

Date

**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. *C/RECD	<i>[Signature]</i>	7/22
2.		
3. <i>FO</i>	<i>[Signature]</i>	7/22
4. <i>DD/L</i>	<i>[Signature]</i>	7/23
5. O-D/L		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

C/RECD - Please review and comment. The D/L asks that you coordinate your response with [redacted] of FMD. - *SUSANICE 22 July*

RECD SECRETARY - Please make *ol* internal OL copies (include a copy of [redacted])

[redacted] when ready for pick up.

*\*SEE ATTACHED NOTE*

**DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions**

<b>FROM: (Name, org. symbol, Agency/Post)</b>	Room No. <i>[redacted]</i>
John M. Ray, D/L	Phone No.

Date \_\_\_\_\_

**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. *C/RECD	JLL	7/22
2.		
3.		
4.		
5. O-D/L		

Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

C/RECD - Please review and comment. The D/L asks that you coordinate your response with [redacted] of FMD. - *SUSPENSE 22 July*

RECD SECRETARY - Please make internal OL copies (include a copy for [redacted])

Marie/Dawna - Call [redacted] when ready for pick up.

*\*SEE ATTACHED NOTE*

**DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions**

<b>FROM: (Name, org. symbol, Agency/Post)</b>  John M. Ray, D/L	Room No. _____  Phone No. _____
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STAT  
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**ROUTING AND TRANSMITTAL SLIP**

Date **7/22**

TO: (Name, office symbol, room number, building, Agency/Post)

	Initials	Date
1. <b>CIRELD</b>	<i>[Signature]</i>	<b>7/22</b>
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
<input checked="" type="checkbox"/> As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

*THIS REQUEST WAS REVIEWED BY THE SPACE TASK FORCE ON 21 JUL 87. ALTHOUGH OS POLYGRAPH DIV. WILL HAVE ADDITIONAL RECORDS STORAGE CAPACITY IN THE NHB, SOMETHING HAS TO BE DONE TO SOLVE THEIR VERY REAL & IMMEDIATE PROBLEM. RECOMMEND APPROVAL OF THIS REQUEST AS A NECESSARY INTERIM SOLUTION. IT SHOULD BE NOTED THAT THE LESSOR MAY NOT ACCEPT A SHORT TERM 12 YEAR LEASE WITH RENEWAL (OVER)*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions.

FROM: (Name, org. symbol, Agency/Post) **CIREB**

Room No. - Bldg. \_\_\_\_\_

Phone No. \_\_\_\_\_

504

1986-491-247/40012

OPTIONAL FORM 41 (Rev. 7-78)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

STAT

ILLEGIB

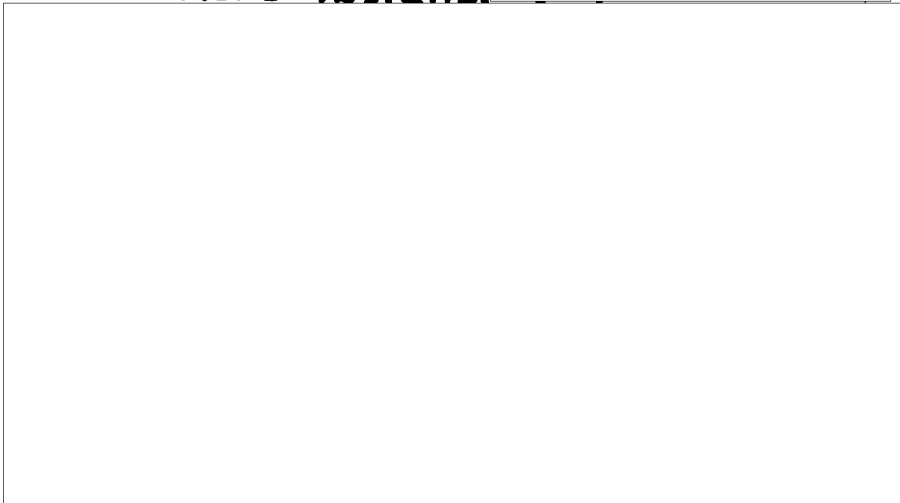


OPTIONS AND IT MAY BE NECESSARY  
TO NEGOTIATE A 5 YR LEASE WITH  
90-180 DAYS TERMINATION NOTICE

ILLEGIB  
ILLEGIB  
ILLEGIB



PROVISIONS INSTEAD.



