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Information Bulletin

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF CIVIL AND DEFENSE MOBILIZATION
BATTLE CREEK, MICHIGAN

NO. 172
March 7, 1960

TEXT OF DIRECTOR HOEGH'S ADDRESS TO A
SYMPOSIUM ON RECORDS PRESERVATION
HOTEL LASSEN, WICHITA, KANSAS - JANUARY 19, 1960

There are three elemental requirements for national survival and recovery from the kind of nuclear attack that is possible today: Government must function, industry must continue to produce, people must survive.

All three are possible. The challenge of civil defense and defense mobilization is to conceive and perfect all of the plans and obtain all of the actions necessary to execute them.

First we must determine fundamentals for each area. Then we must find out how each can be accomplished. Next, we must get action.

Consider the continuity of government. Government at every level simply must in any emergency retain command and control, give directions and information, and serve.

For each government to be able to do this there must be:

1. Established lines of succession for all key officials.
2. Alternate protected sites from which government can function.
3. Essential records, safely stored.
4. Maximum use of all resources and manpower.

Before I discuss these points, let me parenthetically remark that this program also is a model for insuring the continuity of industry. It can be expanded with many details for plant and employee protection, mutual assistance plans, security, and so on. But in all cases, industry's protective plans should be closely dovetailed with those of each community, because in many actions they will be depending on each other. Industry's great advantage over government is that it has only to decide to prepare, and do it. For government, this is quite another matter. Let me illustrate:

The obviously desirable establishment now of lines of automatic succession for key officials involves an almost unbelievable maze of constitutional and legal restrictions throughout the 50 States and most of their political subdivisions.

However, the States have been quick to recognize the merit of the program. During 1959 alone, 34 States enacted part or all of the laws needed to insure continuity. More legislatures meet this year. Additionally, the voters of 13 States, having some 22 million people, will be voting in November on constitutional amendments for the same purpose. Kansas, like most of them, calls for a direct authorization to the legislature to set up the lines of succession.

All States have provision for alternate sites. But the proposal to make them secure against the great threat of radioactive fallout raises budgetary problems for most States, even though half of the cost is available from the Federal government. To date only four States have protected sites. A fifth is under construction.

The fourth point, on utilization of resources and personnel, requires only administrative action, so I will address myself now to the question of essential records, the question that is uppermost in your minds today.

Here again, as with continuity of management, business and industry are far advanced over government as a whole.

There are many notable records preservation programs in daily operation. I usually think of Westinghouse first, because Dick Grimes, on your symposium this morning, has several times lectured on his operations at our Staff College in Battle Creek, Michigan.

But equally efficient, I am sure, are the records operations of the Aluminum Company of America, Jones and Laughlin Steel, U.S. Steel, The Ford Motor Company, the Burroughs Corporation, Chase Manhattan Bank, Standard Oil of New Jersey, and the list could go on and on.

I'm sure it could, because just one commercial depository -- Iron Mountain in New York -- is handling the records of more than 3,000 corporations. Underground vaults and storage is joining a notable field of enterprise, and I have no doubt will become as busy as Iron Mountain, National Storage Records in Pennsylvania and Western Atomic Vaults in California.

The Federal government is well advanced, basically, because the essential departments and agencies already have alternate sites from which to operate, and essential records are in place.

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However, we recognize that after an attack, the central government might not be able to reach all of the nation. There very well could be islands of survival completely out of touch with each other or with the Federal relocation sites.

Therefore we must have multiple duplication of the more vital records so that they may be stored in all of the regional offices. I believe substantial progress is being made in this phase.

Below the Federal level, we encounter again the complexities of laws, frequently archaic. . . such as those forbidding the removal of documents from a given spot, even for duplication.

We are concerned here with two types of records:

1. Those needed for emergency operations, such as operations plans, materials inventories and personnel records, utility and facility maps and plans, and so on.
2. Those which protect the rights and interest of people and their governments, such as deeds, financial records, charters, laws, and ordinances.

Emergency operating records must be at the spot where they would be used during an emergency (the relocation site) and in the form in which they would be used immediately. There would be no time to relocate these records or convert them to another form.

The "rights and interests" records may be stored anywhere that their preservation is insured, and in whatever form is determined to be most economical and efficient.

Because both governments and people would be virtually helpless in many respects without adequate records, OCDM next will help State governments to develop their preservation programs.

Two sample acts have been developed for the consideration of legislatures, with the assistance and drafting aid of Columbia and Depaw Universities. They have been endorsed by the Council of State Governments, and are included in the suggested State legislation program for 1960.

The first, the Records Management Act, would establish efficient and economical records management as the proper framework for the specific measures outlined in the second.

This in turn, as the preservation of essential Records Act, would remove legal barriers to the movement and duplication of all essential records.

Additionally, a sample ordinance for local government also is being developed, as are these additional aids:

- Publications to describe methods for identification, selection, and protection of essential records; and
- A training course to instruct State and local officials with records responsibilities in the general techniques of records management and preservation.

The sponsorship of training programs by organizations of government officials and other interested groups is being encouraged. I might mention that we already have had the help of 12 national organizations, including the American Records Management Association, in developing the Program.

Over-all emphasis will be placed on having preservation measures become an integral part of day-to-day paperwork.

This should not be costly. Preservation costs for essential records can be reduced substantially or even absorbed if records preservation activities are integrated with those of effective records management.

Thus a program spurred by new demands of the thermonuclear age would pay continuing peacetime dividends.

I will say exactly the same thing for the equally vital program for personal survival, which we are trying now to impress on every American through every information medium.

The fundamentals were easily identified. For civil defense preparedness, every citizen should know these five things:

1. The warning signals and what they mean.

A steady blast of 3 to 5 minutes means: Take action as directed by your local government. You should know what it plans. If you do not, tune your radio to a Conelrad frequency -- 640 or 1240 on your AM dial, for official direction.

A wailing tone or short blasts for 3 minutes means:

Take cover immediately in the best available shelter.

2. Your community plan for emergency action. If you are in a target city, you will be asked either to move out or to take the best available shelter. The decision is a local one. If you are not in a target city, you should take cover.

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3. How to protect yourself from radioactive fallout. You should construct a fallout shelter and stock it with a two-week supply of food and water, a battery radio, first-aid kit, and essential items for survival. Shelter designs and plans are available.
4. First-aid and home emergency preparedness. This is essential for everyday living, but crucial in case of nuclear attack.
5. How to use Conelrad -- 640 or 1240 -- for official directions and instruction. All other radio, and television would be silent.

Detailed information pertaining to these five points is available at your local, State, and Federal civil defense offices.

I would like to add that, simple as they are for the individual to know, behind their simplification is some of the vast complexity of which I spoke earlier. I will explain briefly.

Point 1. If we heard the wailing "take cover" signal right now, this is what has happened.

From the DEW, Mid-Canada, or Pine Tree radar lines there would have flashed a danger signal to the North American Air Defense Headquarters.

From there, an OCDM Warning Officer (and they are on duty 24 hours a day) would flash a warning over the OCDM network. This warning would go to over 300 key points, in every State and metropolitan area, in 90 seconds. From the key point it would be relayed over individual State and area networks, to the individual communities. If now the take cover were sounding, it would mean that the Mayor of Wichita would have decided that "take cover" was the logical course of action.

Point 2. Your community plan is developed from and is firmly anchored to a bulwark of real substance. It begins with the National Plan for Civil Defense and Defense Mobilization, promulgated by the President as the key to all non-military defense.

It sets forth the mission, how it is to be accomplished, and by whom -- the responsibilities of every level of government, of industry, business, agriculture, the individual citizen. Some 40 annexes, most of which have been issued, spell out details for such responsibilities as health, welfare, transportation, manpower, military assistance, public information, and so on.

Tied directly to this are 50 State operational survival plans, federally financed and directed, but created by each State's own experts: From them stem 240 metropolitan area plans, and some 2,200 local plans.

Through these, everyone, every official, should know just what to do under what circumstances and with what resources.

Point 3. Protection from fallout involves two elements. First, to know when protection is needed, it is necessary to know where fallout is, how radiologically hot it is, after an attack.

Therefore, OCDM is developing a nationwide capability for detecting, measuring, and reporting on fallout.

We have provided instruments for and trained monitors in some 900 fixed federal stations. We expect to have 3,000.

We are distributing instruments to States, and training their operators. The States and local governments have over 14,000 fixed stations operational.

We have distributed almost 8,000 sets of training instruments to high schools of the nation, trained science teachers, with one million students having had training this past school year alone. The program will reach all 30,000 high schools in the nation.

I go from here to Alameda, California, to dedicate the OCDM Western Training Center, our third school for training radiological monitors and other civil defense personnel.

-- Second, the National Shelter Policy is designed to encourage a do-it-yourself shelter program with strong federal guidance and support.

OCDM is building prototype fallout shelters of all kinds and sizes, with daily dual purpose use, in every State, for information and guidance.

We are conducting surveys in a number of cities and counties to determine just what shelter capability exists, and how it can be improved. We are doing the same thing with some Federal buildings.

