

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

9 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 and 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

LEAVE BLANK	
DATE RECEIVED APR 1977	JOB NO
NC 1 430 77 5	
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	
<u>6-13-77</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

3/3/77 Date
Loren L. Rademacher (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.	<p>Visit approval requests files, consisting of Form ERDA-277, "Request for Visit or Access Approval," or its equivalent, together with related correspondence.</p> <p>a. Files retained by requesting office.</p> <p align="center">Destroy 1 year after visit.</p> <p>b. Files retained by office of installation visited.</p> <p>(1) Where form is used as certification for members of the Armed Forces, DOD or NASA employees, or their contractor employees.</p> <p align="center">Destroy when 3 years old.</p> <p>(2) In other cases.</p> <p>(a) Where essential data are posted to record which is retained for at least 3 years.</p> <p align="center">Destroy 1 year after visit.</p> <p>(b) Where essential data are not so posted and retained.</p> <p align="center">Destroy 3 years after visit.</p>	NN-163-146	

sent to agency and NCW - 6/14/77

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
2.	<p>Board, committee, panel, etc., files consisting of charter, meeting, notices, agendas, minutes, reports, recommendations, and correspondence directly related to the mission of the group.</p> <p>a. Official files of Advisory Committees subject to the Federal Advisory Committee Act and OMB Circular A-63.</p> <p style="text-align: center;">Permanent.</p> <p>b. Official files of "Committees," "Panels," "Task Forces," "Study Teams," "Work Groups," etc., established internally to provide information, advice, or recommendations to ERDA and/or contractor management (exclusive of organizational surveys and studies).</p> <p style="text-align: center;">Destroy 15 years after termination of assignment.</p> <p>c. Files maintained by individual members of committee, panel, task force, etc.</p> <p style="text-align: center;">Destroy when superseded, obsolete, or upon termination of membership.</p>	GRS 19, item 2	
3.	<p>Case files maintained by the General Advisory Committee documenting Enrico Fermi and Ernest O. Lawrence awards.</p> <p>a. Case files of award recipients containing nominating form, GAC recommendation to the Administrator, Administrator's decision, and documentation of ceremony date.</p> <p style="text-align: center;">Permanent.</p> <p>b. Case files of award nominees.</p> <p style="text-align: center;">Destroy when 15 years old.</p>		