OL Files  
B+C 1

ADMINISTRATIVE - INTERNAL USE ONLY

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional) Request for Approval to Acquire/Renovate Office Space for the Office of Security in the [redacted] Building

FROM: [redacted]  
Director of Security

EXTENSION NO. 057-2185

DATE 17 JUL 1987

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. D/OL [redacted]

2. DDA  
7D18 HQS

3.

4. AS/OS [redacted]

5.

6.

7.

8.

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11.

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14.

15.

FYI

The attached memo represents a follow-up request for reconsideration and approval by the DDA for OS to acquire some much needed additional space on the ground floor of [redacted] Building to support the Polygraph Divisions File Room requirements.

The original request regarding this space was submitted Nov. 86. The DDA denied request Feb. 87. D/OL concurrence and the DDA's approval of this resubmitted request would be greatly appreciated.

[redacted]  
C/AS/OS

2 from 1:

23 JUL 1987

Although OS Polygraph Div. will have additional records storage capacity in the NHB, something has to be done to solve their very real and immediate problem. Recommend approval of this request as a necessary interim solution. It should be noted that the lessor may not accept a short-term one-two year lease with renewal options, and it may be necessary to negotiate [redacted] lease with 90-180 days

John M. Ray

**IMMEDIATE**

ADMINISTRATIVE - INTERNAL USE ONLY

**ROUTING AND RECORD SHEET**

Form 160c  
3-65

(13)

**SUBJECT:** (Optional) Request for Approval to Acquire/Renovate Office Space for the Office of Security in the [redacted] Building

**FROM:** [redacted]  
Director of Security

EXTENSION NO.

DATE  
**17 JUL 1987**

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

DATE

OFFICER'S INITIALS

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

RECEIVED      FORWARDED

1. D/OL  
[redacted]

FYI

2. DDA  
7D18 HQS

3.

4. AS/OS  
[redacted]

5.

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The original request regarding this space was submitted Nov. 86. The DDA denied request Feb. 87. D/OL concurrence and the DDA's approval of this resubmitted request would be greatly appreciated.

[redacted]  
C/AS/OS

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

17 JUL 1987

MEMORANDUM FOR: Deputy Director of Administration

VIA: Director of Logistics

FROM: [redacted]  
Director of Security

STAT

SUBJECT: Request for Approval to Acquire/Renovate  
Office Space for the Office of Security in the  
[redacted] Building

STAT

REFERENCE: Memo to DDA dtd 5 Nov 86; Same Subject

1. Action Requested: Approval is requested to acquire and renovate additional office space for the Office of Security in the [redacted] Building.

STAT

2. Background: The additional office space will provide approximately 3,200 square feet on the first floor of [redacted] Building. This space is in the same building that we are presently leasing. This additional space is badly needed for a Polygraph Division file room, and to accommodate the ever increasing space for supervisors, clericals and administrative space that was created due to the accelerated Reinvestigation Program. Currently, Polygraph files are maintained in a sub-file room of the Security Records Division, in [redacted] Building. This space measures approximately 1,200 square feet and is totally insufficient to house the records currently in existence, to say nothing of the records which are being created at the rate of [redacted] files a day. The Polygraph Division has already outgrown this space and have had to convert other Polygraph Division space into temporary file storage facilities. Records are now located in multiple facilities which make it difficult to track, professionally maintain and retrieve these records on a timely basis. Records presently must be transported via vehicle to three different locations in which the Polygraph Division is divided. The acquisition of the new office space in [redacted] Building would allow the Polygraph Division to co-locate their records into one large file room. The time saved in obtaining files, the management of the files, and the management of the division records system would more than significant.

