

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*KG 326
12 items*

LEAVE BLANK	
DATE RECEIVED 16 MAY 1973	JOB NO DN-173-301
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	
Date 8-1-73	<i>James B. Rhoads</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
Loren Rademacher

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

5/14/73
(Date)

J. A. Gorman
(Signature of Agency Representative)

**Chief, Records Management Branch
Office of the Controller**
(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>General subject correspondence files consisting of letters, memoranda, messages, studies, reports, forms and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to AEC program and staff activities or pertaining to internal administration or operations.</p> <p>a. Files documenting the development of plans & policies pertaining to the mission, program or functions for which the concerned division, office, laboratory or contractor has primary responsibility; opinions and decisions of an important policy or precedent nature; and summary reports and data reflecting its overall accomplishments. (These files will generally be found in the offices of principal staff of Headquarters offices and divisions, field offices, laboratories and contractors and will be identified for retirement to the National Archives on an approved records retention plan.)</p> <p style="text-align: center;">Permanent</p> <p>b. Files of an operational nature documenting implementation of the ^{already established} mission, programs, policies, and procedures for which the division, office, laboratory or contractor has primary responsibility, ^{provided that the documentation in la. is preserved. J.L.W. 25 June 1973}</p> <p style="text-align: center;">15 years</p>		

12 items

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
2.	<p>c. Files documenting transactions of a routine character, generally recurring type, which relate to local performance of particular transactions of a mission, program, or activity, and which essentially are summarized or duplicated in records described in "b" above, maintained at a higher organizational level.</p> <p style="text-align: center;">6 years</p> <p>d. File pertaining to internal administration and operations, and informational copies of correspondence, forms, publications, reports and other issuances relating to temporary needs and routine non-mission or non-programming responsibilities.</p> <p style="text-align: center;">2 years</p> <p>Conference, meeting, and convention records including copies of plans, announcements, invitations, agenda, papers presented, summaries, related reports, etc.</p> <p>a. International and national conferences in which AEC is a participant:</p> <p>(1) Official files maintained by the office, division or contractor responsible for coordinating the AEC effort</p> <p style="text-align: center;">Permanent</p> <p>(2) All other copies</p> <p style="text-align: center;">Destroy after 3 yrs. or when no longer needed for reference, which ever is earlier</p> <p>b. AEC-wide staff or field office meetings of mission (program) groups.</p> <p>(1) Official files of sponsoring office-division or contractor</p> <p style="text-align: center;">Permanent</p> <p>(2) All other copies</p> <p style="text-align: center;">Destroy after 2 yrs. or when no longer needed for reference, whichever is earlier.</p>		

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	<p>c. AEC-wide staff or field office meetings of support groups.</p> <p>(1) Official files of sponsoring office-division or contractor</p> <p style="text-align: right;">Destroy after 10 years.</p> <p>(2) All other copies.</p> <p style="text-align: right;">Destroy after 2 years or when no longer needed for reference, whichever is earlier.</p> <p>d. Conferences, meetings, conventions, symposiums, seminars, etc. not sponsored by AEC or its contractors</p> <p>(1) Reports containing summaries of views presented and actions taken by the assembly and of <u>benefits</u> derived from AEC participation</p> <p style="text-align: right;">Destroy after 3 yrs.</p> <p>(2) All other material</p> <p style="text-align: right;">Destroy after 2 years or when no longer needed for reference, whichever is earlier</p>		