

TRANSMITTAL OF GOVERNMENT RECORDS

ACCESSION NO.

RECORD GROUP NO.

330

INSTRUCTIONS.—Submit this form to your area GSA regional office. When submitting to GSA region 3 office, Washington, D. C., submit an original and two copies. When submitting to other GSA regional offices, submit an original and one copy only.

1. FROM (Name and address of agency transferring the records)

Correspondence Control Section
Office of the Administrative Secretary
Office of the Secretary of Defense

2. AGENCY WHICH CREATED RECORDS (If different than transferring agency)

OFFICE OF THE SECRETARY OF DEFENSE

3. AGENCY OFFICIAL AUTHORIZING TRANSFER (Signature)

TITLE

DATE

Records Administrator

15 Aug 61

4. CUSTODIAN OF RECORDS IN TRANSFERRING AGENCY (Name, address, and telephone number)

S/Maj J W Friga, CCS, OSD, Code 11, Extension 79285

5. DESCRIPTION OF RECORDS (With inclusive dates. Use reverse if additional space is required)

Subject Files of the Secretary of Defense, Deputy Secretary of Defense, Special Assistants
Advisors, and Office of Guided Missiles for the period 1 Jan 57 thru 31 Dec 57
w/ 3 x 5 card index.

Filing Manual is transmitted herewith.

Includes material from unclassified through TOP SECRET (In boxes 1 & 2). TS Listing attached

Non-record material has been screened from these files.

Box content listing is attached.

(TS) No. 1-2/26 (2 cu ft)

(Uncl.-Secret) No. 3-26/26 (24 cu ft) Retain #13

6. RESTRICTIONS ON USE OF RECORDS (If no restrictions, write "none")

Restricted to use by Office of the Secretary of Defense elements or agencies

7. ARE THESE RECORDS COVERED BY AN AUTHORIZED DISPOSAL SCHEDULE?

☒ YES (If "yes," identify schedule)

☐ NO Admin Instr 15/5 11-3

8. CUBIC FEET OF RECORDS TRANSFERRED

26

9. CUBIC FEET OF RECORDS DISPOSED
OF IN AGENCY

12

10. SQUARE FEET OF SPACE RELEASED

Office

Storage

LOCATION

11. FILING EQUIPMENT (Enter, where applicable, quantity of each type):

	FILING CABINETS		TRANSFER CASES		OTHER (Specify)
	STEEL	WOOD	STEEL	WOOD	
EMPTIED AND RETAINED AT AGENCY	6				
RECORDS SHIPPED IN					
TO BE RETURNED					26 FRC containers
CUBIC FEET OF SHELVING EMPTIED AT AGENCY					

DO NOT WRITE BELOW THIS LINE

THE ABOVE-DESCRIBED RECORDS WERE RECEIVED
SHORTAGES, DAMAGED CONTAINERS, ETC.

Aug 28, 1961 (Uncl.-Secret) 11-24-61 Td
for HOWARD W. BAUTE
CHIEF, ACC & DISPOSAL SEC.

SIGNATURE

M. Olga Wright

MIL REC BR, FRC

GSA REGION 3

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FEDERAL RECORDS CENTER ADDRESS