


STAT

 - 6 Apr 70.

~~MR. COFFEY~~

~~MR. BANNERMAN~~



STAT

Note: Copy of DD/S 70-0540  
with ED-C approval sent to  
D/CO and D/Log on 6 Apr 70.

*Note: Action is being  
taken by OL/RE+CD.*

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R003600140014-5

Approved For Release 2003/04/29 : CIA-RDP84-00780R003600140014-5

SENDER WITH CHECK CLASSIFICATION TOP AND BOTTOM 3600

UNCLASSIFIED CONFIDENTIAL SECRET

**OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller Rm 7D59, Hqs	4/3	ckw/blp
2	Deputy Director for Support Rm 7D18, Hqs		
3			
4			
5			
6			

<input type="checkbox"/>	<b>ACTION</b>	<input type="checkbox"/>	<b>DIRECT REPLY</b>	<input type="checkbox"/>	<b>PREPARE REPLY</b>
<input type="checkbox"/>	<b>APPROVAL</b>	<input type="checkbox"/>	<b>DISPATCH</b>	<input type="checkbox"/>	<b>RECOMMENDATION</b>
<input type="checkbox"/>	<b>COMMENT</b>	<input type="checkbox"/>	<b>FILE</b>	<input type="checkbox"/>	<b>RETURN</b>
<input type="checkbox"/>	<b>CONCURRENCE</b>	<input type="checkbox"/>	<b>INFORMATION</b>	<input type="checkbox"/>	<b>SIGNATURE</b>

**Remarks:**

FOLD HERE TO RETURN TO SENDER

NAME, ADDRESS AND PHONE NO.		DATE
7D18, Hqs		11 MAR 1970

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**SECRET**

PTB 70-0474

Approved For Release 2003/04/29 : CIA-RDP84-00780R003600140014-5

Executive Registry  
70-1260/1  
DD/S 70-0994

11 MAR 1970

FILE *Records*

MEMORANDUM FOR: Executive Director-Comptroller

Colonel White:

This is a very large — if less than popular — problem. We are convinced that some additional capacity must be created. This means that we do not see any chance really reversing the continuing net growth in holdings at least for a period of years and we must accommodate the materials now at Suitland.

I believe it would be best if we could discuss this matter fully after you have had the opportunity to read the attached paper. Since additional resources are also involved in that proposal, you may wish to talk about the archives problem (DD/S 70-0739) at the same time.



*for* R. L. Bannerman

25X1

Att  
DD/S 70-0540

Approved For Release 2003/04/29 : CIA-RDP84-00780R003600140014-5

**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

SECRET

70-0540

Approved For Release 2003/04/29 : CIA-RDP84-00780R003600140014-5

11 MAR 1970

Executive Registry  
70-1260

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Augmentation of the Agency Records Storage Capacity

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 8.

2. This memorandum is addressed to the problem of providing additional records storage space to meet our need to relocate Supplemental Distribution documents temporarily stored at the Washington National Records Center (WNRC) in Suitland by December 1970 and to provide future capacity for records growth. The volume of Supplemental Distribution material stored at WNRC has ranged from 16,000 to 20,000 cubic feet these past twelve months. If the present volume of Supplemental Distribution documents were returned  in December 1970 it would put us over our operating capacity by 5,000 cubic feet. Our records growth for the past ten years has averaged 6,500 cubic feet per annum. Therefore, to meet our immediate need to relocate Supplemental Distribution material temporarily stored at WNRC and to provide required growth capacity for the succeeding five years (1971 through 1975), we must take action NOW to obtain an additional 38,000 cubic feet of storage capacity.

25X1

3. Increased records storage facilities are but one aspect of our attempts to resolve the overall records management problem, but efforts on other elements of the program have led to an inescapable conclusion that we have an immediate need for additional storage capacity. We hope to provide long-range solutions to our records storage problem by reducing the flow of records to our storage facility through improved management of records creation, as well as reducing the volume by use of new microform systems now being developed. However, significant reduction of records storage requirements through these programs will require time, funds for microform equipment, a reversal of management's past deferential approach to records problems, and most important of all a willingness to commit more manpower to the records problems in each Agency component in spite of the current and continuing overall reduction in Agency personnel. Our proposals to meet our immediate need of a 38,000 cubic-foot increase in storage capacity have been narrowed to the alternatives discussed below, in order of preference.

