

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-434-89-3

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:


All items are superseded by DAA-GRS-2019-0001-0002

Date Reported: 11/16/2022

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK	
JOB NO	N1-434-89-3
DATE RECEIVED	11/7/88
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U SC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
DATE	ARCHIVIST OF THE UNITED STATES
6/30/89	

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

1. FROM (Agency or establishment)

Department of Energy

2 MAJOR SUBDIVISION

Assistant Secretary for Defense Program

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Edward J. Nugent


5 TELEPHONE EXT

586-3288

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 -1- page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B. DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
10/28/88		Departmental Records Officer Department of Energy		
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
1	Proposed change to GRS 18, items 2, 3, and 4. See attachment. It is considered that the longer retention periods assist in audits of classified documents.			

*Copies sent to agency
NCF, m... 7/17/88*

GENERAL RECORDS SCHEDULE 18

<u>ITEM No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1. 7.	<u>Document Receipt Files.</u> Records documenting the receipt and issuance of classified documents, exclusive to Top Secret material.	Destroy 3 years after the documents shown on the forms are entered into the Classified Document Inventory Files (see Item 5, below). <i>Do not send to FRC</i>
2. 7.	<u>Destruction Certificates Files.</u> Certificates relating to the destruction of classified documents.	Destroy 5 years after the date of destruction of the documents shown on the forms. <i>Do not send to FRC</i>
3. 4.	<u>Classified Document Inventory Files.</u> Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule.	Destroy 5 years after final disposition of documents listed in the inventory file, or when no longer needed for inventory reconciliation, whichever is greater. <i>Do not send to FRC</i>