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
Headquarters, Administrative Services MA-23

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Edward 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
10/18/89

C. SIGNATURE OF AGENCY REPRESENTATIVE
Anita D. Egelston

D. TITLE
Departmental Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(Publish Posters. Posters depicting Department of Energy facilities, research projects, security awareness themes, and related topics. These items are distributed to agency and contractor offices, as well as to other interested parties, as a means of promoting major DOE program concerns and policy initiatives.

Disposition: Permanent. Transfer two copies of each poster (along with information about poster title, artist, date, and file number) to the National Archives immediately upon publication. (Transfer as part of the DOE poster distribution process).

Volume: approximately 9 oversize items. Annual accumulation: approximately 2-5 oversize items.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

LEAVE BLANK

JOB NO.
N1-434-90-1

DATE RECEIVED
10/18/89

NOTIFICATION TO AGENCY
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

PUBLISHED POSTERS

NSN 7540-00-634-4064

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR 41 CFR 101-11.4

115-106

COPY SENT TO MDS 12/21/89