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SECRET

Executive Registry  
70-1260

4. A recently completed review of the Agency's emergency relocation planning posture resulted in the decision that emergency equipment stored [redacted] adjacent to our Records Center) be moved, thus freeing this building for current [redacted] operations. We propose to convert this building to a temporary storage facility for our Supplemental Distribution documents as a means of gaining some short term relief pending the development of longer term solutions to the records problems. The Offices of Security and Logistics have proposed moderate structural and security modifications for this building that will provide minimum security protection utilizing closed circuit TV (CCTV) at a cost of about \$82,000. This building can handle approximately 13,000 cubic feet of records and we suggest that this be the first increment of the required 38,000 cubic feet to be obtained through other means.

25X1

5. The feasibility study on installation of motorized shelving at [redacted] Records Center has been favorably concluded. Preliminary estimates indicate that total conversion of the present storage area [redacted] to motorized shelving would provide a net gain of some 50,000 cubic feet at an estimated cost of \$900,000. To obtain the needed 25,000 cubic-foot increase would require converting half of our present [redacted] records facility to motorized shelving at an estimated cost of \$450,000. In addition to this figure we would require FY 71 funds of about \$17,000 to employ five cleared contract personnel to provide for security escorts and the manual labor involved in the handling and rehandling of our records as the shelving installation is in process. Upon approval of the concept in principle we will prepare detailed performance specifications and seek firm vendors' bids. Installation is expected to take approximately six months.

25X1

25X1

6. As a third option to gain increased storage capacity we surveyed six different locations [redacted] with a view towards moving the Supplemental Distribution documents and function [redacted]

25X1

25X1

manpower to staff a separate records facility as well as additional couriers, vehicles and security measures to move material to and from Headquarters. In view of the foregoing and the recent developments on the use of [redacted] (detailed in paragraph 4 above) we do not at this time recommend the use of an [redacted] site as an answer to our records storage problem.

7. Other alternatives that were given serious consideration but discarded from consideration were the use of the Federal Records Center at Suitland (WNRC) and a massive microfilm project to reduce our current hard copy holdings [redacted]. The Office of Security undertook a security evaluation of the use of WNRC for permanent storage of our inactive record holdings and concluded that because of security inadequacies we should not use this facility. It was also concluded that, although microfilm holds some hope for the future, a program to reduce current holdings [redacted] would be prohibitively expensive and was not recommended by the experts in the microfilm field. Although the [redacted] pointed out that we could get 38,000 cu.ft. of vault construction for about \$560,000, the best option in their view, we have not recommended construction as a solution because of the continuing moratorium on new construction.

8. It is recommended that the Executive Director authorize commitment of \$532,000 in FY 1970 year end funds to augment our records storage facilities through renovation [redacted] and installation of motorized shelving in our main Records Center.

[redacted signature box]

*[Signature]*  
R. L. Bannerman  
Deputy Director  
for Support

The recommendation contained in paragraph 8 is approved:

[redacted signature box]

L. K. White

Executive Director-Comptroller

*3 April 70*  
Date

DDS/SSS/RHW:mjk [redacted] (26 Feb 1970)  
Distribution

Orig - Adse (Return to DD/S)

- 1 - ER
- 1 - DD/S Subject
- 1 - DD/S Chrono
- 2 - SSS

1 - Ex. Dir. -Compt.

1 - [redacted]

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**Next 4 Page(s) In Document Exempt**

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Approved For Release 2003/04/29 : CIA-RDP84-00780R003600140014-5

DD/S 70-0994

11 MAR 1970

MEMORANDUM FOR: Executive Director-Comptroller

Colonel White:

This is a very large -- if less than popular -- problem. We are convinced that some additional capacity must be created. This means that we do not see any chance really reversing the continuing net growth in holdings at least for a period of years and we must accommodate the materials now at Suttland.

