

RECORDS TRANSMITTAL
AND RECEIPT

TO BE COMPLETED AT FEDERAL RECORDS CENTER

INSTRUCTIONS

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

ACCESSION NO. 66-13577-330
SIGNATURE M.O. Wright
TITLE HOWARD V. BAUTE
CHIEF, ACC & DISPOSAL SEC.
DATE FILED 3/8/66

NOTE: Name and address of Agency transferring records)

Records and Reference Section
* Correspondence and Directives Division
Office of Assistant Secretary of Defense (Admin)

TO: CHIEF, ACC & DISPOSAL SEC.
MILITARY RECORDS SECTION
FRANKLIN and Union Streets
Alexandria, Virginia 22314

1. LIFE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY
TOP SECRET RESTRICTED DATA - S of Defense; Access Limited as indicated in block 13

2. NUMBER OF COPIES OF RECORDS 3. FILING EQUIPMENT EMPLOYED

4. OFFICE 5. STORAGE 6. FILE CABINETS (No.) 7. TRANS. FILES (No.) 8. SHELVING (Lin. Ft.)

9. NAME OF AGENCY CUSTODIAN OF RECORDS QASD (A) 10. BUILDING AND ROOM NO. 11. DATE

12. E. L. Boyer, Chief, Records and Reference, Pentagon Rm 3A948 13. OX 79285

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

15. AGENCY OFFICIAL (Signature) 16. TITLE 17. DATE

18. Reed E. LaFerriere 19. OSD Records Administrator 20. 28 Feb 66

21. BOX NUMBERS 22. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

23. PRE ONLY 24. AGENCY 25. (Show organizational component creating records)

26. 1962 OFFICIAL FILES OF THE SECRETARY OF DEFENSE, DEPUTY SECRETARY OF DEFENSE AND THE SPECIAL ASSISTANT TO THE SECRETARY AND DEPUTY SECRETARY OF DEFENSE.

27. * formerly Office of the Administrative Secretary, OSD

28. RESTRICTIONS ON ACCESS:

29. Records forwarded herewith include advice provided the Secretary/Deputy Secretary of Defense on an EXCLUSIVE and PRIVILEGED basis. Therefore, access to these records may be authorized only by the incumbent of one of the following positions:

30. Chief, Records & Reference Section, QASD (A)

31. Chief, Correspondence Control Branch, QASD (A)

32. Director, Correspondence & Directives Branch, QASD (A)

33. FILE PLAN:

34. The records have been filed under a modified Dewey Decimal Scheme. A copy of the Records Manual (including the file plan) has been placed as the first document in Box # 1.

35. SEPARATION OF FILES:

36. The Top Secret portions of each file have been boxed separately because of the limited vault space at the Federal Records Center. A list of each Top Secret document is attached.

37. The manila file-folders filed immediately behind several of the regular file-folders indicate that

38. OSD Administrat

39. Instruction 15/

40. Item 01-3s for

41. (PERMANENT)

42. (Use Standard Form 135A for continuation sheets)

43. 135-108

STANDARD FORM 135
JULY 1961 EDITION
GENERAL SERVICES ADMIN.
REG. 3-IV-302.09

RECORDS TRANSMITTAL AND RECEIPT

TO BE COMPLETED AT FEDERAL RECORDS CENTER

ACCESSION NO.

RECORD GROUP NO.

66-435424

330

SIGNATURE

DATE RECORDS RECEIVED

TITLE

3/8/66

INSTRUCTIONS

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

FROM: (Name and address of Agency transferring records)

Records & Reference Section

* Correspondence & Directives Division
Office of Asst. Secy. of Defense (Admin)

TO: Federal Records Center, GSA
Military Records Branch
Franklin and Union Streets
Alexandria, Virginia 22314

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.)

4 cu. ft.

5. NAME OF AGENCY CUSTODIAN OF RECORDS

6. BUILDING AND ROOM NO.

7. TELEPHONE NO.

I.L. Boyum, Chief, Records & Reference, OASD (A) Pentagon Rm 3A948

OX 79285

8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE?

YES ☒ NO ☐

9. AGENCY OFFICIAL (Signature)

10. TITLE

11. DATE

Reed J. LaFerriere

OSD Records Administrator

28 Feb 66

12. BOX NUMBERS

13.

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

FRC ONLY

AGENCY

1962 Cross-Index Chits prepared by the Unclassified
Control Section on White House and Secretary of
Defense correspondence.

DESTROY ALL 1962

15/15 A - B
29/15 C - #
3/10 F - J
4/11 K - M
5/12 N - R
6/13 S - Waskowski
7/14 Wbal - Z
Numerical 1 - 4499
8/15 Numerical 4500 - 12425

* Add to 746/12 for on other TR;
Per telecon with SM. La Ferriere,
this is also an index to SI THRU 557
(See separate TR for boxes 1-7/15)

3/10/66