

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER: <i>N1-434-97-7</i>	
1. FROM (Agency or establishment) Department of Energy Washington, DC 20585		DATE RECEIVED: <i>3-13-97</i>	
2. MAJOR SUBDIVISION Rocky Flats Field Office		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Mary Ann Wallace	5. TELEPHONE 301 903 4353	DATE	ARCHIVIST OF THE UNITED STATES <i>Withdrawn</i>

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.

DATE <i>1/31/97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Ann Wallace</i>	TITLE Team Leader, Records Mgt.
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Request approval to apply the disposition authority for "Visitor Access Control Records," granted to the Idaho Operations Office to like records of the Rocky Flats Field Office. The authority was granted by Job No. N1-434-89-10, further identified as item No. ID #27, copy attached.</p> <p>DESCRIPTION OF RECORDS VISITOR ACCESS CONTROL RECORDS, which are registration cards or similar records, document admission of visitors to administrative or restricted areas, or installations or facilities where exposure to radiation could occur.</p> <p>DISPOSITION <i>cut off file at the close of the fiscal year</i> <i>Destroy 75 years after date of document. cut off.</i></p> <p><i>This job will Apply Department-wide i.e all DOE Headquarters activities and field sites.</i></p>	<p><i>(Modifications to this job as submitted agreed to by phone conversation between MA WALLACE/DOE and R. W. Mackay/NARA 3/13/97)</i></p>	<p><i>Withdrawn 7/14/98</i></p>