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15 January 1970

STATINTL [redacted]

Attached hereto are the details supporting eight recommended courses of action for the DDS to solve the Agency records storage and service problems for the next ten years.

These options are developed on the premise that the Agency will continue to use the Records Center to store Inactive Office Records. These also provide for the volume of Agency records in storage to have a net growth of 6,000 cubic feet per year.

The proposals set forth are:

1. Return to DDI its Supplemental Distribution Function. (A reduction at the Records Center of 15,700 cubic feet.)

2. Reorganize the Agency Emergency Plans and Records. (A reduction of about 3,000 cubic feet is probable.) (?)

3. Establish an Agency Archive Function. (A volume of about 24,000 cubic feet is involved.)

4. Install a Test Unit of Motorized Shelving in the Center. (Gain 10,000 cubic feet of capacity by this first step.)

5. Institute a Massive Microfilming Program Agencywide. (The foregoing four proposals can provide six or seven years of lead time for this Program to get underway and influence the volume of records in offices and storage.)

6. Install Motorized Shelving Throughout the Center. (An overall capacity gain of 40,000 cubic feet is possible via Motorized Shelving.)

7. Store Non-Sensitive Records in Federal Centers. (Results here will depend upon the position of Security, CI, and the Offices where records are identified for transfer.)

8. Renovate Buildings at [redacted] for Records Storage. STATINTL (Six buildings with 12 feasible alternatives provide for capacities from 12,000 cubic feet to 35,000 cubic feet at costs from $17.00 per foot to $31.76 per foot with total costs ranging from $351,594 to $842,500.)

The options are presented in their order of advisability.

STATINTL [redacted]

CIA Records Administration Officer

Attachment
Details supporting eight proposals

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SECRET

AN ANALYSIS OF EIGHT PROPOSALS FOR RECORDS STORAGE AND SERVICE

January 1970

RECORDS ADMINISTRATION/DDS
Room 702
Magazine Building

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SECRET

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MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Eight Solutions to the Records Storage Problem

The Agency problem of records storage and servicing such records has several possible solutions. Immediately below are eight options which subdivide the problem and propose various solutions and recommendations. The options are presented in their order of feasibility, solution to the storage problem, and my recommended priority:

SUBDIVIDE THE PROBLEM OF RECORDS VOLUME AND SERVICES AS FOLLOWS:

	Types of Records Stored	Total Cubic Feet on Hand Nov. 1, 1969	Reference Service Actions During October 1969
1.	Inactive Office Records	65,170	6,356
2.	Supplemental Distribution Material	16,669	4,605
3.	Emergency Vital Records	9,127	143
4.	Agency Permanent Archives	8,189	790
	Total Storage and Service Problem	99,155 cu. ft.	11,894 Actions

OPTION #1

RETURN TO DDI ITS SUPPLEMENTAL DISTRIBUTION FUNCTION:

The 16,669 cubic feet of extra copies of Agency reports, maps, and publications are being stored at the request of and distribution is controlled by the following components:

Components and Material	Cubic Feet	
OBGI Reports	9,000	
OBGI Maps	5,000	
NPIC Reports	800	
Other DDI Material	900	
DDI Sub-Total		15,700

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Components and Material	Cubic Feet	
Non-DDI Material		
DDS&T Reports	400	
DDS Regulations	300	
DDP Handbooks	100	
ONE Reports	80	
History Staff Guides	20	
Non-DDI Sub-Total		900
Total Supplemental Distribution Material		16,600

The component Officers do not feel any immediate or continuing concern for these individual issuances stored for distribution. If the components responsible for these publications also had to house and service them, the pressure to justify the related space and personnel needs would prompt the Officers to tighten their publication requirements and distribution controls. This pressure would stimulate them to experiment more with new information systems and media.

TRUE

This publication function is the responsibility of the DDI and it is recommended that the 15,700 cubic feet of DDI material be physically returned to his custody and responsibility.

STATINTL

The two Records Center employees now at Suitland servicing these documents could be transferred to the DDI with the distribution documents. Messrs. [redacted] have no objection to such a transfer. Throughout the year Records Center personnel and three summer employees periodically assist this operation at Suitland. Similar summer employees and the DDI/Central Reference Service personnel, (especially those in the Dissemination Division and the Document Services Division who control this material) can provide such additional support when necessary.

