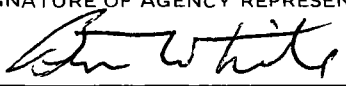


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-434-89-3	DATE RECEIVED 11/7/88
1. FROM (Agency or establishment) Department of Energy		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Assistant Secretary for Defense Program		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
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 10/28/88	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Departmental Records Officer Department of Energy	
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
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.		

115-108 *copies sent to agency NCF. mm 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>