

F.S. Bldg 12/28/28:16

TRANSMITTAL OF GOVERNMENT RECORDS

ACCESSION NO.

RECORD GROUP NO.

62-A1810
330

INSTRUCTIONS.—Submit this form to your area GSA regional office. When submitting to GSA region 3 office, Washington, D. C., omit an original and two copies. When submitting to other GSA regional offices, submit an original and one copy only.

1. NAME AND ADDRESS OF AGENCY TRANSFERRING THE RECORDS

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

Directives Section
Office of Administrative Secretary
Office of the Secretary of Defense

3. AGENCY OFFICIAL AUTHORIZING TRANSFER (Signature)

TITLE

DATE

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

J. S. Twitchell
OSD Records Administrator

1 March 1962

Mrs. Helen Rimmer, Room 3A938 - ext 74111

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

DOD Directives which have been superseded or cancelled from September, 1958 through September, 1960. Directives are filed chronologically by number of directive. (Unclassified through Secret security classifications.) These directives have a permanent policy value and are to be incorporated into Directive File 59A920 MRB RG 001, R3 Alexandria, Virginia.

see attached letter on TS material

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

7. THESE RECORDS COVERED BY AN AUTHORIZED DISPOSAL SCHEDULE?

YES (If "yes," identify schedule)

OSD Administrative

8. CUBIC FEET OF RECORDS TRANSFERRED

9. CUBIC FEET OF RECORDS DISPOSED OF IN AGENCY

NO Instruction 15/5 01-3

12 Cubic feet

10. SQUARE FEET OF SPACE RELEASED

LOCATION

Office

Storage

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

	FILING CABINETS		TRANSFER CASES		OTHER (Specify)
	STEEL	WOOD	STEEL	WOOD	
EMPTYED AND RETAINED AT AGENCY					
RECORDS SHIPPED IN					FRC
TO BE RETURNED					12 5/13 Boxes
KEY OF SHELVING EMPTYED AT AGENCY					

DO NOT WRITE BELOW THIS LINE

12. UNDESCRIBED RECORDS WERE RECEIVED
BOXES, DAMAGED CONTAINERS, ETC.

3/9 62

HOWARD V. BAUTE

CHIEF, AGC & DISPOSAL SEC.
MIL REC BR., FRC

FEDERAL RECORDS CENTER ADDRESS

GSA REGION 3
U.S. GOVERNMENT PRINTING OFFICE 10-68454-2
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REC'D 5 1962