

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

3 items

430

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

LEAVE BLANK	
DATE RECEIVED JUL 19 1976	JOB NO NC 1-430-76-10
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	
<i>8-17-76</i> (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

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

7/15/76
Date
Loren L. Bademacher
Signature of Agency Representative

Chief, Records Management Branch, OC
(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	Program management files which document the official policy, standards, and procedures for administration of ERDA's security classification/declassification program. Included are the standards, classification guides, directives, rulings, opinions, and interpretations of Executive Orders and DOD directives, policy correspondence etc.	NN 169-67 item 1	
2.	Case files documenting security classification/declassification review actions taken on the basis of established policy, directives, regulations, and guides. Each case includes the request for classification/declassification review, statement of action taken, basis for the decision, comments of the reviewer, plus related and supporting correspondence. a. Cases which deviate from established policy and set a precedent for future actions, and cases reflecting unusual sensitivity (e.g., cases relating to the common defense and security). (1) ERDA Headquarters. Permanent. <i>offer to NARS when 30 years old.</i> (2) Field Organizations. <i>Copy to Agency & ALL ERDA's 8-15-76 (D)</i> Destroy when 10 years old.	NN 169-67 item 2	<i>to be kept permanently</i> <i>to be kept annually</i>

8/13/76. Changes with approval of R. Carpenter (ERDA).

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
	b. All other cases. Destroy when 10 years old.		