

U.S. DEPARTMENT OF ENERGY
REQUEST FOR RECORDS DISPOSITION AUTHORIZATION

1. Control Number

2a. Organizational Unit and Routing Symbol	2b. Departmental Organization <input type="checkbox"/> Contractor Organization <input type="checkbox"/>
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3a. Volume On Hand (Cu. Ft.)	3b. Volume Accumulated Annually (Estimate Cu. Ft.)	4. Record Dates (From/To)
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5. Identification of Filing Unit *(Include type of record, function performed, security classification (or other restrictions), and other descriptive facts)*

See Continuation Page (Use Separate Sheet -- Indicate Item No.)

6. Appraisal *(Include justification for retention period. Indicate relationship of filing unit to any other related filing unit in the same or other organizations. Also, indicate retention period in U.S. Department of Energy (DOE), if subsequent transfer to National Archives or Federal Records Centers is necessary.)*

See Continuation Page (Use Separate Sheet -- Indicate Item No.)

7. Recommended Disposition

8. Concurrence Signatures*	Title	Organization	Date
a.			
b.			
c.			
d.			
e.			

* Program, Legal, Historical Organization, and Others, as required by local policy

9. Name, Signature, and Organization of Requestor	Date
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10. Records Officer Concurrence	HQS <input type="checkbox"/>	Field <input type="checkbox"/>	Date
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OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management, AD-244 - GTN, Paperwork Reduction Project (1910-1700), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1700), Washington, DC 20503.