

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED 12 MAY 1977	JOB NO NC 1 430 77 3
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	
6-27-77 (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
Cost-Type Contractors

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

4/27/77 Date
Loren L. Rademacher (Signature of Agency Representative)
Loren L. Rademacher 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.	Organizational surveys and study reports (approved or proposed). a. Documenting mission programs. 3 years after termination of contract. b. Others. Destroy when superseded or obsolete or when 15 years old, whichever is earlier.	GRS-16-2	
2.	Activity and status reports, consisting of textual, statistical, or graphic matter, prepared periodically and reflecting activities in, or status of, assigned functions: a. Feeder or preliminary reports prepared by subordinate units for contractor management. (1) Weekly and monthly reports. 3 years. (2) Quarterly, semiannual, and annual reports. 6 years.	NN-163 -25	

sent to agency, all FRC's, NCW, NNG, NNB
6/28/77

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

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. Reports having archival and historical interest, including contractor management's periodic reports to ERDA, semiannual and annual summary reports for plant operations, annual technical activity mission reports, and those describing and relating corrective action for unusual incidents and occurrences. Permanent.	NN-170-57(6)	
3.	Program files consisting of various documents, data, and correspondence accumulated by contractor management responsible for execution, review, and analysis of research and development work performed by the contractor. Permanent.	NN-170-142(1)	