

16 FEB 1971

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CIA ARCHIVES AND RECORDS CENTER

12 February 1971

MEMORANDUM FOR: Chief, Records Administration Branch
SUBJECT : Requirements for an Archival Building

In accordance with the statement in Paragraph 6 of the attached, the following list of requirements for an Archives Building is submitted:

1. Temperature and Humidity Control at 72° & 50%
2. Separate Area for Film at 60° & 20%.
3. Moveable Shelving
4. Fire Protection
5. Security Alarms & Protection for Highest Codeword Classification
6. Individual Aisle Lighting
7. Area for Fumigation, Cleaning, Restoration & Preservation of Records
8. Small (Approximately 8' X 10') areas for historians doing Research
9. Display Space for Gadgets and Models as well as Documents
10. Covered Loading Dock for Loading & Unloading
11. Map Storage Area
12. Screening Room & Equipment for Maintenance of and Viewing of Motion Picture Film

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13. Office Space

14. Processing Space for Processing & Arranging Records

15. Courier Service

16. Secure Telephone Service to Headquarters

25X1

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Chief ✓

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