Shelter from fallout offers the greatest single potential for saving lives in the event of nuclear attack. Fallout respects no person and no place. There isn't a home in America that couldn't be covered by the deadly stuff after a major attack. Therefore we are urging every American to construct a fallout shelter for his protection and for the defense of this nation.

We are distributing millions of family fallout shelter booklets, with everything from do-it-yourself to intricate shelter plans. We know that shelter building is on a steady increase, everywhere.

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Point 4. First-aid and home preparedness is so fundamental that it requires no discussion. The American National Red Cross is our dependable help in giving this training.

Point 5. Conelrad for emergency information is a system designed to deny navigational aid to an enemy. Designated AM stations switch from their normal frequencies to 640 or 1240. These would be your only source of information in an emergency.

There are many things that I haven't mentioned, such as:

- The development and management of our 225 million dollar stockpile of emergency supplies including 1,900 emergency 200-bed hospitals.
- The design and control of our nearly 8 billion dollar stockpile of strategic materials for industry.
- Defense mobilization -- for emergency post-attack management of all resources and requirements. . . one of the most intricate planning jobs in the world.
- And there are many others.

This has been a quick glimpse of preparedness in the thermonuclear age. All of it accomplished would represent a deterrent power of the highest order because with it, we couldn't be beaten. No bully attacks anyone he can't defeat.

This is a vital part of our total defense. As President Eisenhower said on August 25 last, and I quote:

"It would be unwise to neglect our civil defense mission because our total defense is incomplete and meaningless without reliable and responsible home defense. Survival cannot be guaranteed merely with a capacity for reprisal. Equally important is our ability to recover." End of quote.

Therefore, in this time of delicate balance between peace and the "ultimate insanity" of nuclear war, I can see no higher mission for all of us than civil defense preparedness.

I am convinced that when everyone is prepared, then we'll never have to prove how effective that preparation was.

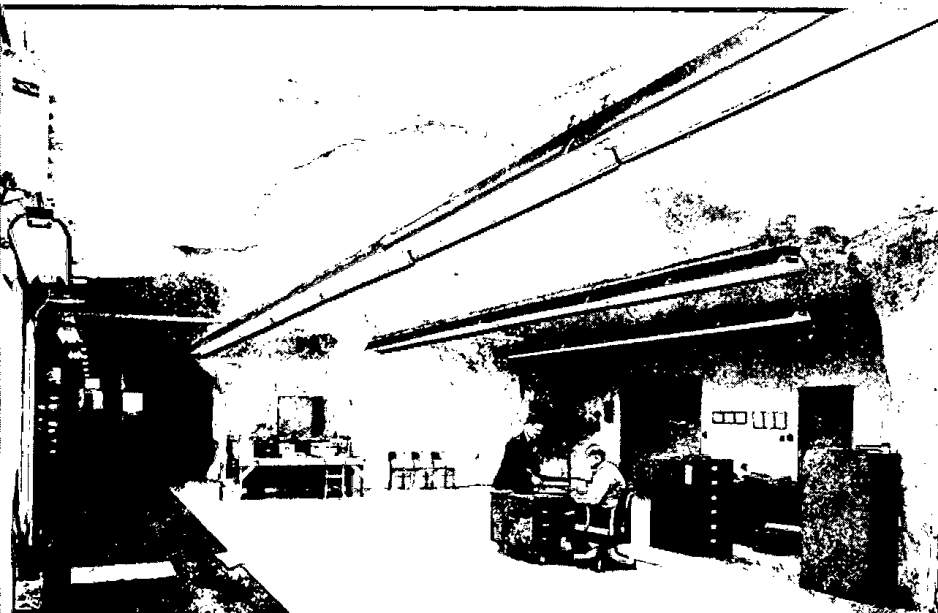


Every financial transaction of this bank and all its branches is micro-filmed *daily*, and the films deposited daily in an impregnable vault 225 feet underground in the mountains of Pennsylvania.

This gigantic storage facility located in a worked-out limestone mine 80 miles northeast of Pittsburgh, contains the vital records of hundreds of banks and other large institutions, industries and businesses in the eastern half of the United States.

These safe-guards are taken by your bank so that in the event of a major disaster, in which buildings and records might be destroyed, the entire operation of the bank could be reconstructed and the claims and rights of all depositors and customers be fully protected.

Trained clerks operating new high-speed electronic equipment under the supervision of an officer of the bank are required to accomplish this tremendous daily task. However, this is only one of many innovations in banking service and procedure provided its customers by Louisville's Oldest Financial Institution and most modern bank!



DO YOU KNOW...
what your bank is now doing
to protect your financial records
against possible Atomic Attack
and other major disasters?

Liberty NATIONAL BANK
AND TRUST COMPANY OF LOUISVILLE

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NATIONAL STORAGE COMPANY, INC.
P.O. Box 68
Boyers, Pennsylvania

Telephone:
Slippery Rock 8430 and 8474

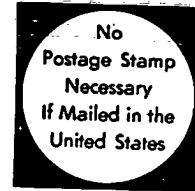
Gentlemen:

Without any obligation, we are interested in learning more about your underground security vault and services for the preservation of our vital records against any catastrophe.

Please have your representative Call Arrange Appointment Send Details

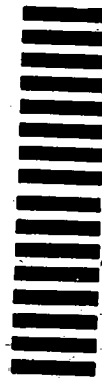
COMPANY ADDRESS

NAME AND TITLE CITY STATE



BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. 1 — BOYERS, PENNSYLVANIA

L. E. YONT, Manager of Sales
NATIONAL STORAGE COMPANY, INC.
P.O. BOX 68
BOYERS, PA.



CONFIDENTIAL

(Effective January 15, 1962)

PRICE LIST**National Storage Company, Inc.****POST OFFICE BOX 68****BOYERS, PA.****1. PRIVATE VAULT STORAGE—Small Items***

Space	Rental
1 cubic foot and up	\$10.00 per cubic foot per year

Note: Small envelopes or packages of vital records are stored on open steel shelving in a private vault. Rental includes our label set, Form NSC-5, acknowledgment receipt, cremation of obsolete data, and destruction certificate.

2. MICROFILM*

Quantity	Rental
1 Steel microfilm drawer (7/10 cubic foot)	\$24.00 per year
Each drawer holds 21 rolls 70 MM, or 42 rolls 35 MM, or 63 rolls 16 MM film.	

Note: All microfilms are filed in a private vault. Rental includes our microfilm label set, Form NSC-6, acknowledgment receipt, cremation of obsolete microfilm if required, and destruction certificate.

3. SAFE DEPOSIT DRAWER IN PRIVATE VAULT*

Steel File Drawer	Rental
Legal Size (15 $\frac{5}{8}$ " W x 10 $\frac{1}{6}$ " H x 23" D inside)	\$77.00 per year
Letter Size (12 $\frac{3}{4}$ " W x 10 $\frac{1}{6}$ " H x 23" D inside)	61.25 per year

Note: For the storage in a private vault of kraft envelopes containing originals or copies of vital records received daily, weekly, etc. Rental includes our label set, Form NSC-5, return of a receipt, cremation of obsolete data when specified, and a destruction certificate.

4. STEEL DATA TAPE LIBRARY UNIT*

Tape unit will contain 12 reels of 2-inch (width) or 17 reels of 1 $\frac{1}{4}$ -inch (width) magnetic tapes (in customer's containers).

Rental

\$100.00 per year per unit
Less than 1 unit—\$10.00
per year per reel

Note: All magnetic tape is stored in steel data tape files in a private vault. Atmospheric conditions in vault permit immediate usage in computer. Rate includes our label set, Form NSC-3, and acknowledgment receipt.

5. INACTIVE RECORD STORAGE*

A standard corrugated records storage container is 12" x 15" x 10" or 1.04 cubic feet of filing area. Container can be used for packaging either inactive letter or legal size records, retention of which is required under a normal record retention procedure. These containers are available at special rates.

Up To	Storage Per Container	Storage Per Year	Approximate Number of Records	Equivalent In File Drawers
5	\$1.98	\$ 9.90 (Minimum Charge)	10,000	3
15	1.75	26.25	30,000	10
25	1.50	37.50	50,000	17
50	1.25	62.50	100,000	34
150	1.00	150.00	300,000	100
300	.80	240.00	600,000	200
1,000	.65	650.00	2,000,000	666
5,000	.55	2,750.00	10,000,000	3,333
Over 5,000	.50			

Note: All inactive record containers are stored on modern steel shelving. Above prices include a NSC-3 Record Storage Box Label form set for each container and cremation of obsolete records.

Check or Card Records Storage Container, approximate dimensions, 8 $\frac{1}{2}$ " x 3 $\frac{1}{2}$ " x 15", or .26 cubic foot of filing area. Used for standard check and tabulating cards.

1 - 200 containers	.50 per box per year
Over 200 containers	.45 per box per year

6. BULK PACKAGES, LEDGERS, ETC.*

Bulk packages, record ledgers, binders and other types of records specially wrapped.

Storage Rate

\$1.25 per cubic foot or fraction thereof per year.

