DEPARTMENT OF ENERGY HEADQUARTERS RECORDS

ATOMIC ENERGY COMMISSION REGULATIONS FILES
INTRODUCTION:

FILES OF ATOMIC ENERGY COMMISSION REGULATIONS

IN DEPARTMENT OF ENERGY CUSTODY

by Roger M. Anders

Office of Human Radiation Experiments
Deputy Assistant Secretary for Planning and Administration
Assistant Secretary for Environment, Safety and Health

January 1996

The Department of Energy and Its Heritage: The Department of Energy (DOE) is one of the most diverse agencies in the Federal government. It was created in 1977 from a score of organizational entities from a dozen departments and agencies. DOE encourages the development of energy technologies in several areas—solar, geothermal, fossil fuel, and nuclear. It develops technologies aimed at promoting conservation of energy resources. DOE is one of the largest Federal agency supporters of basic scientific research and manages a research complex that includes some of the nation's premier laboratories. DOE helps formulate national policies for energy use and development. Perhaps surprisingly to many, DOE also runs the nuclear weapons research, development, and production complex as well as associated dismantlement and clean up activities.

DOE’s nuclear heritage comes from the World War II Manhattan Project which built the atomic bomb. The threads of DOE’s involvement with nuclear issues and programs run through the following agencies: the Manhattan Engineer District (1942-1947), the Atomic Energy Commission (1947-1975), and the Energy Research and Development Administration (1975-1977). DOE not only took over functions, cultures, and traditions from these agencies, it also inherited records from them. Of these agencies, the longest lived and most controversial was the Atomic Energy Commission (AEC). The AEC also created a greater volume of records than any other DOE predecessor agency and, not surprisingly, DOE still has custody of a substantial volume of AEC records. Of the AEC records in DOE’s custody, files of AEC regulations are valuable because they document the rules which agency officials were required to follow over a thirty year period.
The Atomic Energy Commission: From its inception in 1947 until its abolition in 1975, the AEC carried out a Congressional mandate for a large federal role in atomic energy development. The AEC maintained programs for nuclear weapons research, development, production, and testing; production of plutonium and weapons grade uranium; milling and refining of uranium ore; biomedical research into the effects of radiation and nuclear weapons; basic nuclear research in fields such as chemistry, physics, and metallurgy; development of nuclear reactors; promotion of a civilian nuclear power industry; and conduct of international Atoms-for-Peace activities. It was unique among federal agencies in combining responsibilities to both promote and regulate a technology. It promulgated official regulations to govern the conduct of officials implementing many of these programs.

AEC Regulations Files: The AEC first called its regulations General Manager's Bulletins. Later the agency changed their format somewhat and grouped them into an AEC Manual. Individual regulations were promulgated in the form of AEC Manual Chapters. The Energy Research and Development Administration (ERDA), which succeeded the AEC in 1975, maintained the AEC Manual Chapter system with a few minor modifications. DOE, which succeeded ERDA in 1977, established its own system for creating and promulgating agency regulations, abolishing the AEC Manual Chapter system.

The DOE Office of Personnel has custody of AEC regulations files and has grouped them into eight individual collections. Inventories for each of the collections are attached. One collection includes what is probably a comprehensive set of General Manager's Bulletins. Within collections, General Manager's Bulletins and AEC Manual Chapters are arranged in numerical order.

These collections, however, do not contain every version of every General Manager's Bulletin or AEC Manual Chapter. Often a bulletin or manual chapter would go through several drafts before it was promulgated. These drafts have been destroyed and what remains are versions that were promulgated. Because the collections contain different versions of the same chapter, the evolution of a regulation, as promulgated, can be traced.

The General Manager's Bulletins and AEC Manual Chapters cover a wide variety of topics on which the agency issued regulations. For example, they cover the establishment of offices and the assignment of duties and functions to them. They also include regulations for records disposition, radiation protection, accounting policy and procedures, protection of classified information, control of classified documents, as well as many others.

A few files of regulations contain documents which are marked classified. The majority of these files, however, are unclassified.

Arranging for Access to AEC Regulations Files: Access to unclassified portions of AEC regulations files may be arranged by contacting Roland DeVries on 202-586-4719.
DEPARTMENT OF ENERGY HEADQUARTERS RECORDS

ATOMIC ENERGY COMMISSION REGULATIONS FILES

FOLDER TITLE LISTINGS OF REGULATIONS COLLECTIONS
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**1. ORGANIZATION REQUESTING TRANSFER**
Division of Personnel
Organization Policy and Directives Branch

**2. DATE OF ACTUAL TRANSFER**
March 15, 1971

**4. TOTAL CUBIC FEET OF RECORDS**
13

**5. JOB NUMBERS OF PREVIOUS TRANSFERS OF SIMILAR MATERIAL**

**6. QUESTIONS ON RECORDS TO BE REFERRED TO**

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**7. ANTICIPATED REFERRALS PER YEAR**

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**8. BRIEF DESCRIPTION OF RECORDS**
Organization Policy and Directives Case Files

**9. ACCESS TO RECORDS RESTRICTED TO**

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**10. INVENTORY OF RECORDS TRANSFERRED**

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**14. CERTIFICATION:**
This is to certify that the records described above have been received in the Records Center.

