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1 August 1953

MEMORANDUM FOR: Colonel White

SUBJECT : Review of Staff Study in Connection with Construction of a Records Center at [REDACTED]

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1. A review and analysis of the study on the above subject indicates that:

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a. The conclusion that a Records Center is necessary to the Agency and that its location at [REDACTED] is sound and logical.

b. The recommendation to go to PRC for approval for \$411,130 to construct such a facility is premature as insufficient consideration has been given to the views of Logistics in connection with the proposed construction.

c. The premise that records will continue to be created at the rate of 20,000 cubic feet of space per year during the next ten years is subject to question.

d. The study contains inaccuracies and is not presented in a clear and logical manner.

2. Logistics Views on Construction:

Logistics was requested to prepare estimates of cost on a predetermined type of building at a predetermined site. The study uses the figure (\$411,130) furnished by Logistics but gives no consideration to the views of Logistics in regard to the site, a different type of building, that is one with three or more floors instead of one floor, vertical rather than horizontal expansion, temperature control, ratio of cubic foot of records to square foot of storage area, and other types of layout which could be used. It is my opinion that before going to the PRC all phases and angles of construction should be explored by our most expert talent and complete agreement of all parties obtained.

3. Assumptions:

The study is predicated on the assumption that records will be created at the rate of 20,000 cubic feet per year for the next ten years, requiring 2507 additional four-drawer filing cabinets a year. This assumption does not give much

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weight or consideration to the fact that the growth of the Agency may be leveling off and that experience is beginning to have its effect on the records kept and to be retained. It is my opinion that this fact should receive further analysis and study. Moreover, the assumption that 40 per cent of Agency records will be sent to a records center is also subject to question, particularly in regard to the operating divisions who, in the past, have had the tendency to hold everything in their own location.

4. Inaccuracies and Set-up of the Study:

The portion of the study entitled "Facts Bearing on the Problem" is not presented in logical sequence and contains some items which are not true facts. It is suggested the order of the items be i., j., a., b., c., e., f., h., and g., and item d. be consolidated with item f. Also, it is suggested that items k. and l. be deleted from facts and used in the discussion of the problem. Item 3.d. uses a cost per four-drawer filing cabinet of \$234, while appendix A and all the other text in the study uses a figure of \$235. Appendix D, while an excellent presentation of savings, is based on 60 cubic feet of records, which has no relation to capacity of safes, number of safes, or any other figures used in the study. It is suggested that this exhibit be reconstructed on a more realistic basis, which can be tied in with other figures used in the study.

5. Recommendations:

It is recommended that the study be returned to the C/GS with instructions to:

a. Present the construction problem to Logistics and let them, as experts, come up with a proposal as to what they consider the best method of meeting the problem, rather than to have Logistics come up with cost figures based on a predetermined type of building at a predetermined site.

b. Review the assumptions as to future space requirements, giving more consideration to the possibility of the leveling off in Agency growth and the resulting requirements for records space.

c. Correct inaccuracies and revise and point up the memorandum.

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