

RECORDS TRANSMITTAL
AND RECEIPT

TO BE COMPLE.

AT FEDERAL RECORDS CENTER

ACCESSION NO.

63-A1768

RECORD GROUP NO.

330

SIGNATURE

James V. Hope

DATE RECORDS RECEIVED

3-5-63

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)
Office, Administrative Secretary
Washington 25, D.C.

TITLE

HOWARD V. BAUTE

TO:

CHIEF, ACC & DISPOSAL SEC.
FEDERAL RECORDS CENTER, GSA
RILEY REC. BLDG., 7TH
FLOOR, 1000 Union Streets
Alexandria, Virginia
FRANKLIN Z. UNION STS. ALEX. VA

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

Top Secret - Do not grant access without clearing with OSD Records Administrator.

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 ORIGIN OF RECORDS

J. E. Twitchell

6. BUILDING AND ROOM NO.

3A948 - Pentagon

7. TELEPHONE NO.

OX 59717

8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE? ☐ YES ☒ NO

9. AGENCY OFFICIAL

Henry E. Lofdahl

10. TITLE

OSD Records
Administrator

11. DATE

20 Feb 63

12. BOX NUMBERS

FRC ONLY

AGENCY

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

14. DISPOSAL AUTHORITY
(Schedule and Item No.)

1

Records of Secretary of Defense Charles E. Wilson
for period 1953 to October 1957 which have been
received in the Office of The Administrative
Secretary after other files of the period were
retired.

Administrative
Instruction 15/5
01-3