

**SECRET**


21 OCT 1969

**MEMORANDUM FOR THE RECORD**


**SUBJECT: Agency Records Storage Requirements**

1. On Wednesday, 8 October 1969, a meeting was held in the office of the Chief, Real Estate and Construction Division, OL, (RECD/OL) to discuss this subject. Those present were:



2.  outlined the Agency's records storage problems, which have been the subject of earlier discussions and separate cost estimates. There are essentially two such problems which require action by RECD/OL. They are:

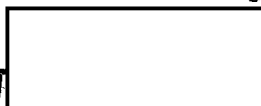
a. To provide ten thousand square feet of replacement storage space prior to December 1970. This 10,000 square feet of space is required to relocate records now stored at the Government Records Storage Center in Suitland, Maryland. The Agency's current agreement with the General Services Administration (GSA) is that this space be vacated by December, 1970. The replacement space is required in the Metropolitan Washington Area since the records at Suitland are used for supplemental distribution, as opposed to archives or other old records being held for reference purposes. The replacement space need not be in one location. Possible locations of a thousand square feet or more should be considered.

b. Increase the storage capacity of the Agency records storage facility . The Records Management Office estimates that an additional 40,000 cubic feet of space will provide room for normal growth for the next five to six years. This requirement exists regardless of the solution to problem a listed above.

3. As a result of these discussions it was concluded that RECD/OL would proceed with the following actions:

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**Page Denied**

Next 1 Page(s) In Document Denied