 OSA /RMO

SECRET
(When Filled In)

RECORDS RETIREMENT REQUEST

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.

ASSIGNED BY RECORDS CENTER

JOB NO. 75-B-223

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:	FROM: (Office)	DIVISION
CHIEF, ARCHIVES AND RECORDS CENTER	DDS&T	OSA
	BRANCH: BFD	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 ACCOUNTINGS.

☐ SHELF LIST ATTACHED ☐ SHELF LIST INCLUDED IN TRANSFER

CLASSIFICATION OF RECORDS: TS-B

FILE EQUIPMENT OCCUPIED BY RECORDS: ☐ LETTER ☐ OTHER *(Specify)* ☐ LEGAL 2.5 NUMBER OF DRAWERS

APPROXIMATE REFERENCE ACTIVITY PER MONTH

LOCATION OF RECORDS

BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN
[redacted]	1-D-08	[redacted]	4 OCT 74	25X1 25X1

PART II *(TO BE COMPLETED BY THE RECORDS ADMINISTRATION OFFICER)*

☐ RECORD ☒ 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 # 4E	PERMANENT

	ROOM	EXTENSION	DATE	
[redacted]	1-D-08	[redacted]	4 OCT 74	[redacted] 25X1 25X1

11-69 USE PREVIOUS EDITIONS

SECRET

SECRET
(When Filled In)

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
75-B-223			

FOLD HERE

FOLD HERE

DISPOSAL ACTIVITY

OFFICE	DIVISION	BRANCH	SECTION	DISPOSAL DATE
75-B-223 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	RECEIVED BY
5	5	RC	10 Oct 1974	

25X1

SECRET

RECORDS SHELF LIST

NOTE: Prepare in Triplicate and submit original and one to Records Center

JOB NO. 75-B-223
75-B-223

TOTAL NO. OF CONTAINERS
1 of 5

OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	Budget & Finance	

CONTAINER NO.	DESCRIPTION AND DATES	10/4/74
Item 4e	FINANCIAL VOUCHERS WITH SEPARATE COVER ATTACHMENTS	25X1
Box 1	Voucher Nos. 692 to 782-72	
	" " 783 to 887-72	
	" " 888 to 1005-72	
	" " 1006 to 1116-72	
	" " 1117 to 1229-72	
	" " 1230 to 1358-72	

FORM 2-70 140a USE PREVIOUS EDITION. (22)

RECORDS SHELF LIST

NOTE: Prepare in Triplicate and submit original and one to Records Center

JOB NO. 75-B-223

TOTAL NO. OF CONTAINERS 2 of 5

OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	Budget & Finance	

CONTAINER NO.	DESCRIPTION AND DATES	10/4/74
Item 4e	FINANCIAL VOUCHERS WITH SEPARATE COVER ATTACHMENTS	25X1
Box 2	Voucher Nos. 1 to 107-73	
	" " 108 to 249-73	
	" " 250 to 351-73	
	" " 352 to 467-73	
	" " 468 to 577-73	
	" " 578 to 699-73	

FORM 2-70 140a USE PREVIOUS EDITION. (22)

RECORDS SHELF LIST

NOTE: Prepare in Triplicate and submit original and one to Records Center

JOB NO. 75-B-223

TOTAL NO. OF CONTAINERS 3 of 5

OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	Budget & Finance	

CONTAINER NO.	DESCRIPTION AND DATES	10/4/74
Item 4e	FINANCIAL VOUCHERS WITH SEPARATE COVER ATTACHMENTS	25X1
Box 3	Voucher Nos. 700 to 792-73	
	" " 793 to 888-73	
	" " 889 to 992-73	
	" " 993 to 1107-73	
	" " 1108 to 1219-73	
	" " 1220 to 1360-73	

FORM 2-70 140a USE PREVIOUS EDITION. (22)

RECORDS SHELF LIST

NOTE: Prepare in Triplicate and submit original and one to Records Center

JOB NO.	TOTAL NO. OF CONTAINERS
75-B-223	4 of 5

OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	Budget & Finance	

CONTAINER NO.	DESCRIPTION AND DATES	10/4/74
Item 4e	FINANCIAL VOUCHERS WITH SEPARATE COVER ATTACHMENTS	25X1
Box 4	Voucher Nos. 1 to 149-74	
	" " 150 to 372-74	
	" " 373 to 462-74	
	" " 463 to 608-74	
	" " 609 to 714-74	
	" " 715 to 843-74	
	" " 844 to 979-74	

FORM 2-70 140a USE PREVIOUS EDITION.

(22)

RECORDS SHELF LIST

NOTE: Prepare in Triplicate and submit original and one to Records Center

JOB NO. 75-B-223

TOTAL NO. OF CONTAINERS 5 of 5

OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	Budget & Finance	

CONTAINER NO.	DESCRIPTION AND DATES	10/4/74
Item 4e	FINANCIAL VOUCHERS WITH SEPARATE COVER ATTACHMENTS	25X1
Box 5	Voucher Nos. 980 to 1080-74	
	" " 1081 to 1201-74	
	" " 1208 to 1328-74	
	" " 1329 to 1436-74	
	" " 1437 to 1572-74	
	" " 1 to 138-75	
	" " 139 to 260-75	

FORM 2-70 140a USE PREVIOUS EDITION. (22)