

*R.G. 326*  
*10 items*

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

**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, Divisions and Cost-type Contractors

**3 MINOR SUBDIVISION**

**4 NAME OF PERSON WITH WHOM TO CONFER**

Loren Rademacher

**5 TEL EXT** 4151  
119-5543

**6 CERTIFICATE OF AGENCY REPRESENTATIVE**

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>MAY 14 1973</b>	JOB NO <b>113-251</b>
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	
<u>6-20-73</u> Date	<u>James B. Brady</u> Archivist of the United States

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

MAY 10 1973

*JA Gorman*  
**Joseph F. Gorman, Chief, Records Management Br., Office of the Controller**

(Date)

(Signature of Agency Representative)

(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>Management Directives Case Files documenting the policies and procedures of the AEC, excepting those described in item 2 below. These files include AEC Manual Chapters, their appendixes, and immediate action directives.</p> <p>a. Headquarters</p> <p>(1) Master printed copy of each directive maintained by the Division of Personnel.</p> <p align="center">Permanent (to be retired to the National Archives)</p> <p>(2) All other copies.</p> <p align="center">Nonrecord - destroy when no longer needed for reference.</p> <p>(3) Backup material supporting issuance of the directive.</p> <p align="center">Destroy after 10 years.</p> <p>b. Field Offices</p> <p>(1) Master printed copy of each local directive issued, maintained by organizational entity responsible for directives management.</p> <p align="center">Destroy 10 years after closeout of office.</p>	Sample enclosed (RETURN)	

**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
1	<p>b. (2) All other printed copies.</p> <p style="padding-left: 40px;">Nonrecord - destroy when no longer needed for reference.</p> <p>(3) Backup material supporting the issuance of the directive.</p> <p style="padding-left: 40px;">Destroy after 10 years</p> <p>2 Management Directives Case Files documenting the policies and procedures of AEC relating to procurement and property management. These files include AEC procurement regulations (AECPR's); AEC procurement instructions (AECPI's); AEC property management regulations (AECPMR's); and AEC property management instructions (AECPMI's).</p> <p>a. Headquarters</p> <p>(1) Master printed copy of each directive maintained by the Division of Contracts.</p> <p style="padding-left: 40px;">Permanent (to be retired to the National Archives)</p> <p>(2) All other copies.</p> <p style="padding-left: 40px;">Nonrecord - destroy when no longer needed for reference.</p> <p>(3) Backup material supporting issuance of the directive.</p> <p style="padding-left: 40px;">Destroy after 15 years.</p> <p>b. Field Offices</p> <p>(1) Master printed copy of each local directive issued, maintained by the organizational entity responsible for directive management.</p> <p style="padding-left: 40px;">Destroy 15 years after closeout of office.</p> <p>(2) All other copies.</p> <p style="padding-left: 40px;">Nonrecord - destroy when no longer needed for reference.</p> <p>(3) Backup material supporting issuance of the directives.</p> <p style="padding-left: 40px;">Destroy after 15 years.</p>	Samples enclosed	

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>Management Directives Case Files of cost-type contractors documenting policies and procedures pertinent to AEC work.</p> <p>a. Master printed copy of each directive maintained by organizational entity responsible for directives management.</p> <p style="padding-left: 40px;">Retain until 3 years after termination of contract and then destroy. J.L.W. 15 June '73</p> <p>b. All other copies.</p> <p style="padding-left: 40px;">Nonrecord - destroy when no longer needed for reference.</p> <p>c. Backup material supporting issuance of the directive.</p> <p style="padding-left: 40px;">Destroy after 15 years or upon closeout of contract, whichever is earlier.</p> <p style="text-align: center;"><i>Approval is given subject to the concurrence                  General <sup>RB</sup>                  of the Government Accounting Office (GAO).                  J. L. W.</i></p>		