

**SECRET**  
(When Filled In)

RAO

<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>74-B-173</b> <i>For Reference Service on Records Transferred to Storage Complete Form 490 and Refer to Above Job Number.</i>	
<b>PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)</b>					
<b>TO:</b> CHIEF, ARCHIVES AND RECORDS CENTER		<b>FROM:</b> (Office) <b>OSA/DDS&amp;T</b>		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.)					
<b>THESE FILES CONSIST OF STATION VOUCHERS, RECEIPTS, SCHEDULES, AND OTHER SUPPORTING DATA APPLICABLE TO FINANCIAL ACCOUNTINGS.</b>					
<input type="checkbox"/> SHELF LIST ATTACHED			<input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER		
CLASSIFICATION OF RECORDS  <b>TS-B</b>			FILE EQUIPMENT OCCUPIED BY RECORDS <input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (Specify) <input checked="" type="checkbox"/> LEGAL <input type="checkbox"/> NUMBER OF DRAWERS <b>1</b>		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
LOCATION OF RECORDS					
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN	
	<b>1D-08</b>		<b>5 SEPT 73</b>		
<b>PART II (TO BE COMPLETED BY THE RECORDS ADMINISTRATION OFFICER)</b>					
TYPE OF MATERIAL <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				SCHEDULED DESTRUCTION DATE	
<b>93-67-3 ITEM 4e</b>				<b>PERMANENT</b>	
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN	
	<b>1D-08</b>		<b>5 SEPT 73</b>		

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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.	AREA	ROW	SPACE
74-B-173			

DISPOSAL ACTIVITY

OFFICE	DIVISION	BRANCH	SECTION	DISPOSAL DATE
74-B-173 OSA				PERM

AUTHORITY FOR DISPOSAL

SCHEDULE NO. (or List)	PAGE	ITEM
		4E

25X1

REMARKS

RECEIPT PROCESSING

CUBIC FEET	NO. OF CONTAINERS	TYPE OF CONTAINERS	DATE RECEIVED
2	2	RC	18 Sept 1973

FOLD  
HERE

FOLD  
HERE

25X1

**SECRET**

RECORDS SHELF LIST			JOB NO. <b>74B-173</b>
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS <b>2</b>
OFFICE	DIVISION	BRANCH	SECTION
<b>DDS&amp;T</b>	<b>OEL THRU OSA</b>	<b>B&amp;FD</b>	
CONTAINER NO.	DESCRIPTION AND DATES		
<b>Box 1</b> <b>Item 4e</b>	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block; vertical-align: middle;"></div> <u>STATION ACCOUNTING</u>		
	<p>Voucher #1131 thru #1711 - covering period 1 March 1972 thru 30 June 1972 and Voucher #1 thru 176 - covering period 1 July 1972 thru August 1972.</p>		

25X1

RECORDS SHELF LIST				JOB NO. <b>74-B-173</b>
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>				TOTAL NO. OF CONTAINERS <b>2</b>
OFFICE	DIVISION	BRANCH	SECTION	
<b>DDS&amp;T</b>	<b>OEL THRU OSA</b>	<b>B&amp;FD</b>		
CONTAINER NO.	DESCRIPTION AND DATES			
<b>Box 2</b> <b>Item 4e</b>	<div style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></div> <b><u>STATION ACCOUNTING</u></b>			<b>25X1</b>
	<p><b>Voucher #177 thru Voucher #842 - covering period August 1972 thru 28 February 1973.</b></p>			