

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)

Department of Defense
Office Assistant Secretary of Defense(Compt)
Room 3E854, The Pentagon, Washington 25, D.C.

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

3. AGENCY OFFICIAL AUTHORIZING TRANSFER (Signature)

TITLE

DATE

J. S. Twitchell
J. S. TWITCHELL
Chief, Correspondence

OSD Records Admin

July 12, 1963

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

Mrs. Betty Meintz, 3E854 - X53237

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

Box 1 - Miscellaneous 1960 - 1961

Budget - 100 January 1959 thru June 1961

Budget - OSD 100-1 1959 thru March 1961

Box 2 - Budget - 100-2 1959

Budget - Army 100-2 January 1960 thru June 1961

Budget - 100-3 1959

Budget - Navy 100-3 January 1960 thru June 1961

Budget - 100-4 1959

Budget - Air Force 100-4 January 1960 thru March 1961

Section 3679 Violations - 1959 thru 1961

Fiscal - 200 January 1960 thru June 1961

Fiscal - 2001 OSD 1960

Fiscal - 200-2 Army 1960 and 1961

Box 3 - Fiscal - 200-3 Navy 1960 and 1961

Fiscal - 200-4 Air Force 1960 and 1961

(OVER)

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

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

☒ YES (If "yes," identify schedule)

☐ NO Administrative Instruction 15/5

OSD Series - 21-3

8. CUBIC FEET OF RECORDS TRANSFERRED

9. CUBIC FEET OF RECORDS DISPOSED
OF IN AGENCY

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					
RECORDS SHIPPED IN					4 F/B Boxes
TO BE RETURNED					
CUBIC FEET OF SHELVING EMPTIED AT AGENCY					

DO NOT WRITE BELOW THIS LINE

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

HOWARD V. BAUTE
CHIEF, ACC & DISPOSAL SEC.
MIL REC BR., FRC
GSA REGION 3

FEDERAL RECORDS CENTER ADDRESS