

Qv M 1
FILED:
RETURN TO

RECORDS MANAGEMENT DIVISION

NOTICE
NO. _____

(date)

CHANGE IN CIA RECORDS CENTER LOCATION

1. On _____ the CIA Records Center will cease operations at the present location. The Center has been moved to a new, fireproof Records Center building [REDACTED] [REDACTED] The new building affords maximum security for Agency records against all hazards.

2. It is felt that reference service to Agency components will not be impaired. Two courier trips will be made each day (0900 and 1300) from the new Center location. For records reference service, as at present, call the current telephone extensions - [REDACTED] In an emergency, a secured wire service is available for transmittal of needed information.

3. Due to travel time to and from the new Records Center location, personal visits to the Center for the purpose of searching records must of necessity be curtailed. However, when the situation warrants, a personal record search at the Center may be arranged.

4. The process of accessioning (retiring) records to the Records Center remains unchanged.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

L. K. WHITE
Deputy Director
(Administration)

UNCLASSIFIED CONFIDENTIAL SECRET

(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

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TO		INITIALS	DATE
1	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>		
2	<i>File -</i>		
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FROM		INITIALS	DATE
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- | | | |
|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

Remarks: The attached was handed to me by at the time he completed the first draft of the handbook for the Records Center. My reaction is that this notice is unnecessary. May I have your opinion?

I agree!
1/27/55

[Handwritten signature]

LGC

SECRET

UNCLASSIFIED

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*I think the matter can be
simply and effectively handled
by contacting the AROs.*