REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(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
   Office of General Counsel

3. MINOR SUBDIVISION
   Office of Deputy General Counsel for Legal Services

4. NAME OF PERSON WITH WHOM TO CONFER
   Robert K. Carpenter

5. TEL. EXT.
   252-4357

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
   [Signature]
   [Signature of Agency Representative]

7. ITEM NO.
   1

8. DESCRIPTION OF ITEM
   CONGRESSIONAL HEARING COORDINATION CASE FILES containing
correspondence and other documentation including approvals
that reflect Departmental coordination of Congressional
Hearings at which Departmental witnesses testified.
Records document coordination activities and response
actions such as advance approval of testimony by the
Office of Management and Budget and DOE's Office of
General Counsel, changes in planned testimony, approval
of final edited hearing transcript, selection of
witnesses to respond to the subject matter of the
incoming request letter from the Congressional committee,
approval of date for testimony, provision of written
answers to questions asked of the Department to furnish
either supplementary testimony or a direct response,
and transmittals of written answers to the committees.

   Destroy 5 years after close of calendar year
   in which testimony was given.

9. SAMPLE OR JOB NO.

10. ACTION TAKEN
   Mass data change sheet not required

Transmitted by NCD83-144;88