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REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-434-90-1	DATE RECEIVED 10/18/89
1. FROM (Agency or establishment) Department of Energy		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Headquarters, Administrative Services MA-23		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Edward Nugent	5. TELEPHONE EXT. 586-3288		
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of -1- 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 10-18-89	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p><u>Published Posters.</u> Posters depicting Department of Energy facilities, research projects, security awareness themes, and related topics. These items are distributed to agency and contractor offices, as well as to other interested parties, as a means of promoting major DOE program concerns and policy initiatives.</p> <p><u>Disposition: Permanent.</u> Transfer two copies of each poster (along with information about poster title, artist, date, and file number) to the National Archives immediately upon publication. (Transfer as part of the DOE poster distribution process).</p> <p>Volume: approximately 9 oversize items. Annual accumulation: approximately 2-5 oversize items.</p>		