REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Energy Research and Development Administration
ERDA Offices

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Robert K. Carpenter

5. TEL. EXT

353-4152

6 CERTIFICATE OF AGENCY REPRESENTATIVE

Date

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 page(s) are not now needed for the business of the agency or will not be needed after the retention periods specified

Robert E. 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. Procurement files (as described in item 4, below) involving transactions of $25,000 or more and documenting the initiation and development of transactions that are highly unusual, highly significant, and substantially deviating from established precedents with respect to general agency, procurement or major procurement programs.

   Permanent. Offer to National Archives after 25 years.

   (See GRS 3, item 4 for routine files).

2. Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise).

   a. Property acquisition papers other than abstract or certificate of title.

      Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.

   b. Abstract or certificate of title.

      Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.
### REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
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<td>3.</td>
<td>Reports of excess real property.</td>
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<td>GRS 4,3</td>
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<td>Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.</td>
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<td>4.</td>
<td>Case files on disposal of surplus real and related personal property.</td>
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<td>GRS 4,2</td>
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