

SECRET
(When Filled In)

#4

RMD

RECORDS RETIREMENT REQUEST				ASSIGNED BY RECORDS CENTER	
Submit original and 4 copies to Records Center. Two copies will be returned to the originating office. Additional copies may be prepared as indicated by your RAO.				JOB NO.	
				74-B-575	
				For Reference Service on Records Transferred to Storage Complete Form 490 and Refer to Above Job Number.	
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)					
TO:		FROM:		DIVISION	
CHIEF, ARCHIVES AND RECORDS CENTER		(Office) DDS&T		OSA	
		BRANCH		SECTION	
		SECURITY			
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
DESCRIPTION OF FILE SERIES (Use description in Records Control Schedule and inclusive dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140a, RECORDS SHELF LIST (Check appropriate box below.)					
THESE FILES CONSIST OF PAPERS, DOCUMENTS, PERTAINING TO THE ASSIGNMENT, TRAINING, PROCESSING, TRAVEL, CONTRACTS, SERVICES, AND BENEFITS OF PERSONNEL INVOLVED IN SPECIAL OPERATIONAL ACTIVITIES OF OSA. THESE FILES ARE MAINTAINED ALPHABETICALLY BY NAME OF EMPLOYEE.					
<input type="checkbox"/> SHELF LIST ATTACHED			<input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER		
CLASSIFICATION OF RECORDS			FILE EQUIPMENT OCCUPIED BY RECORDS		
TS-B			<input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> LEGAL <input checked="" type="checkbox"/> 5 NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
LOCATION OF RECORDS					
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN	
	1-D-08		15 MAR. 74		
PART II (TO BE COMPLETED BY THE RECORDS ADMINISTRATION OFFICER)					
TYPE OF MATERIAL					
<input type="checkbox"/> RECORD			<input checked="" type="checkbox"/> NON-RECORD		
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")					
"TO BE OPENED BY D/OSA AND SECURITY/OSA PERSONNEL ONLY"					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY				SCHEDULED DESTRUCTION DATE	
93-67-3 ITEM 6 (3) (A)				PERMANENT	
BUILDING	ROOM	EXTENSION	DATE		
	1-D-08		15 MAR. 74		

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PART III (TO BE COMPLETED BY THE RECORDS CENTER)

REFERENCE ACTIVITY

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL

STORAGE LOCATION

JOB NO. 74-B-575	AREA	ROW	SPACE
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DISPOSAL ACTIVITY

OFFICE 74-B-575 OSA	DIVISION	BRANCH	SECTION	DISPOSAL DATE PERM
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AUTHORITY FOR DISPOSAL

SCHEDULE NO. (or List)	PAGE	ITEM 63A
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REMARKS

RECEIPT PROCESSING

CUBIC FEET 1	NO. OF CONTAINERS 1	TYPE OF CONTAINERS RC	DATE RECEIVED 20 March 1974	RECEIVED BY
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