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13 FEB 1979

MEMORANDUM FOR: Chief, Administrative Staff, FBIS
FROM: [REDACTED]
Chief, Physical Security Division, OS
SUBJECT: Comprehensive Security Survey of the FBIS
[REDACTED]

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1. During the period 31 October to 1 November 1978, a comprehensive security survey was conducted at the FBIS facility [REDACTED]. Following the survey, a number of recommendations were given to the Bureau Chief who, we understand, has already implemented them. For your information and the record, the recommendations were:

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a. FBIS staff personnel should fully acquaint themselves with the Station emergency plans contained in security folder No. 54 at the Station. Further, the revised version will reflect changes caused by the Station move and should also be studied by FBIS staff members.

b. The APECO SUPER-STAT copier in the Bureau Chief secretary's office was added to the security check during the survey. It is suggested that the typewriter ribbon used by the American clerk-typist also be added to the security check (when she begins working).

c. The Talk-A-Phone intercom on the Bureau Chief's desk is not a security-approved item and should be disconnected soonest.

d. The hinges of the door between the Bureau Chief's office and the secretary's area are on the outside and should be pinned or welded to prevent their removal. The exterior doors to the generator room should also be pinned or welded.

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e. The Model I Air-Fed Incinerator in the storage building by the rear entrance has completely rusted out and is no longer serviceable. If more space in the building is desirable, the incinerator could be disposed of as it is not a piece of unique or sensitive equipment.

f. The Bureau has nine 15 pound CO₂ and one 5 pound CO₂ extinguishers. It is recommended that several 5 pound dry chemical extinguishers be provided for use by women who would find the larger CO₂ units very hard to handle and that one be placed in the kitchen area.

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2. Should you have any questions or require additional information, please do not hesitate to call the Chief, Overseas Security Support Branch on secure line

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