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### RETIRED AEC CHAPTERS AND APPENDICES

March 8, 1971

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HQ 050E; Nuclear Safety and Development Liaison Group (5/13/64)

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AEC 0502; Reporting and Investigating Accidents and Radiation Exposures (Handbook) (4/4/62 - 11/14/66)

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AEC 0521; Medical Investigation of Alleged Disabilities from Special Hazards (11/4/54)

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AEC 1001, Expenditures of a Confidential Nature (3/25/54 - 4/15/57)
AEC 1101; Accounting Policy and Practices (2/15/61 - 8/4/64)
AEC 1101; Table of Contents (1/31/64 - 8/18/67)
AEC 1101; Accounting Policy and Practices Handbook, Part I (5/18/62 - 8/21/69)
AEC 1101; Accounting Policy and Practices Handbook, Part II, Section 1 (6/22/61 - 7/1/67)
AEC 1101; Accounting Policy and Practices Handbook, Part II (5/10/63 - 5/24/66)
AEC 1101; Accounting Policy and Practices Handbook, Part II, Section 2 (1/22/65 - 7/1/68)
AEC 1101; Accounting Policy and Practices Handbook, Part II, Section 3 (6/3/64 - 7/12/68)
AEC 1101; Accounting Policy and Practices Handbook, Part II, Section 4 (8/28/61 - 7/1/69)
AEC 1101; Accounting Policy and Practices Handbook, Part II, Section 5 (3/22/61 - 7/1/68)
AEC 1101; Accounting Policy and Practices Handbook, Part II, Section 6 (3/27/62 - 7/1/69)
AEC 1101; Accounting Policy and Practices Handbook, Part II, Section 7 (3/22/61 - 7/1/69)
AEC 1101; Accounting Policy and Practices Handbook, Part II, Section 8 (4/18/63 - 7/1/69)
AEC 1101; Accounting Policy and Practices Handbook, Part II, Section 9 (4/27/61 - 7/1/69)
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AEC 1101; Accounting Policy and Practices Handbook, Part II, Section 17 (3/22/61 - 7/1/67)
AEC 1101; Accounting Policy and Practices Handbook, Part II, Section 18 (5/15/61 - 7/1/66)
AEC 1101; Accounting Policy and Practices Handbook, Part II, Section 35 (3/27/63 - 7/1/65)
AEC 1101; Accounting Policy and Practices Handbook, Part II, Section 39 (4/10/63)
AEC 1101: Accounting Policy and Practices Handbook, Part II, Section 46 (11/20/61 - 5/14/70)
AEC 1101: Accounting Policy and Practices Handbook, Part II, Section 60 (3/13/63)
AEC 1101: Accounting Policy and Practices Handbook, Part II, Section 81 (3/21/63)
AEC 1101: Accounting Policy and Practices Handbook, Part II, Section 82 (3/21/63)
AEC 1101: Accounting Policy and Procedures, Part IV (5/18/62 - 6/16/70)

AEC 1101: Accounting Policy and Practices (Handbook), Part XI, Section B (7/17/64 - 8/22/70)
AEC 1101: Accounting Policy and Practices Handbook, Part XI, Section D (1/19/66 - 10/3/68)
HQ 1120-13: Imprest Funds (Cash) 4/1/57
AEC 1201: Role of Auditing in AEC (4/7/54)
AEC 1201: Audit Policy (4/7/54 - 2/3/56)
AEC 1301: Budget Policy and Practices (10/1/51 - 8/11/64)
AEC 1303: Official Entertainment Expenses (7/6/54 - 4/28/58)
AEC 1401; Contractor Insurance Programs (11/9/54 - 12/29/64)
AEC 1501; Official Travel (7/29/64 - 3/17/70)
AEC 1501; Travel (Handbook) (7/30/64 - 9/1/67)
AEC 1501; Travel Handbook (1/30/68 - 11/5/68)
HQ 1501; Travel (2/2/65)
HQ 1503; Authority for Travel at AEC Expenses (5/29/59)
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AEC 1609; Agreements for Procurement of Research and Development Services from Other Federal Agencies (3/15/54 - 12/2/66)
AEC 1701; Pricing (11/9/55 - 11/18/65)
AEC 1701; Pricing Handbook (9/4/63 - 7/30/70)
AEC 1801; Data Processing Equipment and Services (6/7/62 - 1/13/69)
AEC 1801; Data Processing Equipment and Services (Handbook) (5/10/63 - 7/15/68)
Volume 2000; Security, Table of Contents (5/12/55 - 4/15/57)
AEC 2001; Security Survey and Facility Approval (5/2/66 - 10/29/69)
AEC 2001; Security Appraisals and Inspections (5/16/56 - 7/24/59)
AEC 2004; Control of NATO Classified Information (5/13/68)
AEC 2004; Control of NATO Classified Information (Handbook) (5/20/68)
AEC 2100; Control of Classified Information and Documents (4/15/57)
AEC 2101; Control of Classified Information (5/4/56 - 8/27/69)

AEC 2101; Control of Classified Documents (11/13/56 - 10/29/69)
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HQ 2105; Control of Classified Documents (2/29/68)
AEC 2201; Security Education and Training (8/30/54 - 10/18/57)
AEC 2108; Weapon Data (10/4/57 - 5/27/69)
AEC 2114; Conferences and Discussions Involving Classified Information Held Outside Security Areas (2/16/61 - 6/27/68)
AEC 2300; Personnel Clearance (11/3/54 - 4/15/57)
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AEC 2301; Personnel Security Program (Handbook) (7/2/63 - 6/20/66)
AEC 2401; Physical Protection of Classified Matter and Information (6/17/55 - 3/3/69)
AEC 2401; Physical Protection of Classified Matter and Information (Handbook) (7/11/68)
AEC 2402; Security of Matters in Transit (6/17/55 - 5/12/60)
AEC 2405; Physical Protection of Unclassified Special Nuclear Material (3/3/69)
AEC 2407: Transmission of AEC Classified Materials to Department of Defense (10/4/57 - 1/3/58)

