

13 April 1971

**MEMORANDUM FOR: Deputy Director of Security for Physical, Technical
& Overseas Security**

**SUBJECT : Classified Documents Maintained Outside Agency
Buildings**

1. In response to your request this reports the various locations where classified documents are maintained outside Agency buildings in connection with Office of Personnel functions.

2. Major elements of the Office of Personnel are located in the following buildings in the Washington area where they maintain classified records. All of these locations appear to fall in priority category 4 in accordance with the criteria which you announced at our meeting on 9 April 1971.

a. Ases Building

1. Washington Area Recruitment Office, Recruitment Division
2. Clerical Staffing Branch, Staff Personnel Division

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1. Office of DD/Pers/R&C
2. Control Division
3. Plans Staff
4. Review Staff
5. Position Management and Compensation Division

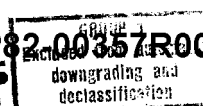
c. Globe Building

CFP Selection Branch, Staff Personnel Division

d. Magazine Building

1. Office of Chief, Recruitment Division
2. Special Activities Staff
3. Mobilization & Military Personnel Division
4. Incentive Awards Branch and Insurance Branch, Benefits and Services Division
5. Retirement Affairs Division
6. Correspondence and Applicant Records Branch, Staff Personnel Division

~~SECRET~~



3. Classified material related to Office of Personnel operations is also maintained in the following locations. Since the Office of Security has approved the security arrangements in each case, it appears that they would also fall in priority category 4.

- a. Five combination lock safes are located in the Bureau of Employees Compensation in Washington, D. C. The safes contain classified material on claims submitted by Agency employees under the Federal Employees Compensation Act and processed by the Personal Affairs Branch, Benefits and Services Division.
- b. Six safes located in the Retirement Division of the U. S. Civil Service Commission in Washington, D. C. contain classified documents related to retirements of Agency employees under the Civil Service Retirement System.
- c. Classified documents are maintained in safes with combination locks in the offices of our field recruiters at locations shown in the attached directory. All offices except those

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documents. Each of these storage arrangements has been approved by the Office of Security. The highest classification of material sent to recruiters is SECRET.

4. In addition to the above, the following UNCLASSIFIED information is maintained which might be of interest in connection with this survey.

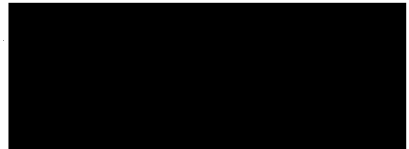
- a. Four combination lock safes, one in each of the four commercial storage companies used by Central Processing Branch have been approved by the Office of Security for the storage of letters from the Agency to those companies regarding material to be moved or stored.

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b.

5. Please call me on extension 7497 if you need additional information.

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Chief, Review Staff
Office of Personnel

Att

Distribution:

- Orig. & 1 - Addressee
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OP/RS/ [redacted] :ct (13 April 1971)

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