

~~CONFIDENTIAL~~

*Storage of
Cryptographic
Equipment*

SPSIC

16 May 1945

SUBJECT: Storage Space for Classified and/or Unclassified Materiel

**TO: Control Officer
Signal Security Agency**

1. It is requested that personnel involved in the assignment of storage space at this Post request representatives of the Intelligence and Security Divisions to meet with them to discuss the possibility of reassigning available storage space.

2. This request is based on the correspondence inclosed as Inclosures 1 and 2.

3. Inclosure 3 is a suggested solution of the problem. At present, the storage space for inactive files (Area "A") contains 387 4-drawer file cabinets, 8,886 SIGROY's (Converter M-325), and 15,059 SIGNAL's (sets of rotors for Converter M-325). The SIGROY's, SIGNAL's, and 32 of the 4-drawer file cabinets are the responsibility of Security Division. The New Cumberland Vault contains approximately 440 boxes of materiel which are the responsibility of Intelligence Division. The section of the new warehouse (Building Number T-420) assigned to Security Division is being used to capacity. The shaded portion of Area "B" is presently being used by Security Division to store unclassified materiel.

4. To permit the present storage space for inactive files (Area "A") to be used exclusively by Intelligence Division and the New Cumberland Vault and Area "B" to be used exclusively by Security Division, the following actions would be necessary:

- a. Place bars across, or brick up, the present windows in Area "B."
- b. Reinforce doors (1) and (2).
- c. Place a three-combination lock, obtainable from Security Division, on door (1).
- d. Build a partition across Area "B" as indicated.

~~CONFIDENTIAL~~

SFSIC (16 May 1945)

- e. Relocate compressor unit and drain of cafeteria icobox as indicated.
 - f. Provide a means of locking doors (3) and (4) from the "B" Area side.
 - g. Provide Area "B" with a bridged station of Extension 275 presently located in Area "A."
 - h. Have Area "B" designated as a storage area for classified and/or unclassified materiel.
 - i. Return all Intelligence Division materiel from the New Cumberland Vault to Arlington Hall.
 - j. Remove all Security Division materiel from Area "A."
5. It is therefore recommended that the actions outlined in paragraph 4 be approved.

~~SECURITY NOT FORWARDED~~
FOR FILE

3 Incls

- 1. Ltr from Intelligence Div, 5 May 45, subj "Storage Space for Inactive Files," with 1 incl
- 2. Copy of ltr from Security Div, 14 May 45, subj "Storage Space for Inactive Files"
- 3. Floor Plan, Cafeteria Basement

K. G. JONES
Lt. Colonel, Signal Corps
Chief, Security Division

CONCURRENCE:

Harold G. Hayes
Chief, Intelligence Division

NK
318
Date 17 May 45
[Signature]

*Cryptographic
Equipment*

SPSIC

14 May 1945

SUBJECT: Storage Space for Inactive Files

TO: Chief, Intelligence Division

With reference to your letter, 5 May 1945, subject as above, Lt. Colonel K. Kuhn, Cryptographic Materiel Branch (Room 2012-A, Extension 210) has been designated as the Security Division representative to work out the subject details.

CLINTON B. ALLSOPP
Colonel, Signal Corps
Chief, Security Division

Wm J...

*Ch. B. Allsopp
14 May 1945
Dir*

1470007 45

[Handwritten scribbles]

Storage Space for Inactive Files

**Chief, Intelligence
Division, Attention:
Adjutant**

SPSIS-8A

30 April 1945

1

**THRU: Chief, Security Division
THRU: Commanding Officer
Arlington Hall Station**

1. In accordance with Memorandum No. 4, Headquarters Signal Security Agency, dated 16 April 1945, subject as above, it is requested that space be allotted to Communications Security Branch for the storage of twenty-five (25) file cabinets in the basement of the cafeteria. These cabinets, filled with classified material, are now located in the Special Projects Section of this Branch.

