

ES 6612 12/23 / Vault 1:2
STANDARD FORM 135
APRIL 1953
PRESCRIBED BY GENERAL
SERVICES ADMINISTRATION
REG. 3-IV-302

TRANSMITTAL OF GOVERNMENT RECORDS

ACCESSION NO. **60A1379**
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)

2. AGENCY WHICH CREATED RECORDS (If different than transferring agency)

Correspondence Control Section
Office of the Administrative Secretary
Office of the Secretary of Defense

OFFICE OF THE SECRETARY OF DEFENSE

3. AGENCY OFFICIAL AUTHORIZING TRANSFER (Signature)

TITLE

DATE

Records Administrator

11 May 60

4. CUSTODIAN OF RECORDS IN TRANSFERRING AGENCY (Name, address, and telephone number)

M Sgt J W Friga, CCS, OSD, Code 11, Extension 79285

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

Subject Files of the Secretary of Defense, Deputy Secretary of Defense, and their Special Assistants and Advisors for the period 1 Jan 56 - 31 Dec 56 w/ 3 x 5 card index.

Filing Manual is at beginning of decimal files in Box No. 1

Includes material from unclassified through TOP SECRET (Top Secret Listing attached)

Non-record material has been screened from these files

Included with the indices for these files are those pertaining to the files of the Office of the Special Assistant to the Secretary of Defense for Guided Missiles for the same period

6. RESTRICTIONS ON USE OF RECORDS (If no restrictions, write "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

25

9. CUBIC FEET OF RECORDS DISPOSED OF IN AGENCY

10

10. SQUARE FEET OF SPACE RELEASED

Office

Storage

LOCATION

11. FILING EQUIPMENT (Enter, where applicable, quantity of each type):

FILING CABINETS

TRANSFER CASES

EMPTYED AND RETAINED AT AGENCY

STEEL

WOOD

STEEL

WOOD

OTHER (Specify)

RECORDS SHIPPED IN

BE RETURNED

IF SHELVING EMPTYED AT AGENCY

25 FILE

containers

DO NOT WRITE BELOW THIS LINE

IBED RECORDS WERE RECEIVED

ED CONTAINERS, ETC.

HOWARD V. BAUTE

CHIEF, REC & DISPOSAL SEC.

411 100 200 100

ESA REGION 3

FEDERAL RECORDS CENTER ADDRESS

FRANKLIN & DUNN, 312 16-00000-1