New storage space for the 15,700 cubic feet of Supplemental Distribution documents, when in DDI possession, might be situated as follows:

FOLLOW UP ON THIS

a. Store within the DDI/SRS area 2,000 cubic feet of those items needed to satisfy the daily service requests. Use the TOP SECRET

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vault in Room G-H-0906, Headquarters. This space is assigned to DDI/CRS/Acquisitions and Dissemination Division. The TOP SECRET Archives formerly stored here were transferred to the Records Center in mid-1968 and the shelves have since accumulated thousands of unclassified library books. Security Officers examined the area and agreed with me that this is unjustified use of vault space. Such unclassified material should be stored on shelves in open office space.

b. Store 5,000 cubic feet of OBGI maps near the OBGI/Map Division which is the exclusive user of this collection. The Map Division in [redacted] keeps copies of all maps in cabinets in its offices to satisfy all daily requirements. The Division replenishes its office supply of maps in multiples of fifty from the main supply at Suitland. At present we are negotiating with GSA for storage space [redacted] STATINTL The acquisition of this space could be considered a transfer to the Navy Area of existing GSA space at Suitland rather than as the requisitioning of new GSA space.

THIS IS NOW DEAD ISSUE!

c. The remaining 8,700 cubic feet of DDI Supplemental Distribution material could be stored in boxes at the [redacted] STATINTL The CRS daily distribution supply in the G-H-0906 Vault at Headquarters could be replenished from [redacted] STATINTL periodically.

NO SOAP! THEY ARE FULL

d. The remaining 900 cubic feet of non-DDI material could continue to be stored and serviced by the Records Center [redacted] STATINTL An alternative to this would be to return that material to each Office concerned for its personal control. They could handle the servicing but the floor space requirements for storage might be a problem.

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e. A new development now being explored is the possibility of using the Emergency Materials Building [redacted] for the entire Suitland volume and to continue the operation and personnel there without change. (See Option #2, below.) STATINTL

Recommendation:

The return of Supplemental Distribution responsibility to the DDI should take place whether the DDI material remains at Suitland, is moved to the Navy Building, or is subdivided for storage and service in any of several other possible locations. The non-DDI material should remain [redacted] but each responsible component should be specifically charged, in a memorandum from the Executive Director-Comptroller, to justify the continued storage and volume. The entire 16,669 cubic feet in this category is non-record material and its existence or disposal is exclusively the decision of the responsible component. STATINTL

SHOULD REVIEW THESE HOLDINGS W/DDI AND REALLY CUT THEM DOWN

OPTION #2

REORGANIZE THE AGENCY EMERGENCY PLANS AND RECORDS:

The 9,127 cubic feet of emergency Vital Records are from the following components:

Components		Cubic Feet
DCI Area		161
DDI Offices		7,646
NPIC	3,350	
OBGI	3,040	
CRS	1,100	
Others	156	
DDP Offices		697
DDS Offices		297
DDS&T Offices		326
OCS	283	
Others	43	
Total Vital Records		9,127

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Vital Records are stored to reconstitute an office that has been destroyed. Initially the destruction was anticipated to be from a war condition; but has since been extended to include accidents, fire, water, or riots. This interpretation would justify the 2,000 reels of OCS computer tapes and 3,000 boxes of NPIC 9-inch wide films for which there are no

STATINTL computers or equipment [redacted] There are other collections among the 4,000 boxes of OBGI and CRS records that stretch the definition of Vital Records.

Some corrective action is underway (i.e. reducing several hundred cubic feet of cables to microfilm). But, the premise of the emergency plan under which this 9,000 cubic feet of Vital Records is stored must be re-examined and new requirements announced. The new emergency plans should consider various degrees of catastrophe and the time limits for responsive action with related records, such as:

a. War-time evacuation of Headquarters to relocation site.

b. War-time, in place, hardened Headquarters site.

c. Accident, fire, flood, or riot damage with a few days or weeks of recovery time.

d. Back-up, emergency storage of seldom-used material.

At present the 9,000 cubic feet of Vital Records cover all categories, and some components have exaggerated the definition in order to provide for the storage of some material not justified as emergency material. We believe about 20% is not required and the remainder is intended for three types of emergencies:

STATINTL a. If [redacted] a hardened Headquarters facility is to be the war-time relocation site the Agency can expect to have at least an estimated 4,000 cubic feet of emergency Vital Records on hand.

