

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

5. TEL. EXT.

Code 144 - 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 suffi-
cient 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 occur-
rence of the event specified.

☐ C The records will have ceased to have sufficient value to war-
rent 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. 4 years	X	DISPOSAL APPR
2	Telephone service Order File - Service unit copies of tele- phone service requests from operating units for installa- tion, change, alteration, or removal and relocation of telephone facilities. 6 months	X	DISPOSAL APPR
3	Work Order File - Maintenance and service unit records of routine job assignments, showing scheduled and completion date, employee performing job. 1 year	X	DISPOSAL APPR
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. 1 year		DISPOSAL APPR
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. 1 year	X	DISPOSAL APPR
6	Radiation Instrument Inspection File - Records of inspec- tion of physical status and operating condition of radia- tion monitoring equipment installed in field locations, indicating operating voltage. 1 year	X	DISPOSAL APPR
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. 1 year	X	DISPOSAL APPR

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DATE RECEIVED JUN 23 1953	JOB NO. II-NNA-671
DATE APPROVED 6-29-53 GMM	
CONGRESSIONAL AUTHORIZATION	
HOUSE REPORT NO. 808	CONGRESS 83rd DATE 7-15-53
NOTIFICATION TO AGENCY	
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.	
7-17-53 (Date)	<i>Jane F. Smith</i> Archivist's Representative

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 TAK
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 AP