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Officer

29 June 1987

MEMORANDUM FOR: Chief, Clearance Group

VIA: Chief, Security Records Division

FROM:
Chief, Records and Services Branch

SUBJECT: Request for a Security Records Retirement System

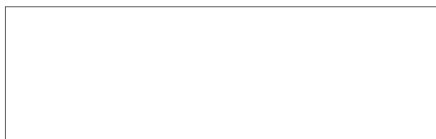
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1. The Records and Services Branch (R&SB) is experiencing a critical space problem in the Files Section. We are literally living out of boxes due to lack of sufficient shelf space for security files. According to the ADP Study, one recommendation for immediate action is to take approximately 10% of the oldest security files and move them to a remote location. This would slow the access to these files, however, they could be retrieved within several days of a request. Our objective in R&SB is to establish a retirement system, accomplish the ADP action and create additional space.

2. The managers in the Files Section have exhausted their ingenuity on where to store security files. Currently, a total of 76 boxes (approximately 15-20 files per box) are located on top of temporary filing cabinets, under shelves, on top of shelves and in various other places. Those boxes located on top of shelves present a serious safety hazard as each box weighs approximately 50 pounds. Our employees not only have to climb a ladder to reach them but lift boxes down in order to locate the files needed.

3. An immediate solution to our space problem is to move the Polygraph File Room out of SRD, and the future solution is to move into the new Headquarters Building. Our efforts to survive are slowing diminishing since neither solution has yet to occur. Eight temporary filing cabinets were purchased over a year ago in a hope to solve the space problem, however, we quickly realized they were only an interim measure. Two fixed shelving units were built in back of the section to store a small portion of the overflow and they have quickly filled to capacity.

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4. Employee morale is a factor associated with the space problem. Not only are the working conditions hazardous, it is time consuming to locate a file that is in a box situated somewhere in the office. When production is hampered due to space constraints, the entire processing within the division is affected. The volume of correspondence is another issue, and although it is our summer goal to file all of it, in reality, it will not fit in the appropriate files given the current space configuration.

25X1 5. Between July and September 1987, R&SB plans to establish, with your concurrence, a task force of at least two senior employees to review approximately 100,000 security files, flag them for retirement, and subsequently box (with help from summer employees) and forward them [redacted]. This would free approximately ten ranges and allow room to expand. In addition to a request for a retirement program, we are requesting an increase of at least two full time staff employees to monitor the retirement system throughout the year and retrieve files upon request.

25X1 6. A preliminary inquiry [redacted] reflected that the Archives and Records Center is in the process of completing an expansion and due to be ready in August 1987. It appears that the storage space for security files will be adequate.

7. The present lack of storage space for security files in the Records and Services Branch is disparaging. The files have grown and continue to grow to the point of surpassing the capacity of the current square footage of space. As a result, security, safety and fire hazards are prevalent, as well as, morale and production problems. Therefore, it is requested that:

a. Concurrence by given to establish a retirement system and that,

b. Two additional staff employees be assigned full time to R&SB to monitor the retirement system once the initial program is in operation.

25X1 If there are any questions, please contact the undersigned on [redacted]

25X1 [redacted]

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