?

NOT CONSISTANT WITH WHAT WE SAID IN PAPER TO ODS

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b. If a revised emergency plan intends to cope with reconstruction following accidents or other non-war damage, then an estimated 3,000 cubic feet more of seldom-used records will be needed. These may be stored in sealed boxes in the Federal Underground Vaults at Neoshoe, Missouri. The retrieval of these records can be accomplished within a few days depending upon the recovery of new office space following the catastrophe or accident.

CONSIDER THIS FOR NPIC FILM IF WE CAN'T GET RID OF IT!

c. If the Agency's emergency plan is more precise and specific as to the mission and function of each component, we certainly can revise the existing Vital Records Schedules to reduce the 9,000 cubic feet volume now on hand.

A review of the overall Agency Emergency Plan is underway and it could revise priorities [redacted] The Warehouse of Emergency Supplies and Furniture behind the Records Center [redacted] might be emptied and so permit renovation for storage of the distribution documents from Suitland. It is a faint possibility.

STATINTL
STATINTL

Recommendation:

Establish an Agency-wide panel to redefine the Agency's War-time Emergency Plan as well as its Plan for continued operation following a fire, flood, accident, or riot with a specific proposal as to the emergency mission and function of each component. The results will provide more precise parameters for scheduling emergency Vital Records.

THIS WILL NOT BE DONE GIVEN STATUS PRESENT OF EMERG PLANNING

OPTION #3

ESTABLISH AN AGENCY ARCHIVES FUNCTION:

STATINTL

A broad interpretation of [redacted] has permitted the Agency Records Officer to take the initiative to identify and hold as Agency Archives some 9,000 cubic feet of Agency documents and reports. Recently, some contributions for the

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Presidential Libraries were included. It is estimated that among the Inactive Office Records in the Records Center there are another 15,000 cubic feet of legal and historical records of enduring value that should be moved into the Archives collection. These files from the Offices of Directors, Deputies, and Office Heads, like those 5,000 cubic feet of files from the OSS, should become the Agency's permanent Archives and not continue as the property of the component that retired them to the Center. Unfortunately such components will not relinquish those files until a formal Agency Archives is officially established with professional Archivists and Historians in charge. Even then the release of records will come slowly until the components can be assured of some Directorate representation in Archives policy and that the "need to know" compartmentation will be maintained. Finally, the security of the records from human and environmental enemies will be equally important.

The Archives capacity should include:

		Cubic Feet
Present Archives Collection		8,189
Historical Collection in Process		900
Sub-total Archives Today		9,089
Inactive Office Records of Permanent Value	10,000	
OSS Collection	5,000	
Sub-total Office Collection		15,000
Initial Archives Total Volume		24,089

Only about half of the 900-cubic-foot Historical Collection will eventually become Archives. It is believed that the Archives Staff and Directorate Archivists will find duplications and non-record material among the Office files.

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Consequently, it is estimated only half of the 15,000 cubic feet from Office Collections will become Archival material. In short, today's Archive of 8,189 cubic feet will grow with 450 plus 7,500 cubic feet to about 16,150 in ten years. Or to put it another way, the 24,089 initial Archives workload will be reduced in ten year to a 16,150-cubic-foot Archives collection.

However, by the end of that ten years another 10,000 to 15,000 cubic feet of Office records will have been transferred from the Records Center into the Archives for processing. Consequently, the capacity of the Agency Archives should start at 25 to 30,000 cubic feet in order to provide storage and working space. This certainly should suffice for 20 years and probably longer if the Agency increases its use of microforms.

The initial Archives personnel requirements of eight will include an Archivist and two assistants from the Records Center plus the four Directorate representatives and a secretary.

Recommendation:

The storage location for 30,000 cubic feet of Archival records should be provided for now, along with the establishment of an Archives Function. This action is inevitable and delay endangers the CIA reputation. There are two storage possibilities which may be used:

a. Continue in the Records Center for two more years if the 15,000 feet of Supplemental Distribution is removed.

b. Move the Archives into renovated space at [redacted] STAT INTL

Agree - the subject should be dealt with as FY 72-76 PROGRAM Call

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OPTION #4

INSTALL A TEST UNIT OF MOTORIZED SHELVING IN THE RECORDS CENTER:

Although motorized shelving is known to work and will increase the storage capacity by 40%, its operation in the Records Center and its effects on production and personnel needs are not known. An engineering survey indicates the floors, electricity, alarms, and air conditioning will tolerate the additional load throughout the Records Center.

