

NORTH ATLANTIC MILITARY COMMITTEE  
COMITE MILITAIRE DE L'ATLANTIQUE NORD

Standing Group

Groupe Permanent

SGM-509-56

20 July 1956

MEMORANDUM FOR: The Standing Group  
Standing Group Liaison Officer  
NATO Defense College  
Military Agency for Standardization  
Advisory Group for Aeronautical Research and  
Development  
European Military Communications Coordinating Cmte  
European Long Lines Agency  
European Radio Frequency Agency  
European Naval Communications Agency  
European Communications Security Agency

SUBJECT: Standard Document Boxes

Reference: a. SGM-388-56  
b. SGM-403-56  
c. SGM-406-56

1. In those cases where an agency is unable to microfilm its permanent records as directed in references a and b it is permitted to place them in standard records boxes. These records boxes are so designed as to be transferrable to a central records center or depot if such an installation is established in the future.

2. The standard records box is made of steel or one-inch normal wood material so that the inner volume is four feet by fifteen inches by ten and one-half inches without inner cleats or corner abutments. The sides and bottom are sealed and joined so that there are no cracks, and the top is hinged along one long edge so that it fits flush with no cracks. On the edge of the lid opposite the hinges is a hasp formed by a hinged metal strap and staple which may be fitted with a padlock. (See figure I, page 2)

3. When records are placed in such a records box, it will be marked neatly and legibly with the agency and type of records it contains together with the subject or category designations standard in that agency.

4. The storage of these records boxes will be in accordance with the provisions of C-M(55)15(FINAL). The positioning of the identifying legend will depend upon the method of stowing. When boxes are stacked one above another they should be separated by two-by-four pieces of wood of length sufficient to make a stable structure.

5. If there is sufficient space and there is a possibility that records may be referred often enough to make accessibility important, these boxes may be stacked so that the lids can swing open toward the floor. (See figure II, page 3)

FOR THE STANDING GROUP:

EUGENE A. SALET  
Colonel, USA  
Secretary

DIST: A B C E G H J-3

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DECLASSIFIED-PUBLIC DISCLOSURE IMSM-0431-99 DECLASSIFIE-MISE EN LECTURE PUBLIQUE

3/3.3

See 1

DECLASSIFIED-PUBLIC DISCLOSURE INSM-0431-99 DECLASSIFIE-MISE EN LECTURE PUBLIQUE

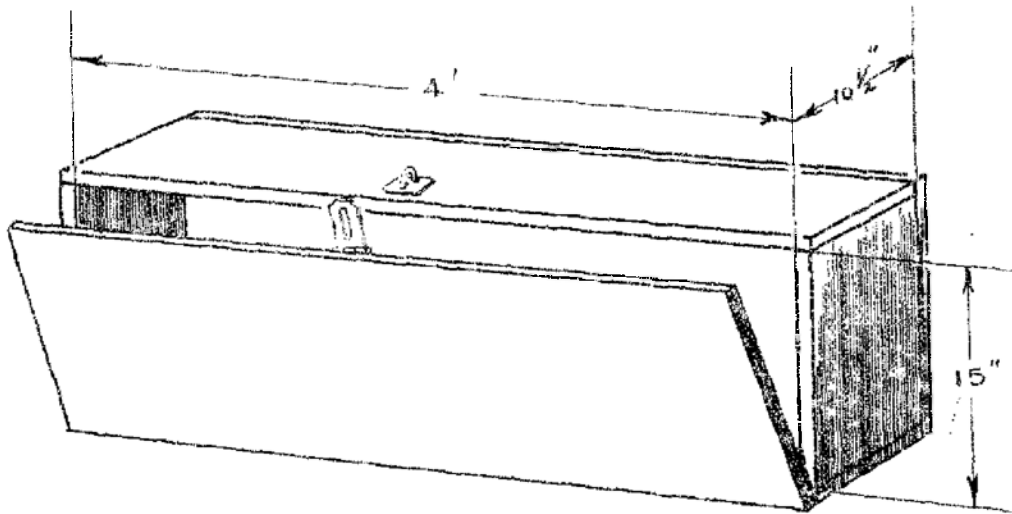
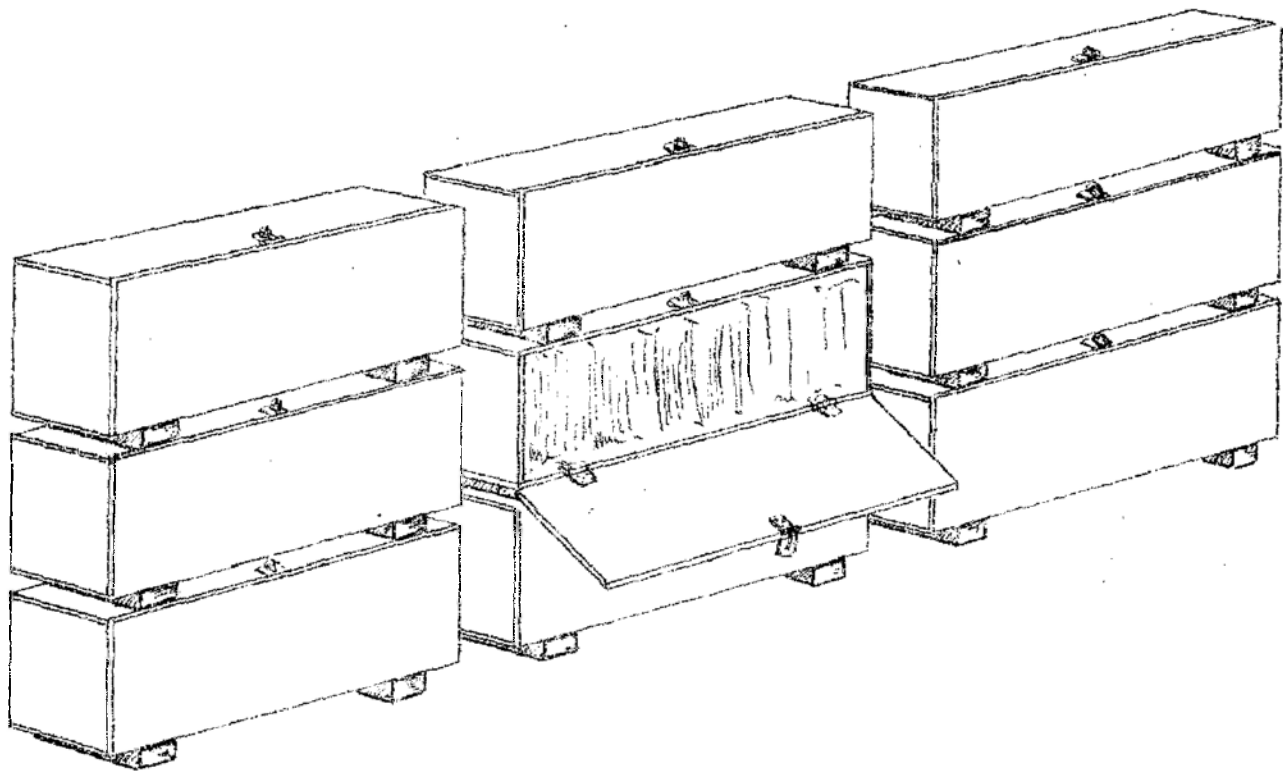


FIGURE 1

DECLASSIFIED-PUBLIC DISCLOSURE IMSM-0431-99 DECLASSIFIE-MISE EN LECTURE PUBLIQUE



**FIGURE II**