

**SECRET**  
(When Filled In)

<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>73 B 390</b>	
				For Reference Service on Records Transferred to Storage Complete Form 490 and Refer to Above Job Number.	
<b>PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)</b>					
<b>TO:</b> CHIEF, ARCHIVES AND RECORDS CENTER	<b>FROM:</b> <i>(Office)</i>	<b>DDS&amp;T</b>	<b>DIVISION</b> <b>OSA</b>		
	<b>BRANCH</b>	<b>FINANCE</b>	<b>SECTION</b>		
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		
<b>CLASSIFICATION OF RECORDS</b>  <b>TS-B</b>			<b>FILE EQUIPMENT OCCUPIED BY RECORDS</b> <input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> LEGAL <b>1.5</b> NUMBER OF DRAWERS		
<b>APPROXIMATE REFERENCE ACTIVITY PER MONTH</b>					
<b>LOCATION OF RECORDS</b>					
<b>BUILDING</b>	<b>ROOM</b>	<b>EXTENSION</b>	<b>DATE</b>	<b>SIGNATURE OF RECORDS CUSTODIAN</b>	
	<b>1D-08</b>		<b>21 DEC 72</b>	<b>25X1</b>	
<b>PART II (TO BE COMPLETED BY THE RECORDS ADMINISTRATION OFFICER)</b>					
<b>TYPE OF MATERIAL</b> <input type="checkbox"/> RECORD <input checked="" type="checkbox"/> <b>NON-RECORD</b>					
<b>RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")</b>  <b>TO BE OPENED BYS OSA AND RECORDS CENTER PERSONNEL ONLY</b>					
<b>DISPOSITION AUTHORIZATION</b>					
<b>CITE SCHEDULE OR AUTHORITY</b>  <b>93-67-3 ITEM 4e</b>				<b>SCHEDULED DESTRUCTION DATE</b>  <b>PERMANENT</b>	
<b>BUILDING</b>	<b>ROOM</b>	<b>EXTENSION</b>	<b>DATE</b>		
	<b>1D-08</b>		<b>21 DEC 72</b>	<b>25X1</b> <b>25X1</b>	



15 December 1972

RECORDS SHELF LIST			JOB NO. <b>73-B-390</b>
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS <b>3</b>
OFFICE	DIVISION	BRANCH	SECTION
<b>OSA/DDS&amp;T</b>	<b>B&amp;FD</b>		
CONTAINER NO.	DESCRIPTION AND DATES		
<b>Item 4e</b>	<input type="text"/> <b><u>BASE ACCOUNTINGS AND VOUCHERS</u></b>		
<b>box # 1</b>	<b>Voucher No. 1 - July 1970 through Voucher No. 1286 - March 1971</b>		
	<input type="text"/> <b>Receipts - July 1970 - June 1971</b>		

25X1

25X1

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OFFICE	DIVISION	BRANCH	SECTION
<b>OSA/DDS&amp;T</b>	<b>B&amp;FD</b>		
CONTAINER NO.	DESCRIPTION AND DATES		
<b>Item 4e</b>  <b>box # 2</b>	<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> <b>ACCOUNTINGS AND VOUCHERS</b>		<b>25X1</b>
	<p><b>Voucher No. 1287 - March 1971 through Voucher No. 1850 - June 1971</b></p> <p><b>Voucher No. 1 - July 1971 through Voucher No. 660 - Nov. 1971</b></p>		

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<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS 3
OFFICE	DIVISION	BRANCH	SECTION
OSA/DDS&T	B&FD		
CONTAINER NO.	DESCRIPTION AND DATES		
Item 4e	[ ] <u>BASE ACCOUNTINGS AND VOUCHERS</u> 25X1		
box # 3	Miscellaneous Staging - EVENSTEVEN		
	Advance Accounting Sub.		
	[ ] Acctg. Aug. 1970 through Dec. 1970	25X1	
	Shell Oil Bulk		
	Travel Requests FY-71		
	[ ] - Bank Accounts	25X1	
	Paid Checks and Check Stubs.		
	[ ] Station Accounting and Ledgers FY-57 thru FY-71	25X1	
	on Micro-Film(Two Reels ea. Origs.)		