

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-434-95-1	DATE RECEIVED 6-1-95
1. FROM (Agency or establishment) U.S. Department of Energy		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <del>Seattle Regional Support Office</del>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Lois R. Huffman	5. TELEPHONE 206-553-1303	DATE 10-25-95	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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 5/26/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>MaryAnn Wallace</i>	TITLE Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><u>GRANT FILES.</u> Records relating to Federal Financial Assistance awarded to grantees for Institutional Conservation Program, Weatherization Assistance Program, State Energy Conservation Program, Energy Extension Service, and Misc. Discretionary Programs. Files include Notification of Financial Assistance Awards, Financial Status Reports, Request for Reimbursements, Project Status Reports and other Government agency reports, as well as general correspondence and other communication pertinent to the grant.</p> <p>Transfer to Federal Records Center at least one (1) year from date of final closeout of grant. Destroy records six (6) years, three (3) months after final closeout of grant.</p> <p>Request no further "Request for Records Disposition Authority" be required for all future grants requiring disposition after final closeout, as this request will be sufficient to satisfy the requirements for disposition for all grant files.</p> <p><i>The scope of this Request for Records Disposition Authority has been expanded to apply to all Department of Energy HQ and Field Units. per conversation M.A. Wallace/DOE and R.W. Mackay/NARA/NIR 7/22/95</i></p>		