

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

430

1 item
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 Headquarters

3. MINOR SUBDIVISION

Division of Safeguards and Security

4. NAME OF PERSON WITH WHOM TO CONFER

Robert K. Carpenter

5. TEL EXT

353-4152

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED AUG 2 1976	JOB NO NC1-430-76-11
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 "with-drawn" in column 10	
<i>8-16-76</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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

7/27/76
Date
Loren L. Ragemacher
(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.	Case files containing information on individuals of any nationality, political belief or profession who may be of interest to Division of Safeguards and Security management in their conduct of assigned functions. Data contained in individual case files may include such items as reports from the FBI, CIA, or CSC, official correspondence, extracts from news media publications and similar material. This record series is maintained by the Division of Safeguards and Security to assist in carrying out functions involving such areas as internal security, espionage, sabotage, violations of the Atomic Energy Act or other Federal statutes, etc. Destroy 5 years after last entry to the case file.	NN 172-124(1)	

Copy to Agency + NC 176-117600

AEC RECORDS RETENTION AND DISPOSAL SCHEDULE 8

SECURITY—Continued

DESCRIPTION OF RECORDS	RETENTION PERIOD
11 Badge or pass records, consisting of cards with attached photographs prepared by badge and pass offices upon issuance of badge to an employee	5 years after records become inactive or superseded
12. Now B-9, item 27.	
13. Security "P" approval files, prepared in connection with prospective employees of contractors, usually of a construction type, and containing personal statistical data readily obtainable in the event of reemployment, exclusive of folders which contain arrest records, memoranda, or investigative reports resulting from records checks in connection with "Q" and "L" clearances.	1 year after termination of employee.
14. Personnel security clearance case files of AEC and contractor employees and consultants, access permittees and their employees and consultants, and others. Such files include Federal Bureau of Investigation reports, Civil Service Commission reports, or other Government agency reports, and letters, memoranda, and other communications pertinent to the case	
a. Cases containing substantially derogatory information in which complete duplicate files have been furnished to Headquarters	
(1) Headquarters copy	30 years following termination of clearance or access authorization, discontinuance or cancellation.
(2) Field copy.	10 years following termination of clearance or access authorization, discontinuance or cancellation, provided, however, all copies of Forms AEC-1 and 25, Personnel Security Questionnaire are removed from the file and retained.
b. All other case files.	10 years following termination of clearance or access authorization, discontinuance, or cancellation, provided, however, all copies of Forms AEC-1 and 25, Personnel Security Questionnaire are removed from the file and retained.
15. Patent declassification files, containing copies of classified patents and related documents accumulated in the course of reviews for downgrading purposes, prior to submission to declassification review board which takes final action	5 years.

AEC RECORDS RETENTION AND DISPOSAL SCHEDULE 8

SECURITY—Continued

DESCRIPTION OF RECORDS	RETENTION PERIOD
<p>exercises and tests, instructions to participate in exercises, staffing assignments for the emergency relocation control center, instructions to members of initial cadre, tests of communications and telephone facilities, actions of emergency relocation centers during test exercises, and comments on exercise alerts.</p>	
<p>28. Access permits for restricted data relating to the civilian uses of atomic energy, consisting of executed permits and applications therefor, procedures for putting the permits into effect, and related correspondence</p>	<p>6 years after expiration of permit</p>
<p>29. Requests for technical reports and replies thereto, documenting actions taken on the requests and showing recommendations regarding distribution restrictions of various reports.</p>	<p>3 years</p>
<p>30. Program management files which document the official policy, standards, and procedures for administration of AEC'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.</p>	<p>Permanent</p>
<p>31. 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.</p> <p>(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).</p>	
<p>(1) AEC Headquarters.</p>	<p>Permanent</p>
<p>(2) Field Offices.</p>	<p>10 years</p>
<p>(b) All other cases.</p>	<p>10 years</p>
<p>32. Alien visit and participation case files generated in administering AEC programs for international cooperation in the civil uses of atomic energy.</p>	<p>5 years</p>
<p>33. Records of cases involving violations of the Atomic Energy Act or other Federal laws of security interest, as covered by AECM 2601.</p>	<p>Retain.</p>