

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-434-93-4	DATE RECEIVED
1. FROM (Agency or establishment) Department of Energy (DOE)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION DOE-wide including M&O Contractors		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Clarence L. Henley	(301) 903-3524		

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 11/3/92	SIGNATURE OF AGENCY REPRESENTATIVE Clarence L. Henley <i>C. L. Henley</i>	TITLE Director, Records Management Division
-----------------	--	--

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Automated Data Processing (ADP) Files</p> <p>Paper files for internal administration and operation of the ADP function. Includes hardware and software requests, purchase and placement information, Information Technology Resources Long and Short Range Plans, general correspondence, and other records that pertain to management of the ADP function.</p> <p>NOTE: This is a site-specific schedule that can be shared with other offices. Files not applicable to GRS 20 or 23.</p> <p>Disposition: 3 years</p>		WITHDRAWN