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# RECORDS RETIREMENT REQUEST

ASSIGNED BY RECORDS CENTER

JOB NO. **63 116**

Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.

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, Records Center.

FROM: (Office) ~~DD/A~~ **DDS & T**

DIVISION **CGA**

BRANCH **Admin**

SECTION **Registry**

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A. RECORDS SHELF LIST (Check appropriate box below.)

### Financial Records and Technical Records.

*Historical value - Do not destroy*  
*2-25-70*  
*[Signature]*

SHELF LIST ATTACHED

SHELF LIST INCLUDED IN TRANSFER

### CLASSIFICATION OF RECORDS

**SECRET**

### FILE EQUIPMENT OCCUPIED BY RECORDS

LETTER  OTHER (specify)  
 LEGAL  NUMBER OF DRAWERS

### APPROXIMATE REFERENCE ACTIVITY PER MONTH

### LOCATION OF RECORDS

BUILDING <b>Headquarters</b>	ROOM <b>6B-440 6B-68</b>	EXTENSION <b>5820</b>	DATE	SIGNATURE OF RECORDS CUSTODIAN
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## PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)

### TYPE OF MATERIAL

RECORD  NON-RECORD

RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")

**TO BE OPERED BY CGA PERSONNEL ONLY.**

### DISPOSITION AUTHORIZATION

CITE SCHEDULE OR AUTHORITY

**NA**

BUILDING <b>Headquarters</b>	ROOM <b>6B-40</b>	EXTENSION	DATE <b>25 SEP 1962</b>	SIGNATURE OF AREA RECORDS OFFICER <b>2:25X1</b>
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