2. In order that the floor load may be decreased and due to the fact that there is no immediate need for them in the Section at the present time, it is believed they may be suitably stored in the basement of the cafeteria. If possible, access to the allocated space should be limited to Special Project Personnel only.

3. Due to the nature of the material contained in these cabinets, it is deemed inadvisable to have them removed from the post and it is therefore requested that approval be granted as requested above.

**Richard L. Downing
Major, Signal Corps
SPSIS-8A, Ext 261**

SSS
DAVIS 34-M-445-810
[Handwritten signature]

[Handwritten scribbles]

*Circulate to
Branch Chiefs to note or
return. Then file in records.*

*Storage
Space Crypts
Equipment*

Storage Space for Inactive Files

Chief, Security Division

9 April 1945

1

1. Attached herewith find proposed change to Arlington Hall Station Memorandum No. 11.
2. Your suggestions and comments or concurrence are desired with reference to the change in responsibility and custody of the storage space mentioned.
3. This revision is prepared pursuant to an action, dated 7 April 1945, by the Assistant Commandant.
4. The date, 15 April 1945, is conditioned upon the return of the attached, together with any comments, on or before 14 April 1945, so that the approved draft may be written.

For Colonel Hayes:

Carlisle C. Taylor
Captain, Signal Corps
S-SIS-9, Ext. 317

1 Encl.
Incl. 1 - Draft of Change to
AHS Memo. No. 11

9 Apr 45

DRAFT

HEADQUARTERS ARLINGTON HALL STATION
Office of the Commanding Officer
Arlington, Va.

SPSIS-9

10 April 1948

MEMORANDUM NO. 11 (Change 1)

Subject: Storage Space for Inactive Files

To: All Organizations and Units, Arlington Hall Station,
Arlington, Virginia

Memorandum No. 11, above subject, is hereby rescinded, and the following substituted therefor:

1. Space has been made available in the cafeteria basement (Building 402) for the storing of inactive classified or unclassified files for all organizations and units. The responsibility for all physical arrangements in connection with this inactive file area is that of the Adjutant, Intelligence Division, (Ext. 318). The responsibility for staff supervision of inactive files and records is that of the Records Administrator (Ext. 215).
2. Beginning 15 April 1948, this storage space will be open each day from 1200 to 1630 hours, except Sunday. It is requested that using organizations schedule the movement of inactive files to storage during these hours. Branch Property Officers only will be given custody of the key, at hours other than above, in addition to personnel of the office of the Chief, Intelligence Division.
3. Personnel permitted to enter the storage area must be authorized admittance in writing by their Division or Branch Chief or their Executive Officer. Such requests for admittance should be addressed to the Adjutant, Intelligence Division, Room 1028, Operations Building "B", during hours other than above listed in Paragraph 2; or presented to the SCOS on duty at the vault during "open" hours.
4. Organizations which desire new or additional storage space for inactive files should request the Adjutant, Intelligence Division, to make available such space and facilities as needed.

By Order of Colonel Gorderman:

Thurman R. Hansen,
Captain, Signal Corps,
Adjutant.

Storage & Crypto Equip

15-772

Storage Space for Inactive Files

1. Chief, Supply Branch Attn: Storage Officer

1. In accordance with Arlington Hall Station Memorandum No. 11, dated 2 February 1945, it is requested that Communications Security Branch, SPSIS-8A, be allotted space for 10 file cabinets in the basement of the Cafeteria Building. It is further requested that these file cabinets be placed in the space by Supply Branch.

2. Upon notification of approval this Branch will forward to the basement of the cafeteria, material for storage which is now being held in the Branch.

Richard L. Downing
 Major, SPSIS-8A
 30 March 1945
 Ext. 261 JNH

SIS
 Date *30/3/45* Sig *[Signature]*

30 Mar 45

WAR DEPARTMENT
ARMY SERVICE FORCES

Storage of Cryptographic Documents
REF ID: A712732
TRANSMITTAL SHEET

IC-7626

Action 1

TO	Chief, Security Division	
	(Service, division, or organization)	(Location)
Subject: Additional Storage Space		(Attention)
File No	23 March 1945	
FROM	(Writer's last name)	(Date)
	(Service division or organization)	(Location) (Telephone extension)

1. On 17 March 1945, a transmittal sheet, subject "Additional Storage Space," was forwarded requesting the construction of partitioning in the rear bay, first floor, Wing 1, "A" Building for the purpose of providing a separate room in which to store Weather Cipher documents.

