REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER: N1-434-92-1

DATE RECEIVED: 11-6-91

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
Department of Energy (Headquarters)

2 MAJOR SUBDIVISION
Office of Administration & Human Resource Management

3 MINOR SUBDIVISION
Office of Executive Secretariat, History Division

4 NAME OF PERSON WITH WHOM TO CONFER
Maria Vignone

5. TELEPHONE
(202) 254-5319

NOTIFICATION TO AGENCY

In accordance with the provisions of 4 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

2 pgs

DATE: 9/11/92

ARCHIVIST OF THE UNITED S

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its recc and that the records proposed for disposal on the attached 8 page(s) are not now needed for the busi of this agency or will not be needed after the retention periods specified; and that written concurrence f the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Fed Agencies,

[XX] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/1/91	Clarence L. Henley	Departmental Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. AC TAKEN (USE O
	The attached disposition requests describe records of the History Division under the Office of Executive Secretariat at Department of Energy Headquarters. The proposed schedule items are site specific.		

OPTIONAL FORM 99 (7-90)

FAX TRANSMITTAL # of pages ► 12

To John Davenport	From Bob Carpenter
Dept./Agency HR-41	Phone # 6-2383
Fax # 3 4125	Fax # 6-1972

NSN 7540-01-317-7368 5099-101 GENERAL SERVICES ADMINISTRATION

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U. S. Department of Energy, Office of Executive Secretariat, History Division

1. **DOE/HQ91-04.00**

U. S. Atomic Energy Commission - Office of the Secretary. The records consist of 570 cubic feet dating from 1947 to 1975. These files record the official decisions and policies of the U. S. Atomic Energy Commission. The files are generally divided into official meeting minutes and subject files which are organized by the agency's subject-numeric filing system. The files contain documentation of agency policies, origins, structure, functions, missions, controversies, and activities from the perspective of the top policy making level. Both classified (up to Secret Restricted Data level) and unclassified documents are intermixed throughout the files. The Atomic Energy Commission transferred the files to the custody of the Chief Historian just prior to its abolition. The files contain staff papers official meeting minutes, internal memoranda, Congressional, White House, and other correspondence.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

2. **DOE/HQ91-04.01**

U. S. Atomic Energy Commission - Office Files of Former Chairman and Commissioners. The records consist of 560 cubic feet dating from 1950 to 1975. Collections of office files organized by individual chairmen and commissioners. Most documents in individual chairmen and commissioner office files are organized into subject filing systems. The collections contain significant information on formulation of atomic energy policies and on the origins, structure, functions, mission, controversies, and activities of the agency. Both classified (up to Secret Restricted Data level) and unclassified documents are intermixed throughout these office files. Collections generally were transferred directly to the History Division when individual chairmen and commissioners left the agency. Collections contain staff papers, meeting minutes, internal memoranda, Congressional, White House, and other correspondence.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

3. **DOE/HQ91-04.02**

U. S. Atomic Energy Commission - Files of the Office of the General Manager. The records consist of 184 cubic feet dating from 1947 to 1975. Collections of office files created by the General Manager and

various Deputy and Assistant General Managers. Most documents in these office files are organized into subject filing systems. The files contain significant information on implementation of atomic energy policies and on the origins, structure, functions, missions, controversies, and activities of the agency. Both classified (up to Secret Restricted Data level) and unclassified documents are intermixed throughout these office files. The collection was transferred directly to the History Division after the abolition of the Atomic Energy Commission. The collection contains memoranda of meetings, other internal memoranda, Congressional, White House, and other correspondence.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

4. **DOE/HQ91-04.03**

U. S. Atomic Energy Commission - Files of Program Offices and Divisions. The records consist of 550 cubic feet dating from 1947 to 1975. Collections of office files created by program offices and divisions, including Biology and Medicine, Production, Military Applications, International Affairs, Raw Materials, and Reactor Development. Most documents in these office files are organized by the agency's subject-numeric filing system. Files contain significant information on implementation of atomic energy policies and on the structure, functions, missions, controversies, and activities of the agency. Both classified (up to Secret Restricted Data level) and unclassified documents are intermixed throughout files. Collections were transferred to the History Division after program offices relinquished them. Collections contain memoranda of meetings, other internal memoranda, Congressional, interagency, and other correspondence.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

5. **DOE/HQ91-04.04**

U. S. Energy Research and Development Administration - Records of the Administrator's Mail Facility. The records consist of 130 cubic feet dating from 1975 to 1977. These files record the official decisions and policies of the administrator pertinent to a variety of energy research and development programs, including atomic energy, solar energy, geothermal energy, and others. The files are organized by the agency's subject-numeric filing system. The files contain documentation of agency policies, origins, structure, functions, missions, controversies, and activities from the perspective of the top policy making level.

