

**SECRET**  
(When Filled In)

OSA/RMO

<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>75-B-243</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>					
TO: CHIEF, ARCHIVES AND RECORDS CENTER		FROM: <b>DDSGT OSA</b> <small>(Office)</small>		DIVISION <b>SS/PD</b>	
		BRANCH		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.)					
<p>These files consist of papers, documents, pertaining to the assignment, training, processing, travel, contracts, services, and benefits of personnel involved in special operational activities of OSA. These files are maintained alphabetically by name of employee.</p>					
<input type="checkbox"/> SHELF LIST ATTACHED				ILLEGIB	
CLASSIFICATION OF RECORDS			FILE EQUIPMENT OCCUPIED BY RECORDS		
<b>TS B</b>			<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	
<b>PART II (TO BE COMPLETED BY THE RECORDS ADMINISTRATION OFFICER)</b>					
TYPE OF MATERIAL					
<input type="checkbox"/> RECORD <input checked="" type="checkbox"/> NON-RECORD					
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")					
<b>TO BE OPENED BY THE D/OSA, PD/C/SS DIVISIONS ONLY</b>					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY				SCHEDULED DESTRUCTION DATE	
<b>93-67-3 ITEM 6 (3) (a)</b>				<b>PERMANENT</b>	
B1	ROOM	EXTENSION	DATE		
	<b>1 D 08</b>		<b>11-OCT 74</b>		



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