

135
 SERVICES ADMIN.
 -302.00

**RECORDS TRANSMITTAL
AND RECEIPT**

TO BE COMPLE.

AT FEDERAL RECORDS CENTER

ACCESSION NO.

63A1669

RECORD GROUP NO.

330

SIGNATURE

TITLE

HOWARD V. BAUTE

DATE RECORDS RECEIVED

1-14-63

INSTRUCTIONS
 Send original and two copies to appropriate
Federal Records Center.

EXCEPTION—Send original and three copies to the
Alexandria, Virginia, Center

FROM: (Name and address of Agency transferring records)

 The Administrative Secretary
Office of the Secretary of Defense
Washington 25, D.C.

TO:

 CHIEF, ACC & DISPOSAL SEC.
FEDERAL RECORDS CENTER, GSA
ML REC BR., FRC
GSA REGION 3
ALEXANDRIA, Virginia
FRANKLIN & UNION STS. ALEX, VA

1. CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY

Highest classification: TOP SECRET

2. SQUARE FEET OF SPACE CLEARED

3.

FILING EQUIPMENT EMPTIED

4. CUBIC FEET OF RECORDS
TRANSFERRED

A. OFFICE

B. STORAGE

A. FILE CABINETS (No.)

B. TRANS. FILES (No.)

C. SHELVING (Lin. Ft.)

5. NAME OF AGENCY CUSTODIAN OF RECORDS

TSgt James T. Bowles

6. BUILDING AND ROOM NO.

3A948 - Pentagon

7. TELEPHONE NO.

79285

8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE?

☒ YES ☐ NO

9. AGENCY OFFICIAL (Signature)

HENRY E. LOFDAHL

10. TITLE

OSD Records Administrator

11. DATE

7 Jan 63

12. BOX NUMBERS

13.

 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES
(Show organizational component creating records)

 14. DISPOSAL AUTHORITY
(Schedule and Item No.)

FRC ONLY

AGENCY

1-3

1953-1959 Logs of the Administrative Secretary, OSD.

 Admin Instruction
15/5 04a-3

4-7

 1956-1960 Reports to the President (Toner Reports)
(Daily Summaries to the White House)

 Admin Instruction
15/5 1-3

(TS List Attached)

Boxes 1-3 destroyed 2-2-65