2. Informal verbal comments have indicated disapproval of this project, with instructions to use the space without the partitions.

3. The location of the steel shelving now being erected will depend on whether or not a partition is built. The Army Air Forces, who now hold the Weather Ciphers, have started to move from Bolling Field to The Pentagon and are very anxious to transfer all documents to the Signal Security Agency immediately. The undersigned has agreed to notify Colonel Pemberton, Army Air Forces not later than 24 March 1945 when the transfer of the documents can be effected.

4. It is therefore requested that the undersigned be advised in writing if the subject project has been approved or disapproved, and if disapproved, what additional security measures are to be taken, if any, to provide adequate protection for classified, registered documents stored in a room within an Operations Building.



K. Kuhn
Lt. Colonel, Signal Corps
SPSIC, Ext 210

Action 2

To: Commanding Officer, Arlington Hall Station

23 March 1945

Attention is invited to paragraph 4 of Action 1.



Clinton B. Allsopp
Colonel, Signal Corps
SPSIS-8, Ext 241

23 Mar 45

WAR DEPARTMENT
ARMY SERVICE FORCES

REF ID: A71272

TRANSMITTAL SHEET

Action 3

TO	Chief, Security Division	
	(Service, division, or organization)	(Location)
Subject:	(Branch or unit)	(Attention)
	Additional Storage Space	
File No.		24 March 1945
FROM	(Writer's last name)	(Date)
	(Service, division or organization)	(Location) (Telephone extension)

MK
The subject project has been disapproved. Additional safety precautions as prudence dictates will be taken to provide for adequate protection for the documents involved, as soon as practicable. The documents will be stored in the vault.

W. Preston Corderman
W. Preston Corderman
Colonel, Signal Corps
SPSIS-1 Ext 211

**WAR DEPARTMENT
 ARMY SERVICE FORCES**

Action 1

TO	Chief, Security Division	
	(Service, division, or organization)	(Location)
DESCRIPTION OF ATTACHED COMMUNICATION	(Branch or unit)	(Attention)
	(Originator)	(Addressee)
	17 March 1945	
FROM	Additional Storage Space	
	(Subject)	(File No.)
(Service, division, or organization)		(Location)
(Service, division, or organization)		(Telephone)

1. It is requested that the work outlined below be authorized to permit the Signal Security Agency to assume the functions of storing, issuing, and accounting for codes and ciphers presently handled by the Army Air Forces. This increase in storage space is required as the number of documents in stock will increase tremendously with the assumption of the Weather Codes and Ciphers. A tentative date of 1 April 1945 has been set for the transfer of all documents from the Army Air Forces to the Signal Security Agency.

2. Carpentry work, rear bay, wing 1, first floor, "A" Building.- Erect approximately 60 feet of new partitioning and install a 4 foot Dutch (divided) door in a present partition as indicated in Inclosure 1. Construct approximately 190 feet of shelving as indicated in Inclosure 2 and install as indicated in Inclosure 3.

3. Electrical work.- Replace the thirteen, 14 inch, closed bottom Holophane type fixtures indicated in Inclosure 4 with 8 inch open bottom type fixtures.

4. Attention is invited to the fact that the Cryptographic Materiel Branch, in a recent visit to the Army Air Force Headquarters at Bolling Field, attempted to secure unofficial concurrence for permission to move the present shelving used by the Army Air Force, but were advised the Post Engineer at Bolling Field had stated all shelving would be returned to his office. It is suggested that, if possible, an official request be made for this shelving.

