

F.S. Berg 12/23/26:17  
TRANSMITTAL OF GOVERNMENT RECORDS

ACCESSION NO.

63-A1408

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)

Office of the Deputy Assistant Secretary  
(Health & Medical), OASD (Manpower), Room  
3E-783, The Pentagon, Washington 25, D.C.

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

Office of the Assistant Secretary of  
Defense (Health & Medical)

3. AGENCY OFFICIAL AUTHORIZING TRANSFER (Signature)

Douglas B. Kendrick

Brig. General, MC, USA

Brig. General Douglas B. Kendrick, MC USA

Director of the Staff

ODAS (Health & Medical)

DATE

12 JUL 1962

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

David T. Humes, SSgt, USAF, Mail and Records Section, Office of the Deputy Assistant  
Secretary (Health and Medical), Code 11, x76346

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

Subject files of the Office of the Assistant Secretary of Defense (Health and Medical)  
covering the period from January 1, 1959 thru December 31, 1959, with 5" x 8" file  
index cards

Chronological files of correspondence originating within the Office of the Assistant  
Secretary of Defense (Health and Medical) during the period of January 1, 1959 thru  
December 31, 1959

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

To be released to Office of the Secretary of Defense personnel only.

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

☒ YES (If "yes," identify schedule) OSD Administrative

☐ NO Instruction No. 15/5, 1 Nov 1958

8. CUBIC FEET OF RECORDS TRANSFERRED

5

9. CUBIC FEET OF RECORDS DISPOSED  
OF IN AGENCY

6

10. SQUARE FEET OF SPACE RELEASED

Office

Storage

LOCATION

None

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

	FILING CABINETS		TRANSFER CASES		OTHER (Specify)
	STEEL	WOOD	STEEL	WOOD	
EMPTIED AND RETAINED AT AGENCY	1 1/2				
RECORDS SHIPPED IN					5 FRC containers
TO BE RETURNED					
CUBIC FEET OF SHELVING EMPTIED AT AGENCY					

DO NOT WRITE BELOW THIS LINE

THE ABOVE-DESCRIBED RECORDS WERE RECEIVED  
SHORTAGES, DAMAGED CONTAINERS, ETC.

7-18 is 62

HOWARD V. BAUTE  
CHIEF, ACC & DISPOSAL SEC.

SIGNATURE  
James D. Hope  
FRC BR., FRC  
GSA REGION 3

FEDERAL RECORDS CENTER ADDRESS

FRANKLIN & UNION STS., ALEX., VA.