4 August 1981

STAT   MEMORANDUM FOR: ☐
                        Associate Deputy Director for Processing, ODP

STAT   FROM: ☐
                        Security Representative to Building Planning Staff
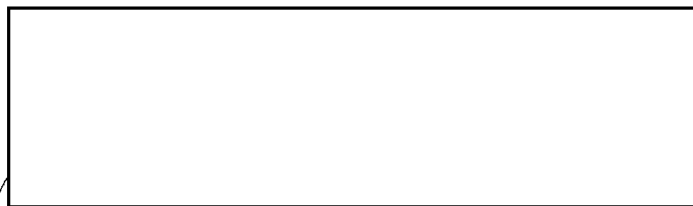
        SUBJECT: Building Requirements - Non-office Space

        REFERENCE: Memo from ADD/P/ODP, dated 10 July 1981;
                        subject: Building Requirements - Chapter
                        Two (ODP 81-892)

1.   A compilation of current non-office space within the Office of Security was compiled from the Office of Logistics CRAMS System dated 1 July 1981. Two figures were derived from this review: (a) non-office space without including Security Records Division; and (b) non-office space including Security Records Division which consists of approximately 50% office space.

Current		1987 Projection	
A	B	A	B
6,580 sq. ft.	10,840 sq. ft.	7,000 sq. ft.	12,000 sq. ft.

2.   The above projection represents a "best guess" projection N/H STAT made by me in the absence of our space requirements personnel.

ADPP 162-81

31 July 1981

STAT

MEMORANDUM FOR: Associate Deputy Director for Processing, ODP

FROM:

AD/PP/OF

SUBJECT: "Non-Office Space" Survey

Attached are the two (2) documents (current listing and projected 1987) requested in [   ] memorandum dated 9 July 1981.   **STAT**

STAT

If you should have any questions please contact the undersigned on [   ]

STAT

Atts

Office of Finance

Listing of Current (July 1982) Non-Office Space Used

Dedicated Rooms:	Room	Sq. Ft.	Use
Hqs	6E29/07	510	*Vault-cash & assets
Key	1200	405	Conf. Room
Key	713A	100	Storage & Files
Key	712C	310	*Vault-cash & assets
Key	702A	350	Machine Room
Key	503A	150	Conf. Room
Key	616/606	2480	Registry

Portion of Office Space:

Key	615	200	Library

*The vaults are specially reinforced areas with special thick safe vault doors. It is assumed that we would continue to need two (2) vaults if the main Office of Finance is located in a location other than the main Headquarters building.

Office of Finance

Listing of Non-Office Space Requirements for FY-87

Type of Room	No.	Sq. Ft.
Vault-special	2	800
Conf. Rooms	3	800
Registry	1	2,000
Computer Terminal*	5	1,500
Library	1	200
Training Room	1	300
		5,600

*Includes 350 sq. ft. of space for machines that support computer output (collator and envelope stuffer).