

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

430

4 items

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

| LEAVE BLANK | |
|---|------------------------|
| DATE RECEIVED MAR 4 1976 | JOB NO NC1-430-76-8 |
| 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 | |
| 5-10-76 <i>James E. O'Neil</i> (Date) acting Archivist of the United States | |

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Energy Research and Development Administration
2. MAJOR SUBDIVISION
ERDA Offices
3. MINOR SUBDIVISION
4. NAME OF PERSON WITH WHOM TO CONFER
Robert K. Carpenter
5. TEL EXT
353-4152
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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

2/25/76
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. | <p>Budget files accumulated by ERDA Headquarters offices, divisions, and field organizations in the course of budgetary activities, including contractor, field organizations, and internal budget submissions covering construction, operations, equipment, and other cost estimates; instructions on budget preparation; work papers, together with related documents, and correspondence.</p> <p>a. Budget files, Office of the Controller.</p> <p>(1) File copy of instructions on budget preparation.</p> <p align="right">Permanent. Offer to NARS when 25 years old.</p> <p>(2) Budget estimates, narrative statements, related schedules and data submitted to OMB and the Congress including amendments and supplementals, assenting and dissenting commentary by major ERDA divisions, and relevant documentation. Offer to NARS when 25 years old.</p> <p>(3) All other Office of the Controller budget files.</p> <p align="right">Destroy 6 years after close of fiscal year covered by budget.</p> <p>b. All other budget files.</p> <p align="right">Destroy 6 years after close of fiscal year covered by budget.</p> | II-NNA-2777, item 1 | |

copy to Agency NEW 5-11-76

5/4/76 - Changes with approval of R. Carpenter (PK)