

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED	JOB NO
APR 29 1977 NC 1 430 77 7	
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	
6-10-77 (Date)	James E O'Neil Acting Archivist of the United States (Title)

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

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. Badenacher (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.	Files which document the official policy, standards and procedures for administration of ERDA's classification/declassification program. a. Program and policy guides. Permanent. b. ERDA action and information papers (single copy) concerning classification policy. Permanent. c. Files documenting the development of classification policy, including policy studies. Destroy when 50 years old. (<i>Retain in ERDA office; review disposition within 10 years.</i>) d. Local guides. Destroy 10 years after guide is superseded.	NN-169-67 item 1	
2.	Records documenting classification/declassification review actions taken on the basis of established policy, directives, regulations and guides. Each file includes the request for classification review, statement of action taken, basis for the decision, comments of the reviewer, plus related and supporting correspondence.	NC1-430-76-10	

for arrangement + volume.
sent to agency, all FCC's, NCW-NNB-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
	<p>a. Review actions which deviate from established policy and set a precedent for future action, or reflect unusual sensitivity, or which are of historical interest, or the subject of litigation.</p> <p>(1) ERDA Headquarters. Permanent.</p> <p>(2) Field organizations. Destroy when 6 years old.</p> <p>b. All other files. Destroy when 6 years old.</p>		