AEC 2501: Control of Visits (10/4/55 - 3/2/66)

AEC 2502: Unofficial Travel to Sovite-Bloc Countries (8/6/56 - 4/22/59)

AEC 2601: Administrative Handling of Violations and Related Matter (7/22/55 - 10/22/68)


AEC 3000: Information, Classification and Foreign Activities (5/18/54 - 4/15/57)

AEC 3100: Public Information (8/4/55 - 4/15/57)

AEC 3200: Technical Information (8/5/54 - 4/15/57)

AEC 3201: Reporting Results of Scientific and Technical Work Funded by AEC (6/24/68 - 12/17/68)

AEC 3202: Reporting and Dissemination of Information Resulting from AEC Research and Development Activities (3/26/57 - 3/21/63)

AEC 3203: Servicing and Control of Classified Scientific and Technical Reports (5/15/58 - 5/31/60)

HQ 3203: Servicing and Control of Scientific and Technical Information in Report Form (5/15/58)

AEC 3204: Dissemination of Published and Unpublished Unclassified AEC Technical Information to Foreign Nations (8/26/55 - 8/14/59)

AEC 3300: Foreign Activities (1/12/55 - 4/15/57)

AEC 3302: Commitments Involving Future Foreign Assistance Performance (6/18/57)

AEC 3303: Soviet Bloc Visits, Participation, and Conference Attendance (12/10/62 - 11/18/66)

AEC 3304: Non-Soviet Alien Visits and Participation (10/22/68 - 1/13/69).

AEC 3400: Classification (11/18/54 - 3/19/56)

AEC 3401: Classification (11/18/54 - 10/6/67)

AEC 3402: Classification and Declassification Handbook (11/18/54 - 12/4/63)

AEC 3403: Declassification (11/18/54 - 10/15/63)

AEC 3406: Classification Appraisals (4/11/58 - 2/18/63)

AEC 4000: Table of Contents, General (7/3/53 - 10/9/64)

HQ 4108: Availability for Overtime Work (7/28/59)

AEC 4101: AEC Personnel Program (8/17/54 - 11/25/60)

AEC 4108: Employment (8/16/61 - 4/10/68)


AEC 4113: Transfers and Details to International Organizations (10/8/57 - 6/30/61)


AEC 4116: Military Duty: Restoration and Other Actions (12/17/56 - 3/8/57)
AEC 4121; Oath of Office (2/6/59 - 7/6/64)
AEC 4122; Political Activity (5/10/54 - 7/29/58)
AEC 4123; Attendance at Meetings and Participation in Outside Professional and Technical Organizations (2/20/59 - 12/4/64)
AEC 4130; Pay Administration (11/30/54 - 6/30/67)
HQ 4136; Hours of Work and Premium Pay Handbook (10/26/56 - 7/22/58)
AEC 4136; Hours of Work and Premium Pay (1/25/54 - 6/12/68)
AEC 4136; Hours of Work and Premium Pay (Handbook) (6/22/61 - 6/12/68)
AEC 4137; Time and Attendance Reporting (2/18/57)
AEC 4138; Compensation Rates - Pacific Proving Grounds (4/5/56 - 9/6/57)
AEC 4139; Employment of Consultants and Advisers (9/12/55 - 11/19/64)
HQ 4139; Employment of Consultants and Designees (10/17/57 - 5/18/59)
AEC 4141; Foreign and Territorial Employment (3/20/57 - 2/20/59)
AEC 4145; Leave Administration (12/22/53 - 7/6/67)
HQ 4145; Leave Administration (10/26/56 - 12/6/61)
AEC 4150; Employee Development and Training (5/3/55 - 6/8/65)
AEC 4150; Employee Development and Training (Handbook) (4/3/59 - 11/16/59)
HQ 4150; Employee Development and Training (11/27/62- 5/20/65)
AEC 4152; Executive Development (2/16/59 - 5/5/59)
AEC 4152; Executive Development (Handbook) (5/5/59)
AEC 4154; Incentive Awards (8/31/55 - 6/24/69)
AEC 4154; Incentive Awards Handbook (11/10/59 - 11/27/67)
HQ 4154; Incentive Awards (12/21/65 - 5/18/70)
HQ 4154; Incentive Awards Handbook (12/21/65)
AEC 4156; Appeals from Adverse Actions (10/13/64)
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AEC 4160; Employee Benefit Programs (3/21/62 - 7/25/62)
AEC 4166; Employee-Management Cooperation (7/1/62 - 9/13/67)
AEC 4166; Labor-Management Relations in Government Employment (Handbook) (7/1/62 - 9/13/67)
AEC 6301: General Design Criteria (3/5/62 - 12/23/65)
AEC 7000: SS Materials and Products Volume (4/15/57)
AEC 7403: Forecasting and Distribution of SS Materials (10/29/59 - 7/18/68)
AEC 7430: Recovery of Source and Special Nuclear Materials (12/19/58 - 12/15/59)
AEC 7501: Securing and Furnishing Isotopic Materials and Irradiation Services (3/16/56 - 4/15/57)
AEC 7505: Test Reactor Irradiation Services for AEC Contractors and Designees (11/26/56)
AEC 7605: Technological Spinoff Activities (9/14/64)
AEC 7603: Use of AEC Facilities for Private Purposes (11/8/57 - 5/16/61)
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AECPI 9-2.205: Bidders Mailing Lists (9/3/69 - 2/20/70)
AECPI 9-5.53: Procurement of Automatic Data Processing Equipment (10/14/65 - 2/24/69)
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Announcements -- 1962 and 1963
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AEC Procurement Regulations and Instructions (1/25/62 - 7/1/69)
Tabulation of Manual Issuances Which Should Become Handbooks (11/17/59)
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Budget Estimates (4/5/60 - 5/2/68)
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Procedures Affecting Division of Personnel (12/23/59 - 4/3/69)
Program Manning - Division of Personnel (4/9/68)
Projects: One-Time (1968)
Reorganizations (1961)
Report, Annual - Personnel to General Manager (1966)
Secretary Training Questionnaire (1965)
Status of Manual (7/1/69)
Study of Division of Personnel Functions, etc. (1967)
Training, Administrative Officers and Secretaries (1965)
Training, Field Offices (1964 - 1968)
Training, Interns (1964)
Training, Slayton Committee (1964)
Training, Secretaries, Advanced Secretarial Seminars (1966)
Training on Management Directives System (1960)
Workload Data (1960)
Presentation Outlines (1969)
Report on Status of Directives (1/31/67)
Quarterly Memorandum (1966 - 1970)

