

SECRET
(When Filled In)

RND

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.				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: CHIEF, ARCHIVES AND RECORDS CENTER		FROM: (Office) DDS&T		JOB NO. 74-B-667	
		BRANCH BUDGET & FINANCE		DIVISION OSA	
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.)					
<u>VOUCHER FILES</u>					
The files consist of approved vouchers, with supporting documentation. These files are maintained by voucher number. These files also contain travel vouchers.					
<input type="checkbox"/> SHELF LIST ATTACHED		<input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER			
CLASSIFICATION OF RECORDS TS-B			FILE EQUIPMENT OCCUPIED BY RECORDS <input checked="" type="checkbox"/> LETTER <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> LEGAL 5 NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
LOCATION OF RECORDS					
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN	
	1-D-08		19 Apr. 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/DDS&T AND RECORDS CENTER PERSONNEL ONLY"					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY				SCHEDULED DESTRUCTION DATE	
93-67-3 Item # 4b				PERMANENT	
BUILDING	ROOM	EXTENSION	DATE	ON	
	1-D-08		19 Apr. 7	25X1	

25X1

25X1
25X1
25X1

RECORDS SHELF LIST			JOB NO. 74-B-667
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS 1 of 10
OFFICE DDS&T	DIVISION OSA	BRANCH B&FD	SECTION
CONTAINER NO.	DESCRIPTION AND DATES		
Item 4b Box 1	VOUCHERS Voucher No. 3601, 1 Dec. 1972 thru Voucher No. 4500, 11 Jan. 1973		

RECORDS SHELF LIST			JOB NO.
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			74-B-667
			TOTAL NO. OF CONTAINERS
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	B&FD	2 of 10
CONTAINER NO.	DESCRIPTION AND DATES		
Item 4b Box 2	<p style="text-align: center;">VOUCHERS</p> <p>Voucher No. 4501, 11 Jan. 1973 thru Voucher No. 5300, 20 Feb. 1973.</p>		

RECORDS SHELF LIST			JOB NO. 74-B-667
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS 3 of 10
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	B&FD	
CONTAINER NO.	DESCRIPTION AND DATES		
Item 4b Box 3	VOUCHERS Voucher No. 5301, 20 Feb. 1973 thru Voucher No. 6000, 21 Mar. 1973		

RECORDS SHELF LIST			JOB NO. 74-B-667
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS 4 of 10
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	B&FD	
CONTAINER NO.	DESCRIPTION AND DATES		
Item 4b Box 4	VOUCHERS Voucher No. 6001, 21 Mar. 1973 thru 6800, 20 April 1973.		

RECORDS SHELF LIST			JOB NO. 74-B-667
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS x 5 of 10
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	B&FD	
CONTAINER NO.	DESCRIPTION AND DATES		
Item 4b Box 5	VOUCHERS Voucher No. 6801, 20 April 1973 thru Voucher no. 7600, 24 May 1973.		

RECORDS SHELF LIST			JOB NO. 74-B-667
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS 6 of 10
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	B&FD	
CONTAINER NO.	DESCRIPTION AND DATES		
Item 4b Box 6	VOUCHERS Voucher No. 7601, 24 May 1973 thru Voucher No. 8500, 29 June 1973.		

RECORDS SHELF LIST			JOB NO. 74-B-667
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS 7 of 10
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	B&FD	
CONTAINER NO.	DESCRIPTION AND DATES		
Item 4b Box 7	VOUCHERS Voucher No. 8501, 29 June 1973 thru Voucher No. 0800, 7 Aug. 1973		

RECORDS SHELF LIST			JOB NO. 74-B-667
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS 8 of 10
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	B&FD	
CONTAINER NO.	DESCRIPTION AND DATES		
Item 4b Box 8	<p style="text-align: center;">VOUCHERS</p> <p>Voucher No. 0801, 7 Aug. 1973 thru Voucher No.1800, 20 Sept. 1973.</p>		

RECORDS SHELF LIST			JOB NO.
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			74-B-667
			TOTAL NO. OF CONTAINERS 9 of 10
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	DDC B&FD	
CONTAINER NO.	DESCRIPTION AND DATES		
Item 4b Box 9	<p style="text-align: center;">VOUCHERS</p> <p>Voucher No. 1801, 20 Sept. 1973 thru Voucher No. 2700, 2 Nov. 1973</p>		

RECORDS SHELF LIST			JOB NO. 74-B-667
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS 10 of 10
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	B&FD	
CONTAINER NO.	DESCRIPTION AND DATES		
Item 4b Box 10	VOUCHERS Voucher No. 2701, 2 Nov. 1973 thru Voucher No. 3400, 30 Nov. 1973		