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PAGE 1 OF 4 PAGES

STANDARD FORM 135
JULY 1961 EDITION
GENERAL SERVICES ADMIN.
REG. 3-IV-302.00RECORDS TRANSMITTAL
AND RECEIPT

TO BE COMPLETED AT FEDERAL RECORDS CENTER

ACCESSION NO.

64-A2355

RECORD GROUP NO.

330

INSTRUCTIONS

Send original and two copies to appropriate
Federal Records Center.
EXCEPTION—Send original and three copies to the
Alexandria, Virginia, Center

SIGNATURE

James J. Baute

DATE RECORDS RECEIVED

2/24/64

TITLE

HOWARD V. BAUTE

FROM: (Name and address of Agency transferring records)

News Division

Directorate for Information Services
Office of Assistant Secretary of Defense (PA)

TO: Federal Records Center, GSA
FRANKLIN & UNION STS., ALEX., VA.
22314

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

None

2. SQUARE FEET OF SPACE CLEARED

A. OFFICE

B. STORAGE

3. FILING EQUIPMENT EMPTIED

A. FILE CABINETS (No.)

B. TRANS. FILES (No.)

C. SHELVING (Lin. Ft.)

4. CUBIC FEET OF RECORDS
TRANSFERRED

54

5. NAME OF AGENCY CUSTODIAN OF RECORDS

Director of Information Services

6. BUILDING AND ROOM NO.

Pentagon, 2E757

7. TELEPHONE NO.

Oxford 53886

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

9. AGENCY OFFICIAL (Signature)

J. S. Twitchell

10. TITLE

J. S. TWITCHELL
Special Assistant Administrator

11. DATE

February 5, 1964

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.)

OFFICIAL PRESS RELEASE FILES of OFFICE of
ASSISTANT SECRETARY OF DEFENSE (PA)

OSD ADMIN.
INSTR. 15/5

1. Press Releases - May 1, 1939 to July 31, 1940
2. Press Releases - August 1, 1940 to January 31, 1941
3. " - February 1, 1941 to June 13, 1941
4. " - June 14, 1941 to September 10, 1941
5. " - September 11, 1941 to December 31, 1941
6. " - January 1, 1942 to June 30, 1942
7. " - July 1, 1942 to December 10, 1942
8. " - December 11, 1942 to April 10, 1943
9. " - April 11, 1943 to June 30, 1943
10. " - July 1, 1943 to September 10, 1943
11. " - September 11, 1943 to October 31, 1943
12. " - November 1, 1943 to December 31, 1943

Para 07-5
For all.

RECOR TRANSMITTAL
AND RECEIPT
(CONTINUATION)

News Division
Directorate for Info. Ser.
CNSD(PA)

PAGE
DATE
February 5

BOX NUMBERS		DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY
FRC ONLY	AGENCY		
	13.	Press Releases - January 1, 1944 to February 29, 1944	
	14.	" - March 1, 1944 to April 26, 1944	
	15.	" - April 27, 1944 to June 16, 1944	
	16.	" - June 17, 1944 to July 31, 1944	
	17.	" - August 1, 1944 to September 10, 1944	
	18.	" - September 11, 1944 to October 15, 1944	
	19.	" - October 16, 1944 to November 18, 1944	
	20.	" - November 19, 1944 to December 24, 1944	
	21.	" - December 25, 1944 to January 28, 1945	
	22.	" - January 29, 1945 to February 26, 1945	
	23.	" - February 27, 1945 to March 28, 1945	
	24.	" - March 29, 1945 to May 7, 1945	
	25.	" - May 8, 1945 to June 22, 1945	
	26.	" - June 23, 1945 to August 31, 1945	
	27.	" - September 1, 1945 to November 9, 1945	
	28.	" - November 10, 1945 to March 31, 1946	
	29.	" - April 1, 1946 to August 25, 1946	
	30.	" - August 26, 1946 to January 31, 1947	
	31.	" - February 1, 1947 to July 31, 1947	

STANDARD FORM 135-A
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REG. 3-IV-302.00

RECORD TRANSMITTAL
AND RECEIPT
(CONTINUATION)

News Division
Directorate for Info. Ser.
OASD(PA)

DATE
February 5, 1961

BOX NUMBERS

FRC ONLY

AGENCY

DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

DISPOSAL AUTHORITY

- | | |
|-----|--|
| 32. | Press Releases - August 1, 1947 to December 31, 1947 |
| 33. | " - January 1, 1948 to May 26, 1948 |
| 34. | " - May 27, 1948 to August 22, 1948 |
| 35. | " - August 23, 1948 to November 1, 1948 |
| 36. | " - November 1, 1948 to February 28, 1949 |
| 37. | " - March 1, 1949 to June 14, 1949 |
| 38. | " - June 15, 1949 to September 30, 1949 |
| 39. | " - October 1, 1949 to January 20, 1950 |
| 40. | " - January 21, 1950 to May 31, 1950 |
| 41. | " - June 1, 1950 to September 7, 1950 |
| 42. | " - September 8, 1950 to October 31, 1950 |
| 43. | " - November 1, 1950 to January 31, 1951 |
| 44. | " - February 1, 1951 to August 31, 1951 |
| 45. | " - September 1, 1951 to March 31, 1952 |
| 46. | " - April 1, 1952 to November 30, 1952 |
| 47. | " - December 1, 1952 to August 31, 1954 |
| 48. | " - September 1, 1954 to March 31, 1956 |
| 49. | " - January 2, 1957 to December 31, 1958 |
| 50. | " - January 1, 1959 to April 30, 1960 |

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DATE
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BOX NUMBERS		DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY
FRC ONLY	AGENCY		
	51.	Press Releases - May 1, 1960 to December 31, 1960 OFFICIAL SPEECH FILES OF OFFICE OF ASSISTANT SECRETARY OF DEFENSE (PA)	
	52.	Speeches - January 1954 to December 1955	
	53.	Speeches - January 1956 to July 1957	
	54.	Speeches - August 1957 to December 1957	