

TRANSMITTAL OF GOVERNMENT RECORDS

ACCESSION NO.

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

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

OFFICE OF THE SECRETARY OF DEFENSE

3. AGENCY OFFICIAL AUTHORIZING TRANSFER (Signature)

TITLE

Records Administrator

DATE

9 January 1962

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

Sgt Major JOHN 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, Special Assistants, Advisors, Office of Guided Missiles, and Advanced Research Projects Agency, for the period 1 January 1958 through 31 December 1958, with 3 x 5 card index's.

Filing Manual is transmitted herewith.

Box content listing is attached.

Includes material from TOP SECRET (boxes 1, 2, and 3) through Unclassified. TOP SECRET listing consisting of 23 pages is attached.

Non-record material has been screened from these files.

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) Admin Instr 15/5



NO

8. CUBIC FEET OF RECORDS TRANSFERRED

28 29

9. CUBIC FEET OF RECORDS DISPOSED OF IN AGENCY

18

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	
EMPTIED AND RETAINED AT AGENCY	7				
RECORDS SHIPPED IN					28 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.

1-24, 1962

SIGNATURE

James W. Hope

for HOWARD V. BAUTE

CHIEF, ACC & DISPOSAL SEC.

MIL REC BR, FRC

GSA REGION 3

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