

CONFIDENTIAL

DD/S 66-2774

25 May 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Request for Increase in Ceiling of CIA Archives and Records Center T/O

1. Paragraph 4 contains a recommendation for your approval.

2. The Agency Archives and Records Center is approximately 85% filled. At the current rate of net increase it will be filled by 1 July 1968, and we will have to have additional space. In anticipation of this, in co-operation with member Agencies of the USIB, we negotiated with GSA/NARS for 60,000 cubic feet of Security approved vaulted storage space in the new Federal Records Center being built at Suitland, Maryland. This storage space will be available by 1 July 1967 at which time we plan to initially move approximately 18,000 cubic feet of Agency produced intelligence products out of the Agency Records Center into this new space. It is anticipated that by 1 July 1968 we will be occupying 25,000 to 30,000 cubic feet of the allocated 60,000 cubic feet.

3. In effect, this is increasing the storage capacity of the Agency Archives and Records Center by 60,000 cubic feet, thereby eliminating the need for the Agency to expend approximately \$500,000.00 in construction costs to add on to the existing Agency Archives and Records Center Building at

[redacted] The distance between the locations of the Agency Archives and Records Center [redacted] and the new space at Suitland, Maryland is approximately [redacted]. As a result of the increased space and the resulting increase in activity, as well as the distance involved, the current T/O of 15 will not be sufficient to carry on the two operations. Based upon our work production experience in the Agency Archives and Records Center, it is estimated that a minimum of 3 positions will have to be added to our T/O. These positions should be provided and staffed by 1 January 1967 to allow for training the individuals and the preparation for the move of the large volume of records to the new space.

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4. It is recommended that you approve an increase of 3 positions to the Agency Archives and Records Center present ceiling.

[redacted]

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APPROVED:

Chief, Records Administration Staff, DDS

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GROUP 1
Excluded from automatic
downgrading and
declassification