7. REFERENCE SERVICE CHARGES

Requests for information from records or the return of records stored will be subject to the following charges:

Service	Charge
Telephone	Actual cost
Postage	Actual cost
Searching and handling	\$3.00 per hour (minimum charge, \$1.00)

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8. FACSIMILE SERVICE CHARGES

Service	Charge
Facsimile copy of paper record (8½" x 14" or smaller)	.35 per copy
Microfilm Enlargements	.58 per square foot

Above charges include labor and material. Any telephone or postage charges to be added.

9. PRIVATE VAULTS*

Private vaults are available in the following approximate area and rates. Each vault wall will have a minimum wall thickness of 8 inches. The interior will be ventilated and air-conditioned for either microfilm or paper records storage. Each vault will be equipped with a 4-hour insulated (Underwriter approved) combination steel vault door, weighing approximately 1,600 pounds.

Area	Rental Rate
600 cubic feet (minimum) - 1,199 cubic feet	\$5.00 per cubic foot per year
1,200 " " - 2,499 " "	4.50 " " " " "
2,500 " " - 3,499 " "	4.00 " " " " "
3,500 " " - 7,500 " "	3.50 " " " " "
7,501 " " - 10,000 " "	2.50 " " " " "
Over 10,000 cubic feet	2.00 " " " " "

10. PRIVATE BUSINESS ARCHIVES

Private business archives or record centers, underground, to be operated by customer personnel, and developed to customer specifications are available at special rates.

11. EMERGENCY HEADQUARTERS

Emergency operational headquarters, underground, together with complete living and communication facilities, for key management personnel, and developed to customer requirements are available at special rates.

12. DISASTER XEROX COPYFLO SERVICE

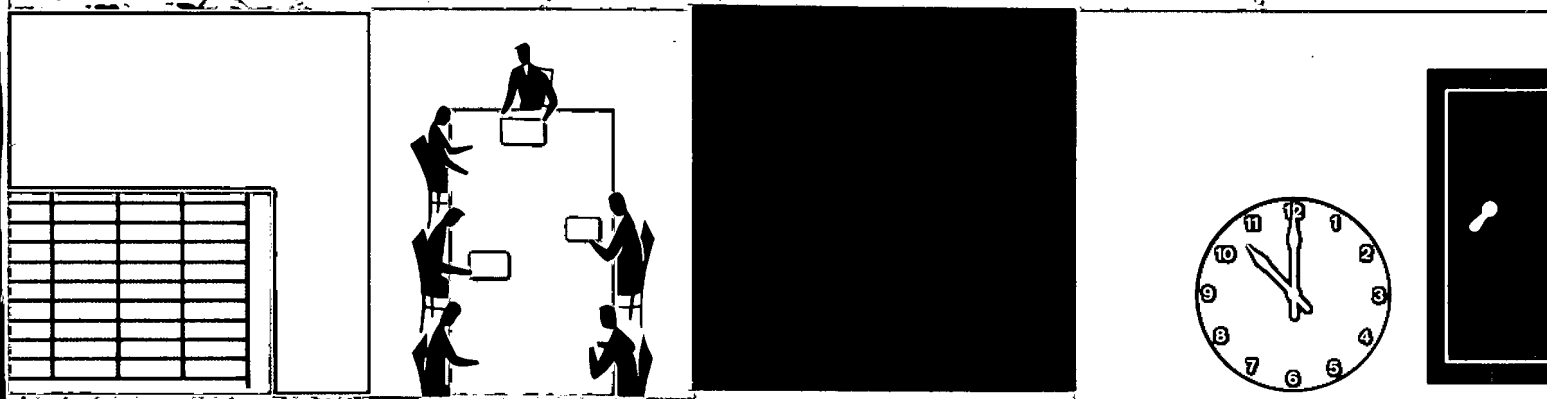
A Haloid Copyflo machine (11 inch) is maintained in our underground vaults. If vital microfilms are stored in our vaults, a standby contract can be negotiated to provide continuous paper prints from microfilm under disaster conditions. Special rates are available, on request.

*Payable annually in advance.

**Hundreds of
Major Businesses
and Industrial
Firms have chosen**

National Storage Company

*America's Foremost
Underground
Security Vaults*



Record Storage Emergency Operational Headquarters Business Survival Programs

Services offered by National Storage Company, Inc.

Business survival program

A program designed to enable any company, regardless of size and geographical location, to reconstruct its financial and physical position within 24 hours following any disaster, thus assuring continuity of operations.

This security is accomplished by transmittal to National Storage Company of microfilm, original records, copies of daily paper records or data processing tape, which would be used in reconstructing a balance sheet and physical facilities. As part of their service National Storage furnishes complete Operating Manual Instructions, all paper forms and labels, making it possible to inaugurate a vital records protection program immediately.

Economical record storage

The accumulation of inactive but important paper records poses a real storage problem in many companies today. Retention periods of such records are variable dependent on company policy or statutory requirements. National Storage has a low-cost plan for storing such records underground. The security feature is an added dividend. Complete Operating Manual Instructions and container label sets are supplied as a service. Recommended corrugated boxes are also available. Record boxes are properly labeled, indexed and stored on modern steel shelving for efficient referral service.

Private vaults

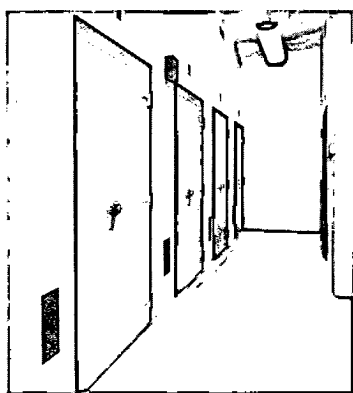
Individual Private Vaults, custom designed to meet customer requirements, are available to those seeking the ultimate in security. All private vaults are enclosed by walls at least 8" thick, illuminated and atmospherically controlled. Vaults are equipped with Underwriter approved, 4 hour, combination, steel vault doors weighing approximately 1600 pounds. Lock combination to the vault door will be assigned exclusively to the customer if specified.

Private business archives

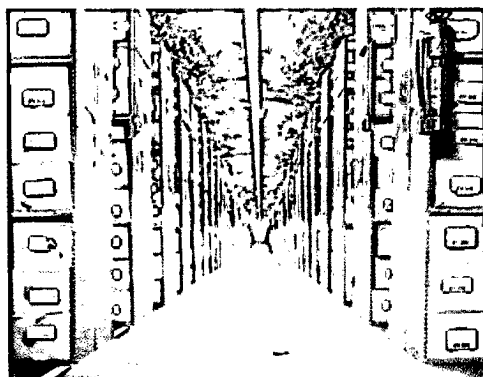
For customers who prefer, private business archives or record centers will be developed underground according to individual specifications. This type of a records operation may be staffed by the customer's own personnel. This achieves the two-fold objective of low-cost inactive record storage, plus the advantage of underground security for vital records.



3-ton steel portal gate and armed guards 24 hours a day protect underground vaults one-quarter mile from entrance



Series of private vaults—the ultimate in security



Millions of records efficiently and economically maintained in private records center



Silhouetted through the opening of two columns of solid limestone, a custodian files records

Facts about National Storage Company

This Underground Fortress comprising the Nation's largest record vaults is situated in the heart of Industrial America, approximately 55 miles from Pittsburgh, Pennsylvania. The surrounding area is strictly rural in character (out of range of any critical area).

These vaults encased in limestone and the available services are specially designed to provide Industry, Finance and Government with a secure depository for vital data against any form of disaster.

Since there are available 80 acres of floor space at the protective depth of 220 feet, a wide range of facilities and services can be custom developed to meet the exacting specifications of the customer. These improvements are made without capital expense to the customer.

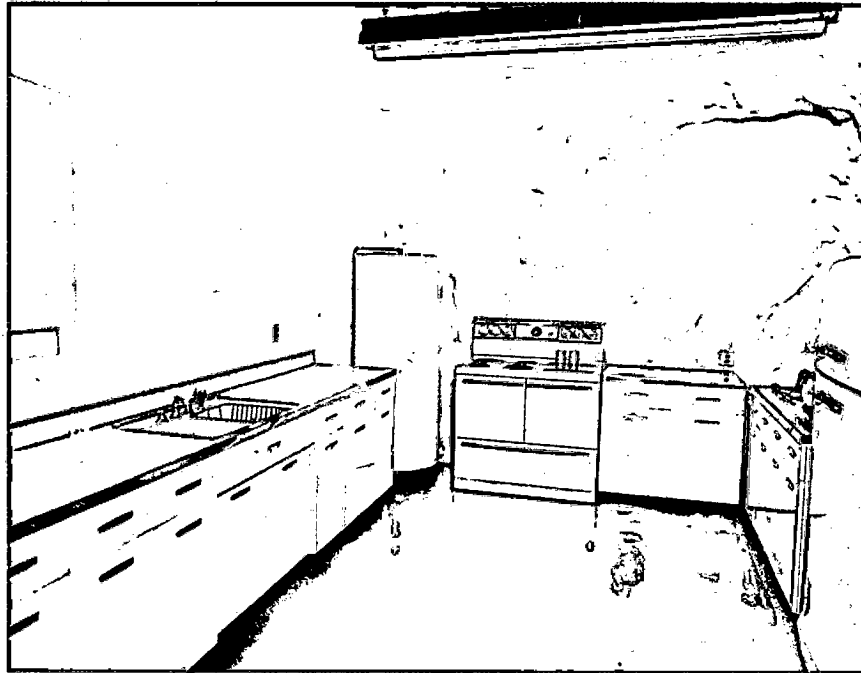
Substantial savings and improved service are but a few of the benefits reported by satisfied customers.

