REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
   11/28/88

C. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

D. TITLE
   Departmental Records Officer
   Department of Energy

7. ITEM NO

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)
   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.
<table>
<thead>
<tr>
<th>ITEM No.</th>
<th>DESCRIPTION OF RECORDS</th>
<th>AUTHORIZED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 1</td>
<td>Document Receipt Files.</td>
<td>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). <strong>Do not send to FRC</strong></td>
</tr>
<tr>
<td>2. 2</td>
<td>Destruction Certificates Files.</td>
<td>Certificates relating to the destruction of classified documents. Destroy 5 years after the date of destruction of the documents shown on the forms. <strong>Do not send to FRC</strong></td>
</tr>
<tr>
<td>3. 3</td>
<td>Classified Document Inventory Files.</td>
<td>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. <strong>Do not send to FRC</strong></td>
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</tbody>
</table>