# REQUEST FOR AUTHORITY

## TO DISPOSE OF RECORDS

### (See Instructions on Reverse)

**TO**

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

**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 CONFERR**

Robert K. Carpenter

**5. TEL EXT**

IDS 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.  

Loren L. Rademacher  
Chief, Records Management Br., OC

**7. ITEM NO**

**8. DESCRIPTION OF ITEM**

(With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Procurement files (as described in item 4., below) involving transactions of $25,000 or more and documenting the initiation and development of transactions that are highly unusual, highly significant, and substantially deviate from established precedents with respect to general agency procurement or major procurement programs.</td>
<td>GRS 3,1 Permanent. Offer to National Archives within 25 years.</td>
</tr>
<tr>
<td>2</td>
<td>Classified document control and accountability records.</td>
<td>INNA2984(4)</td>
</tr>
<tr>
<td></td>
<td>o. Reports of unaccounted-for documents, prepared to inform ERDA security offices of unaccounted-for classified documents, reflecting details concerning identification of documents, names of persons who had access, and other circumstances and details concerning the case.</td>
<td>Until document is found, or 1 year after date of report, whichever is later.</td>
</tr>
</tbody>
</table>

**9. SAMPLE OR JOB NO**

**10. ACTION TAKEN**

**LEAVE BLANK**

**DATE RECEIVED**

JUL 11 1975

**JOB NO**

NC-430-76-3

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10.

8-19-75  
Archivist of the United States

**STANDARD FORM 115**  
Revised January 1973  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11 4

115-106
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<td>3.</td>
<td>Records of cases involving violations of the Atomic Energy Act or other Federal laws of security interest, as covered by ERDAM 2601.</td>
<td></td>
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<td></td>
<td>a. Cases which are or were of widespread public, governmental, or Congressional interest.</td>
<td>Permanent, Offer to National Archives within 20 years.</td>
</tr>
<tr>
<td></td>
<td>b. Others.</td>
<td>25 years.</td>
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<tr>
<td>4.</td>
<td>Firearms Qualification Record, Form ERDA-614, containing scores obtained by guards, couriers, and auxiliary guards in qualifying for their positions.</td>
<td></td>
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<td></td>
<td>1 year.</td>
<td></td>
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<tr>
<td>5.</td>
<td>Reports of apparent losses (as defined in paragraph A.1. in ERDA Appendix 7401-C) of source or nuclear material.</td>
<td></td>
</tr>
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<td>a. Cases which are of widespread public, governmental, or Congressional interest, subject to review every 10 years to verify that reports should remain in that category.</td>
<td>Permanent, Offer to National Archives within 25 years.</td>
</tr>
<tr>
<td></td>
<td>b. Others, subject to review every 10 years to ascertain that report still represents an apparent loss.</td>
<td>25 years.</td>
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