Transmittal Notices, Part 1100, From 1960 (Jan.)

Transmittal Notices, Volume 1000

Transmittal Notices, Parts 0200 through 0900

Transmittal Notices, Part 0100, From 1960 (Jan.)

Transmittal Notices, Volume 0000, From December 1953 to December 1969
Transmittal Notices, Volumes 7000, 8000, and 9000

Transmittal Notices, Volumes 5000, 6000, 7000, 8000, and 9000

Transmittal Notices, Volumes 4000, 5000, and 6000

Transmittal Notices, Volumes 2000, 3000, and 4000

Transmittal Notices, Part 1200 through Volume 3000

Directives Control Book, From January 1960 through December 1967

Transmittal Notices, Control Log, December 1953 through December 1959
**TRANSFER REQUEST**

See Reverse Side for Instructions and Additional Space

1. ORGANIZATION REQUESTING TRANSFER (Name of Division or Office, Branch, Section and Unit)
Division of Personnel
Management Directives Branch

2. DATE OF ACTUAL TRANSFER
July 24, 1968

3. HIGHEST SECURITY CLASSIFICATION
Secret

4. TOTAL CUBIC FEET OF RECORDS

5. JOB NUMBERS OF PREVIOUS TRANSFERS OF SIMILAR MATERIAL

6. QUESTIONS ON RECORDS TO BE REFERRED TO:
Jean May

7. ANTICIPATED REFERRALS PER YEAR
- 10 to 20
- 21 to 60
- Over 60

8. BRIEF DESCRIPTION OF RECORDS (for group or series identification purposes)
Management Directives Case Files

9. ACCESS TO RECORDS RESTRICTED TO:
<table>
<thead>
<tr>
<th>NAMES</th>
<th>SIGNATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean B. May</td>
<td>Jean B. May</td>
</tr>
<tr>
<td>Grayce T. Pettovar</td>
<td>Grayce T. Pettovar</td>
</tr>
<tr>
<td>Eileen M. Haycraft</td>
<td>Eileen M. Haycraft</td>
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</table>

10. INVENTORY OF RECORDS TRANSFERRED
See attached inventory.

11. SPACE RELEASED BY TRANSFER OF RECORDS
Office: __________________ Sq. ft. Storage (Vault): __________ Sq. ft.

12. EQUIPMENT FREED BY TRANSFER
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<th>NUMBER OF PIECES</th>
<th>SIZE</th>
<th>DISPOSITION</th>
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<td>SAFE FILES - 4 DRAWER</td>
<td>Legal, Legal</td>
<td>Dir. re-use, Other re-use</td>
</tr>
<tr>
<td>STANDARD FILES - 4 DRAWER</td>
<td>Legal, Legal</td>
<td>Dir. re-use, Other re-use</td>
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<td>OTHER EQUIPMENT (Describe below)</td>
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13. TRANSFER AUTHORIZED BY:
<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean B. May</td>
<td>Jean B. May</td>
</tr>
</tbody>
</table>

   Title: Chief, Mgmt. Dir. Branch, PER Date: 7/24/68

14. CERTIFICATION: This is to certify that the records described above have been received in the Records Center.

   Signature: __________________ Date: 7-25-68

---

Jobs 771 and 2690 reviewed and combined into Job 4802 on July 24, 1968.
LISTING OF MDB RETIRED FILES:

GM Bulletins
AEC Chapters and Appendixes
WA and HQ Chapters and Appendixes
AECPI
Miscellaneous
1. Listing of GM Bulletins
2. Index of GM Bulletins
3. GM-1 AEC Instructions and Bulletins: Their Initiation, Clearance and Control
4. GM-2 Establishment of Necessary Measures to Insure Security of Classified Matter in Transit between Two Separate Facilities
5. GM-3 Preparation of Officer Efficiency Reports
6. GM-4 Establishing Procedures for Effective Adequate Plant Protection Programs at Facilities Wherein Restricted Data is Located
7. GM-5 Establishing Procedure and Methods to Insure Security Surveys of Facilities
8. GM-6 Notice of Visitors to Washington
9. GM-7 Personnel Transfers between Installations
10. GM-8 New York Operations Office
11. GM-9 Establishment of Health Unit
12. GM-10 Procedures for Insuring Security upon Completion or Termination of Contracts
14. GM-12 Budgetary Responsibilities within the Atomic Energy Commission
15. GM-13 Mail Recording and Control System for Use at Washington
16. GM-14 Establishment of Budget Program for Activities of the AEC for FY 1948
17. GM-15 Address Guide
18. GM-16 Development and Administration of Health and Safety Programs
19. GM-17 Accounting for Allotments for FY 1948
20. GM-18 Classification of Obligations and Expenditures by Objects
21. GM-19 Proper Measures for the Control & Processing of Top Secret Documents and Other Matter
22. GM-20 Office of the General Manager
23. GM-21 Division of Research
24. GM-22 Division of Reactor Development
25. GM-23 Division of Production
26. GM-24 Division of Military Application
27. GM-25 Office of the General Counsel
28. GM-26 Division of Finance
29. GM-27 Office of the Director
30. GM-28 Division of Organization and Personnel
31. GM-29 Office of Security
32. GM-30 Raw Materials Operations Office
33. GM-31 Office of Administrative Operations
34. GM-32 Division of Biology and Medicine
35. GM-33 Painting and Identification of AEC Motor Vehicles
36. GM-34 Official Atomic Energy Commission Vehicle Identification License Plates
37. GM-35 Budget Estimates for Fiscal Year 1949
38. GM-36 Military Liaison Committee Relationships and Correspondence
39. GM-37 Procedures for Processing Classified Matter
40. GM-38 Purpose and Scope of AEC Records Management Program
41. GM-39 Security Termination Statement
42. GM-40 Santa Fe Operations Office
43. GM-41 Office of Oak Ridge Directed Operations
44. GM-42 Chicago Operations Office
45. GM-43 Hanford Operations Office
46. GM-44 Contractor Wage and Salary Administration
47. GM-45 Standardization of Colored Tissue Used for Official File Purposes
48. GH-46 Allotment Reports from Operating Establishments to the Controller
49. GH-47 Policy Governing Procurement and Use of Filing Equipment
50. GH-48 Hours of Work and Overtime
51. GH-49 Policy Against Nepotism
52. GH-50 Establishment of AEC Records Depository at Oak Ridge, Tennessee
53. GH-51 Procedures for Consolidating and Storing AEC Contract Files
54. GH-52 Procedure for Licensing Manufacture Production, Transfer or Acquisition for Export of Facilities for the Production of Fissionable Material
55. GH-53 Procurement of National Safety Council Training Aids and Educational Materials
56. GH-54 Disposal of Commission Records; Prior Administrative, Archival, and Congressional Authority to Be Obtained
57. GH-55 Preparation and Use of AEC Form 79, Request and Authorization for Official Travel at Government Expense
58. GH-56 Travel and Visitor Control Procedure
59. GH-57 Reports to be Submitted Regarding Procurement and Use of Matter Bearing Penalty Indicia
60. GH-58 Disqualified Bidders
61. GH-59 Responsibility for Security
62. GH-60 Inspections and Surveys
63. GH-61 Pre-Employment Reference Checks
64. GH-62 Rescission of Certain Reporting Requirements
65. GH-63 Determination of Community Policies
66. GH-64 Government Rights to Inventions, Discoveries and Improvements Made or Conceived by Commission Employees, Advisors and Consultants
67. GH-65 Conservation of Oil Supplies
68. GH-66 Approval of Appointments to Key Positions as Required by Delegation of Authority to Managers of Operations
69. GH-67 Responsibility for Action on Communications
70. GH-68 Compilation of Security Instructions
71. GH-69 Standardization of Correspondence Practices; Issuance and Use of AEC Correspondence Manual
72. GH-70 Security Considerations Concerning Guard Forces at Specified Facilities
73. GH-71 Monthly Progress Report for Construction Jobs
74. GH-72 Policies and Procedures Relating to Scientific Personnel of Contractors
75. GH-73 Vehicle Preventive Maintenance - Security Shipments
76. GH-74 Procedures for Maintaining Security of Messages Prepared for and Transmitted Over Cryptographic Facilities Formerly or Presently in Use by the AEC
77. GH-75 Procurement of Radiation Detection Instruments
78. GH-76 Allocation and Transfer of Fissionable Materials Outside of Routine Production Channels
79. GH-77 Establishment of Colorado Raw Materials Office
80. GH-78 Address of Paying Office on Bills of Lading and Requests for Transportation and Payment of Carriers' Vouchers
81. GH-79 Requisitioning of Printing from the GPO, Washington, D.C.
82. GH-80 Decentralization of Authority to Grant Personnel Clearances and of Control of Investigative Reports
83. GM-81 Collection and Distribution of AEC Research and Development Reports and Provision of AEC Technical Information Services