I believe it would be best if we could discuss this matter fully after you have had the opportunity to read the attached paper. Since additional resources are also involved in that proposal, you may wish to talk about the archives problem (DD/S 70-0739) at the same time.

(signed) John W. Coffey

*JW* R. L. Bannerman

Att

DD/S 70-0540

ADD/S:JWC/ms (11 Mar 70)

Distribution:

Orig - Adse, w/O& \_\_\_ of Att \*

1 - ER

1 - DD/S Chrono

1 - DD/S Subject, w/cy of Att & DD/S 70-0739\*\* ✓

1 - Chief, SSS

\*Memo dtd 11 MAR 1970 for Ex. Dir.-Compt. fr DD/S, subj:  
Augmentation of the Agency Records Storage Capacity

\*\*Memo dtd 10 Mar 70 for Ex. Dir.-Compt. fr DD/S, subj: CIA Archives

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DD/S 70-0540

11 MAR 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Augmentation of the Agency Records  
Storage Capacity

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 8.

2. This memorandum is addressed to the problem of providing additional records storage space to meet our need to relocate Supplemental Distribution documents temporarily stored at the Washington National Records Center (WNRC) in Suitland by December 1970 and to provide future capacity for records growth. The volume of Supplemental Distribution material stored at WNRC has ranged from 16,000 to 20,000 cubic feet these past twelve months. If the present volume of Supplemental Distribution documents were returned  in December 1970 it would put us over our operating capacity by 5,000 cubic feet. Our records growth for the past ten years has averaged 6,500 cubic feet per annum. Therefore, to meet our immediate need to relocate Supplemental Distribution material temporarily stored at WNRC and to provide required growth capacity for the succeeding five years (1971 through 1975), we must take action NOW to obtain an additional 38,000 cubic feet of storage capacity.

25X1

3. Increased records storage facilities are but one aspect of our attempts to resolve the overall records management problem, but efforts on other elements of the program have led to an inescapable conclusion that we have an immediate need for additional storage capacity. We hope to provide long-range solutions to our records storage problem by reducing the flow of records to our storage facility through improved management of records creation, as well as reducing the volume by use of new microform systems now being developed. However, significant reduction of records storage requirements through these programs will require time, funds for microform equipment, a reversal of management's past deferential approach to records problems, and most important of all a willingness to commit more manpower to the records problems in each Agency component in spite of the current and continuing overall reduction in Agency personnel. Our proposals to meet our immediate need of a 38,000 cubic-foot increase in storage capacity have been narrowed to the alternatives discussed below, in order of preference.

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downgrading and  
declassification

4. A recently completed review of the Agency's emergency relocation planning posture resulted in the decision that emergency equipment stored in the [redacted] adjacent to our Records Center) be moved, thus freeing this building for current [redacted] operations. We propose to convert this building to a temporary storage facility for our Supplemental Distribution documents as a means of gaining some short term relief pending the development of longer term solutions to the records problems. The Offices of Security and Logistics have proposed moderate structural and security modifications for this building that will provide minimum security protection utilizing closed circuit TV (CCTV) at a cost of about \$82,000. This building can handle approximately 13,000 cubic feet of records and we suggest that this be the first increment of the required 38,000 cubic feet to be obtained through other means.

25X1

25X1

5. The feasibility study on installation of motorized shelving at [redacted] Records Center has been favorably concluded. Preliminary estimates indicate that total conversion of the present storage area [redacted] to motorized shelving would provide a net gain of some 50,000 cubic feet at an estimated cost of \$900,000. To obtain the needed 25,000 cubic-foot increase would require converting half of our present [redacted] records facility to motorized shelving at an estimated cost of \$450,000. In addition to this figure we would require FY 71 funds of about \$17,000 to employ five cleared contract personnel to provide for security escorts and the manual labor involved in the handling and rehandling of our records as the shelving installation is in process. Upon approval of the concept in principle we will prepare detailed performance specifications and seek firm vendors' bids. Installation is expected to take approximately six months.

