

SECRET
(When Filled In)

RM

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. 75-B-304	
				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: <i>(Office)</i>	DDS&T	DIVISION	OSA	
	BRANCH	B&FD/OSA	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.)					
STATION ACCOUNTING FILES					
THESE FILES CONSIST OF STATION VOUCHERS, RECEIPTS, SCHEDULES, AND OTHER SUPPORTING DATA APPLICABLE TO FINANCIAL ACCOUNTING.					
<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 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	
	1D-08		12/20/74		
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 AND RECORDS CENTER PERSONNEL ONLY					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY 93-87-3 ITEM 4e				SCHEDULED DESTRUCTION DATE PERMANENT	
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS ADMINISTRATION	
	1D-08		12/20/74		
FO 11 PREVIOUS EDITIONS					
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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. 75-B-394			AREA		ROW			SPACE					
DISPOSAL ACTIVITY													
OFFICE 75-B-394 OSA			DIVISION			BRANCH			SECTION			DISPOSAL DATE PERM	
AUTHORITY FOR DISPOSAL													
SCHEDULE NO. (or List)					PAGE					ITEM			
										4E			
REMARKS													
RECEIPT PROCESSING													
CUBIC FEET		NO. OF CONTAINERS		TYPE OF CONTAINERS			DATE RECEIVED						
1		1		RC			24 Dec 1974			25X1			

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Next 1 Page(s) In Document Denied