

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

4 items

96 326

LEAVE BLANK	
DATE RECEIVED DEC 12 1974	JOB NO. NC - 326-75-4
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 "with-drawn" in column 10.	
1-8-75 Date	<i>Janet B. Wade</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.

12/9/74
(Date)

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

Chief, Records Mgmt. 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.	Organization and functional charts; publications, policy announcements, issuances, instructions, and bulletins issued by or for contractor management. a. Record copies. 3 years after termination of contract. b. Other copies. Until superseded or obsolete.	Sample Attached	
2.	Surveys and studies of organizational units and operating procedures, including formal reports resulting therefrom, except for records otherwise covered in this or other schedules. 3 years after termination of contract.		
3.	Copy of each pamphlet, report, leaflet, graphic presentation, motion picture film, or other published or processed document, or of the last manuscript report (if not published or processed) on management projects, together with supporting papers documenting project inception, scope, procedure, and accomplishments, exclusive of working papers. 3 years after termination of contract.		

Copy to Agency & Field 1/10/75