

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*10 items*  
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 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

LEAVE BLANK	
DATE RECEIVED <u>12 MAY 1977</u>	JOB NO <u>NC1 430 77 4</u>
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	
<u>6-27-77</u> (Date)	<u>James B. Rhoads</u> 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 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)

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.	Organization and functional charts and policy announcements, issued by or for the head of the agency or any office or division thereof.  a. Record copy maintained by the Division of Personnel, Headquarters. <i>(1) organization and functional charts. Permanent.</i> <i>(2) policy announcements. Permanent.</i> b. Other copies.  Destroy when superseded or obsolete.	GRS 16 Items 1 & 2	
2.	Organizational surveys and study reports (approved or proposed).  a. Documenting surveys or studies requiring approval at the Assistant Administrator level.  Permanent.  b. Others.  Destroy when superseded or obsolete or when 15 years old, whichever is earlier.	GRS 16-2	

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
3.	<p>Activity or status reports, consisting of textual, statistical, or graphic matter, prepared periodically and reflecting activities in, or status of, the assigned functions of units, sections, branches, divisions, field offices, or their equivalents.</p> <p>a. Units, sections, and branches of field organizations and of Headquarters divisions and offices.</p> <p>(1) Weekly and monthly reports.                      Destroy when 3 years old.</p> <p>(2) Quarterly, semiannual, and annual reports.                      Destroy when 6 years old.</p> <p>b. Field organizations, field office divisions and Headquarters divisions and offices.</p> <p>(1) Weekly and monthly reports.                      Destroy when 6 years old.</p> <p>(2) Quarterly, semiannual, and annual reports.                      Destroy when 10 years old.</p> <p>c. Reports reflecting the overall accomplishments of specific programs, missions, or projects determined by a principal staff member to have historical or archival interests; and copies of reports to the President or to the Congress,  <i>and occurred in by NARS;</i>                      Permanent.</p>	NN-163-25	
4.	<p>Program files consisting of various documents, data, and correspondence, accumulated by Headquarters or field organizations responsible for the formulation, planning, direction, review, and evaluation of research and development.</p> <p>Permanent.</p>	NN-170-141	(1)