

**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  
Office of Management and Administration

3. MINOR SUBDIVISION  
Office of Organization and Management Systems

4. NAME OF PERSON WITH WHOM TO CONFER  
Robert Carpenter

5. TEL. EXT.  
252-4357


LEAVE BLANK	
JOB NO. NCL-434-83-4	
DATE RECEIVED 3-1-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS</b>	
Date	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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE 1-25-83	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE Director of Management Systems Analysis
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>STAFFING AND BUDGET SUBMISSION FILES</u> consisting of Departmentwide staffing and budget submissions and related papers, markups, and congressional hearings reflecting all phases of the budget process from the budget call through the internal review process to the Office of Management and Budget (OMB) and congressional submission. Additional files include appeals, supplemental requests, recissions and deferrals, and execution. These files complement files of the Controller's office documenting the annual funding base by documenting the annual manpower base. Files contain detailed tables and justifications that are submitted to OMB and Congress. These files and the internal working documents are integral to documenting Departmental manpower information, which is limited in the Departmental budget submission.</p> <p style="text-align: center;">Permanent. Offer to NARS in 5 year intervals when 20 years old.</p> <p>Change made with approval of Robert Carpenter 6/13/83. <i>juw</i></p>		

~~Agency ATP FRS sent out to GSA by DMMW.~~ *NCW + NNB sent 9-20-83 by DMMW.*