Westinghouse Electric Corporation estimates that since moving its record center underground, costs have dropped 35% and about 24 hours is saved in servicing record requests.

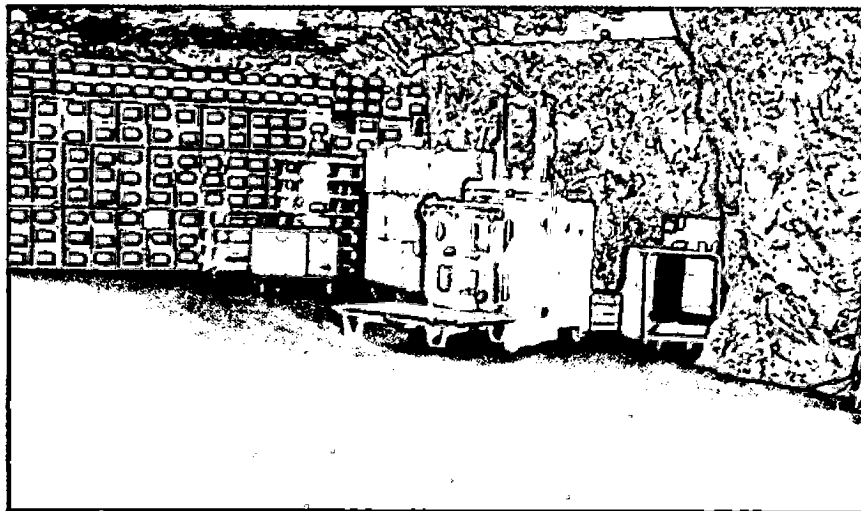
Blaw-Knox Company, which operates its own records center, reports: "Under our new operation our withdrawals have decreased roughly 75% even though more records are now in storage, and many of these have a shorter retention period in the office than before. Now we operate with one employee. In other words, the savings in labor is enough to offset our renting cost."

Since 1956 National Storage Company has been the bulwark against disaster for customers of all categories of business and government located in many states of the nation—even foreign countries. This experience and security—plus free consulting service on vital records protection programs are immediately available to you.

Complete kitchen facilities are part of emergency control headquarters

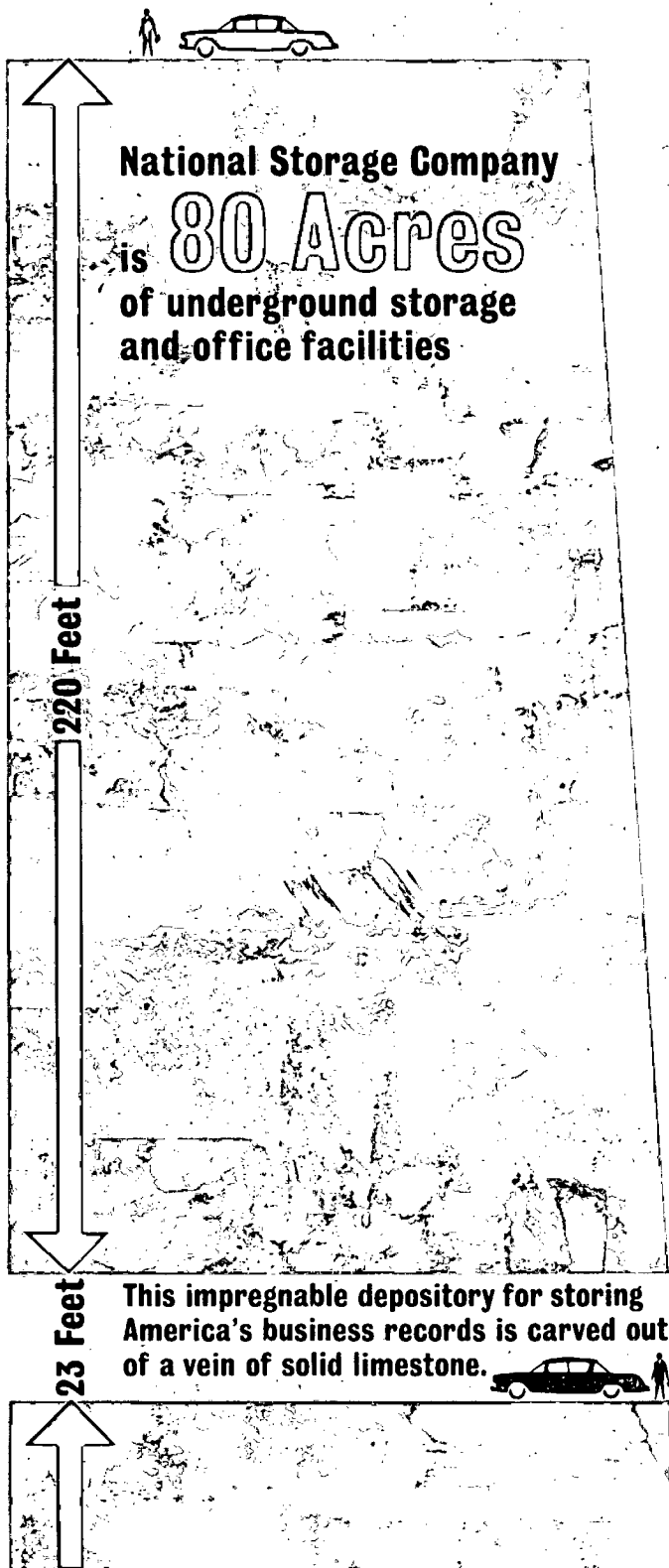


Electric fork truck located in a records center keeps records handling costs low



National Storage Company, Inc.

P. O. Box 8621
Pittsburgh 21, Pennsylvania



Access: Entrance to the underground atomic fortress is by motor vehicle, which includes the largest tractor-trailer, through a reinforced concrete portal. The vertical distance from the roadway at the portal to the surface is 110 feet. A considerable portion of this distance consists of solid rock formation.

Admission: After proper identification, customers are admitted through a massive 3-ton steel gate, located 50 feet inside the portal. ARMED GUARDS are stationed inside the steel gate 24 hours a day, 365 days a year.

Controlled atmospheric conditions: Temperature and humidity conditions are maintained at recommended levels for safe preservation of microfilm, paper records and magnetic tape.

Emergency power: A diesel power plant will be available to supply emergency electric power for lighting and heating should public power service be interrupted.

Communications: A 25 circuit telephone cable, underground, provides communication with any business office or factory in America. Private telephone or teletype circuits are available to customers operating their own facilities.

Transportation: Direct access is had over a modern highway. A Class I railroad is within 2 miles. Two commercial airports are within a half hour's drive.

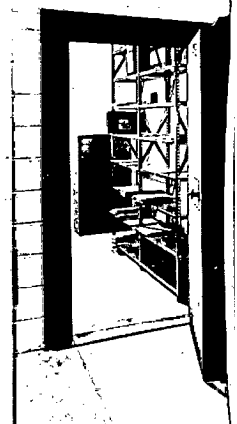
Insurance: A blanket insurance policy covering liability and property damage is maintained by National Storage Company.

Personnel: All employees are scrupulously selected only after they have passed a rigid security check. In addition, they have been thoroughly trained in Records Management Administration.

Access to or removal of records: Adequate safeguards are provided to prevent the unauthorized release of information from records, or the records themselves. These regulations are detailed in an Operating Manual assuring the client of respected confidence.

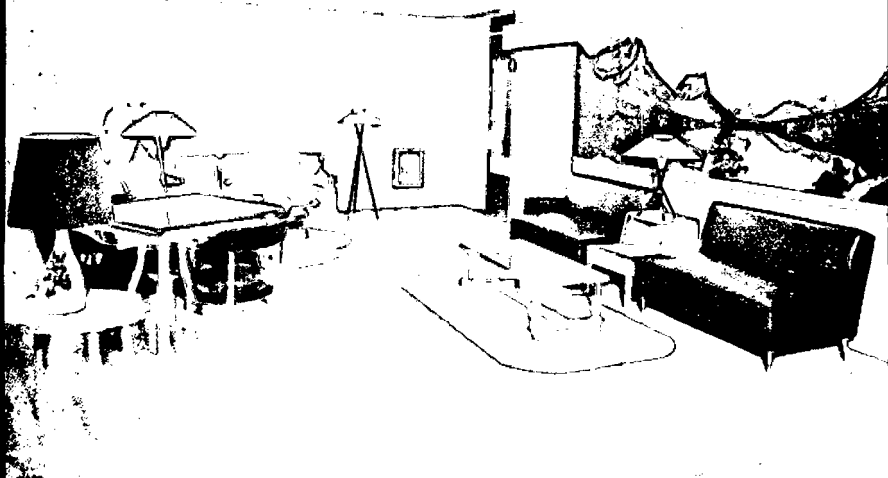


Disaster proof executi



interiors equippe

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Spacious living room of emergency headquarters 220 feet underground

Emergency control headquarters

For companies who have or are contemplating an Industrial Preparedness Program, National Storage will develop complete operational headquarters—including living accommodations—for key management personnel. Apartments or office headquarters constructed underground have all the atmosphere and comforts of above-ground. With vital company data immediately available, resumption of business following a disaster, would not only be rapid but assured.

