

F-5-12, 1/5:5

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FORM 12
RECORDS ADMIN.RECORDS TRANSMITTAL
AND RECEIPT

TO BE COMPLETED

AT FEDERAL RECORDS CENTER

ACCESSION NO.

RECORD GROUP NO.

63-A1769

330

SIGNATURE

DATE RECORDS RECEIVED

James V. Hope

HOWARD V. BAUTE

CHIEF, ACC & DISPOSAL SEC.

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)

The Administrative Secretary, OSD
Washington 25, D.C.

TO: Federal Records Center, GSA
CSCA REGION 2 Union Streets
Alexandria, Virginia 22304

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

Top Secret - Do not permit access without clearance from Records Administrator, OSD.

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

5. NAME OF AGENCY CUSTODIAN OF RECORDS

6. BUILDING AND ROOM NO.

7. TELEPHONE NO.

J.E. Titchell

3A94B - Pentagon Bldg

OX 59717

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

9. AGENCY OFFICIAL SIGNATURE

10. TITLE

Records Administra-
tor, OSD

11. DATE

25 Feb 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

1-4

Papers of Deputy Secretary of Defense Donald Quarles
for period 1957 to 1959 which have been received in
the Office of the Administrative Secretary since
other records of the period were retired.

Administrative
Instruction
15/5 01-3

Totals
13.4
1-4/14
4 cu. ft.
(T.S.)