25X1

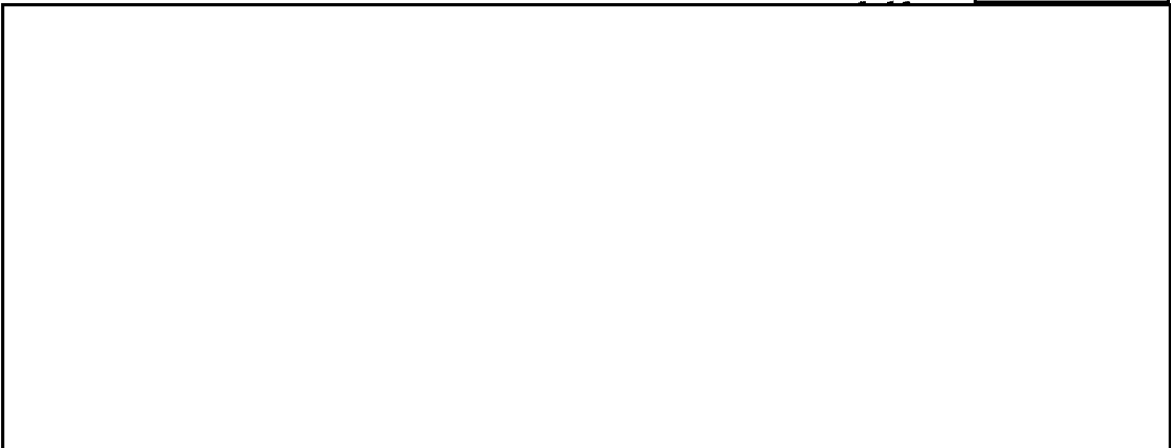
25X1

25X1

6. As a third option to gain increased storage capacity we surveyed six different locations [redacted] with a view towards moving the Supplemental Distribution documents and function [redacted]

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7. Other alternatives that were given serious consideration but discarded from consideration were the use of the Federal Records Center at Suitland (WNRC) and a massive microfilm project to reduce our current hard copy holdings [redacted]. The Office of Security undertook a security evaluation of the use of WNRC for permanent storage of our inactive record holdings and concluded that because of security inadequacies we should not use this facility. It was also concluded that, although microfilm holds some hope for the future, a program to reduce current holdings [redacted] would be prohibitively expensive and was not recommended by the experts in the microfilm field. Although the [redacted] pointed out that we could get 38,000 cu.ft. of vault construction for about \$560,000, the best option in their view, we have not recommended construction as a solution because of the continuing moratorium on new construction.

8. It is recommended that the Executive Director authorize commitment of \$532,000 in FY 1970 year end funds to augment our records storage facilities through renovation [redacted] and installation of motorized shelving in our main Records Center.

(signed) John W. Coffey

*for* R. L. Bannerman  
Deputy Director  
for Support

The recommendation contained in paragraph 8 is approved:

\_\_\_\_\_  
L. K. White  
Executive Director-Comptroller

\_\_\_\_\_  
Date

DDS/SSS/RHW:mjk/[redacted] (26 Feb 1970)

Distribution

- Orig - Adse (Return to DD/S)
- 1 - ER
- 1 - DD/S Subject ✓
- 1 - DD/S Chrono
- 2 - SSS
- 1 - Ex. Dir.-Compt.

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70-540

Approved For Release 2003/04/29 : CIA-RDP84-00780R003600140014-5

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Augmentation of the Agency Records  
Storage Capacity

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 8.

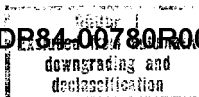
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25X1 4. A recently completed review of the Agency's emergency relocation planning posture resulted in the decision that emergency equipment stored [redacted] adjacent to our Records Center) be moved, thus freeing this building for current [redacted] operations. We propose to convert this building to a temporary storage facility for our Supplemental Distribution documents as a means of gaining some short term relief pending the development of longer term solutions to the records problems. The Offices of Security and Logistics have proposed moderate structural and security modifications for this building that will provide minimum security protection utilizing closed circuit TV (CCTV) at a cost of about \$75,000. This building can handle approximately 13,000 cubic feet of records and we suggest that this be the first increment of the required 38,000 cubic feet to be obtained through other means.