Microfilm facsimile service

National Storage offers customers disaster Xerox Copyflo service. The Copyflo equipment is especially designed for high-speed production of paper enlargements from microfilm negatives stored in our vaults. The machine will produce 1,000 linear feet of paper prints per hour from microfilm, using non-critical materials. The importance of this service cannot be over-emphasized since 90% of all commercial reproduction equipment is located in critical areas and its availability following a disaster is highly problematical.

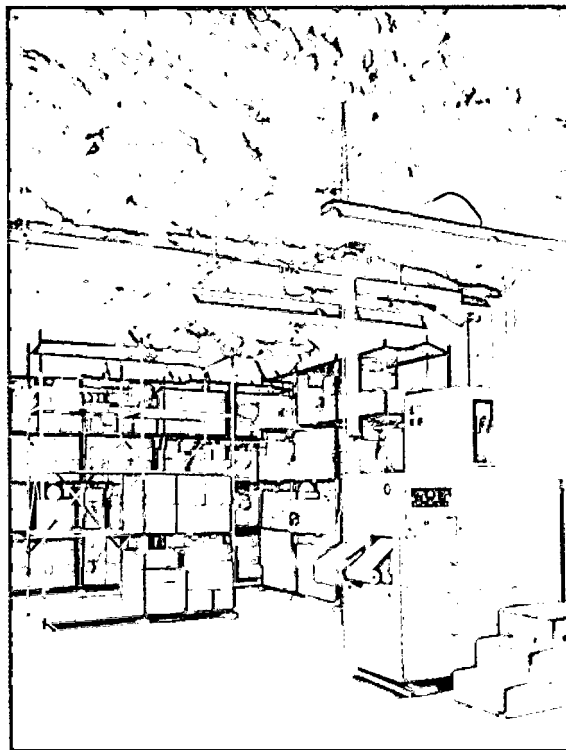
A completely equipped modern darkroom underground is also available for individual enlargements from 16 MM, 35 MM or 70 MM microfilm.

Record referral service

Reference service by phone, letter, facsimile, or actual document, is available at all times. In addition, office space is available to clients for reference or auditing purposes.



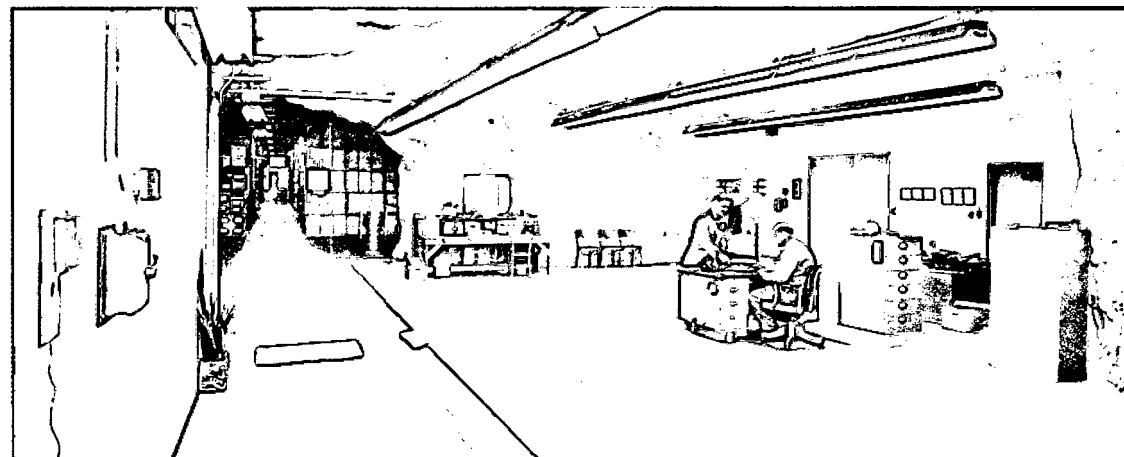
Office



Copyflo equipment and supplies for rapid microfilm enlargements



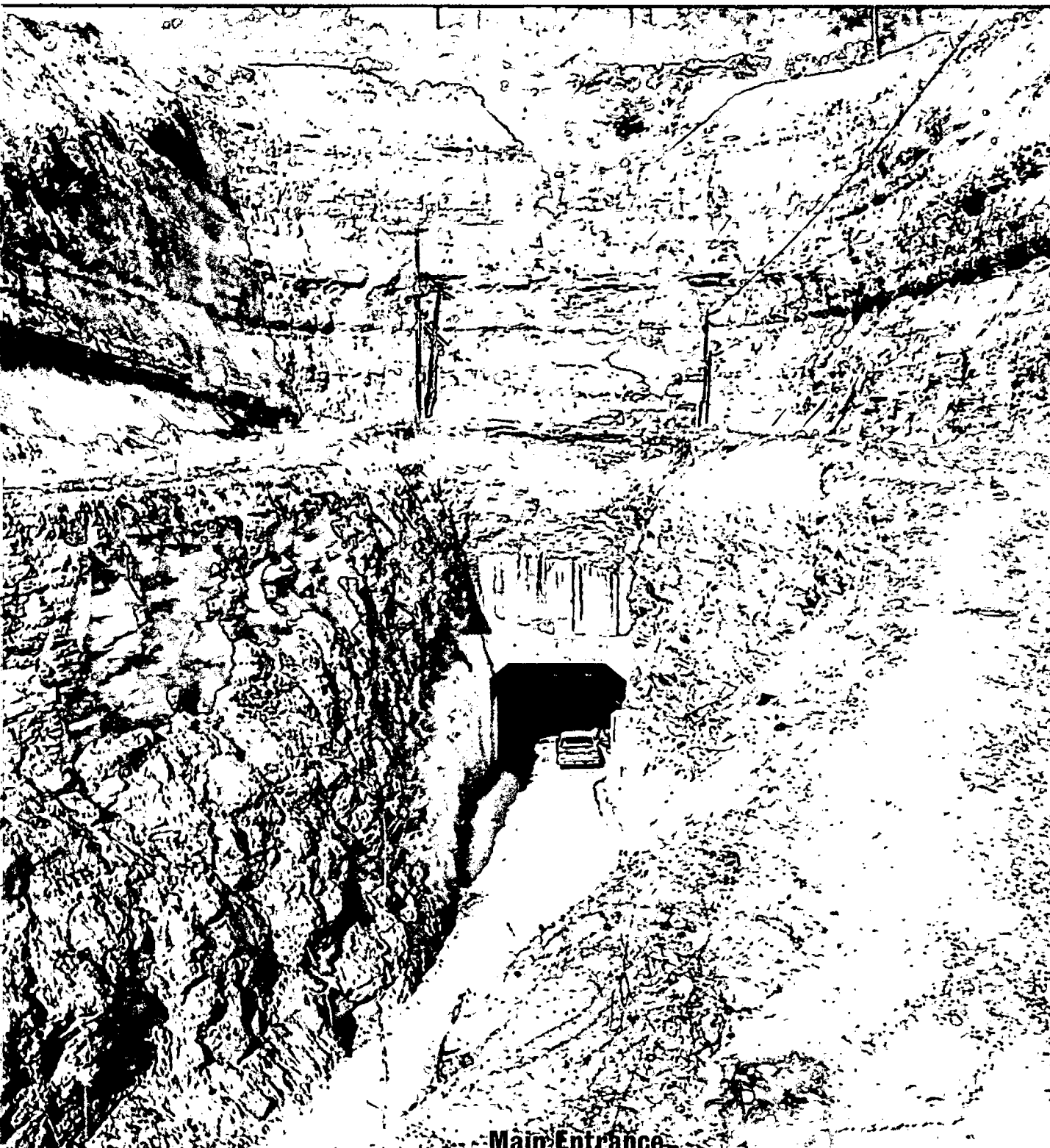
Room for vital data filing



Administration office

• 8860000

**An economical method
of maintaining
records and maximum
protection against ...
fire, theft, flood,
radiation, atomic attack
and other types of disaster.**



Main Entrance

National Storage Company, Inc.

Historic Phila. Data Stored in Old Mine As A-Blast Safeguard

In a move to protect historic landmark papers against an atomic blast, the city has stored more than 43,000 reels of microfilmed deeds and mortgages dating back to 1683 in a three-mile deep mountain concrete vault some 50 miles north of Pittsburgh, Records Commissioner Charles A. Baker disclosed Tuesday.

A former limestone mine in Butler county was restored by the National Security Co. as a storage vault for irreplaceable documents.

Since 1954, when 13,000 reels were placed in the blast-proof vault, the city has been adding about 5000 reels annually.

SAFETY ASSURED

"In these days of international crisis," Baker said, "the city has taken steps to ensure permanent preservation of valuable records of the city's lands and properties, so important to Civil Defense programming."