Early proposals called for a complete installation of motorized shelving in the Center. A total installation would increase to 146,000 cubic feet the overall capacity at a cost of $860,000. If Options 1, 2, or 3 above are implemented the installation of motorized shelving may be reduced proportionately (i.e., #1 - 15,000; #2 - 5,000; and #3 - 24,000).

It is believed that if one-fourth of the Records Center is converted to motorized shelving we shall have gained 10,000 cubic feet of new capacity at a cost of $215,000. This plus the capacity life gained from #1, #2, or #3 will permit more study of this high density shelving as a solution and to compare it with the impact of the massive microfilming effort anticipated during the following two to four years.

If no progress is made on the microfilming and other options are not implemented, then this proposed Test Unit, although preferable, will have to be replaced by Option #6, calling for a complete shelving installation throughout the Center immediately.

DONE! NOW PENDING ODS/EXDIR APPROVAL

OPTION #5

INSTITUTE A MASSIVE MICROFILMING PROGRAM: FOR NEW DEPOSITS - NOT RETROACTIVE TO OLD NOW AT WRC.

The Agency cannot continue its use of paper copy as the medium for its information processing and records systems. Although there are several microform

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systems in use and the volume of magnetic tape steadily grows, the overwhelming majority of Agency operations are geared to paper work. Most components show very little inclination to look for a change. If some new technique arrives on the scene the Officers may or may not adopt it depending upon the pressures they face. The military and AEC are adopting the use of microfiche for reports. Many new microform systems are being offered and some of our Offices are studying these independently.

The conversion of computer tapes to microfilm is a good first step, but is comparatively little used. The newly promised device that can convert data in the other direction (from microfilm to magnetic tape) is enomously significant. It will be possible for documents on microfilm to be readable at computer speed. Compatible systems will be vitally important at that time. The Agency must work toward more microfilm systems to replace its paper systems at an accelerated pace.

This proposal to such a massive microfilm program is costly in new equipment, additional manpower, and procedural disruptions. Yet, if the Agency is to process its information faster, produce its reports with greater speed and incisiveness, and finally store its documentation in less space, we must go to automated microform systems. We cannot continue to hope that someone, somewhere on a part-time basis will complete the research and transition to this new technology. Several zealous old timers experienced in yesterday's microforms are still struggling to find time from their several duties to study tomorrow's microform possibilities in their Components. An Agency microform system is not being studied, and the problem is too large, complex, and urgent to be approached on a part-time basis.

ACTION TO BE TAKEN ON THIS

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The first four options above are considered interim solutions to provide a records storage capacity to meet the Agency's needs for six or seven years. During this period the Agency must convert to a massive microform program. Thus the Agency's operational systems and Office file capacities will improve and benefit immediately, but a by-product will be that the Records Center capacity will extend to at least ten years as microforms are retired instead of voluminous hard copy, paper records.

OPTION #6

INSTALL MOTORIZED SHELVING THROUGHOUT THE CENTER:

As detailed in Option #4 above, the concept of increased storage density is feasible at the Records Center. The Agency has seven installations of non-motorized movable shelving wherein the floor space storage capacity was increased up to 50% over normal library-type shelving. Two motorized units in DDP/RID and DDI/NPIC proved equally beneficial. The high cost of such shelving is justified when other less costly solutions, such as constructing more space, are not available. In #4 above we propose motorized shelving for one-fourth or even one-half the Records Center if other Options are implemented. If not, then we must install this high density shelving throughout the Records Center. This will increase the capacity 40% from 106,000 to 146,000 cubic feet at an estimated cost of $860,000. More precise and current estimates are being sought among three competitors. When DDS approves, official bids will be requested.