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OS 7 2185



~~ADMINISTRATIVE - INTERNAL USE ONLY~~

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Request for Approval to Acquire/Renovate  
Office Space for the Office of Security in  
[redacted] Building

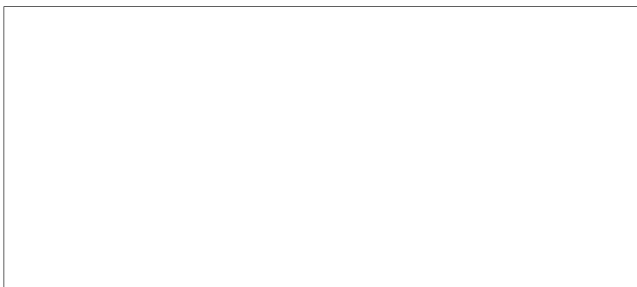
STAT

3. Cost Consideration: The existing rental agreement for  
[redacted] is presently set at a rental fee of \$17.50 per  
square foot, or \$56,000 per year with a five year lease. The  
Office of Security would prefer to have a lease negotiated for  
two years with the option to extend the lease in one year  
increments. It is expected that the lessor would contribute  
toward the renovation of the space. Also the lessor has a  
provision for six months occupancy without rent with a five  
year lease. It is possible that a lease can be negotiated for  
a shorter lease period with a similar clause. Should the  
renovation costs to the Agency exceed twenty-five percent of  
the first year's rent, a Certificate of Necessity will be  
requested, as stipulated by the Economy Act. However, it does  
not appear that one will be required at present.

STAT

4. Recommendation: It is requested that approval be  
granted for the acquisition of space cited above as soon as  
possible.

STAT



Attachments

STAT

CONCUR: [redacted]

23 JUL 1987

Director of Logistics

Date

APPROVED:

[redacted signature]

28 JUL 1987

Deputy Director for Administration

Date

STAT

ADMINISTRATIVE - INTERNAL USE ONLY



**Page Denied**

05 NOV 1986

MEMORANDUM FOR: Deputy Director for Administration

VIA: Director of Logistics

FROM: [Redacted] Director of Security

STAT

SUBJECT: Request for Approval to Acquire/Renovate Office Space for the Office of Security in the [Redacted] Building

STAT

1. Action Requested: It is requested that you approve the use of the Director of Central Intelligence Agency Authority as provided for in Section 8 of the Central Intelligence Act of 1949, as amended to lease and renovate office space in support of the Directorate of Administration.

2. Background: The acquisition of the new office space will provide 3,200 square feet of additional office space to satisfy our current requirement. Approximately 1,200 square feet of space will be used to relocate the sensitive Polygraph files now located at [Redacted] Building and the remainder of the office space will be needed to accommodate the increase in our staffing compliment, that resulted from an extensive reorganization.

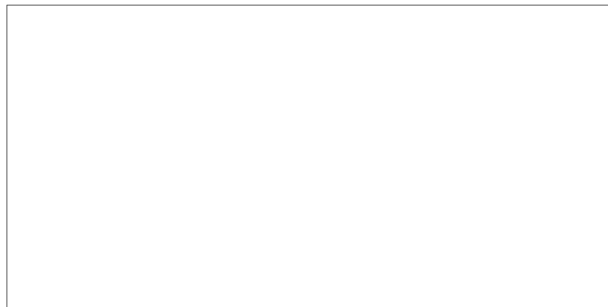
STAT

3. Cost Considerations: The present lease agreement for [Redacted] sets a rental fee of \$17.50 per square foot, or \$56,000 per year. Office of Security would like to have a lease negotiated for five years with an option clause to extend the lease in one year increments.

STAT

4. Recommendation: Your approval is requested to proceed with the acquisition of the space cited above.

STAT



OS 6 1296

ADMINISTRATIVE INTERNAL USE ONLY

STAT  
STAT

SUBJECT: Request for Approval to Acquire/Renovate Office  
Space for the Office of Security in   
 Building

CONCUR:

\_\_\_\_\_  
Director of Logistics Date

APPROVED:

\_\_\_\_\_  
Deputy Director for Administration Date

ADMINISTRATIVE INTERNAL USE ONLY

ATTACHMENT 1

~~CONFIDENTIAL~~

*Records Management  
Officer*

29 June 1987

MEMORANDUM FOR: Chief, Clearance Group

VIA: Chief, Security Records Division

FROM:

[Redacted Name]

Chief, Records and Services Branch

25X1

SUBJECT: Request for a Security Records Retirement System

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.

25X1

[Redacted Signature]

[Redacted Signature]

~~CONFIDENTIAL~~

CONFIDENTIAL

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 to [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]

CONFIDENTIAL