

15 May 1974

MEMORANDUM FOR: Chief, O/DD/I Management Staff
THROUGH : DDI Records Management Officer
SUBJECT : Request for File Equipment

1. As you know, we have been reviewing present and future filing equipment needs for the ICRS Staff of COMIREX as part of the planning for the current move of that staff to Room 1G38, Headquarters Building.

25X1A
2. The file series of COMIREX targets maintained on 5 x 8 cards in a special card file cabinet in the work area near [REDACTED] is a permanent cumulative record which must be kept up to date on a daily basis. This file will continue to grow and, because it is cumulative, cannot be purged or transferred to Records Center.

3. It is anticipated that the present cabinet will carry us through FY 1975 at which time an additional cabinet will be required. In the meantime, however, we are running out of tray space and need to order additional trays to fit the existing cabinet which has space for 12 more trays. It is requested that these trays be ordered as soon as possible for delivery to Room 1G38. I do not have a stock number but a description of the equipment follows:

5 x 8 Card Cabinet
Supreme Equipment and Systems Corporation
New York, New York 11232
63" high, 43" wide, 20" deep
10 drawers -- each accommodates 4 trays

4. If additional information is required, please call me on extension [REDACTED] on extension 5385. 25X1A

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[REDACTED]
Office of the Chairman, COMIREX