

**SECRET**  
(When Filled In)

11- / 0 3 71

|  |              |  |  |  |  |
|--|--------------|--|--|--|--|
| <b>RECORDS RETIREMENT REQUEST</b>  |              |  |  | 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. <b>72-B-63</b>   |  |
|  |              |  |  | For Reference Service on Records Transferred to Storage Complete Form 490 and Refer to Above Job Number. |  |
| <b>PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)</b>   |              |  |  |  |  |
| TO: CHIEF, ARCHIVES AND RECORDS CENTER   |              | FROM: <b>DDS&amp;T</b><br><small>(Office)</small>        |  | DIVISION <b>OSA</b>  |  |
|  |              | BRANCH <b>FINANCE</b>                                    |  | SECTION  |  |
| 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.) |              |  |  |  |  |
| <p><b>STATION ACCOUNTING FILES</b></p> <p><b>THESE FILES CONSIST OF STATION VOUCHERS, RECEIPTS, SCHEDULES.</b></p>   |              |  |  |  |  |
| <input type="checkbox"/> SHELF LIST ATTACHED   |              | <input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER |  |  |  |
| CLASSIFICATION OF RECORDS<br><br><b>TS-B</b>   |              |  | FILE EQUIPMENT OCCUPIED BY RECORDS<br><input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (Specify)<br><input checked="" type="checkbox"/> LEGAL <b>3.5</b> NUMBER OF DRAWERS |  |  |
| APPROXIMATE REFERENCE ACTIVITY PER MONTH   |              |  |  |  |  |
| LOCATION OF RECORDS  |              |  |  |  |  |
| BUILDING   | ROOM         | EXTENSION  | DATE   | SIGNATURE OF RECORDS CUSTODIAN   |  |
|  | <b>1D-08</b> |  | <b>30 JULY 71</b>  |  |  |
| <b>PART II (TO BE COMPLETED BY THE RECORDS ADMINISTRATION OFFICER)</b>   |              |  |  |  |  |
| TYPE OF MATERIAL<br><input type="checkbox"/> RECORD <input checked="" type="checkbox"/> NON-RECORD   |              |  |  |  |  |
| RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")   |              |  |  |  |  |
| <b>TO BE OPENED BY OSA AND RECORDS CENTER PERSONNEL ONLY</b>   |              |  |  |  |  |
| DISPOSITION AUTHORIZATION  |              |  |  |  |  |
| CITE SCHEDULE OR AUTHORITY<br><br><b>93-67-3    ITEM 4e</b>  |              |  |  | SCHEDULED DESTRUCTION DATE<br><br><b>PERMANENT</b>   |  |
| BUILDING   | ROOM         | EXTENSION  | DATE   |  |  |
|  | <b>1D-08</b> |  | <b>30 JULY 71</b>  |  |  |

25X1

25X1

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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 |
|                    |     |     |     |     |     |     |     |     |     |     |     |     |       |
|                    |     |     |     |     |     |     |     |     |     |     |     |     |       |
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|                    |     |     |     |     |     |     |     |     |     |     |     |     |       |

STORAGE LOCATION

|         |      |     |       |
|---------|------|-----|-------|
| JOB NO. | AREA | ROW | SPACE |
| 72-B-63 |      |     |       |

DISPOSAL ACTIVITY

|         |          |        |         |               |
|---------|----------|--------|---------|---------------|
| OFFICE  | DIVISION | BRANCH | SECTION | DISPOSAL DATE |
| 72-B-63 |          |        |         | Perm          |
| OSA     |          |        |         |               |

AUTHORITY FOR DISPOSAL

|                        |      |      |
|------------------------|------|------|
| SCHEDULE NO. (or List) | PAGE | ITEM |
| 93-67-3                |      | 4E   |

REMARKS

RECEIPT PROCESSING

|            |                   |                    |          |
|------------|-------------------|--------------------|----------|
| CUBIC FEET | NO. OF CONTAINERS | TYPE OF CONTAINERS | DATE     |
| 7          | 7                 | R.C.               | 5 August |

**SECRET**

29 July 1971

| RECORDS SHELF LIST   |  |        | JOB NO.<br><b>72-B-63</b>           |
|--|--|--------|-------------------------------------|
| <i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i> |  |        | TOTAL NO. OF CONTAINERS<br><b>7</b> |
| OFFICE   | DIVISION   | BRANCH | SECTION                             |
| <b>Compt/OSA/DDS&amp;T</b>   | <b>B&amp;FD</b>  |        |                                     |
| CONTAINER NO.  | DESCRIPTION AND DATES  |        |                                     |
| <b>Item 4e</b><br><b>Box # 1</b>   | <div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> <b>ACCOUNTING</b>   |        | <b>25X1</b>                         |
|  | <p style="text-align: center;"><b>Jan. 1969 Voucher No. 1103 thru June 1969 Voucher No. 2145</b></p> <p style="text-align: center;"><b>and Bank Account Records with Checks.</b></p> <p><b>Check Nos. 101 Sept. 1966 thru 400 Apt. 1967</b><br/> " " 401 Apr. 1967 thru 700 Nov. 1967<br/> " " 701 Nov. 1967 thru 1003 June 1968<br/> " " 101 June 1968 thru 400 Jan. 1969<br/> " " 401 Jan. 1969 thru 699 Aug. 1969<br/> " " 701 Sept. 1969 thru 1000 May 1970.</p> |        |                                     |