25X1

25X1 5. The feasibility study on installation of motorized shelving at [redacted] Records Center has been favorably concluded. Preliminary estimates indicate that total conversion of the present storage area [redacted] to motorized shelving would provide a net gain of some 50,000 cubic feet at an estimated cost of \$900,000. To obtain the needed 25,000 cubic-foot increase would require converting half of our present [redacted] records facility to motorized shelving at an estimated cost of \$450,000. In addition to this figure we would require FY 71 funds of about \$17,000 to employ five cleared contract personnel to provide for security escorts and the manual labor involved in the handling and rehandling of our records as the shelving installation is in process. Upon approval of the concept in principle we will prepare detailed performance specifications and seek firm vendors' bids. Installation is expected to take approximately six months.

25X1

25X1

25X1 6. As a third option to gain increased storage capacity we surveyed six different locations [redacted] with a view towards moving the Supplemental Distribution documents and function to [redacted]

25X1

25X1



manpower to staff a separate records facility as well as additional couriers, vehicles and security measures to move material to and from Headquarters. In view of the foregoing and the recent developments on the use [redacted] (detailed in paragraph 4 above) we do not at this time recommend the use of an [redacted] site as an answer to our records storage problem.

7. Other alternatives that were given serious consideration but discarded from consideration were the use of the Federal Records Center at Suitland (WNRC) and a massive microfilm project to reduce our current hard copy holdings [redacted]. The Office of Security undertook a security evaluation of the use of WNRC for permanent storage of our inactive record holdings and concluded that because of security inadequacies we should not use this facility. It was also concluded that, although microfilm holds some hope for the future, a program to reduce current holdings [redacted] would be prohibitively expensive and was not recommended by the experts in the microfilm field. Although [redacted] pointed out that we could get 38,000 cu.ft. of vault construction for about \$560,000, the best option in their view, we have not recommended construction or a solution because of the continuing moratorium on new construction.

8. It is recommended that the Executive Director authorize commitment of \$525,000 in FY 1970 year end funds to augment our records storage facilities through renovation of [redacted] and installation of motorized shelving in our main Records Center.

R. L. Bannerman  
Deputy Director  
for Support

The recommendation contained in paragraph 8 is approved:

\_\_\_\_\_  
L. K. White  
Executive Director-Comptroller

\_\_\_\_\_  
Date

DDS/SSS/RHW:mjk/[redacted] (26 Feb 1970)

Distribution

- Orig - Adse
- 1 - ER
- 1 - DD/S Subject
- 1 - DD/S Chrono
- 2 - SSS

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Approved For Release 2003/04/29 : CIA-RDP84-00780R0003600140014-5

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

MEMORANDUM: Augmentation of Records Storage Facilities.

FROM:

[Redacted]

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. [Redacted]  
EO/DDS

2.

3.

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15.

Ed: Attached is the latest (and I hope final) re-write of our storage memorandum.

I think this includes everything that the DDS and ADDS wanted to way in this paper.

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I have not seen the final product of the Security/Logistics joint memo on the [Redacted] However, I did talk to the fellows in LOG that were doing the final review and coordination on the Security paper. (I understand this is on the way out to Security for signature and should reach you Monday afternoon or Tuesday morning 2 or 3 March).

So that you will have a paper ready for DDS signature if he is satisfied with Security/Log paper....I have jumped the gun in doing this final re-write.

STAT


the figure on the [Redacted] bldg used in para 4, includes the \$64,290 used in Security paper, plus \$10,700 for shelving to be purchased....Rounded it out at \$75,000.

STAT

Hope this does the trick and we can finally get this on its way.

