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21 July 1958

MEMORANDUM FOR: Chief, Records Center

SUBJECT : [REDACTED] Support of the Agency Records Center

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1. As the Agency's Records Center has been transferred to your organization and becomes a tenant at [REDACTED], it appears desirable to outline the support that [REDACTED] can provide this activity, in order to assure that there is complete understanding for all concerned. [REDACTED] will program in the [REDACTED] budget and assume costs for the following support to be rendered to the Records Center:

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a. The furnishing of administrative supplies and equipment except non-standard items peculiar to the Records Center operation.

b. The preparation of payrolls.

c. The inclusion, on the [REDACTED] Table of Vehicular Allowances of one vehicle to be assigned to the Records Center for their operational needs. [REDACTED] will maintain this vehicle.

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d. The provision of utilities including the maintenance of air-conditioning equipment.

e. The provision of normal building maintenance including the installation and maintenance of fire extinguishers.

f. The provision of about 50 man-hours of cleaning services per week.

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2. In addition to the above, [REDACTED] will also be responsible for courier services between [REDACTED] at approximately the current level of operation.

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3. [REDACTED] within their capabilities, is ready at all times to take care of exceptional support requirements placed on them by their tenants. Advance notice of these requirements should be given in plenty of time to allow for necessary arrangements to be made by the limited support crews.

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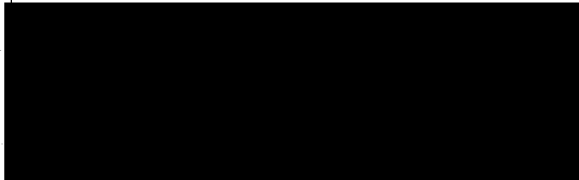
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4. Any substantial departure from the above must be negotiated with the principles concerned.



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*7 to RMS  
7-23-08  
[Signature]*

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