Both classified (up to Secret Restricted Data level) and unclassified documents are intermixed throughout the files. The files were transferred to the History Division after the agency was abolished. The files contain official decision and information memoranda, other internal memoranda, Congressional, White House, and other correspondence.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

6. **DOE/HQ91-04.05**

U. S. Energy Research and Development Administration - Records of Administrators and Deputy Administrators. The records consist of 50 cubic feet dating from 1975 to 1977. Collections consist of office files of Administrators, Deputy Administrators, and their assistants. They include material on a variety of energy research and development programs, including atomic energy, solar energy, geothermal energy, and others. Collections are organized by subject filing systems. They contain documentation of agency policies, origins, structure, functions, missions, controversies, and activities from the perspective of the top policy making level. Both classified (up to Secret Restricted Data level) and unclassified documents are intermixed throughout collections. Collections were transferred to the History Division after the agency was abolished. Collections contain official decision and information memoranda, other internal memoranda, Congressional, White House, and other correspondence.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

7. **DOE/HQ91-04.06**

U. S. Energy Research and Development Administration - Records of Assistant Administrators. The records consist of 70 cubic feet dating from 1975 to 1977. Collections contain documentation about the energy research and development programs managed by individual assistant administrators. Collections are organized by subject filing systems. Collections contain documentation of agency policy implementation, structure, functions, missions, controversies, and activities. Both classified (up to Secret Restricted Data level) and unclassified documents are intermixed throughout collections. Collections were transferred to the History Division after the agency was abolished. Collections contain internal memoranda and Congressional, interagency, and other correspondence.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

8. **DOE/HQ91-04.07**

U. S. Energy Research and Development Administration - Records of Program Offices and Divisions. The records consist of 30 cubic feet dating from 1975 to 1977. Collections of office files created by program offices and divisions, including solar energy and public affairs. Most files are organized by subject filing systems. Collections contain significant information on agency policy implementation and important technical data. Both classified (up to Secret Restricted Data level) and unclassified documents are intermixed throughout the files. Collections were transferred to the History Division after the agency was abolished. Collections contain internal memoranda, Congressional, interagency, and other correspondence.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

9. **DOE/HQ91-04.08**

U. S. Federal Energy Administration - Files of the Office of Executive Communications. The records consist of 260 cubic feet dating from 1973 to 1977. The files record the official decisions and policies of the agency in a variety of energy areas, including Federal oil allocation and pricing. They also record Federal actions in response to the energy crisis of the mid 1970's. The files are organized into interoffice memoranda and external correspondence sections. They contain documentation of agency policies, origins, structure, functions, missions, controversies, and activities from the perspective of the top policy making level. The files are unclassified and were transferred to the History Division after the agency was abolished. The files contain official decision and information memoranda, other internal memoranda, Congressional, White House, and other correspondence.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

10. **DOE/HQ91-04.09**

U. S. Federal Energy Administration - Records of Administrators and Deputy Administrators. The records consist of 80 cubic feet dating from

1973 to 1977. These records contain documentation on the formulation o Federal energy policy in the mid 1970's. They are organized by individual idiosyncratic systems, only two of which are subject systems The records contain documentation of agency policies, origins, structure, functions, missions, controversies, and activities from the perspective of the top policy making level. Some classified National Security Information appears in specific portions of these records. Most, however, are unclassified. The records were transferred to the History Division after the agency was abolished. The files contain official decision and information memoranda, other internal memoranda, Congressional, White House, and other correspondence.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

11. **DOE/HQ91-04.10**

U. S. Federal Energy Administration - Records of Assistant Administrators. The records consist of 65 cubic feet dating from 1973 to 1977. These records contain documentation on Federal energy policy implementation. The records are organized by individual idiosyncratic system. They contain documentation of the functions, missions, controversies, and activities of the agency. The records contain some classified National Security Information in specific sections. Most, however, are unclassified. These records were transferred to the History Division after the agency was abolished. They contain official internal memoranda, Congressional, interagency, and other correspondence.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

12. **DOE/HQ91-04.11**

U. S. Federal Energy Administration - Records of Program Offices and Divisions. The records consist of 95 cubic feet dating from 1973 to 1977. These records document the implementation of Federal energy policies, primarily in the oil allocation and pricing area. The records are organized by individual idiosyncratic system. They contain documentation of agency functions, missions, controversies, and activities. All of them are unclassified. The records were transferred to the History Division after the agency was abolished. They contain official internal memoranda, Congressional, interagency, and other correspondence.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

13. **DOE/HQ91-04.12**

U. S. Department of Interior - Records of the Office of Oil and Gas. The records consist of 90 cubic feet dating from 1954 to 1973. The collection contains data about Federal oil and gas policy implementation. The records are organized by a subject filing system and are all unclassified. The collection was transferred to the History Division after the office was abolished. The records contain internal memoranda, Congressional, interagency, and other correspondence.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

