

5 March 1968

MEMORANDUM FOR THE RECORD

SUBJECT: Visit to National Archives and Records Service

1. The purpose of this memorandum is to report the results of a meeting with Mr. Charles Henderson, National Archives and Records Service, Operations Division, Office of Federal Records Centers, on 1 March 1968.
2. The meeting with Mr. Charles Henderson was arranged in fulfillment of Phase I, items 4 and 5 of the Archives and Records Center study outline. The conference involved a discussion of records center operations, standards by which work performance is evaluated, opinions and studies on space utilization, including equipment; building costs; basis for computing record center costs; and other miscellaneous items. Mr. Henderson provided an up-to-date manual for record center operations, a floor plan ^{blue} print of the Waltham, Massachusetts, records center, and other material on a retention or loan basis pertinent to record center operations.
3. Mr. Henderson was most cooperative and helpful and has made himself available for any further service he may provide.

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MEMORANDUM FOR: *Chief RAB*

For your information 7 Nov 68
Very Good -- Thanks.
I like Henderson. He
sounded like a real authority
on Records Center Construction
when I chatted with him in early
December 1967.
This info should be helpful
to us

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

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