

TRANSMITTAL OF GOVERNMENT RECORDS

ACCESSION NO.

62-A/670

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)

ASD(Installations and Logistics)  
3813 Mail and Records Section

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

ASD(Supply and Logistics)

3. AGENCY OFFICIAL AUTHORIZING TRANSFER (Signature)

TITLE

DATE

OSD Records Administrator

2 Feb 62

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

Ethel C Jackson, 3813, Pentagon Extension 71508

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

Record Files of the ASD(S&L) arranged according to the Dewey Decimal File System consisting of correspondence, memorandum, reports and other papers pertaining to plans, program, and policies affecting requirements, procurement, production, transportation, communication, small business and supply management for the military departments.

1959 Unclassified

1959 Confidential

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

none

7. ARE THESE RECORDS COVERED BY AN AUTHORIZED DISPOSAL SCHEDULE?

☒ YES (If "yes," identify schedule)

☐ NO

15/5 Adm Instruction 01-32

8. CUBIC FEET OF RECORDS TRANSFERRED

9. CUBIC FEET OF RECORDS DISPOSED OF IN AGENCY

14

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	
EMPTYED AND RETAINED AT AGENCY					
RECORDS SHIPPED IN					14 F/B Dyes
TO BE RETURNED					
CUBIC FEET OF SHELVING EMPTYED AT AGENCY					

DO NOT WRITE BELOW THIS LINE

3-9 19 62

12. UNDESCRIBED RECORDS WERE RECEIVED  
(AGES, DAMAGED CONTAINERS, ETC.)

HOWARD V. BAUTE  
CHIEF, ACC & DISPOSAL SEC.  
MIL REC BR., FRC  
GSA REGION 3

FEDERAL RECORDS CENTER ADDRESS

FRANKLIN & UNION STS. ALEX. VA

SIGNATURE

James V. Hoyle

000 - GENERAL

- 000.3 Religion - (Use for all papers dealing primarily with religion)
- 000.7 Publicity and public press (Use for public dissemination of information, censorship; Newspaper correspondents, photographers, press agents, and writers; press clipping; newspapers and magazines; and radio and TV broadcasts.)
- 000.8 Educational Institutions, Civil
- 001 Celebrations, Conventions, Fairs, etc (Participation in by DOD)
- 003 Standards, Tables, and Measures (Calendar, monetary system, time system, weight systems, etc.)
- 004 Commercial Enterprises, Plants and Projects and Small Business, Package Plants (Use primarily for correspondence pertaining to Small Business and commercial enterprises in general. For Correspondence dealing with specific and subjects, file by subject. If dealing with only 1 firm use 095.)
- 004.03 Output, Capacity, and Facilities
- 004.04 Industrial Mobilization, Production Allocation Program, Register of Planned Mobilization Producers. (Pertaining to Mobilization Base in general. When practicable use specific subjects.)
- 004.06 Labor Conditions & Statistics (Unemployment)
- 004.07 Labor disputes and strikes (Disagreements between employees & employers)
- 005 Charity and Gratuity (Presnets, contributions to Red Cross, Community Chest etc.)
- 010 Laws and Legal Matters

- 012 Taxation and Tariff and Exemption from (Use for Tax Amortization, Certificates ~~for~~ for, etc.)
- 014 Governors
- 020<sup>015</sup> 018 Loans (Use for correspondence dealing primarily with loans by US Governments to other countries.)
- 019 Insurance
- 020 Department of the Army (Use only for cross index when warranted; file papers under specific subjects.)
- 031 Executive Branch (of US Government) j(Use for correspondence pertaining to the President, The White House, Divisions of the Executive Office of the President. May be sub-divided by office when necessary.)
- 032.1 Congress (of US) (Use for Acts of Congress, Amendments to, Congressional actions, Joint Committees, etc., when paper deals with subjects in general. Where practicable use this number as Cross-Index and file paper by subject.)
- 032.2 House of Representatives (of US) (Use for papers dealing with bills, Committee Reports, etc., when of a general nature. When practicable use this number for Cross-index and file paper by subject.)
- 032.3 Senate (of US) (Same remarks as for 032.2), Senate Committees
- 040 Executive Departments of the US Government. (May be subdivided alphabetically by name or title of bureau, department, division, commission or board, i.e. Department of Defense, Commerce, Interior, State, Air Force etc.) NOTE: Use Primarily as a cross reference when required. Where practicable file paper by subject number.
- 045.1 Office of Dept. of Navy (Secretary, Assistants, CNO, etc.)
- 045.2 Bureaus (Same comments as for 020)