Hal [Redacted]

Approved For Release 2003/04/29 : CIA-RDP84-00780R0003600140014-5

<b>TRANSMITTAL SLIP</b>		DATE
TO: <del>Mr. Bannerman</del> via Mr. Coffey		
ROOM NO.	BUILDING	via <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
REMARKS:		
Recommend your signature.		
 <i>for</i> RHW		
FROM:		
ROOM NO.	BUILDING	EXTENSION

STAT

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

~~SECRET~~

6 March 1970

Mr. Coffey:

Regarding your questions on the records storage paper:

a. Attached is a diagram of CCTV positions.

b. The CCTV system proposed requires 11 cameras and 11 monitors (9 of each will be installed, the other two will serve as spare and emergency replacement.)

(1) Five of the units (to be installed inside the building) are motion detection systems which include the camera, the motion ~~detector~~<sup>DETECTOR</sup>, and the monitor. These must be purchased at a cost of \$15,350.

(2) Of the remaining six units (camera and monitor) the cameras are available from stock (salvage), the monitors must be purchased at a total cost of \$1,500.

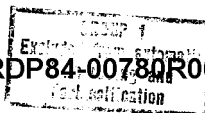
(3) Regards the problem of welding seams on metal sheets [redacted] Logistics advises they can do this without endangering structure of building. Cost is minor - about \$1,000. This is security requirement to counter possibility of entry simply by taking off an entire panel (by removing a few bolts.)

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(4) The TV monitors will be located in main [redacted] I confirmed with [redacted] that he has been consulted and can handle the monitoring (and response) requirements of the CCTV without increased personnel.

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(5) The total cost of \$82,000 includes : \$24,940 for building modifications some of which indirectly relate to security (about 6,000); \$18,000 for shelving; and \$39,000 which is directly related to security requirements.



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Next 1 Page(s) In Document Exempt

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DD/S 70-0888

Approved For Release 2003/04/29 : CIA-RDP84-00780R003600140014-5

3 MAR 1970

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Logistics

*127 Best*  
3 MAR 1970

SUBJECT : Proposed Records Storage Area, [redacted]  
[redacted]

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1. This memorandum is for your information only.

2. We have been requested to review our recommendations regarding security requirements necessary to permit the use [redacted] as a supplemental records storage facility [redacted]. We had previously stated that, to meet the accepted standards for open storage of materials classified SECRET, a true vault was necessary. In the face of advice that conversion [redacted] to a vault was impractical, we suggested an alternative solution providing minimum security safeguards which included a number of modifications to the building and the installation of a closed circuit television (CCTV) monitoring system. Costs for CCTV were estimated at \$70,000 to \$92,000, based upon the internal configuration selected to store records, dictating whether or not exterior cameras would be required. Office of Logistics' costs for necessary building modifications were not included in our figures.

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3. In our review and in discussions with representatives of the Office of Logistics, we have again considered means whereby some reasonable security protection might be applied to the situation. Major modifications of the building, the construction of interior walls, ceilings, etc., short of vault specifications, were discarded as impractical, too costly, or as not providing enough additional security to warrant consideration. In these major modifications, the building and its footings were considered too weak to sustain the weight. All were considered and studied both separately and in concert with various detection alarm systems, such as ultrasonic and microwave, and with the question of exterior fencing and lighting. All were ruled out either as not compatible with the construction of the building or not providing the protection sought.

4. Our review, thus, led us back to the original alternatives, the modifications believed absolutely necessary and the installation of a CCTV monitoring system, with

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SUBJECT: Proposed Records Storage Area, [redacted]  
[redacted]

25X1

the added question of how costs might be reduced from original estimates. We believe that we can salvage some TV equipment, cannibalize some other TV elements on hand, cut back on the number and type of cameras and still provide a degree of security to [redacted]. The estimated cost for accomplishing these modifications is \$82,000. This estimate was prepared with the assistance of the Office of Logistics. Details are shown in the attached Cost Estimate for the Conversion of [redacted] to Records Storage.

5. Should the CCTV equipment be placed in operation prior to the end of Fiscal Year 1970, there are sufficient contingency funds to cover maintenance costs till 1 July 1970. The \$6,000 maintenance estimate for Fiscal Year 1971 should be continued for each year the system is in being. We would plan to position two CCTV environmentally enclosed cameras to cover the exterior of the building and seven fixed cameras to monitor the interior, five of which would be complete motion detection systems. There would be two additional cameras and monitors held in reserve with monitors of the type compatible with those presently being placed in use [redacted]. All monitors [redacted] would be positioned in the Guardhouse.

