

SECRET
(When Filled In)

OSA/RMO

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-624	
For Reference: Advice 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) DD S&T		OSA	
		BRANCH B&FD		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.)					
These files consist of station vouchers, receipts, schedules, and other supporting data applicable to financial accountings.					
<input type="checkbox"/> SHELF LIST ATTACHED			<input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER		
CLASSIFICATION OF RECORDS			FILE EQUIPMENT OCCUPIED BY RECORDS		
S/B			<input checked="" type="checkbox"/> LETTER <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> LEGAL _____ NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
LOCATION OF RECORDS					
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN	
	1 D 08		29 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 OSA/DD S&T AND RECORDS CENTER PERSONNEL ONLY"					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY				SCHEDULED DESTRUCTION DATE	
93-67-3 ITEM # 4 e				PERMANENT	
BUILDING	ROOM	EXTENSION	DATE	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> 25X1 </div>	
	1 D 08		29 MAR 74		

25X1

25X1

25X1

46)

RECORDS SHELF LIST			JOB NO. 74-B-624
NOTE: Prepare in Triplicate and submit original and one to Records Center			TOTAL NO. OF CONTAINERS LOF2
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	B&FD	
CONTAINER NO.	DESCRIPTION AND DATES		
Box 1 Item 4e	<input type="text"/> TRAVEL VOUCHERS, DISBURSEMENT VOUCHERS, ETC.		25X1
	Voucher No. 661, Dec. 1971 thru Voucher No. 1377, June 1972.		
	Miscellaneous Folder		

RECORDS SHELF LIST			JOB NO. 74-B-624
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS 2 OF 2
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	B&FD	
CONTAINER NO.	DESCRIPTION AND DATES		
Box 2 Item 4e	[REDACTED] - TRAVEL VOUCHERS, DISBURSEMENT VOUCHERS, ETC. 25X1 Voucher No. 1, July 1972 thru Voucher No. 591, Oct. 1972 Copies of Receipts 230001 - 230100 Travel Request FY 1972 Miscellaneous Travel info regarding vouchers, cables, FR, etc.		