

April 29, 1954

Memorandum

To: Mr. Ward

From: Mr. Tait

The following excerpt from a letter from Tom Hart, dated April 27, regarding the Cleveland office, should be of interest to you.

Office Space

I have had 2 conferences with representatives of the General Services Administration with reference to Cleveland office space but I regret that I can not give you any definite information on this matter until I hear further from General Services Administration. I submitted a recommendation whereby we would reduce our present space by approximately 45 per cent. This arrangement, if accepted, would eliminate the cost of moving and there would be practically no structural changes in the space which we would retain and would result in a very substantial savings in our rent -- approximately as much as \$4500.00. I shall advise you further as soon as I hear from GSA.