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#8

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STANDARD FORM 135
JULY 1961 EDITION
GENERAL SERVICES ADMIN.
FPMR (41 CFR) 101-11.4RECORDS TRANSMITTAL
AND RECEIPT

TO BE COMPLETED BY FEDERAL RECORDS CENTER

ACCESSION NO.

RECORD GROUP NO.

SIGNATURE

DATE RECORDS RECEIVED

INSTRUCTIONS

Send original and two copies to appropriate
Federal Records Center.EXCEPTION—Send original and three copies to the
Alexandria, Virginia, CenterFROM: (Name and address of Agency transferring records)
Correspondence and Directives Division
Assistant Secretary of Defense (Admin)
Pentagon, Washington, D. C. 20301

TITLE

Chief, Accession & Disposal Branch *lpg*
TO: Federal Records Center, GSA
Washington National Records Center (GSA)
Suitland, Maryland

FEB 2 1971

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

UNCLASSIFIED

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.)

1

5. NAME OF AGENCY CUSTODIAN OF RECORDS

6. BUILDING AND ROOM NO.

7. TELEPHONE NO.

T. E. LIGHT, CH, RECORDS & REFERENCE UNIT

PENTAGON, 3A948

CODE 11, 79285

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

9. AGENCY OFFICIAL (Signature)

James S. McIntosh
Chief, Records Management Branch

11. DATE

12. BOX NUMBERS

AGENCY

13.

DESCRIPTION OF RECORDS WITH INCLUSIVE DATES
(Show organizational component creating records)14. DISPOSAL AUTHORITY
(Schedule and Item No.)

FRC ONLY

OASD/A correspondence pertaining to communications
with the public, the President's Program to improve
communications with and service to the public. (DoD
Directive 5410.21)OSD Admin Inst
15/5

- 1 Quarterly reports on improving communications with
and service to the public, RCS: DD-A(Q)757 and
DD-A(A)757 (contains reports for 1966 thru 1968).

01-3

////////////////////LAST ITEM////////////////////////////////////

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