

F.S. Bldg 12/13/Yanet 1:2
TRANSMITTAL OF GOVERNMENT RECORDS

ACCESSION NO. **60A1384**
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 Special Assistant to the
Secretary of Defense for Guided Missiles

3. AGENCY OFFICIAL AUTHORIZING TRANSFER (Signature) *J. A. Switckell* for
TITLE Records Administrator
DATE 11 May 60

4. CUSTODIAN OF RECORDS IN TRANSFERRING AGENCY (Name, address, and telephone number)
M Sgt John W Friga, Correspondence Control Section, OSD,
Code 11, Ext 79285

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

Subject Files of the Special Assistant to the Secretary of Defense for Guided Missiles for the period: 1 Jan 56 to 31 Dec 56.

Index to these records are included with the indices for the files of The Secretary of Defense covering the same period.

Includes material from Unclassified thru TOP SECRET (Top Secret Listing Attached).

Non-record material has been screened from these files.

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

~~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 Administrative Instruction 15/5

8. CUBIC FEET OF RECORDS TRANSFERRED

13

9. CUBIC FEET OF RECORDS DISPOSED OF IN AGENCY

1

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	2				
RECORDS SHIPPED IN					3 FRC Containers
TO BE RETURNED					
CUBIC FEET OF SHELVING EMPTIED AT AGENCY					

DO NOT WRITE BELOW THIS LINE

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

May 17 1960

FOR DISPOSAL SEC.

SIGNATURE *Joseph P. Dineen* FEDERAL RECORDS CENTER ADDRESS

RECEIVED
GSA REGION 3
WASHINGTON, D.C.