14. **DOE/HQ91-04.13**

U. S. Department of the Interior - Records of the National Petroleum Council. The records consist of 70 cubic feet dating from 1947 to 1973. These files record the decisions of the Council about Federal oil policies. They are organized by a subject filing system and are all unclassified. The collection was transferred to the History Division after the Council was abolished. The files contain transcripts of Council meetings, memoranda, and general correspondence.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

15. **DOE/HQ91-04.14**

U. S. Department of the Interior - Miscellaneous Publications and Reports. The records consist of 13 cubic feet dating from 1921 to 1970. These materials consist of technical reports, bulletins, and books analyzing petroleum reserves, petroleum processing, gasoline quality, natural gas reserves and production, and oil import totals. Many are organized by report number and all are unclassified. These publications were transferred to the History Division after the Department of Energy was organized.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old

records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

16. **DOE/HQ91-04.15**

U. S. Department of the Treasury - Office of the Energy Advisor. The records consist of 53 cubic feet dating from 1956 to 1973. These files contain information about the formulation of Federal petroleum and other energy policies, primarily in the 1960's period. They also contain valuable information on the energy crisis of the early 1970's. The files are organized by subject filing systems. They document policies, controversies, and activities from top Federal levels. The files contain classified (up to Secret National Security Information) and unclassified documents, and classified materials have been segregated from the unclassified. The files were transferred to the History Division after the office was abolished. The files contain internal memoranda, Congressional, White House, and other correspondence.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

17. **DOE/HQ91-04.16**

U. S. Department of Energy, History Division. Top Secret Document Collection. The records consist of 30 cubic feet dating from 1947 to 1977. The documents in this collection have been removed from other collections in History Division custody and have been cross referenced to collections from which they have been removed. They have been stored separately under tight administrative and security controls in order to comply with Departmental regulations. They document primarily atomic energy policies and activities. The Top Secret documents were transferred to the History Division when the collections of which they are a part were transferred to the History Division. The Top Secret documents include internal memoranda, correspondence, and reports.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

18. **DOE/HQ91-04.18**

U.S. Department of Energy, Office of the Secretary. The records consist of approximately 1,200 cubic feet dating from 1977 to the present, but are dynamic and grow each year at a rate of approximately 80 cubic feet. These files record and document the official Departmental decisions and policies of the Secretaries, Deputy Secretaries, and Under Secretaries

of Energy. The files are organized by the type and originator of the document (e.g., Action Memorandums from internal offices, Information Memorandums from internal offices, other memorandums from internal offices, outgoing letters, Congressionals, public mail, White House mail, Federal agencies, state agencies) by year received in the Department. The files contain documentation of agency policies, origins, structure, functions, missions, controversies, and activities from the perspective of the top policy-making level. Both classified (up to Top Secret Restricted Data) and unclassified documents are contained in these records; however, they are clearly segregated into Top Secret, other classified, and unclassified groups.

Disposition. Permanent. Transfer to the National Archives in existing blocks when the youngest records are 30 years old. Any 30-year old records (or segregable portions thereof) covered by current litigation discovery requests will be transferred when the request is satisfied or the court closes discovery.

RECOMMENDATION TO THE ARCHIVIST ON RECORDS DISPOSITION REQUEST

JOB NUMBER: N1-434-92-1

ITEM COUNT: 18

SUMMARY

The Department of Energy requests disposition authority for records held by History Division. The eighteen series of records in this job represent poli documentation from the highest levels of the Atomic Energy Commission, the Energy Research and Development Administration, and the Department of Energy The correspondence of the AEC Chairman, the ERDA Administrator, the Secretar of Energy, their prinicpal assistants, and the program offices and divisions the three agencies are included. Records of the Office of Oil and Gas and t National Petroleum Council, administered by the Department of the Interior, transferred to the DOE History Division after the offices were abolished, ar also included. These records document the development and execution of all aspects of U.S. energy policy, particularly the use of nuclear energy, since World War II. All of the records are proposed for permanent retention. I recommend approval of this job.

RECOMMENDATION

☐ 1. APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of t section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government.

☒ 2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preser by the United States Government. The agency will offer these records to the National Archives as specified.

Items 1-18.

☐ 3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.

☐ 4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

☒ Not Required.

☐ Required — Publication Date:
Copies Requested:
Comments Received:

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	Jeanne Young	9-9-92
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	[signature]	9/9/92
CONCURRENCES	NNT (Acting)	[signature]	9-9-9[illegible]
	NN-W	[signature]	9-9-92

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION — NA FORM 13133