

*P. mgmt 3-3-3
Steel Filing*

7 September 1966

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MEMORANDUM FOR: Chief, Records Management, OL
 ATTENTION:

THROUGH: Chief, Administrative Staff, OCR *jet*
 THROUGH: Chief, Biographic Register, OCR *WR*
 FROM: Acting Chief, Support Staff, BR/OCR
 SUBJECT: File Cabinets

For a considerable time the Biographic Register has had urgent need of additional filing equipment for its 5x8 biographic card files -- i.e., seven-drawer, two-unit cabinets which are sturdy as well as easy to file or browse in. The 5x8 cabinets constitute a highly active file.

In view of the apparent unavailability of such file cabinets, and at the suggestion of your office, Biographic Register recently experimented with the new Diebold 5x8 Safe-T-Stak Steel Files which are nine drawers high and two drawers in width, all with nylon guides. This equipment proved to be stable but is undesirable for our use since the drawers are not quite deep enough for some of our oversize folded documents and card jackets. In addition, the sides bulge slightly, making the drawers very difficult to open or close. Further, the slide fastener does not lock in place, thus allowing the material to slide loose in the drawer rather than remain in an upright filing position. A positive fastener would only make the jackets and oversize material ride against the top of the drawer even more than it does, increasing the effort of opening and closing the drawers. Finally, twice as many drawers have to be opened or closed each time the Diebold files are used, compared with present type equipment. All this makes the new Diebold Safe-T-Stak undesirable for BR's use.

If cabinets are still unavailable, the old Safe-T-Staks would be preferable to the new ones, with the addition of tops and bases, and if some method could be devised to make the equipment more stable and secure for filing. The drawers do open and close with far less effort than the new Diebold equipment.

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