OPTION #7

STORE NON-SENSITIVE RECORDS IN FEDERAL RECORDS CENTERS: DATED INFO - THIS REJECTED

A study by the Office of Security has found that the Federal Records Center at Suitland may be used to store Agency records classified up through SECRET. A list of 20,000 cubic feet of specific Office files (including Security Case

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Files, Medical Files, Finance Records, Folders from CI Staff, and others) has been submitted for Security and CI review. Concurrence from them and the Office concerned must be obtained prior to any transfer to the Suitland Records Center. The State Department, Atomic Energy, and DIA store any and all types of their records in Federal Records Centers. State and DIA have the GSA employees service their retired records regardless of Security Classification. Although such storage of Agency records is feasible, I look for years of coordination before any Agency records are ever identified as non-sensitive and are actually transferred to GSA custody and servicing in the Federal Records Center system. I cannot recommend delaying the consideration of any other option awaiting a release or concurrence from Security, CI, and the Office whose records are proposed for transfer.

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OPTION #8

[redacted]

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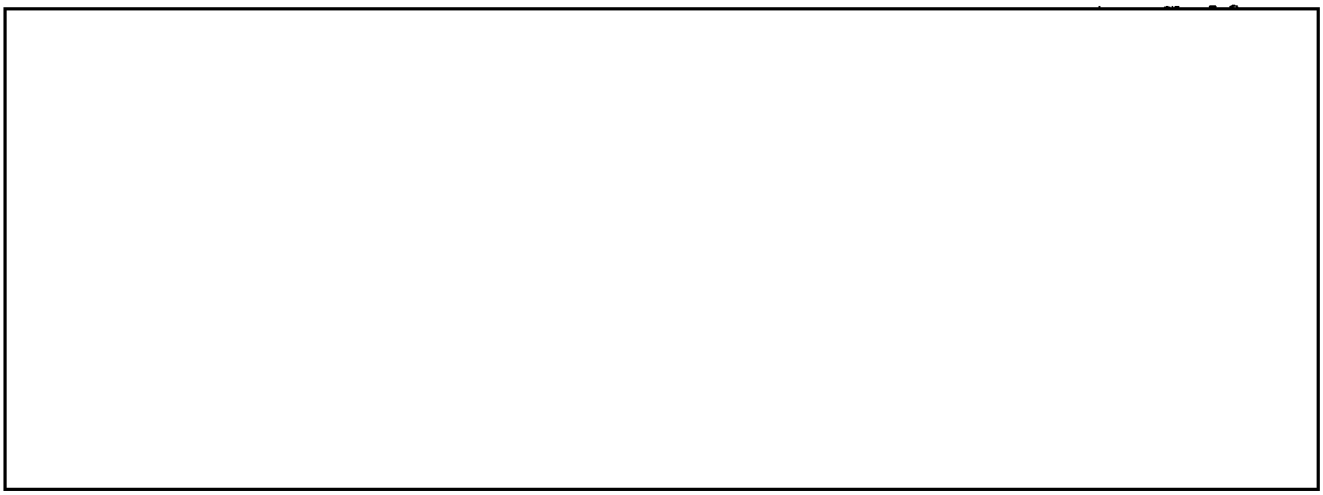
The storage capacity can be increased by 40% if motorized shelving is used instead of standard metal library shelving. However, the cost per capacity foot increases because standard Federal Prison shelves cost $1 per cubic foot installed, and today motorized shelving is $9 per cubic foot installed. A comparison of the two shows these cost and capacity differences: STATINTL



The total costs per cubic foot of capacity, not square foot of floor space, is:

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Conclusions:

Like other Agency programs, the records storage and retrieval are essential for the Agency to function at all, and the records and operations are so interdependent that the efficiency and success of one influences the other. The decision for solving the records storage problem must be made in a total Agency context. Overall, the Records Center must provide service. Its holdings are not dead and forgotten. Consequently, the solution must provide for a proportion of some 500 references via two couriers every work day and for more than 50 emergency, direct deliveries, after hours, per year. These service requirements as well as the practicality of implementation were especially important in my considering and organizing the foregoing Options. I highly recommend:

a. Relocation of the Distribution Function because of the immediate benefit at the Center and the likelihood of remedial action once the DDI and the responsible Officers have the function.

b. The Motorized Shelving is the best, quickest, and least disruptive solution, but the most expensive.

c. The remaining options are all feasible, but the unique problems peculiar to this Agency will limit the degree to which we can expect them to be considered, accepted, or implemented.

The Records Program, the Records Officers, and the Records Center Operation can cope with conditions resulting from any storage and service Options the Agency Management selects. I await your instructions on this important and pressing problem.

STATINTL

CIA Records Administration Officer

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