

~~CONFIDENTIAL~~

Office Memorandum • UNITED STATES GOVERNMENT

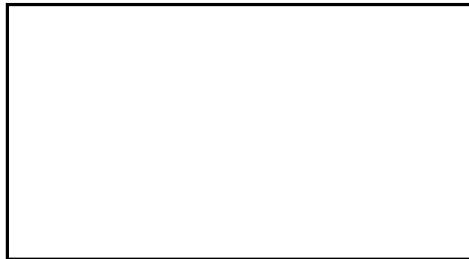
TO : Chief, Records Integration Division
FI Staff

DATE: 1 May 1956

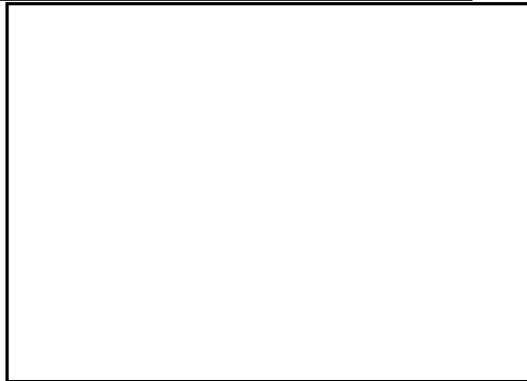
FROM : Chief, Records Management Staff

SUBJECT: New Building File Space Requirements

1. At the request of the Building Planning Staff, we reviewed with you the file space requirements of the various sections of your Division. These sections and the amount of space requested are as follows:



10,000 sq.ft.	✓	5370	no	5642
6,000 sq.ft.		3512	no	
1,000 sq.ft.		700	no	
300 sq.ft.		300	OK	
300 sq.ft.		300	OK	



800 sq.ft.	—			
500 sq.ft.		550	OK	
500 sq.ft.		360	no	
500 sq.ft.		242	no	
200 sq.ft.	—			
200 sq.ft.	—			

2. In addition, and at your request, we reviewed the requirements of the [redacted] because you wish to increase the original request from 5,000 to 10,000 feet.

3. Attached are the analysis sheets containing our tentative recommendations. You will note that we have not included sheets for the [redacted] because these would appear to be work areas rather than file areas. Also, a sheet was not prepared for the [redacted] which we understand was reviewed by [redacted]

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4. Please indicate your approval or note your reasons for non-concurrence and return the sheets to me for submittal to the Building Planning Staff. If you think further discussion is necessary, we will be glad to call at your convenience.



25X1

ATTACHMENTS (9)

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS (9)

approved		
TSS	1840	
consolid	300	
Typ	300	
	<hr/>	
	2440	

<u>Released</u>		
archives	10,000	5370
Files	6000	3552
number	1000	700
Dist	500	360
exp	500	242
Index	10,000	6885
	<hr/>	<hr/>
	28,000	17,109

Accession		
CI staff	1420	1920
top level	500	530
	<hr/>	<hr/>
	1920	2470

(+ 550)

~~2177~~

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SECRET

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ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Subcommittee on Space Requirements
RE&C/OT

TELEPHONE NO.

[Redacted Telephone Number]

DATE

STAT

TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS
		REC'D	FWD'D			
1. Records Management Division						
2.						
3.						
4.						
5.						
6.						
7.						
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10.						
11.						
12.						
13.						
14.						
15.						

FORM NO. 610
1 APR 55

REPLACES FORM 51-10
WHICH MAY BE USED

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Records Management Division

DATE:

FROM : Subcommittee on Space Requirements for the New Headquarters Building

SUBJECT: Review of Space Requirements for Files for the New Headquarters Building

m...

1. A memorandum dated 23 August 1955, same subject, was sent you requesting that [redacted] review, for the Subcommittee, the space requested for files by the various components of the Agency. The DD/S requirements were furnished at that time. The Committee has now completed its initial review of all components' requirements and the following is a list of the DD/P and DD/I requirements, which should be reviewed at this time.

9.30
4
25X1

DDI	Description	Area	sq ft	DD/P	DD/I
	OCD Biographic Register Soviet Branch				
1	Russian Center Files		920	sq ft	1170-250
2	Biographic Register		3520	sq ft	3048. 472
3	" " Non-USSR		640	sq ft	996-356
4	Graphic Register, Photo Branch		2400	sq ft	2885-485
5	Special Register at		2900	sq ft	2824- 76
6	" "		900	sq ft	1218-318
7	Library Division Book Branch		2200	sq ft	
8	" " Document Branch		1000	sq ft	
9	" " Circulation Branch		800	sq ft	
10	Industrial Register - European/USSR files		720	sq ft	1210-490
11	" Asiatic/USSR Files		640	sq ft	978-333
12	" West Europe Files		960	sq ft	1824-864
13	" East Europe		480	sq ft	673-193
14	" Far & Near East		480	sq ft	886-406
100	Contact Division Files		1800	sq ft	1800- - 30
101	Information Control Br. Files		350	sq ft	3000- 350
	" " "		400	sq ft	400- - 50
	" " "		400	sq ft	400- - 50
	ORI - Publications Division Files		960	sq ft	970 190
	ORR - Coordination Area, Data Control Br		1500	sq ft	1723-223 190
	" Geographic Res. Area, Cartographic Div		1280	sq ft	1020 240
DDP	CI Staff	[redacted]	2050		2050 3918 1249
	[redacted]	[redacted]	1420	sq ft	23730 2028
	WE Division	[redacted]	200	sq ft	1920 25X1
	OE Division	[redacted]	600	sq ft	
	OS Staff	[redacted]	1840	sq ft	1840 25X1
	[redacted]	[redacted]			25X1

25X1

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565
25X1
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2275

Memo To: Records Management Division

DDP (continued)

PI Staff - [redacted]
" [redacted]
" [redacted]
" [redacted]

400 sq ft
400 sq ft
300 sq ft
400 sq ft

25X1

L-Y

Records Intergration Division

SEC. NAME

[redacted]
" " "
" " "
" " "

5370
CA 1-10,000 sq ft ARCHIVES
35522-6,000 sq ft FILES
7003-1,000 sq ft NUMBERING
3004-300 sq ft CONSOLIDATION
3005-300 sq ft TYPING

[redacted]
" " "

* - 6 - 800 sq ft MACHINE PROJECTS

[redacted]
" " "
" " "
" " "

5507-500 sq ft TOP SECRET
3608-500 sq ft DISTRIBUTION
244-500 sq ft CRYPTIC R&E
- 200 sq ft DISPATCH POUCH
6885-200 sq ft RECEIPT DESK
INDEX

2. At the time of the Committee's review, each component was informed that their file space requirements would be made the subject of a special review. It is suggested that you contact [redacted] DD/P, and [redacted] DD/I, who will provide you with assistance in this survey.

25X1

[redacted]

Chairman, Subcommittee

25X1

Distribution:

- 1 - RERC project
- 1 - Chrono
- 1 - Signer
- 7 - Members of Subcommittee

CL/RERC [redacted] (9 Sept 1955)

* 12 RI OMISSIONS: INDEX SEC.

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