Require 60" aisle

72' of frontage X 51 = 360 sq. ft. aisle space

Require	360
	108
	<hr/>
	468 sq. ft.

Chief, RMD

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25X1

~~SECRET~~

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Records & Int. Div.

25X1

Space requested: 500 sq. ft.

Space recommended: 360 sq. ft.

Difference: 140 sq. ft. reduction

Justification: No personnel assigned to the area and the only equipment will be 24 sections of shelving. The standard of 15 sq. ft. per unit will provide 30 in. aisle between rows of shelving and 150 sq. ft. for end aisle and work area.

Chief, Records Management Staff

~~CONFIDENTIAL~~

Chief, RID

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~~SECRET~~
CONFIDENTIAL

Records Int. Div.




Space for the Index section was not included in the memo of 9 Sept. from the Building Planning Staff but the Chief of RI asked that his original request for 5,000 sq. ft. be increased to 10,000. We have therefore included a review of the problem with this submittal.

Space requested - 10,000 sq. ft.

Space recommended - 6,885

Difference - 3115

Present equipment and personnel requirements:

- a. equipment, 10 dr. 3x5 card cabs. 328 @5.5 sq. ft. 1805
- b. personnel (3040 sq. ft.  0
(provided for in a separate request)

Expansion

- a. Equipment: 10 dr. 3x5 card cab. 925 @5.5 5088

Total sq. ft. for present and expansion required 6885

The request for the increase from 5,000 to 10,000 sq. ft. for the Index Section was based on the assumption that the current rate of accretions of 1 cabinet per week will continue indefinitely. Also, there are at present no plans for controlling this growth. The additional space was needed to increase the space for expansion from the original estimate of 12 years to 18 years. The application of the standard allowance indicates that 1885 additional sq. ft. rather than 5000 sq. ft. are needed to provide for the longer expansion period.

Chief, Records Management Staff

Math is not allowing for 6' aisles.

Require 990 sq. ft. for 330 cabinets
Require 1200 sq. ft. for aisles
2190 sq. ft. present

Require 6570 sq. ft. expansion
Reference space for 10
tables (60")

Total = 8760 sq. ft.

Chief, RI/PI

25X1

25X1