

18 AUG 1971

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DD/S 71-3203

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MEMORANDUM FOR: Executive Officer, DD/S&T  
Chief, Administrative Staff, DD/I  
Special Support Assistant to the DD/S  
Executive Officer, DD/S

SUBJECT : Special Approval and Justification for Requisitioning  
Safes and File Equipment

REFERENCES : (a) Memo dtd 1 July 71 for DD/S fr Ex. Dir.-Compt.,  
subj: Records Storage Control Policy  
(b) Memo dtd 6 July 71 for Deputy Directors fr Ex.  
Dir.-Compt., subj: Records Storage Control Policy  
(c)

25X1A  
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1. References (a) and (b) reflect the recent policy decision to establish Directorate space allocations for records storage deposits in our storage facility . An integral part of this policy is the need to establish stringent controls over the issuance of safes and filing equipment to Headquarters components.

2. I have designated the Chief, Support Services Staff, to serve as my approving officer on all requisitions for safes and file equipment per paragraph 1 of Reference (a). To expedite requisitions for this equipment, addressees should forward their requests and justifications to the Office of Logistics, through Chief, Support Services Staff, for review and approval. As stated in paragraph 2 of Reference (b), component justifications should be reviewed at the Directorate Executive Officer or comparable senior officer level, prior to their being forwarded to Chief, Support Services Staff.

(signed) John W. Coffey

John W. Coffey  
Deputy Director  
for Support

2 Atts  
Refs (a) and (b)

cc: Chief, Support Services Staff ✓  
Director of Logistics

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