84. GM-82 Patent Clearance of Contracts and Purchase Orders
85. GM-83 Tort Claims Against the United States
86. GM-84 Hours of Work, Overtime, and Per Diem as Applied to Shipment Security Personnel
87. GM-85 Elimination of Temporary Security Approval ("S") for Employment by the Atomic Energy Commission
88. GM-86 Standardization of Motor Vehicle Certificate of Release
89. GM-87 Transportation of Radioactive Materials
90. GM-88 Reports of Costs of Maintenance and Operation of AEC Motor Vehicles
91. GM-89 Standardization of Filing Procedures; Issuance and Use of AEC Standard Subject File Manual
92. GM-90 Investigating and Reporting Files and Accidents
93. GM-91 Personnel Data Concerning Scientists and Engineers with MED Experience
94. GM-92 Numbering, Filing and Distribution of Contracts and Establishment of Central Contract File at Washington
95. GM-93 Unclassified Areas of Research
96. GM-94 Distribution of Information Copies of Federal Register Material
97. GM-95 Accounting for Source and Fissionable Materials
98. GM-96 Responsibilities for Control of R&D Reports
99. GM-97 Property Management and Property Accounting
100. GM-98 Delegations of Authority to Approve Official Travel and Transportation
101. GM-99 Transfer of Excess and Critical Materials & Equipment within the AEC
102. GM-100 Patent Articles in Contracts, Subcontracts and Purchase Orders
103. GM-101 Decentralization of Authority to Grant Temporary Security Clearances Under Emergency Conditions
104. GM-102 Decentralization of Authority to Reinstate Personnel Security Clearance for Former Employees
105. GM-103 Forms Management System
106. GM-104 Preparation and Submission of Cryptographic Destruction Report
107. GM-105 Declaration, Transfer and Disposition of Surplus Personal Property
108. GM-106 Committee Relations
109. GM-107 Public and Technical Information Service
110. GM-108-Contract Bonding Requirements on New Construction Contracts
111. GM-109 Certificate Required to Support Payments of Official Long-Distance Telephone Tolls
112. GM-110 Claims in Favor of the United States
113. GM-111 Reimbursement Authorization - Procedure for Issuance - Reimbursable-Type Contracts
114. GM-112 Policy and Procedures on Requests for Occupational Deferment Under Selective Service Act of 1948
115. GM-113 Use of Microphotography for Protection of Vital Records
116. GM-114 Small Business Representation on Committees and Boards
117. GM-115 Disposition of Surplus Real Property
118. GM-116 Inspection of AEC Facilities by "Outside Agencies"
119. GM-117 Initiation of AEC Personnel Program
120. GM-118 Sales of Personal Property
121. GM-119 Certificates to Commissioner of Customs Concerning Entry Free of Duty of Emergency Purchases of War Materials Abroad
122. GM-120 Fidelity Bonds for Contractor Employees
125. GM-121 Organization Charts
124. GH-122 Direct Communication with Schenectady Operations
125. GH-123 Monthly Report of Contractor Employment
126. GH-124 Approval of Contractor Insurance Policies
127. GM-125 Contract Manual for Engineering and Construction Services - Contract Boards
128. GM-126 Review of Hospital Programs
129. GM-127 Building Codes and Other Building Criteria
130. GM-128 Supervision of Construction and Related Activities
131. GM-129 Fair Employment Progress Report
132. GH-130 Processing Personnel Actions Following Selection of a Candidate
133. GH-131 Idaho Operations Office
134. GH-132 Holding State or Local Office by AEC Employees
135. GH-133 Safety and Fire Protection Codes and Standards
136. GH-134 Invitations to Individuals, Not Government Employees, to Perform Travel at Government Expense
137. GH-135 Personal Gifts, Discounts, or Other Favors from Contractors
138. GM-136 Procedure for Review of Employee Grievances (2 folders)
139. GM-137 Medical Investigation of Alleged Disabilities from Special Hazards
140. GM-138 Municipal Fire Protection
141. GM-139 Funds for Official Entertainment Expenses
142. GM-140 Foreign Travel at AEC Expense
143. GH-141 Recruitment, Selection, Promotion and Transfer
144. GH-142 Construction and Engineering Contract Status Reports
145. GH-143 Schenectady Operations Office
146. GH-144 Processing Periodic Pay Increases
147. GH-145 Office of Classification
148. GH-146 Authorization to Publish Advertisements, Notices and Proposals
149. GH-147 Operation of AEC and Contractor-Operated Printing Plants
150. GH-148 Uniform Directives for Design and Construction Projects
151. GH-149 Administration of Construction Rider to Independent Offices
152. GM-150 Hiring Rates and Salary Increases
153. GH-151 Policy for Control of Information
154. GH-152 Issuing Instructions and Information to Operations Offices
156. GH-154 Maximum Per Diem and Mileage Rates for AEC Civilian Employees Within the Continental United States
157. GH-155 General Property Management Standards
158. GH-156 Leave
159. GH-157 Reduction in Force
160. GH-158 Industrial Fire Protection Health and Safety
161. GH-159 Transfer to AEC of Uncollectible Accounts of AEC Cost-Type Contractors
162. GH-160 Manual of Declassification Procedures
163. GH-161 Procedure for Securing Isotopic Materials and Irradiation Services
164. GH-162 Scheduling Vouchers for Payment
165. GH-163 Reports on AEC Management Improvement Program
166. GH-164 Budget and Reporting Classifications
167. GH-165 Auditing of Contractors' Accounts Integrated with the AEC Accounting System

