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

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
   [Signature]

E. TITLE
   Director of Management Systems Analysis

7. ITEM NO.

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

   1. STAFFING AND BUDGET SUBMISSION FILES 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, rescissions 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.

   Permanent. Offer to NARS in 5 year cycle when 50 years old.

Change made with approval of Robert L. Carpenter 6/13/83.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
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