

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual  
 on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,  
 NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)  
U. S. Atomic Energy Commission

2. MAJOR SUBDIVISION  
All Cost-type Contractors

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Thomas J. Pugliese Code 144

5. TEL. EXT.  
- 8321

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list schedule of 2 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that microphotographic copies, made in accordance with standard the National Archives Council, will be adequate substitutes for the original records.

June 19, 1953  
 (Date)

Thomas J. Pugliese  
 (Signature of Agency Representative)

Records Manager  
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Telephone Toll Charge Reports File - Reporting unit copies of memoranda to department managers listing toll charges to departments for purposes of cost distribution and internal audits of cost. <span style="float: right;">4 years</span>	X	DISPOSAL APP
2	Telephone service Order File - Service unit copies of telephone service requests from operating units for installation, change, alteration, or removal and relocation of telephone facilities. <span style="float: right;">6 months</span>	X	DISPOSAL APPRO
3	Work Order File - Maintenance and service unit records of routine job assignments, showing scheduled and completion date, employee performing job. <span style="float: right;">1 year</span>	X	DISPOSAL APPRO
4	Industrial Inspection X-Ray Files - Records consisting of X-ray film made to determine physical status of products or equipment utilized in operating plants. <span style="float: right;">1 year</span>		DISPOSAL APPRO
5	Technical Equipment Work Reports File - Narrative reports pertaining to the installation of technical-operational or service equipment, or its replacement, containing an account of procedures followed, and pertinent observations for information of supervising technicians or engineers. <span style="float: right;">1 year</span>	X	DISPOSAL APPRO
6	Radiation Instrument Inspection File - Records of inspection of physical status and operating condition of radiation monitoring equipment installed in field locations, indicating operating voltage. <span style="float: right;">1 year</span>	X	DISPOSAL APPRO
7	Ion Chamber Inspection Files - Records of leak tests on Integron and Ion Chambers to determine physical status and readiness to be placed in operation. <span style="float: right;">1 year</span>	X	DISPOSAL APPRO

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DATE RECEIVED <b>JUN 23 1953</b>	JOB NO. <b>II-NNA-671</b>	
DATE APPROVED <b>6-29-53 OMA</b>		
CONGRESSIONAL AUTHORIZATION		
HOUSE REPORT NO. <b>808</b>	CONGRESS <b>1st</b>	DATE <b>7-15-53</b>
NOTIFICATION TO AGENCY		
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.		
DATE <b>7-17-53</b>		Archivist's Representative <i>Jane F. Smith</i>

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
8	Report of Welders' Tests - File of reports on tests of welders in Heliarc and other stainless steel welding processes, used to determine qualifications of welders, with included documents such as analysis of X-ray test samples. 5 years	X	DISPOSAL AUTHORITY