

8 August 1969

MEMORANDUM FOR THE RECORD:

SUBJECT: Meeting with [REDACTED], Acting Chief, Records Administration Branch, SS-DDS

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1. One concept which I hold will call for extensive research into the construction or establishment, in the new facilities being planned by the BPS, of more efficient filing systems. I have read a number of articles on this subject and it is quite evident that new techniques can provide for more effective space utilization and ease of access of the materials contained within filing space.

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2. [REDACTED] has worked for many years on the files and records systems in the Agency. He is now in an excellent position to provide direct assistance to this Staff. He and his people have made numerous studies of active and inactive information storage systems, in relation to the responsibilities of the Agency Records Administrator, of filing systems, record storage, and organizational equipment and techniques, and the general conduct of records management both in active space and in archives.

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3. I have asked [REDACTED] to provide this Staff with copies of certain brochures which his Staff possesses on storage, retrieval, and transmission systems which are presently on the market.

4. A contract for \$100,000 has just been let to provide an up-to-date compact filing system for the RID/DDP 201 Folders. The effectiveness of this system should be carefully observed by the BPS. Other systems have been established recently in the Metropolitan Washington Area. One which seems quite effective is a Japanese system for reducing the amount of aisle space with machine driven mobile shelving; one aisle for five rows of stacks. [REDACTED] has information on this as well as some of the latest mechanical selection devices to conserve man hours. He advises that OCR has a man who keeps up on this subject, who would be of assistance to the BPS on this matter.

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5. The Records Administration Branch is also responsible for the Agency archives retention program. Due to the fact that existing archival space is filled, an analysis is once again ^{being} made of tape storage and paper storage in an attempt to plan for consolidation of records.

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6. [REDACTED] has offered the services of the Records Management Branch as well as any studies or unique experiences which his Staff and its records may have available, in line with the BPS requirements.

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[REDACTED]
Chief

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