

## ADMINISTRATIVE - INTERNAL USE ONLY

25 May 1966

MEMORANDUM FOR: Executive Officer to the DDS

SUBJECT: Storage of CIA Records in the Federal Records Center,  
Suitland, Maryland

1. Attached are background papers you requested covering the development of a central storage facility for records of USIB Community Agencies in the Federal Records Center now building at Suitland, Maryland. No formal agreement with GSA is required in this matter since that Agency has been granted the following authority by the Federal Records Act of 1950: "Sec. 505(d) The Administrator (GSA) is authorized to establish, maintain, and operate records centers for the storage, processing, and servicing of records for Federal agencies ...."
2. The attached papers document the following actions:
  - a. Report of meeting of GSA and USIB agency representatives dated 7 August 1964.
  - b. OS approval of plans for the storage area in the Federal Records Center, 25 August 1964.
  - c. Presentation of the CIA proposal to the USIB Community. (CODIB-D-75/1, 1 March 1965).
  - d. Minutes of the Sixty First and Sixty Second meetings of the Committee on Documentation covering discussion and final approval of the proposal. (CODIB-M-61, 24 March 1965; CODIB-M-62, 11 May 1965)
  - e. Concurrence of Director, OBI in storage of NIS and maps in the Federal Records Center, 13 May 1966.
3. Please let me know if you need further information.

  
Chief, Records Administrative Officer

Attached 

DDS/RAS

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