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AEC 3105, Coordination of Oral, Written, and Visual Public Information Issuances

AEC 3106, Answering Inquiries from Newsmen and the General Public

AEC 3107, Speeches by AEC and Contractor Employees on Official Time (never printed)

AEC 3108, Formal Oral and Written Public Statements by Employees as Individuals

AEC 3110, Film Footage and Motion Picture Production

AEC 3141, Motion Picture Libraries (never printed)

AEC 3205, Industrial Information Program (never printed)

AEC 3301, Technical Cooperation Program with the UK and Canada

AEC App. 3302, Commission-Approved Areas & Specific Topics of the Tech. Coop. Program
AEC 3303, Responsibility for Handling Returns of Irradiated Fuel Elements (never printed)

AEC 3305, Participation in International Scientific Conferences

AEC 3340, Authorization of Private Persons to Participate in Classified Activities in Foreign Atomic Energy Programs (never printed)

AEC 3403, Unclassified Areas of Research

AEC 3403, Unclassified Areas of Research (Classified folder)

AEC 3404, Policy for Control of Information

AEC 3410, AEC-DOD Classification Guide (cross reference)

AEC 3411, Guide to the Use of the Classification "Top Secret" (cross reference)

AEC 3412, Classification Guide for Source, Special Nuclear and Other Materials and Shipping forms for Source and Special Nuclear Materials (cross reference)

AEC 3413, Declassification Guide for General Application (cross reference)

AEC 3414, Declassification Guide of Responsible Reviewers (cross reference)

AEC 4001, Appraisal of Personnel Management

AEC 4002, Commissioners' Personnel Data Book

AEC 4003, Selection of AEC and Contractor Employees for IAEA

AEC 4102, Appraisal of Organization and Personnel Administration

AEC 4104, Appointment, Conversion, Detail, Loan, and Temporary Promotion (never printed)

AEC 4123, Filling Vacant Positions

AEC 4110, Filling Key Positions

AEC 4114, Reemployment Rights in Interagency Transfers

AEC 4115, Occupational Deferrals and Military Reservists in AEC Program (cross ref)

AEC 4120, Policy Against Nepotism

AEC 4121, Conduct of Employees (1954-1967)

AEC 4131, Job Evaluation - Salaried Jobs'

AEC 4131-071 D, E, F, and G - Job Evaluation - Salaried Jobs

AEC 4132, Salary Practices
AEC 4133, Wage Administration - Hourly Wage Jobs (never printed)
AEC 4134, Hours of Work (never printed)
AEC 4142, Processing Personnel Actions Following Selection of a Candidate
AEC 4148, Employee Training and Development
AEC 4149, Group Training and Development
AEC 4151, AEC Executive Personnel Policy Committee
AEC 4153, Officer Efficiency Reports
AEC 4155, Special AEC Honor Awards
AEC 4156, Length of Service and Retirement Recognition
AEC 4160, Group Life Insurance
AEC 4161, Unemployment Compensation
AEC 4163, Retirement System
AEC 4169, Handling of Funds Entrusted by Fellow Employees
AEC 4187, Official Register Listing
AEC 4188, Mobilization Roster of Key Personnel
AEC 4201, General Policy Statement
AEC 4202, Establishing Project Personnel Program (never printed)
AEC 4205, Personnel and Employment Practices
AEC 4220, Employee Compensation
AEC 4228, Administration of Labor Laws
AEC 4230, Hours of Work on Cost-Type Contracts
AEC 4250, Construction Contractors
AEC 4252, Employment and Reimbursement (never printed)
AEC 4254, Employment Conditions of Cost-Type Contractors (never printed)
AEC 4280, Reports
AEC 4283, Monthly Report of Contractor Employment
AEC 4284, Manpower Inventory
AEC 4285, Forecast of Manpower Requirements
AEC 4301, Fellowship Program
AEC 5001, AEC Application of GSA Regulations
AEC 5002, Supply Management Performance Evaluation
AEC 5005, Cataloging
AEC 5110, Cataloging
AEC 5120, Warehouse Management
AEC 5141, Use of AEC Passenger Motor Vehicles and Aircraft
AEC 5143, Construction Equipment Management
AEC 5144, Machine Tool Management (never printed)
AEC 5171, Utilization of Excess IBM Accounting Machines Control Panel
AEC 5172, Utilization and Disposal of Excess Personal Property in Foreign Areas
AEC 5174, Transfer of Excess Strategic and Critical Materials to the Stockpile
AEC 5175, AEC Scrap Metals Program
AEC 5202, Selection of the Transportation Method (never printed)
AEC 5203, Protective Services
AEC 5204, Shipping Documents (never printed)
AEC 5205, Transportation Directory (Routing Guide)
AEC 5208, Customs Clearance of Import Shipments
AEC 5302, Acquisition of Title to Privately Owned or the Transfer of Government-Owned Real Property
AEC 5303, Acquisition of Easements
AEC 5304, Temporary Use and Restoration of Real Property
AEC 5305, Use by Others of AEC Real Estate
AEC 5306, Utilization and Disposal of Real Property
AEC 5307, Real Estate Records and Reports
AEC 5308, Periodic Reports of Real Property Holdings
AEC 5309, Payments in Lieu of Taxes (never printed)
AEC 6101, General Policies
AEC 6102, Supervision of Construction and Related Activities
AEC 6103, Administration of Architect-Engineer Construction Contracts
AEC 6106, Project Directives and Preliminary Proposals
AEC 6201, Engineering Planning and Scheduling
AEC 6203, Preliminary Projects Proposals (never printed - number reissued to new ch.)
AEC 6204, Construction Cost Estimates
AEC 6207, Building Codes and Design Criteria
AEC 6300, Design Criteria
AEC 6301, Scope and Purpose
AEC 6302, General Criteria
AEC 6303, Site Planning
AEC 6304, Architectural Design
AEC 6305, Structural Design
AEC 6306, Heating, Ventilating and Air Conditioning
AEC 6307, Plumbing
AEC 6308, Interior Electrical Systems
AEC 6310, Administration and Office Buildings
AEC 6311, Laboratory Buildings
AEC 6312, Warehouse and Storage Buildings
AEC 6313, Maintenance and Repair Shops
AEC 6314, Cafeteria Facilities
AEC 6315, Industrial Medical Facilities
AEC 6316, Personnel Shelters - Design Criteria (consolidated with 6301)
AEC App. 6316, Personnel Shelters - Design Criteria (consolidated with 6301)
AEC 6317, Design Criteria for Hot Laundries (never printed)
AEC 6330, Exterior Electrical Systems
AEC 6331, Steam Generation and Distribution
AEC 6332, Water Supply, Distribution and Storage
AEC 6333, Sewerage and Sewage Disposal
AEC 6334, Roads, Sidewalks, Bridges, Storage and Parking Areas
AEC 6335, Railroads
AEC 6401, Construction Planning and Scheduling
AEC 6402, Inspection of Construction
AEC 6403, Acceptance of Completed Facilities
AEC 6404, Management Techniques for Construction Economies
AEC 6501, General
AEC 6502, Progress Reports and Forecasts
AEC 6503, Construction Completion Reports
AEC 7201, Commercial Processing and Fabrication Services (never printed)
AEC 7301, Licensing of Facilities for Production of Fissionable Material
AEC 7402, SS Material Balance Reports
AEC 7403, Transfers of SS Materials
AEC 7404, SS Material Accountability Surveys
AEC 7405, Transfers of SS Materials for the Account of Licensees
AEC 7450, Allocation of Special Nuclear Materials Outside Production Channels
AEC 7510, Radios isotopes Research Support Program
AEC 8402, Administration of Activities at NRTS (never printed)
AEC 8403, AEC Advisory Committee on Reactor Safeguards (never printed)
AEC 8405, Reactor Data (never printed)
AEC 8701, Implementation of Access Permits
AEC 8702, Administration of Access Permit Program
AEC 8703, AEC Technical Assistance Meetings for the Civilian Applications of Atomic Energy
AEC 8710, Use of AEC Facilities for Privately Sponsored R&D Work (cons. with 7603)
AEC 8711 (Civilian Application) Work Experience Program (consolidated with 7604)
AEC 8731, Consulting Services by AEC and Contractor Employees on Official Time (never printed)

