

**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 <b>12 MAY 1977</b>	JOB NO <b>NC 1 430 77 3</b>
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	
<b>6-27-77</b> (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*  
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.	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  Destroy when superseded or obsolete or when 15 years old, whichever is earlier.	<del>GRS-16-2</del>	
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*

