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Following Page

3 September 1971

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Temperature Surveys of Agency Records Center, [REDACTED]

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1. Attached for your information are Charts of Surveys conducted by the Chief, CIA Archives and Records Center, at [REDACTED] from 1966 to 1971 which indicate humidity and temperature fluctuations of more than 40 percentage points and 15 degrees (instead of the less than 5 normally allowable) inside [REDACTED]. It is important to note that this long standing problem pre-dates the current installation of movable shelving and will have to be solved after that installation is completed. Extreme temperature fluctuations are detrimental to historic paper documents stored for long periods of time but are even more harmful for microfilm and magnetic tapes which we expect to receive in greater quantities in the near future.

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2. [REDACTED] Chief, Support Services Staff, DDS has requested that I forward these to you for discussion with the Real Estate and Construction Division engineers and to be held with other plans and surveys of the Records Center, such as the engineering study of humidity, temperatures, and electricity which [REDACTED] conducted prior to the development of specifications for the motorized shelving.

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3. We plan to take up review of the equipment to stabilize the temperature and humidity in [REDACTED] upon completion of the current movable shelving project. In the meantime, please call me on #2468 if you or the engineers have any questions concerning these charts or the temperature and humidity problem.

[REDACTED]

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CIA Records Administration Officer

Attachments:

- Ten Charts A thru E, 1 and 2
- Two [REDACTED] memos on correction of equipment
- Transmittal from C/A&RC to C/SSS

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DDS/SSS/RAB [REDACTED] :fms (3 Sep 1971)

Distribution:

- Orig & 1 - Addressee
- 1 - [REDACTED]
- 1 - [REDACTED]
- 1 - [REDACTED]
- 1 - C/A&RC

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GROUP 1
Excluded from automatic
downgrading and
declassification

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