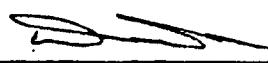


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <i>NI-434-91-6</i>	DATE RECEIVED <i>1-21-92</i>
1. FROM (Agency or establishment) U.S. Department of Energy		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Boston Support Office		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Marvin H. Kabakoff	5. TELEPHONE EXT. 839-7110	DATE <i>4/17/92</i>	ARCHIVIST OF THE UNITED STATES 
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 _____ 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 <i>1/17/92</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>C. L. Henley</i>	D. TITLE <i>Departmental Records Officer</i>
---------------------------	--	---

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 GRS OR SUPERSEDED JOB CITATION	10.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.	<p><u>DOE Grant Files</u></p> <p>A. Appropriate Technology Small Grant Files relating to exploration of new technology on alternative energy sources or to the innovative application of technology to reduce energy dependence.</p> <p>1. <u>Final Report.</u></p> <p><u>Permanent.</u> Offer to NARA 20 years after close of case file.</p> <p>2. Remainder of grant case file, including proposals with project summaries, evaluations of proposals, memorandums, offer or award and modifications; funding orders, agreements, progress reports, grant close-out forms, evaluation checklists, payment data, energy technology budget sheets, budget summaries, personnel and organizational data, and related correspondence.</p> <p>Destroy six years, three months after close of case file.</p>	<p>1324.2</p> <p>3/15</p>	

Copy sent to Agency, NNA, NN-W, NNT, NCF 4/21/92

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

OF

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
*(NARS USE
ONLY)*

B. Grant Programs for Schools and Hospitals and Buildings owned by Units of Local Government and Public Care Institutions, relating to the application of existing technology in non-innovative ways, such as new heating systems, window replacement, etc. These are generally grants to public and private institutions, such as schools, colleges, and hospitals, or to state or local governments.

Destroy six years, three months after close of case file.