5. The replacement of the 14 inch closed bottom Holophane fixtures can be accomplished without the purchase of additional fixtures and will also eliminate another lighting problem. The increase in the number of records now being handled by the Accounting Section of "C" Branch has necessitated their using most of the available floor space in the front bay, wing 3, first floor, "A" Building. A considerable area of this wing is illuminated by eight, 8 inch open bottom, and five close-ceiling fixtures. This has resulted in a request by the Accounting Section that additional light be provided. This may be accomplished and 8 inch open bottom fixtures obtained for the new room in wing 1 by moving the thirteen, 14 inch, closed bottom fixtures from wing 1 to wing 3. The five close-ceiling fixtures from wing 3 can be turned in to the Post Engineer in exchange for five, 8 inch, open bottom fixtures which with the eight removed from wing 3 will be sufficient to replace the 14 inch closed bottom fixtures removed from wing 1.


Cryptographic Materiel Branch
"Storage" Cryptographic Materiel Branch

17 March 1945

6. The Post Engineer has concurred in the facts that:

a. The area in the rear bay, wing 1, first floor, "A" Building, which it is proposed to inclose with the new partition, will sustain a load of ~~275~~ lbs. per square foot.

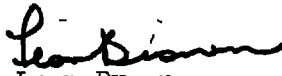
b. The light fixtures outlined in paragraph 5 above are available and the only cost involved is that for the labor of changing the fixtures.



K. Kuhl

Lt. Colonel, Signal Corps
SPSIC, Ext 210

I concur in paragraph 6.



Leon Brown

1st Lt., Engineer Corps
Post Engineer

4 Incls:

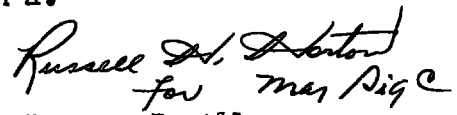
- Incl 1 - Floor Plan of Partitions
- Incl 2 - Construction of Bins
- Incl 3 - Floor Plan of Bins
- Incl 4 - Floor Plan of Light Fixtures

Action 2

To: Commanding Officer, Arlington Hall Station

17 March 1945

Approval recommended, except for paragraph 4.



Clinton B. Allsopp
Colonel, Signal Corps
SPSIS-8, Ext 241

The additional storage space is needed, because there is not enough space in the vault to take care of the codes and ciphers that will have to be taken over from the Air Forces. The bulk of the increase will be in the Weather Codes and Ciphers. If the additional storage space were not provided, a new vault would have to be built.

The door will have to be cut in the old partition because: 1. The door is adjacent to the elevator from which the supply in bulk will come. 2. The door opens into the packing room where the codes & ciphers will be packed for distribution. 3. If the door were installed in the new partition, it would open into an operating section, and the additional noise caused by moving supplies in and out of the door would annoy the operating section.

The lighting fixtures will have to be replaced because they are hanging lights and will be too close to the tops of the bins. The replacement lights will be attached directly to the ceiling and will give wider distribution of light where they are directly over the tops of the storage bins. The post engineer has already promised to trade.

SECRETCONFIDENTIALRESTRICTED

TO

DATE

14 Mar

FROM

✓ Commanding OfficerAssistant CommandantDir of Comm ResearchControl OFiscal OAdministrative OPost AdjutantIntelligence OProvost Marshal2nd Sig Serv BnChief, Pers & Tng DivChief, Pers BrChief, Tng BrO/C Officer Pers SecChief, Oper Serv DivChief, Communications BrChief, Laboratory BrChief, Machine BrChief, Supply BrO/C, SSA Mail UnitChief, Security Div ✓ TUMChief, Protective Sec BrChief, Cryptographic BrChief, Development BrChief, Intelligence DivChief, Language BrChief, Mil Cryptanalytic BrChief, Gen Cryptanalytic BrChief, T/A and Control BrChief, I & L BrAs discussedAs requestedComments and returnInformation and fileInformation and forwardingInformation and returnRecommendationSee note on reverseSignature if approvedYour action

Col. Kuhn and I would like to further discuss this problem with you.