## REQUEST FOR RECORDS DISPOSITION AUTHORITY

**See instructions on reverse.**

### 1. FROM (Agency or establishment)
- Department of Energy
  - Washington, DC 20585

### 2. MAJOR SUBDIVISION

### 3. MINOR SUBDIVISION

### 4. NAME OF PERSON WITH WHOM TO CONFERR
- Mary Ann Wallace

### 5. TELEPHONE
- 301 903 4353

### 6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

- [ ] is not required; [ ] is attached; or [ ] has been requested.

### 7. DATE
- 11/96

### 8. SIGNATURE OF AGENCY REPRESENTATIVE
- Mary Ann Wallace

### 9. TITLE
- Team Leader, Records Mgt.

### 10. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a.1</td>
<td>Cancelled Checks Issued by Contractors</td>
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</tbody>
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**AUTHORIZED DISPOSITION:**
- "Destroy 6 years and 7 months after the period covered by the account."
- "Records may be retired to inactive storage."

Agency concurred via e-mail dated 8/16/99.

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**CE- Agency, NR, Nwmw**