Baker said one copy of the microfilm is kept in City Hall and the other in the air-conditioned mountain vault. Philadelphia, he said, has joined with other communities in protecting these documents. He said it costs the city about \$2500 a year in storage charges.

Among the historic microfilmed documents stored in the vault is the famous William Penn "walking purchase" agreement which based land measurements on the distance a man could walk in a given period.

DEEDS MICROFILMED

At the same time, Baker revealed his department is nearing completion of the monumental task of microfilming some 37,000 deeds and mortgage books dating back to the 17th century. The books deal with more than 500,000 pieces of land and property in the city.

He estimated the work has cost \$250,000 since 1954 and should be completed by November. Philadelphia, he said, is the first city to accomplish this task. Many other cities are following the city's lead, he said.



Greater PITTSBURGH

Allegheny County's Management Magazine

Westinghouse

Selects

Underground Security of

National Storage Company, Inc.

For Its New Records Center

AUGUST, 1957

Reprinted by permission of the Chamber of Commerce of Pittsburgh

INDUSTRY

Record Center 205 Feet Below Ground

Even an atomic attack won't touch Westinghouse records in this former limestone mine leased by the National Storage Company

FIFTY-TWO miles north of Pittsburgh four employes of Westinghouse Electric Corporation spend their work day in a most unusual place—a former limestone mine, 205 feet below the surface of the earth.

Their job: caring for some 105,000 boxes filled with records from virtually every Westinghouse plant and office in the United States.

During a normal work day, these four "cave men" never see the sun. If there's a change in the weather, chances are they won't know about it unless they hear it on the radio—which is turned on almost constantly—or if someone from the "outside" tells them.

Actually, weather changes mean very little to these men because for them it's always a comfortable 70 degrees with humidity of 57 percent.

"It took about three months to heat our record storage area," said R. C. Grimes, Westinghouse custodian of records; "and, because heat loss is very low, it would probably take another three months for it to cool down—even if we turned the heat off now."

● **Underground Valuables** — Mr. Grimes, whose office is in Pittsburgh, spends a large portion of his time at the underground "record center." He said the cave in which the four men work has an area of some 42,000

square feet. The limestone mine was "mined out" about 1940 and covers 80 subterranean acres owned by the National Storage Company which rents space to firms who want a safe place to store valuable records.

Various "rooms" of the mine—such as the one occupied by Westinghouse—are heated but passageways leading to them are not. Nevertheless, the temperature outside the rooms remains at a fairly constant 52 degrees all year. It may vary only one half of a degree one way or the other. Air flows through the mine constantly at a speed of about seven miles per hour.

The walls and ceiling of the Westinghouse "room" have been painted with aluminum enamel and the floor has been covered with three and one half inches of asphalt.

"The aluminum paint gives us better light reflection," Mr. Grimes said. "We used 310 gallons of paint to do the job. More than 900 feet of Westinghouse fluorescent lights provide illumination."

● **Nothing Unusual, Except**—He pointed out that except for the fact that the walls and ceiling are rough limestone, "one would never know that there's anything unusual about our storage space here."

"We do have, however, what may be one of the world's deepest kitchen facilities because we're 205 feet below the surface. We've installed a Westinghouse electric range and refrigerator and a dining table and chairs for the comfort of the four men whose job it is to care for the records we have here.

"We've installed a teletype system that keeps our people here in direct



12,800 SHELVES IN cave, 205 feet below earth's surface stores 105,000 cartons of Westinghouse company records. This aisle is 410 feet long.

001076109



FORMER LIMESTONE MINE is guarded 24 hours a day. Massive iron gate is closed to everyone except authorized persons on official business.



SILHOUETTED through the opening of two columns of solid limestone, Geo. Kendall places a carton in its slot.

contact with my office in Pittsburgh. In fact, if they receive a request from Pittsburgh—and they get perhaps 100 such requests daily—the wanted records can be delivered within 24 hours, or sooner, depending on the time of day the request is received. In an emergency, we can do it in a matter of a few hours.”

Mr. Grimes said that because all records are stored on one level, about 24 percent less space is required. Use of the cave has another distinct advantage over the multi-story buildings formerly used in Pittsburgh. Mechanized equipment, such as fork trucks, can be used to full advantage because of the one-level operation.

● **Underground Economy** — “There are also the economic advantages,” Mr. Grimes said. “For example, we expect to reduce our operating expenses by about 34 percent yearly. It was primarily for this reason, reduced cost, that we decided to take our record center underground. And of course, they’re extremely safe here—even in the event of an atomic attack.”

He said the record center will probably receive some 37,000 cartons of company records in 1957—an average of over 3,000 cartons a month. Some 32,000 cartons, which have been kept for a specified period, will be destroyed during the year.



RESPONSIBLE FOR operation of the 42,000-square feet of storage area is R. C. Grimes (left) custodian of records and James Guinan, his assistant.



TELETYPE SYSTEM keeps in touch with Pittsburgh office 52 miles away. In background, worker transfers a load of cartons to another location.

YOU, too, can say "YES" to your customers!

IN EVENT of NUCLEAR ATTACK?

The Answer Is
"YES"

Recently, we were asked what would happen to our records in the event of a nuclear attack.

We can't tell what would happen to our records, but we can say that they can be replaced and reconstructed.

Several years ago, FIRST FEDERAL saw the need for safeguarding its records against a catastrophe which could result from not only nuclear action, but also fire, windstorm, riot and civil commotion, vandalism, and burglary. Following instructions of our Board of Directors, the officers purchased the necessary microfilming equipment and took pictures of all our essential records, and they are kept up-to-date by periodic refilming. All daily transactions are microfilmed at the end of each business day.

The security derived from the above system must depend on where the records are stored. With this in mind, your management arranged for storage of one set of films in a reinforced concrete vault in Jacksonville and sent the duplicate set of films to an underground vault in Pennsylvania. This vault is 250 feet below the surface. In addition to the films, we also included instructions for reconstruction of records, operations, and facets necessary to continue business.

Because of the inquiries mentioned, we thought perhaps other customers might be concerned, so we publish this report for their information, and close by stating that we are proud to be able to say "YES; OUR RECORDS CAN BE REPLACED."

Lawrence K. Tucker
President

For Profit, for SAFETY, for SAVINGS, it's the



3 Convenient Locations

FIRST Federal Savings

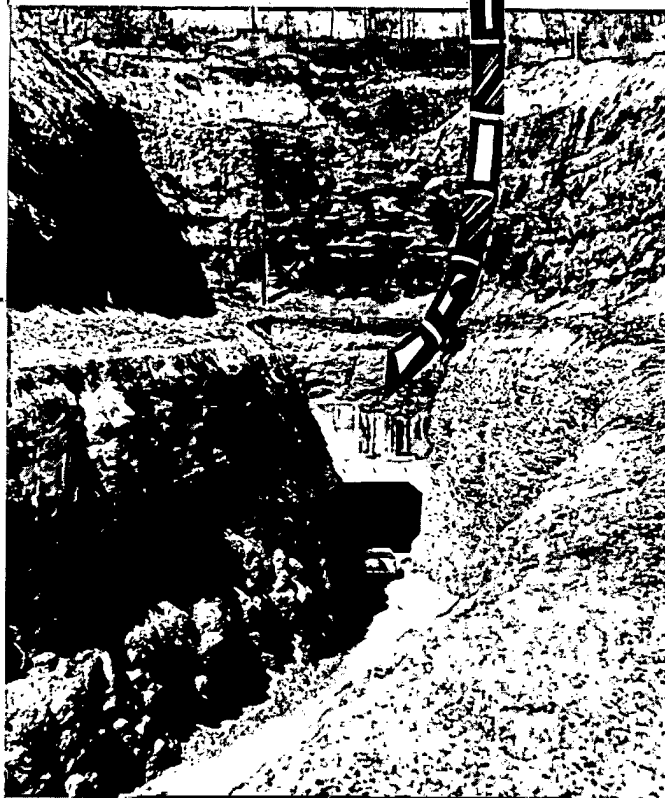
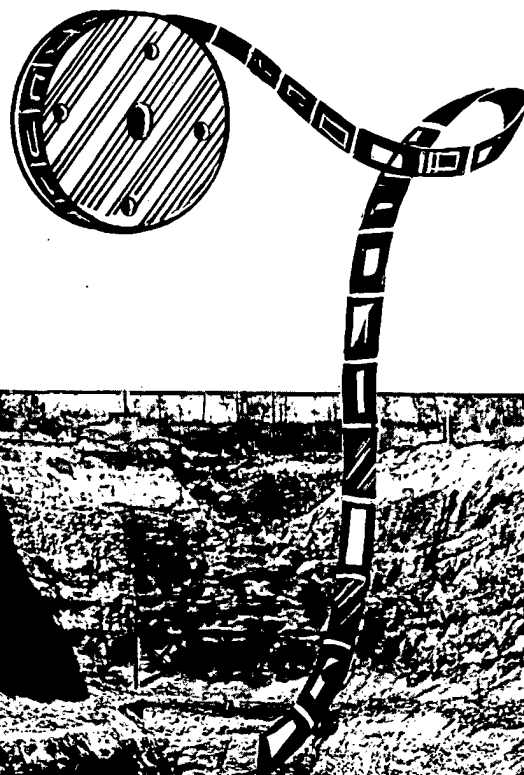
and Loan Association Jacksonville's Oldest
Established 1934

ADAMS at JULIA

CEDAR HILLS SHOPPING CENTER, BLANDING BLVD.
GATEWAY SHOPPING CENTER, 44th & NORWOOD AVE.

