

~~SECRET~~30 Nov 67
C/SSS to DDS

RECORDS PROGRAM

As of 1 November 1967 the Agency had 230,000 cubic feet of files in office space and 100,000 cubic feet in the Records Center. The capacity of the Records Center is 103,800 cubic feet. In 1964 we projected that the Center would be full by the middle of 1967 and we were told to find alternatives other than additional construction to solve the problem. We made arrangements to store some material in the new Federal Records Center at Suitland, Maryland, but when the time came a few months ago to negotiate the exact terms of our occupancy both parties (CIA and the National Archives and Records Service) discovered that full agreement according to the original plan could not be reached. We did agree to accept temporary vault storage for about 20,000 cubic feet of Intelligence Publications through December 31, 1970 and the first 1500 cubic feet have been moved in. We may be able to extend beyond that date, but we must find another alternative as soon as possible. We have surveyed other space available to the Agency and found nothing suitable. We have considered rental space, installation of motorized shelving and microfilming techniques but none of these possibilities are as economical as construction. We are still studying these alternatives, but preliminary conclusions are that we will have to plan to build an addition to the Records Center.

NEW PROCUREMENT SYSTEM

The development of a Centralized Agency Procurement Information system is dependent upon the final jelling of the decentralized procurement contracting system. Our relationship with DDS&T is still not clear and must be settled before system design can get started. All users of the system have submitted requirements for information in varying levels of detail, and an initial data base containing more than 100 data elements has been defined. We have also developed a list of the types of information which may be retrieved from the system. This list, together with the data elements can be made ready for coordination as soon as the DDS&T relationship to the contracting system is firm. Within the next few weeks we are planning to test a software package available in ORD which may be adaptable for our purposes.

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