

**SECRET**

DD/S 69-3637

6 AUG 1969

MEMORANDUM FOR: Director of Logistics

SUBJECT : Records Installation Space [redacted]

1. It is requested that the Office of Logistics conduct a technical survey of buildings [redacted] with a view to converting available buildings or space within buildings to a records holding facility. It is desired that an engineer conduct a survey with a view to estimates of possible costs and usefulness of the facility under the following conditions and alternatives:

a. Twenty thousand cubic feet of secure space for the storage of records is sought.

b. The survey should be predicated on two alternatives:

(1) Record holdings will not exceed the "Secret" classification and will not contain any code word or special material, and

(2) Record holdings will include "Top Secret" classifications but not code word or special materials.

c. Security requirements for converting this space into a secure or vault area should be reasonable and predicated on the fact that [redacted] is a controlled area and the opportunity for undetected, physical penetration of the secure or vault area is rather minimal. The construction requirements may also be considered as a five-year temporary requirement as anticipated future improvements in the records program will obviate within five years the need for this facility.

d. The timing element for the availability of this facility is uncertain, however, the Archivist may request the Agency to vacate the 20,000 cubic feet of space we are presently utilizing at [redacted] [redacted] for the handling of the supplemental distribution copies of records not exceeding the "Secret" classification.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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2. Please consult  of the Support Services Staff for other factors such as temperature controls, air conditioning, etc. Please report your findings.

STANED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

cc: ✓ C/SSS

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