

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

*7 items*

(See Instructions on Reverse)

*430*

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

LEAVE BLANK	
DATE RECEIVED JUL 11 1975	JOB NO <b>NC-430-76-3</b>
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	<i>James B. Rhoads</i> Archivist of the United States
(Date)	

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

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

*7/9/75*  
Date

*Loren L. Rademacher*  
Loren L. Rademacher  
(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.	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.	GRS 3,1	
	Permanent. <i>offer to National Archives within 25 years.</i>		
2.	Classified document control and accountability records.	IINNA2984(4)	
	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.		
	Until document is found, or 1 year after date of report, whichever is later.		

*Copy to Agency and all centers except NPRC, INC, 3NC-P, 6NC. 8-22-75*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3.	<p>Records of cases involving violations of the Atomic Energy Act or other Federal laws of security interest, as covered by ERDAM 2601.</p> <p>a. Cases which are or were of widespread public, governmental, or Congressional interest.</p> <p style="text-align: center;">Permanent. <i>Offer to National Archives within 25 years.</i></p> <p>b. Others.</p> <p style="text-align: center;">25 years.</p>		
4.	<p>Firearms Qualification Record, Form ERDA-614, containing scores obtained by guards, couriers, and auxiliary guards in qualifying for their positions.</p> <p style="text-align: center;">1 year.</p>		
5.	<p>Reports of apparent losses (as defined in paragraph A.1. in ERDA Appendix 7401-C) of source or nuclear material.</p> <p>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.</p> <p style="text-align: center;">Permanent. <i>Offer to National Archives within 25 years.</i></p> <p>b. Others, subject to review every 10 years to ascertain that report still represents an apparent loss.</p> <p style="text-align: center;">25 years.</p>		

APPRAISAL REPORT  
Disposal Job No. NC-430-76-3

Approved for Disposal:

The items for which disposal authority is requested are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

Approved for Permanent Retention:

Item 1 is approved for permanent retention because it documents procurement transactions which differ substantially from established agency programs, and which, as ERDA transactions, are exempt from GSA regulations. Items 3a and 5a are designated permanent because they concern violations of the Atomic Energy Act and apparent losses of nuclear material, which result in widespread public, governmental, or Congressional interest.

ERDA will offer these records to the National Archives within 25 years.

Appraiser: Peter N. Laugesen 8/14/75  
PETER N. LAUGESSEN Date

Approval Recommended: Thomas W. Wadlow 8/14/75  
THOMAS W. WADLOW Date  
Director  
Records Disposition Division

Approval Recommended: Meyer H. Fishbein 8/18/75  
MEYER H. FISHBEIN Date  
Director  
Records Appraisal Staff



UNITED STATES  
ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION  
WASHINGTON, D.C. 20545

JUL 9 1975

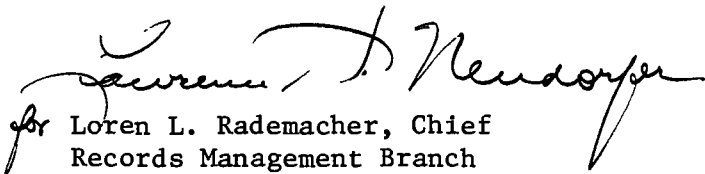
Mr. Thomas Wadlow, Director  
Disposition Division  
National Archives and  
Records Service (NCD)  
General Services Administration  
Washington, D.C. 20408

Dear Mr. Wadlow:

Enclosed for approval is a Standard Form 115 containing proposed revised records retention standards developed in the records review program prescribed by GSA Bulletin FPMR B-49 to restrict the use of permanent retention to archival records, and to assign the shortest practical retention period to non-archival or non-permanent records.

On Enclosure #2 we have provided the location in our records disposition handbook (ERDA Manual Appendix 0230) for each item on the SF-115.

Sincerely,

  
for Loren L. Rademacher, Chief  
Records Management Branch  
Office of the Controller

Enclosures:  
As stated



SF-115

Item No.

General Description of the Records

1. Procurement files (transactions of \$25,000 or more).
2. Reports of unaccounted-for classified documents.
3. Case files - violations of security laws.
4. Firearms Qualification Record.
5. Reports of apparent losses of source and nuclear material.

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ERDA Manual Appendix 0230

Annex B

Item No.

Annex C

Item No.

4

2

8

9o.

8

33a.&b.

8

34

6

37

13

10a.&b.

ENCLOSURE #2

July 31, 1975

NC-430-76-3

*7/31/75*

Director  
Records Disposition Division

The records disposition schedule of the Atomic Energy Commission and its successor agencies was prepared with the assistance of R.R. Bolton. Many permanent items in this schedule are case files which are not permanent in their entirety. For this reason, Mr. Bolton assisted AEC in developing criteria for the selection of a sample of records which document a function, policy, or program, rather than specific cases. Both AEC and NARS will participate in the selection, though we will presumably rely on the judgment of AEC officials if the records are highly technical.

In this disposal request ERDA has recommended permanent retention of items 1, 3a, and 5a, according to the criteria indicated. We believe that justifications for permanent retention of these items are in the descriptions on the SF-115. Records of the Justice Department include information pertaining to item 3a, (the Rosenberg case, for example) but ERDA records contain additional information not directly related to the legal aspects of violations of the Atomic Energy Act. Justice Department records may not include, for example, "inadmissible evidence".

For the reasons given above, we recommend approval of disposal request NC-430-76-3.

Peter N. Lauesen  
Records Disposition Division

*Note: ERDA is exempt from GSA procurement regulations.*

NC-430-76-3:

Item 3- ERDAM 2601 defines types of violations: Atomic Energy Act 1954, Internal Security Act 1950, Title 18 of USC, other federal statutes, etc.

Item 5- ERDA Appendix 7401-C refers to losses which involve a. Inability to locate nuclear material and b. nuclear material which is unaccounted for.

**GENERAL SERVICES ADMINISTRATION  
ROUTING SLIP**

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORRESPONDENCE SYMBOL					
1.											

<input type="checkbox"/> ALLOTMENT SYMBOL	<input type="checkbox"/> HANDLE DIRECT	<input type="checkbox"/> READ AND DESTROY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> IMMEDIATE ACTION	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> AS REQUESTED	<input type="checkbox"/> INITIALS	<input type="checkbox"/> SEE ME
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> NECESSARY ACTION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> CORRECTION	<input type="checkbox"/> NOTE AND RETURN	<input type="checkbox"/> YOUR COMMENT
<input type="checkbox"/> FILING	<input type="checkbox"/> PER OUR CONVERSATION	<input type="checkbox"/> YOUR INFORMATION
<input type="checkbox"/> FULL REPORT	<input type="checkbox"/> PER TELEPHONE CONVERSATION	<input type="checkbox"/>
<input checked="" type="checkbox"/> ANSWER OR ACKNOWLEDGE ON OR BEFORE <u>Aug. 11, 1975</u>		
<input type="checkbox"/> PREPARE REPLY FOR THE SIGNATURE OF _____		

REMARKS

Disposal Request NC-430-76-3

Comments:

*No objections.*

*M. Deutrich*

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORR. SYMBOL		BUILDING, ROOM, ETC.			
Peter Laugesen						NCD					
						TELEPHONE		DATE			
						X 22113		7/31/75			