RAO

Case Only/c

4 APR 1962

Executive Officer, Office of Operations
  OO/C

CIA Records Administration Officer, DDS

Expansion Requirement for the Index File to Contact Sources

1. Attached is Requisition Number 4201-216-62, for
additional Flexoline Filing Equipment, costing $3325. This
requisition was forwarded to [   ] of my Staff for   STAT
technical approval.

2. The need for additional filing equipment for the Index
to Contact Sources has been reviewed by [   ]   STAT
STAT [   ] As a result, we believe that these factors should be
considered in relation to the future of this file:

        a. The cost of the present type of equipment for
    expansion is very high.

        b. The manner in which the index is used; i.e.,
    the lack of control over access to the file.

        c. The working conditions imposed on the people by
    one filing system over another.

    3. I recommend that instead of expanding the present system
as reflected on your requisition you consider the following:

        a. The Diebold Elevator File, the Mosler Selectronic
    File or the Rol-Dex equipment.

        b. Converting the flexoline strips to "MIB" cards
    2½" x 3".

        c. Realignment present work assignments. (I will
    make suggestions on this later if you desire).

    4. Attached are brochures on the three types of equipment
mentioned above. Any one of these will provide space for your
present file volume and 5 to 7 years expansion. In addition
the cost would be about one fourth the investment you have in
your present equipment. While any of the three types of equipment
will serve your purposes better and more economically than the

present equipment, Rol-Dex seems to be best suited to your needs. The principal advantage is that it does not limit access to the file as do the other two types. Attached is a comparative outline of the three types of equipment.

5. Please let me know your reaction to these proposals. I will be glad to work with you in the development of the requisition for the equipment you select and assist in any other way you wish.

STAT

Attachments

STAT

RAO/DDS/ (4 April '62)