• Open Friday to 6:30—Branches to 8:00. Closed Saturday

This advertisement by the First Federal Savings and Loan Association of Jacksonville tells its customers how the Association's vital records on microfilm are protected against disaster in our underground atomic vaults.



Located in a rural area, more than 200 feet below the surface in a worked-out limestone mine, our vaults defy disaster of any kind. Armed guards patrol entrance around the clock. Underground living quarters, independent power and water supplies assure continuous operations. Manual and mechanical equipment available for facsimile reproductions from microfilms. Complete custodial and reference services by bonded personnel.

"Your Record Security Program Is No Better Than Your Microfilm Depository."

"AMERICA'S FOREMOST UNDERGROUND SECURITY VAULTS"

for details write:

NATIONAL STORAGE COMPANY, INC.

P. O. BOX 68

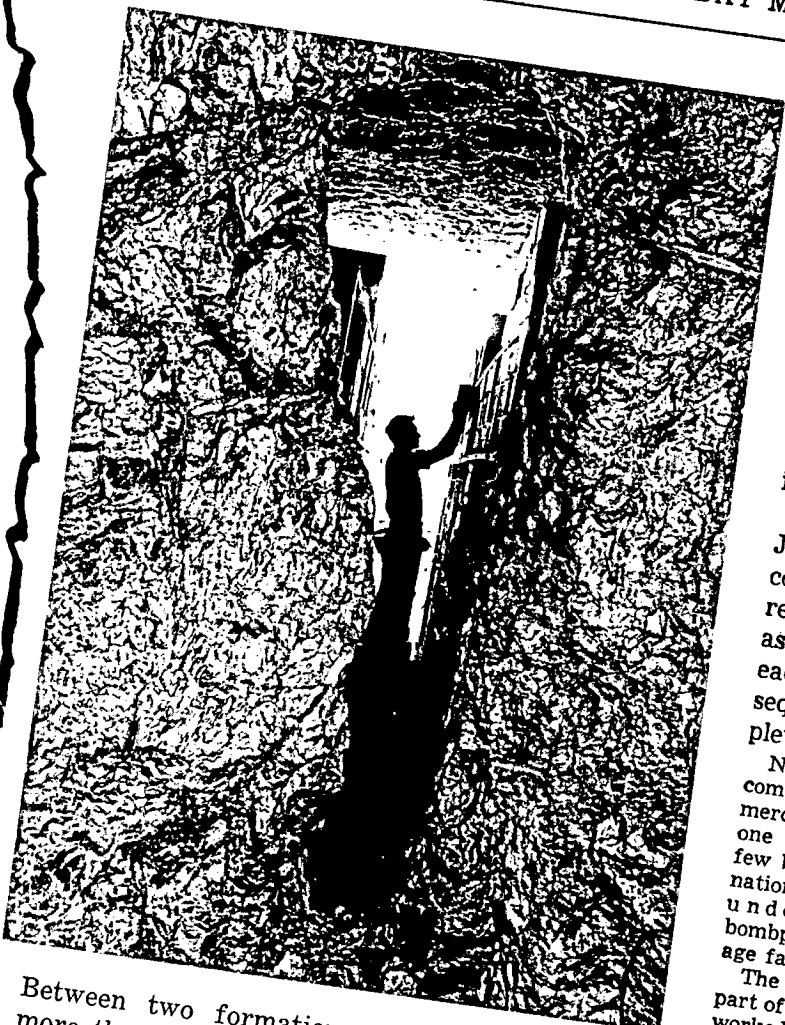
BOYERS, PA. 16020

CLEVELAND PLAIN DEALER

BUSINESS

CLEVELAND, SATURDAY MORNING, FEBRUARY 6, 1960

FINANCIAL



Between two formations of solid limestone more than 200 feet below the surface, a custodian is shown filing records.

CLEARING HOUSE—

Bank Uses Old Mine as Vault for Records

By JACK CLEARY

A STORAGE VAULT, 225 feet below a Pennsylvania mountain, has been acquired by National City Bank of Cleveland as part of a detailed plan to assure continuity of banking operations in this important area in the event of catastrophe—including nuclear attack.

This was revealed yesterday for the first time by John S. Fangboner, president, who said the vault now contains complete basic record on microfilm as well as duplicate records for each day's operation subsequent to the basic complete month-end reports.

National City Bank thus becomes the first Cleveland commercial bank and one of relatively few banks of the nation to obtain underground, bombproof storage facilities.



JACK CLEARY

The vault is a part of an 80-acre worked-out limestone mine at Boyers, Pa., about 80 miles northeast of Pittsburgh.

The old mine is operated by National Storage Co. which already has other similar emergency storage clients, many of them large blue-ribbon industrial corporations in the Pittsburgh and eastern area of the United States.

Master Plan Provides for Continuity of Management

Officers of National City estimate that with the safe storage facilities, many banking operations for the Greater Cleveland

(CONTINUED ON PAGE 2)

National City Bank Plan for Emergency

CLEVELAND PLAIN DEALER, SATURDAY, FEBRUARY 6, 1960



A three-ton steel portal gate and armed guards are part of the 24-hour protection at the Pennsylvania mine now being used by National City Bank for storage of duplicate records in the Bank's emergency operations program.

(CONTINUED FROM PAGE 1)

area could be restored within a few hours of any catastrophe and that the entire operation of the bank could be reconstructed within 60 days.

"We have planned for the continuity of our management and the protection of our personnel and assets, as well as our records," Fangboner said.

To be effective in any emergency, all duplicate records must be kept right up to date.

To this end, National City either microfilms its daily reports or gathers carbon copies for dispatch to the mine.

An armored car leaves the Cleveland headquarters at 6:15 p.m., at the end of each working day, and arrives at the mine vault at 12:15 a.m.

The old mine, which is virtually a working city hidden under green forested mountains, is heavily guarded and barred to outsiders. Only authorized

personnel are permitted to enter. For National City, only five persons have access permits.

The mine contains numerous separate vault rooms for individual clients, the closest one-quarter of a mile from the main entrance.

The stone walls of the mine are painted silver, and the floors have been blacktopped. The corridors are as wide as a highway, and armored trucks or automobiles of clients drive right through the miles of underground roadway to the individual vaults.

National City has leased 350 cubic feet of storage space for its microfilm and duplicate records. These are consolidated on film at the end of each month, and older, out of date microfilms are discarded. Thus, at any moment, complete records are available.

The mine is entirely air conditioned, has electric heaters and humidity control equipment and generators for providing power.

National City's leased space is within the quarters of National Storage's headquarters vault. The latter includes such accommodations as a tastefully decorated reception room, a kitchen and dining area and three bedrooms.

The mine contains escape hatches as well as alternate entrances. However, locations of the latter are top secret.

National City has drawn up a complete but simplified manual governing operation of the bank in the event of an "emergency." This includes names of officers and other personnel in line of succession of command as well as detailed explanation of how to operate each department in the event the regular personnel is unavailable.

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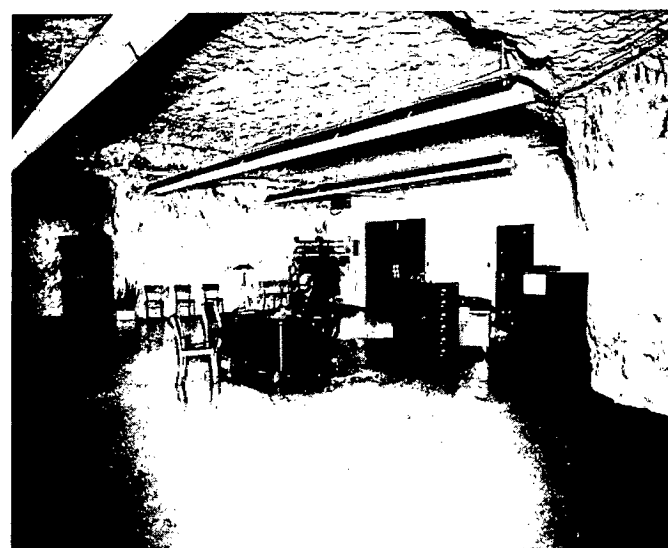
Operations Is First in Cleveland...

One of Few in Country

The National City Bank of Cleveland Emergency Operations Program now in effect is the result of intensive study and long-range planning. The program has its own personnel.

To the left: an operator microfilms essential records on Recordak equipment; microfilm is then sent to storage vault.

