

STANDARD FORM 135  
JULY 1961 EDITION  
GENERAL SERVICES ADMIN.  
REG. 3-IV-302.00

**RECORDS TRANSMITTAL  
AND RECEIPT**

TO BE COMPL. 0 AT FEDERAL RECORDS CENTER

ACCESSION NO. <b>64A2093</b>	RECORD GROUP NO. <b>330</b>
SIGNATURE <i>James J. Hope</i>	DATE RECORDS RECEIVED <b>10/8/63</b>

**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)

Office of the Administrative Secretary  
Office of the Secretary of Defense  
Department of Defense

TITLE  
**HOWARD V. BAUTE**  
CHIEF, AGS & DISPOSAL SEC.  
FEDERAL RECORDS CENTER, GSA  
MIL REC BR., FRC  
GSA REGION 3  
Alexandria, Va.  
FRANKLIN & UNION STS. ALEX, VA

1. CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY

OSD Records

Highest classification TOP SECRET. Access limited to those authorized by / Administrator

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. SHELVEING (Lin. Ft.)

**23 1/2 24**

5. NAME OF AGENCY CUSTODIAN OF RECORDS

6. BUILDING AND ROOM NO.

7. TELEPHONE NO.

TSgt James Bowles, Chief, Records & Ref Unit, CCS

Pentagon Rm 3A948

79285

8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE? ☐ YES ☒ NO

9. AGENCY OFFICIAL (Signature)

10. TITLE

11. DATE

JAMES S. TWITCHELL

OSD Records Administrator

2 Oct 63

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

**1960 OFFICIAL SUBJECT FILES OF THE SECRETARY OF DEFENSE,  
THE DEPUTY SECRETARY OF DEFENSE, AND THE ADMINISTRATIVE  
SECRETARY TO THE SECRETARY OF DEFENSE, WITH INDEX.**

OSD Administrati  
Instruction 15/5  
para 01-3 for  
all.

(Modified Dewey Decimal filing system)

- |    |                            |                                     |
|----|----------------------------|-------------------------------------|
| 1  | Alphabetical subject files | A thru Dominican Republic           |
| 2  | "                          | Eagle thru MINUTEMAN                |
| 3  | "                          | NIKE thru Russia                    |
| 4  | R                          | Ryukus thru numerical 004           |
| 5  | Numerical subj files       | 004.02 thru 032 Hearings            |
| 6  | "                          | 032 Hearings(cont'd) thru 091.3 MAP |
| 7  | "                          | 091.3 MAP(cont'd) thru 110          |
| 8  | "                          | 110.01 thru 130                     |
| 9  | "                          | 130 (cont'd) thru 200.6             |
| 10 | "                          | 200.62 thru 210                     |
| 11 | "                          | 210 (cont'd) thru 310.1             |
| 12 | "                          | 311 thru 320.2                      |
| 13 | "                          | 322 thru 335                        |
| 14 | "                          | 337 thru 350.09                     |

Location  
Boxes 1-19 + 15  
23-25  
173A/46B: 14-1.  
Boxes 20-22  
T: 5  
V/7: 4

STANDARD FORM 135-A  
OFFICE OF THE SECRETARY  
OF DEFENSE, ADMINISTRATIVE  
SERVICES DIVISION  
MAY 1961 EDITION  
GPO : 1961 O-613991RECORD TRANSMITTAL  
AND RECEIPT  
(CONTINUATION)AGENCY Office of the Secretary  
of Defense, Administrative  
Services

DATE

BOX NUMBERS		DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY
FRC ONLY	AGENCY		
15		Numerical subj files 350.2 thru 381 6/62 Log guidance	
16		" 381 DODEP thru 388.3	
17		" 400.112 thru 471.94 Guided Missiles and Rockets (Jul - Dec)	
18		" 471.94 Guided Missiles and Rockets, (Jan-Jun) thru 580	
19		" 580 (cont'd) thru 825	
20		<u>TOP SECRET</u> Subject files, alphabetical <u>A</u> thru <u>Z</u> , and numerical 000 thru 020. (Itemized listing attached)	
21		<u>TOP SECRET</u> Subject files, numerical 031.1 thru 381. (Itemized listing attached)	
22		<u>TOP SECRET</u> Subject files, numerical 383.4 thru 684. (Itemized listing attached)	
23		3" x 5" Index chits for use with files listed above, <u>A</u> thru <u>G</u>	
24		" <u>H</u> thru <u>N</u>	
25		" <u>O</u> thru <u>Z</u> ////////////////////	