

SECRET
(When Filled In)

USA / RAO

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-301	
				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		DIVISION OSA	
		BRANCH FINANCE		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>STATION ACCOUNTING FILES</p> <p>THESE FILES CONSIST OF STATION VOUCHERS, RECEIPTS, SCHEDULES, AND OTHER SUPPORTING DATA APPLICABLE TO FINANCIAL ACCOUNTING.</p>					
<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 3 NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
LOCATION OF RECORDS					
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN	
	1D-08		11/7/74		
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				SCHEDULED DESTRUCTION DATE	
93-67-3 ITEM 4E				PERMANENT	
BUILDING	ROOM	EXTENSION	DATE	25X1 25X1	
	1D-08		11/7/74		

RECORDS SHELF LIST			JOB NO. 75-B-301
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS 6
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	FINANCE	
CONTAINER NO.	DESCRIPTION AND DATES		
1	<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: right;">FINANCE</p> <p>Monthly vouchers from July 1973 thru April 1974 Voucher Numbers 1 thru 953</p>		

25X1

RECORDS SHELF LIST			JOB NO. 75-B-301
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS 16
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	FINANCE	
CONTAINER NO.	DESCRIPTION AND DATES		
2	<div style="border: 1px solid black; width: 400px; height: 20px; margin-bottom: 10px;"></div> FINANCE Monthly Vouchers from November 1972 thru June 1973 Voucher Numbers 592 thru 1686		

25X1

RECORDS SHELF LIST			JOB NO. 75-B-301
NOTE: Prepare in Triplicate and submit original and one to Records Center			TOTAL NO. OF CONTAINERS 36
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	FINANCE	
CONTAINER NO.	DESCRIPTION AND DATES		
3			FINANCE 25X1
	MONTHLY VOUCHERS FROM MAY 1974 thru 14 OCT 1974 VOUCHER NOS 954 thru 1054 VOUCHER NUMBERS 1 thru 230 [] BANK ACCOUNT STATEMENTS		25X1
			25X1

RECORDS SHELF LIST			JOB NO. 75-B-30I
NOTE: Prepare in Triplicate and submit original and one to Records Center			TOTAL NO. OF CONTAINERS 56
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	FINANCE	
CONTAINER NO.	DESCRIPTION AND DATES		
4	<div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center; margin: 0;">FINANCE</p> <p>TCC Cash Journals 1973 & 1974 TCC Letters of Authorization Board of Governors Meetings 68 to 71 TCC Inventory Records NEX Receipts 1972 to 1974 TAS Receipts 1972 to 1974 Navy Commissary Receipts 1970 to 1974 Navy Commissary Requisitions 1970 to 74 Board of Governors MTGS 72 to 74 General Membership MTGS 69 to 74 Liquor Purchase Authorizations Receipts for August & September 74 Cash Journals & Ledgers 1971 Cash Journals & Ledgers 1970 Cash Journals & Ledgers 1972 T/A's 1974 & 1975 Copies FASD Hostel Data Folder Tech Rep Per Diem Data Folder Fuel Drum Acct Folder Authorization Folder #1 Authorization Folder #2</p>		

25X1

RECORDS SHELF LIST			JOB NO.
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			75-B-301
OFFICE	DIVISION	BRANCH	TOTAL NO. OF CONTAINERS
DDS&T	OSA	FINANCE	56
CONTAINER NO.	DESCRIPTION AND DATES		
5	<p>VOUCHER CONTROL REGISTER (ALL SUBSIDIARY LEDGER) PRIOR FISCAL YEAR</p> <p>STATION FINANCIAL BOOK (EXPENSE LEDGER & VOUCHERS & CASH REGISTRY</p> <p>CURRENT FISCAL YEAR EXPENSE LEDGER <input style="width: 100px; height: 20px;" type="text"/> 25X1</p> <p>CONTROL JOURNAL <input style="width: 100px; height: 20px;" type="text"/> 25X1</p> <p>VOUCHER REGISTER AND CONTROL JOURNAL <input style="width: 150px; height: 20px;" type="text"/> 25X1</p> <p>CASH ON HAND SUBSIDIARY LEDGER</p>		

RECORDS SHELF LIST			JOB NO. 75-B-301
NOTE: Prepare in Triplicate and submit original and one to Records Center			TOTAL NO. OF CONTAINERS 6
OFFICE	DIVISION	BRANCH	SECTION
DDS&T	OSA	FINANCE	
CONTAINER NO.	DESCRIPTION AND DATES		
6	<div style="border: 1px solid black; width: 400px; height: 30px; margin-bottom: 10px;"></div> <p> FINANCE </p> <p> DEPENDANT PAY RECORDS DRIVER PAY RECORDS FAIRHALL JANITORIAL CONTRACT <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> FILE OLDER XXXXXX # 2 & 3 TRAVEL ORDERS FY 73 TRAVEL ORDER FY 74 CARBON FILE </p>		<p>25X1</p> <p>25X1</p>