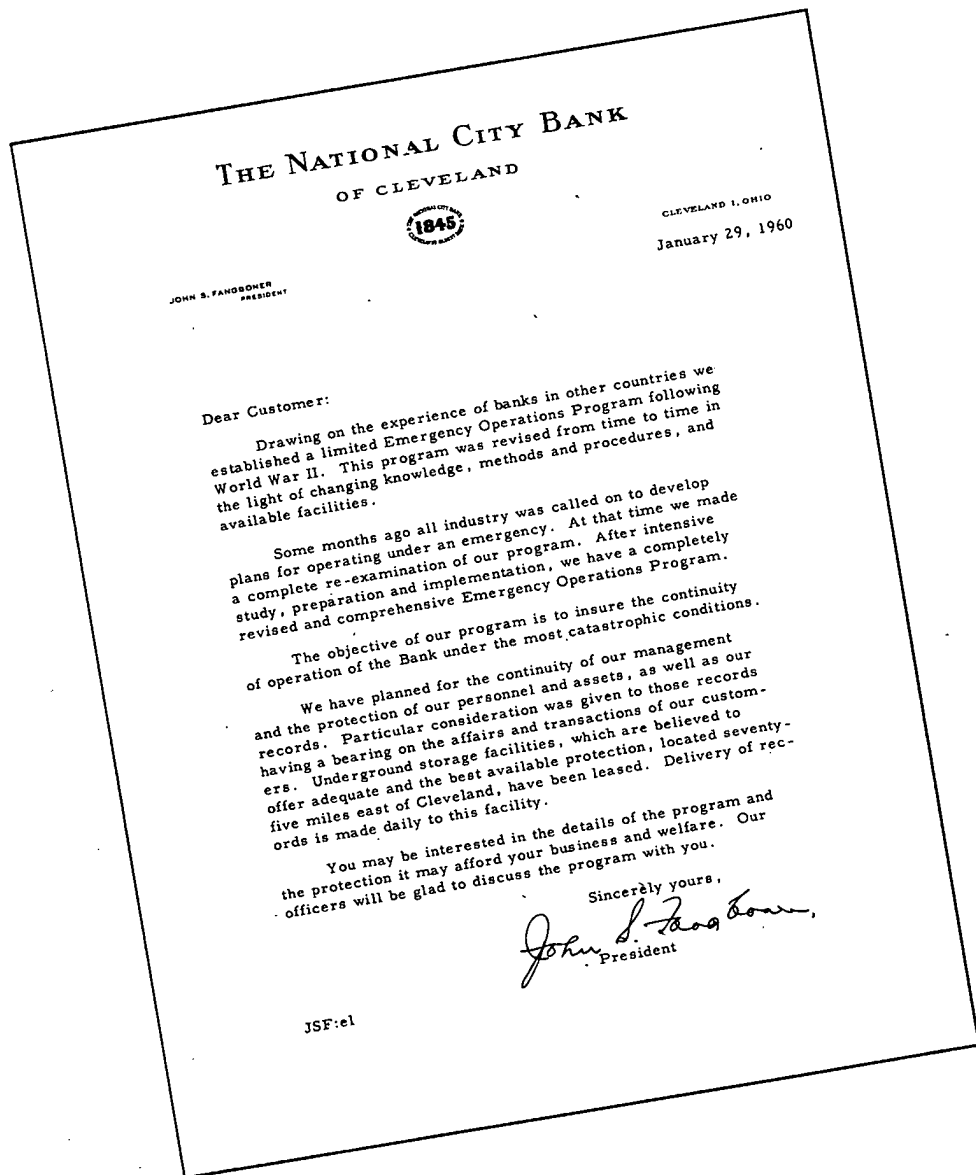
Below: a portion of the underground 80-acre area, which is large enough for cars, has modern living quarters for personnel.



Air-conditioned vault interior contains microfilms and duplicate copies of essential Bank records.

Underground vault has its own completely equipped office for administration of vault activities.

President of National City Announces Emergency Operations Plan In Letter to Customers



John S. Fangboner
President



The NATIONAL CITY BANK of Cleveland

623 EUCLID AVENUE • CLEVELAND 1, OHIO • TOWer 1-4900

00 1076109

(Effective January 15, 1962)

PRICE LIST**National Storage Company, Inc.****POST OFFICE BOX 68****BOYERS, PA.****1. PRIVATE VAULT STORAGE—Small Items***

Space	Rental
1 cubic foot and up	\$10.00 per cubic foot per year

Note: Small envelopes or packages of vital records are stored on open steel shelving in a private vault. Rental includes our label set, Form NSC-5, acknowledgment receipt, cremation of obsolete data, and destruction certificate.

2. MICROFILM*

Quantity	Rental
1 Steel microfilm drawer (7/10 cubic foot)	\$24.00 per year
Each drawer holds 21 rolls 70 MM, or 42 rolls 35 MM, or 63 rolls 16 MM film.	

Note: All microfilms are filed in a private vault. Rental includes our microfilm label set, Form NSC-6, acknowledgment receipt, cremation of obsolete microfilm if required, and destruction certificate.

3. SAFE DEPOSIT DRAWER IN PRIVATE VAULT*

Steel File Drawer	Rental
Legal Size (15 $\frac{3}{8}$ " W x 10 $\frac{1}{4}$ " H x 23" D inside)	\$77.00 per year
Letter Size (12 $\frac{3}{8}$ " W x 10 $\frac{1}{4}$ " H x 23" D inside)	61.25 per year

Note: For the storage in a private vault of kraft envelopes containing originals or copies of vital records received daily, weekly, etc. Rental includes our label set, Form NSC-5, return of a receipt, cremation of obsolete data when specified, and a destruction certificate.

4. STEEL DATA TAPE LIBRARY UNIT*

Tape unit will contain 12 reels of 2-inch (width) or 17 reels of 1½-inch (width) magnetic tapes (in customer's containers).

Rental

\$100.00 per year per unit
Less than 1 unit—\$10.00
per year per reel

Note: All magnetic tape is stored in steel data tape files in a private vault. Atmospheric conditions in vault permit immediate usage in computer. Rate includes our label set, Form NSC-3, and acknowledgment receipt.

5. INACTIVE RECORD STORAGE*

A standard corrugated records storage container is 12" x 15" x 10" or 1.04 cubic feet of filing area. Container can be used for packaging either inactive letter or legal size records, retention of which is required under a normal record retention procedure. These containers are available at special rates.

Up To	Storage Per Container	Storage Per Year	Approximate Number of Records	Equivalent In File Drawers
5	\$1.98	\$ 9.90 (Minimum Charge)	10,000	3
15	1.75	26.25	30,000	10
25	1.50	37.50	50,000	17
50	1.25	62.50	100,000	34
150	1.00	150.00	300,000	100
300	.80	240.00	600,000	200
1,000	.65	650.00	2,000,000	666
5,000	.55	2,750.00	10,000,000	3,333
Over 5,000	.50			

Note: All inactive record containers are stored on modern steel shelving. Above prices include a NSC-3 Record Storage Box Label form set for each container and cremation of obsolete records.

Check or Card Records Storage Container, approximate dimensions, 8½" x 3½" x 15", or .26 cubic foot of filing area. Used for standard check and tabulating cards.

1 - 200 containers	.50 per box per year
Over 200 containers	.45 per box per year

6. BULK PACKAGES, LEDGERS, ETC.*

Bulk packages, record ledgers, binders and other types of records specially wrapped.

Storage Rate

\$1.25 per cubic foot or fraction thereof per year.

7. REFERENCE SERVICE CHARGES

Requests for information from records or the return of records stored will be subject to the following charges:

Service	Charge
Telephone	Actual cost
Postage	Actual cost
Searching and handling	\$3.00 per hour (minimum charge, \$1.00)

8. FACSIMILE SERVICE CHARGES

Service	Charge
Facsimile copy of paper record (8½" x 14" or smaller)	.35 per copy
Microfilm Enlargements	.58 per square foot

Above charges include labor and material. Any telephone or postage charges to be added.

9. PRIVATE VAULTS*

Private vaults are available in the following approximate area and rates. Each vault wall will have a minimum wall thickness of 8 inches. The interior will be ventilated and air-conditioned for either microfilm or paper records storage. Each vault will be equipped with a 4-hour insulated (Underwriter approved) combination steel vault door, weighing approximately 1,600 pounds.

Area	Rental Rate
600 cubic feet (minimum) - 1,199 cubic feet	\$5.00 per cubic foot per year
1,200 " " - 2,499 " "	4.50 " " " " "
2,500 " " - 3,499 " "	4.00 " " " " "
3,500 " " - 7,500 " "	3.50 " " " " "
7,501 " " - 10,000 " "	2.50 " " " " "
Over 10,000 cubic feet	2.00 " " " " "

10. PRIVATE BUSINESS ARCHIVES

Private business archives or record centers, underground, to be operated by customer personnel, and developed to customer specifications are available at special rates.

11. EMERGENCY HEADQUARTERS

Emergency operational headquarters, underground, together with complete living and communication facilities, for key management personnel, and developed to customer requirements are available at special rates.

12. DISASTER XEROX COPYFLO SERVICE

A Haloid Copyflo machine (11 inch) is maintained in our underground vaults. If vital microfilms are stored in our vaults, a standby contract can be negotiated to provide continuous paper prints from microfilm under disaster conditions. Special rates are available on request.

*Payable annually in advance.