6. You will note the Office of Logistics' building modifications estimate remains much the same and is exclusive of the CCTV system. If the present proposal is accepted, we envision a savings of about \$50,000 from our original estimate of the more extensive application of a CCTV system. In essence we are proposing, through the use of salvaged and other equipment, a reduction in cost with an appropriate level of security protection maintained.

25X1

[redacted signature box]

Howard J. Osborn  
Director of Security

Att

CONCURRENCE:

[redacted signature box]

John F. Blake  
Director of Logistics

3 Mar 70  
Date

**SECRET**



STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R003600140014-5

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2 MAR 1970

COST ESTIMATE FOR THE CONVERSION OF  
[REDACTED]  
TO RECORDS STORAGE

25X1

COST FOR FISCAL YEAR 1970

A. Minimum building modifications (OL estimate)

1. Increase interior light level, install exterior lighting, and miscellaneous connections to existing emergency power system, as required - - - - -	8,000
2. Modifications to secure roof and siding -	1,000
3. Modify door openings - - - - -	1,000
4. Door contact alarms and connection to annunciator in guard office; Detex clock stations; fire detection system - -	5,000
5. Vinyl Asbestos flooring - - - - -	1,800
6. Install exhaust fan in existing louver -	<u>400</u>
Sub-Total	\$17,200
7. Contractor percentage - 30% of \$17,200 =	5,160
8. Contingency - 15% of \$17,200 =	<u>2,580</u>
TOTAL	\$24,940

B. CCTV System (OS estimate)

1. Five (5) motion detection systems - - - -	15,350
2. Six (6) monitors - - - - -	1,500
3. Installation (Systems, Monitors & GFM) -	<u>5,620</u>
Sub-Total - - - - -	\$22,470
4. Contractor percentage - 30% of \$22,470 =	6,740
5. Contingency - 15% of \$22,470 =	<u>3,370</u>
TOTAL	\$32,580

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

C.	Design & Inspection Services by [ ] @ 10%		25X1
	for A and B above, \$2,494 + \$3,258	=	5,752
D.	18,000 cubic feet of shelving, purchase and		
	install (\$1.00 per cubic feet - DDS/RAB estimate)		\$18,000*
	TOTAL PROJECT COSTS (A+B+C+D)	- - - - -	\$81,272
	SAY	- - - - -	\$82,000

COST FOR EACH FISCAL YEAR IN USE BEGINNING WITH FY 1971

A.	Maintenance and servicing of CCTV System		
	(OS estimate)	- - - - -	\$ 6,000

\* This represents the maximum amount of shelving that this building will hold. The exact amount to be used will be determined at a later date.

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DD/S 70-0994

11 MAR 1970

MEMORANDUM FOR: Executive Director-Comptroller

Colonel White:

This is a very large — if less than popular — problem. We are convinced that some additional capacity must be created. This means that we do not see any chance really reversing the continuing net growth in holdings at least for a period of years and we must accommodate the materials now at Suitland.

I believe it would be best if we could discuss this matter fully after you have had the opportunity to read the attached paper. Since additional resources are also involved in that proposal, you may wish to talk about the archives problem (DD/S 70-0739) at the same time.

(Signed) John W. Coffey

R. L. Bannerman

Att

DD/S 70-0540

ADD/S:JWC/ms (11 Mar 70)

Distribution:

Orig - Adse, w/O& \_\_\_ of Att \*

1 - ER

1 - DD/S Chrono ✓

1 - DD/S Subject w/cy of Att & DD/S 70-0739\*\*

1 - Chief, SSS

\*Memo dtd 11 MAR 1970 for Ex. Dir.-Compt. fr DD/S, subj:  
Augmentation of the Agency Records Storage Capacity

\*\*Memo dtd 10 Mar 70 for Ex. Dir.-Compt. fr DD/S, subj: CIA Archives

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