- 045.3 Marine Corps (Same comments as for 020)
- 050 Statistics - Use for general subjects only, file paper under specific subject when practicable.
- 060 Charts, Maps, Mosaics, Drawings, Photography, Motion Pictures, and Tables. (Where practicable file by specific subject)
- 070 Inventions (Include patents, copyrights, and trade-marks.)
- 080 Associations and Societies (May be divided by title when warranted)
- 091 Countries (Use for foreign governments & officials, economics, commerce, peoples, general conditions, etc.) (May be separated) Military Assistance Program
- 092 International affairs and relations (Including Boundaries, Treaties, and agreements.
- 095 Use for correspondence pertaining to one commercial firm, hotel, church, etc. (May be separated by individual folder and filed alphabetically. Should be used primarily for cross reference. When practicable should be filed by specific subject.)

#### 100 FINANCE AND ACCOUNTS

- 110 Appropriations (including estimates ~~for~~ appropriations, Budgets, and Budget Estimates)
- 130 Accounting for funds and Money (included accounts, Administrative Examination & Analysis.)
- 140 Accounting for property, Stores, & supplies, Stock Fund (includes inventories)
- 160 Contracts (Papers dealing with authority for making contracts)
- 160 Armed Services Procurement Regulations (Papers dealing with ASFR)

- 163 Bids - (Papers dealing with bids on contracts, advertising for bids, and awards, Use for requests on information on how to bid - Small Business.)

## 200 PERSONNEL

- 200.2 Identification, methods and systems (ID cards, bus passes, etc.)
- 200.4 Travel Duty (Request for authority, etc.)
- 200.6 Awards, commendations, decorations and citations (Correspondence of general nature only. Correspondence pertaining to an individual will be filed 201.)
- 201 Personnel by Name (Correspondence pertaining to an individual)
- 201.22 Commendations j (Pertaining to an individual or group. correspondence relating to the general subject of Commendations should be filed 200.6)
- 230 Civilian Employees (General Correspondence only. Use 201 for Individuals. Also review 200 series. Use for all 230 file. Hire of employees.
- 240 Pay and Allowances
- 248.8 Cash Awards for Suggestions (Use for all correspondence relating to Suggestion Program.)
- 291.2 Discriminations (Complaints, etc.)

## 300 ADMINISTRATION

- 300.1 Orders, Bulletins, Memorandums, Manuals, etc. (Use for policy and procedure pertaining to such publications. The publication should be filed by subject.) Department of Defense Instructions and Directives, proposed changes in Armed Forces Industrial Regulations (File by subject use for Cross-Index)
- 311 Communications, method & Systems

- 311.1 Mail (Correspondence pertaining to methods & procedures of all types of mail. (includes matters relating to Post Offices & Routes.)
- 311.2 Telegraph (Methods & Procedures relating to telegrams & cablegrams.
- 311.23 Radio
- 311.25 Television
- 311.3 Telephones
- 312 Correspondence, Classes, Forms, & methods, (downgrading, Glossary of Terms)
- 313 Records, making, keeping & using. (Records Management)
- 315 Blank Forms (Proposed or in; use) (Correspondence relating to)
- 319.1 Reports - (Use only for correspondence relating to reports in general and for cross reference where necessary. File individual reports by subject contents.)
- 320 Organization of the Military Departments, Office Secretary of Defense, Establishment of new offices, ASD(S&L)(I&L)
- 320.2 Strength of Military Departments
- 333 Inspection and Investigations & Reports, Audit Reports, Inspection and Field Trips
- 334 Boards, Commissions, Committees, Councils, Groups and missions and Reports of (May be subdivided alphabetically by designation or title when warranted. Should be used for filing papers relating to such when dealing with more than 1 subject or may be used for cross reference when dealing with 1 subject
- 335 Honors & Ceremonies (includes entertainment in connection with)
- 337 Conferences and Meetings and reports of (Same comments as for 334)