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|--|---|--------|-------------------------------------|
| <i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i> |   |        | TOTAL NO. OF CONTAINERS<br><b>7</b> |
| OFFICE   | DIVISION  | BRANCH | SECTION                             |
| <b>Compt/OSA/DDS&amp;T</b>   | <b>B&amp;FD</b>   |        |                                     |
| CONTAINER NO.  | DESCRIPTION AND DATES   |        |                                     |
| Item 4e<br><br>Box # 2   | <div style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></div> <u>STATION ACCOUNTINGS</u><br>July 1969 Voucher No. 1 - Feb. 1970 Voucher No. 1140<br>with Separate Cover attachment T/M No. 520437. |        |                                     |

25X1

| RECORDS SHELF LIST   |   |        | JOB NO.                 |
|--|---|--------|-------------------------|
| <i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i> |   |        | 72-B-63                 |
|  |   |        | TOTAL NO. OF CONTAINERS |
|  |   |        | 3 OF 7                  |
| OFFICE   | DIVISION  | BRANCH | SECTION                 |
| COMPT OSA DD S&T   | BFD   |        |                         |
| CONTAINER NO.  | DESCRIPTION AND DATES   |        |                         |
| Item 4e  | STATION ACCOUNTINGS <span style="float: right;">25X1</span>   |        |                         |
| #3   | <ul style="list-style-type: none"> <li>* Voucher Register FY 1965</li> <li>* Cash Journal FY 1965</li> <li>* Expense - FY 1965</li> <li>* Expense - Other Accounts FY 1965</li> <li>* Voucher Register FY 1964</li> <li>* Previous Fiscal Years:</li> <li>* Cash Journal FY 1964</li> <li>* Records, Finance FY 1963 &amp; Prior</li> <li>* Records Expense and Other Accounts FY 1966 &amp; 1967</li> <li>* * * * *</li> <li>March 1970 Voucher No. 1141 thru June 1970 Voucher No. 1731</li> <li><u>New Item:</u> Travel Orders Misc, Air Line Refunds &amp; FY -72<br/>thru 3/30/72</li> <li>* Items removed and microfilmed, 19 Dec 72. Film will be<br/>located in Job nbr. 73-B-390, Box Nbr. 3.</li> </ul> |        |                         |

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|--|--|--------|-------------------------------------|
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| OFFICE   | DIVISION   | BRANCH | SECTION                             |
| <b>Compt/OSA/DDS&amp;T</b>   | <b>B&amp;FD</b>  |        |                                     |
| CONTAINER NO.  | DESCRIPTION AND DATES  |        |                                     |
| <b>Item 4e</b><br><b>Box # 4</b>   | <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <b>STATION ACCOUNTINGS - ORIGINAL VOUCHERS</b><br><br><b>Voucher No. 70-1 July 1969 thru Voucher No. 70-638 Nov. 1969</b> |        |                                     |

25X1

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| RECORDS SHELF LIST   |   |        | JOB NO.<br><b>72-B-63</b>           |
|--|---|--------|-------------------------------------|
| <i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i> |   |        | TOTAL NO. OF CONTAINERS<br><b>7</b> |
| OFFICE   | DIVISION  | BRANCH | SECTION                             |
| <b>Compt/OSA/DDS&amp;T</b>   | <b>B&amp;FD</b>   |        |                                     |
| CONTAINER NO.  | DESCRIPTION AND DATES   |        |                                     |
| <b>Item 4e</b>   | <input type="text"/> <b>STATION ACCOUNTINGS - ORIGINAL VOUCHERS</b>   |        | <b>25X1</b>                         |
| <b>Box # 5</b>   | <b>Voucher No. 70-639 Nov. 1969 thru Voucher No. 1300 March 1970.</b> |        |                                     |

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| RECORDS SHELF LIST   |   |        | JOB NO.<br><b>72-B-63</b>           |
|--|---|--------|-------------------------------------|
| <i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i> |   |        | TOTAL NO. OF CONTAINERS<br><b>7</b> |
| OFFICE   | DIVISION  | BRANCH | SECTION                             |
| <b>Compt/OSA/DDS&amp;T</b>   | <b>B&amp;FD</b>   |        |                                     |
| CONTAINER NO.  | DESCRIPTION AND DATES   |        |                                     |
| <b>Item 4e</b><br><br><b>Box # 6</b>   | <div style="border: 1px solid black; display: inline-block; width: 80px; height: 15px; vertical-align: middle;"></div> <b>STATION ACCOUNTINGS - ORIGINAL VOUCHERS</b> <span style="float: right;">25X1</span> |        |                                     |
|  | <b>Voucher No. 1301 April 1970 thru Voucher No. 1678 June 1970</b>  |        |                                     |
|  | THE FOLLOWING ITEMS FORMERLY RETIRED UNDER JOB NBR 67-B-981 box 9 of 9<br><br>LAC KK-1010 TWO FOLDERS   |        |                                     |



29 July 1971

|  |  |        |                                     |
|--|--|--------|-------------------------------------|
| <b>RECORDS SHELF LIST</b>  |  |        | JOB NO.<br><b>72-B-63 - 3, 2, 0</b> |
| <i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i> |  |        | TOTAL NO. OF CONTAINERS<br><b>7</b> |
| OFFICE<br><b>Compt/OSA/DDS&amp;T</b>   | DIVISION<br><b>B&amp;FD</b>  | BRANCH | SECTION                             |
| CONTAINER NO.  | DESCRIPTION AND DATES  |        |                                     |
| <b>Item 4e</b><br><br><b>Box # 7</b>   | <b>STATION ACCOUNTINGS</b><br><br><div style="border: 1px solid black; width: 100px; height: 150px; margin: 0 auto;"></div> <b>1 Dec. 1969 thru 30 Nov. 1970</b><br><br>" " "<br>" " "<br>" " "<br>" " " |        |                                     |

25X1