

25 YEAR RE-REVIEW

SECRET

MEMORANDUM FOR: THE ACTING DIRECTOR

[redacted] Office has requested alterations and improvements in their office space in order to provide required support [redacted] project approved by the Director on 7 December 1955.

The estimated cost of these alterations is \$6280. The Economy Act of 1932 limits the amount which may be spent for alterations to 25 per cent of the annual rent, or in this case, \$2400. Since \$1300 has been spent previously on alterations, the additional expenditure will bring the total excess to approximately \$5200. Therefore, a Certificate of Necessity is required.

Request signature.

H. GATES LLOYD

Acting Deputy Director
(Support)

23 May 56
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

SECRET

MEMORANDUM FOR: GENERAL CABELL

This certificate of necessity requires the signature of the head of the Agency and cannot be delegated without an Act of Congress.

[redacted signature box]

24 May 1956

(DATE)

FORM NO. 101 REPLACES FORM 10-101
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(47)