- 350.001 Addresses, Lectures, & Speeches (Use only for cross reference where necessary. File papers under specific subject.)
- 352 Service Schools and Staff Colleges
- 353 Training - (Use for all types of training, drills and exercises, operations, alerts, etc.)
- 360.2 Development and Research (Logistics Research Projects.)
- 370 Employment, Operations, and Movement of Military Personnel  
(Includes: Concentration, Mobilization, and demobilization; Evacuations; and Aid & Relief in time of disaster.)
- 380.01 Safeguarding Military Information. (Security Violations)
- 381 National Defense (Includes National Security) (Use for alert Plans, warning systems, and disaster plans, Dispersion.)
- 400 SUPPLIES, SERVICES AND EQUIPMENT
- 400.1 Selections and adoption of articles (include new articles; analyses. tests, & trials; Investigations of articles of supply, etc.)
- 400.114 Standardizations and specifications (May be divided into separate folders if warranted. Include design and drawing.)
- 400.13 Procurement by Purchase (May be divided by types of equipment or material when warranted.)
- 400.15 Cataloging Supplies and Equipment (Codes)
- 400.16 Marking, Packing and Inspecting (Include reports pertaining to.)
- 400.17 Manufacture (Use for correspondence relating to production in general. Where practicable file by specific subject)(Components)

- 400.173 Manufactures operated by Military Depts. (Commercial and Industrial Type Activity) (For Civilian manufactures see 004 or 095.)
- 400.19 Data and Statistics relating to Supplies and Equipment (including price lists, costs, descriptive lists, purchased, manufactured, etc) Research Report, Quality Control.
- 400.2 Handling, Storing, and Transferring of Supplies and Equipment. (including stocks to be carried, transferred or exchanges between services, etc.)
- 400.23 Reserve Stocks (includes stockpiling of supplies and equipment)
- 400.24 Storage of Supplies and Equipment
- 400.27 Forging and Welding (Use for all types of electroplating, galvanizing plating, etc.)
- 400.301 Methods and Points of Supply Distribution. (Use for Priority of distribution; Requisitions for supplies and equipment, etc. Sale thru Commissionaries & Post Exchanges.)
- 400.301 Single Manager Assignment (Sub-divide by specific title)
- 400.314 Rqmts. Requirements for Supplies & Equipment. (May be divided by types if warranted.)
- 400.4 Using, Maintaining & Operation of Supplies & Equipment.
- 400.7 Disposition of Supplies & Equipment, sale and loan of Equipment (May be broken down as obsolete, surplus, unserviceable, condemned, etc. - Break down by subject i.e. Airplanes, etc.)
- 400.8 Conservation of supplies and equipment



- 400.9 Salvaging of supplies and equipment
- 410.2 Metals all Classes (May be divided into separate folders by types when warranted.) Magnesium, Mica, Columbium, etc.
- 410.3 Composition, Plastic, Substitutue & Synthetic Materials.
- 410.4 Minerals and Ores (May be divided into separate folders by type.)
- 411 Building and other material (Use for lumber of alltypes, fixtures & equipment, fencing, hardware, ropes & cables, stone, cement, paints, varnishes, etc.)
- 412 Electrical, heating, mechanical, and plumbing equipment.
- 413.1 Tools & Implemant's (Carpenter's tools, electrician tohls, Plumber's tools, painter's tools, etc.)
- 413.2 Fire-Fighting apparatus & supplies.
- 413.4 Telephone, Telegraph, Radio, Radar, & Television tools, electronics.
- 413.5 Office machines and equipment
- 413.6 Measuring & Testing instruments, machines, and tools (Barometers, clocks, compasses, detectors, gas meters, templets, watches, etc.)
- 413.7 Drawing, Navigation, Observing and surveying insturments (Binoculars, periscopes, telescopes, optical instruments etc.)
- 413.8 Machine Tools, (All types) (Industrial Equipment)
- 414 Furniture, Utensils, etc.
- 415 Cards, Leaflets, Posters & Signboards, door signs (Where practicable file by specific subject)

