

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

15 items

RG 326

LEAVE BLANK	
DATE RECEIVED DEC 12 1974	JOB NO. NC - 326-75-3
NOTIFICATION TO AGENCY	
<p>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 "with-drawn" in column 10.</p>	
<i>1-30-75</i> Date	<i>James E. O'Neil</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Atomic Energy Commission

2. MAJOR SUBDIVISION

AEC Offices and Cost-Type Contractors

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Robert K. Carpenter

5. TEL. EXT.

119-4151

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

12/4/74
(Date)

J. Gorman
Joseph F. Gorman
(Signature of Agency Representative)

Chief, Records Management Br., AGMC
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><i>Changes made with approval of R. Carpenter 1/20/75 - PL</i></p> <p>Contracts, requisitions, purchase orders, leases, bonds, and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment.</p> <p>a. Record copies.</p> <p>(1) Transactions of \$10,000 or less, <i>dated after July 25, 1974 and all construction contracts under \$2,000.</i> 3 years after final payment.</p> <p>(2) Transactions over \$10,000 <i>dated after July 25, 1974 and all construction contracts exceeding \$2,000.</i> 6 years after final payment.</p> <p>b. Obligation copies. Until funds are obligated.</p> <p>c. Other copies. 1 year after completion of transaction.</p>	GRS 3,4	
2.	<p>Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.</p> <p>a. Transactions of \$10,000 or less <i>dated after July 25, 1974.</i> 3 years after final payment.</p> <p>b. Transactions over \$10,000 <i>dated after July 25, 1974.</i> 6 years after final payment.</p>	GRS 4,6	

Copy to Agency & Field 2/3/75

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>Invoice preaudit files, maintained for accounts payable purposes; including receiving reports, copies of purchase orders and change orders, with related papers, registers, and correspondence.</p> <p>a. Files pertaining to transactions under \$10,000 <i>dated after July 25, 1974.</i> 3 years after transaction is completed.</p> <p>b. Files pertaining to transactions of \$10,000 or more <i>dated after July 25, 1974.</i> 6 years after transaction is completed.</p>	NN-162-81	
4.	<p>Procurement files documenting the initiation and administration of procurement transactions including bids, notifications of awards, contracts, purchase orders, specifications, requisitions, leases, interagency and inter-AEC agreements and orders, bond and surety records, and correspondence and related papers pertinent to the expediting, receipt, inspection and payment for the materials purchased or the services rendered.</p> <p>a. Procurement organization copies.</p> <p>(1) Transactions of \$10,000 or less <i>dated after July 25, 1974.</i> 3 years after transaction is completed.</p> <p>(2) Transactions over \$10,000 except those described in (3), below <i>dated after July 25, 1974.</i> 6 years after transaction is completed.</p> <p>(3) Interagency and inter-AEC agreements and orders. 3 years after transaction is completed.</p> <p>b. Other records copies.</p> <p>(1) Papers duplicated in item a. 1 year after transaction is completed.</p> <p>(2) Papers not duplicated in item a. Same as item a.</p>	<p>GRS 3,4</p> <p>GRS 3,4</p> <p>NN-168-46</p>	
5.	<p>Field work order files, consisting of records created to authorize performance and expenditures for costs of field work accomplished by subcontractors, but not covered in original estimates of project cost.</p>	NN-162-81	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>a. Transactions of \$10,000 or less. <i>dated after July 25, 1974.</i> 3 years after transaction is completed.</p> <p>b. Transactions over \$10,000. <i>dated after July 25, 1974.</i> 6 years after transaction is completed.</p>		