

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

19 items TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

430

LEAVE BLANK	
DATE RECEIVED JUL 9 1975	JOB NO NC - 430-76-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-26-75 (Date)	<i>James B. Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Energy Research and Development Administration

2. MAJOR SUBDIVISION
ERDA Offices and Cost-Type Contractors

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Robert K. Carpenter

5. TEL EXT
119-4151

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

6/27/75 *Loren L. Rademacher*
Date (Signature of Agency Representative) **Chief, Records Management Br., OC** (Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	Master Plan files consisting of maps, charts, drawings, and photographs <i>photographic prints</i> , together with supporting data, such as studies; reports; biological, geological, topographical and soil surveys and investigations; correspondence; and other data pertaining to the characteristics and layout of the installation.	NN-167-70(1)	
2.	Engineering and construction project files, consisting of documents created in connection with planning, design, and construction of specific projects: <ul style="list-style-type: none"> a. Project proposal files including pertinent maps, sketches, estimates, justification, authorizations, directives, and site selection survey records, including Title I documents when performed in support of directive. <ul style="list-style-type: none"> (1) Authorized project files for projects costing \$5,000,000 or more. <p align="center"><i>Destroy</i> 20 years after completion of project.</p> (2) Authorized project files for projects costing less than \$5,000,000. <p align="center"><i>Destroy</i> 10 years after completion of project.</p> 		

9/19/75
115-106 *Changes with approval of Centers*
1 Rademacher (PL) 10-1-75 M

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(3) Other files. <i>See tray when 10 years old.</i>		
	b. Construction Completion Reports. (1) For facilities unique to energy research. <i>Permanent. Offer to National Ar- chives 10 years after dismantlement (2) Others. of facility.</i> <i>DESTROY 20 years after dismantlement or disposal of facility.</i>	NN-167-70(3)	
3.	Copy of each pamphlet, report, leaflet, graphic presentation, motion picture film, or other published or processed document, and of the last manuscript report (if not published or processed) on management projects, together with supporting papers documenting project inception, scope, procedure, and accomplishments, exclusive of working papers. in item 4., below. <i>a sound recording, video recording,</i>	GRS 16,2	
	a. Documenting substantive programs and accomplishments. <i>Permanent. Offer to National Archives within 10 years</i>		
	b. Others. <i>Destroy when 6 years old</i>		
4.	Copies of management improvement reports and related analyses and feeder reports.	GRS 16,5	
	a. Documenting substantive programs and accomplishments. <i>Permanent. Offer to National Ar- chives within 10 years.</i>		
	b. Others. <i>Destroy when 6 years old,</i>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
5.	<p>Forms standardization and control.</p> <p>a. Form files containing data showing the inception and scope of the form, the program or administrative purpose served by the form, and the related procedures instituted, revised, superseded, or cancelled.</p> <p style="margin-left: 40px;"><i>Destroy</i> 10 years after form is discontinued, superseded, or cancelled.</p> <p>b. Form files other than those contained in files described in a., above, and related indexes.</p> <p style="margin-left: 40px;"><i>Destroy</i> When form is discontinued, superseded, or cancelled.</p>	GRS 16,4	
6.	<p>Records management files.</p> <p>a. Records disposal authorization files.</p> <p>(1) Case files of disposal authorization requests and approvals maintained by Headquarters staff office.</p> <p>(a) Continuing authorities.</p> <p style="margin-left: 40px;"><i>Destroy</i> 10 years after superseded or obsolete.</p> <p>(b) One-time authorities.</p> <p style="margin-left: 40px;"><i>Destroy when</i> 10 years old.</p>	NN-167-60	(1)
7.	<p>Experiment and test records for research and development projects (exclusive of weapons test records), as follows:</p> <p>a. Record print of edited still and motion picture film resulting from experiments and tests.</p> <p>(1) Films that show development of new and significant techniques, or relate to new and significant methodology, and materials.</p> <p style="margin-left: 40px;">Permanent. <i>Offer to National Archives within 25 years.</i></p>	NN-170-141	(3)

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8.	<p>(2) Others.</p> <p style="text-align: center;"><i>Destroy when 15 years old.</i></p> <p>Original tracings of drawings, specifications, and photographs of completed product or apparatus.</p> <p>a. Product or apparatus deemed by the ERDA, or contractor, or the National Archives to have exceptional value because of the highly significant nature of the research and development involved or uniqueness of the case file. Included are files that:</p> <p>(1) show development of new and significant techniques.</p> <p>(2) relate to new and significant methodology and materials.</p> <p style="text-align: center;"><i>Permanent. Offer to National Archives within 25 years.</i></p> <p>b. Others.</p> <p style="text-align: center;"><i>Destroy 10 years after disposal or release of product or apparatus from service.</i></p>	NN-170-1414(6)	
9.	<p>Source and special nuclear materials allotment files: Records documenting requests for annual allotment and special allotments of source and special nuclear materials, and actions taken by higher authority in concurring with or amending estimated requirements, and in establishing allotments.</p> <p>a. Files of offices responsible for the establishment of source and special nuclear materials allotments, together with related correspondence.</p> <p style="text-align: center;"><i>Destroy when 5 years old.</i></p>	II-NNA-1735, 1a	