- 420 Clothing and Equipage (includes material for manufacture of such, tents, tarpaulins, flags, beds, bedding, bags, trunk lockers, etc.)
- 430 Subsistence Stores (All types of food, condiments, laundering, cleaning supplies, tobacco & smoking articles, etc.) Alcohol
- 440 Chemicals
- 440 Medical, Surgical, and Veterinary Instruments, Supplies and Equipment (use for chemicals, oxygen, mustard gas, etc.)
- 451 Vehicles (Cars, trucks, armored cars, tanks, etc., including parts and accessories, tires & tubes.)
- 452 Aircraft & Aeronautical Supplies and Equipment. (development of new weapons for aircraft - Weapons system concept)
- 452.1 Airplanes
- 453 Railroad Equipment (locomotives, passenger cars, freight cars, tracks, ties, etc.)
- 457 Packing Supplies and Material for Packing
- 458 Equipment, supplies and apparatus for Ships and Transports.
- 461 Publications and Blank Forms (Policy and procedure relative to procurement, issue and utilization.) (Use for request for publications, make separate folder)
- 462 Office Supplies and Stationary (Same comments as 461)

- 463 Fuel, light, water, and power
- 471 Ammunition (Ally Types including bombs, rockets, missiles guided missiles, projectiles, explosives, fuzed, adapters, boosters, etc)
- 472 Cannons, and guns
- 473 Carriages, mounts and tripods
- 474 Small Arms
- 481 Lease or Rentals of Equipment by the Government
- 485 Sanitary Services (Includes collection and disposal of trash and garbage)
- 486 Various Services (Cleaning, Laundering, renovating, binding and printing, etc)

#### 500 TRANSPORTATION

- 510 Transportation of Persons
- 520 Transportation of Property or Supplies and Equipment
- 523.8 Transportatin of Ammunition and Explosives
- 524.2 Transportation of Automobile, Baggage and Household Goods
- 530 Transportation by Land (Interagency Motor Pools)
- 540 Transportation by Water (Military port and terminal Operations)
- 550 Tariffs, Rates, Tickets, Bill of Lading (Freight Classification)
- 560 Military Department of Transport Service (Tankers, Naval Vessels)
- 580 Transportation by Air (Civil Air Patrol, Civil Aeronautics Board)
- 581 By Military Aircraft (Airift Service)
- 584 By Commerical Aircraft

#### 600 BUILDINGS AND GROUNDS

- 600.1 Construction and Installations (Including projects and programs operation, care, maintenance repair and alteration of buildings roads, sidewalks, etc)
- 601 Acquisition and Disposition of Real Property or Land
- 620 Barracks and Quarters (Living Facilities of all types)

- 633 Storehouses and Warehouses, Depots  
634 Hangars, Garages and Shelter  
635 Factories, Shops, Plants Laboratories (Govt)  
660 Fortifications (MineCables, Searchlight structure, Fire Control  
Installations, Missile launching sites,etc)  
670 Plants and Systems (Water, Sewage, Fire pervention, refrigerating  
heating, light and power, radio, TV Stations,etc)  
680 Reservations

700 MEDICINE, HYGIENE AND SANITATION

- 701 Medical Attendance  
720 Health and prevention of disease  
729 Protection of life from accidents, Safety programs

800 RIVERS, HARBORS & WATERWAYS

(WZ (Waiver of Vessel Inspection)