Volume 9000, Table of Contents (General Correspondence)
AEC 9001, Procurement Directives
AEC 9100, Procurement and Contracts
AEC 9101, Basic Policies (1961-1965)
AEC 9101, Basic Policies (1960)
AEC 9101, Basic Policies (1954-1959)
AEC 9102, Procurement Authority and Responsibility
AEC 9103, Contract Financing
AEC 9104, Specifications and Standards
AEC 9105, Procurement by Formal Advertising
AEC 9106, Procurement by Negotiation
AEC 9107, Small Purchases Procedures
AEC 9108, Procurement from Government Sources
AEC 9109, Special Purchases
AEC 9110, Foreign Purchases
AEC 9111, Contract Forms and Provisions
AEC 9112, Termination of Contracts
AEC 9113, Patents and Copyrights
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AEC 9115, Taxes
AEC 9116, Labor Laws and Regulations
AEC 9117, Inspection and Acceptance
AEC 9118, Cost Principles
AEC 9120, Approval of Contracts and Subcontracts
AEC 9121, Procurement of Advertising Space
AEC 9122, Disqualified Bidders
AEC 9123, Bidders' Mailing Lists
AEC 9124, Transportation Service
AEC 9125, Contingent Fees
AEC 9126, Numbering and Distribution of Contracts and Orders
AEC 9127, Contract Reporting
AEC 9128, Documentation
AEC 9129, Qualified Products Lists
AEC 9130, Fee Policy for CPFF Operating & R&D Contracts and Subcontracts
AEC 9131, Selection of Contractors
AEC 9132, Small Business
AEC 9133, Mistakes in Bids, Proposals, and Contracts
AEC 9134, Responsible Contractors
AEC 9135, Exchange of Sale or Personal Property
AEC 9136, Procurement Problems Arising from Labor Disputes at Supplier Plants
AEC 9200, Construction and Related Engineering
Part 9200, Construction and Related Engineering (OUO binder with fee schedule)
AEC 9201, General Provisions
AEC 9202, Formal Advertising for Construction Services
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AEC 9204, CPFF Contracts
AEC 9205, Construction and Architect-Engineer Contract Forms
AEC 9206, Rental of Construction Equipment
AEC 9207, Change Orders and Supplemental Agreements (never printed)
AEC 9208, General and Special Conditions of Specifications for Fixed-Price Construction Contracts (never printed)
AEC 9300, Raw Materials (never printed)
AEC 9400, Operations (never printed)
AEC 9500, Research and Development
AEC 9510, Policy Governing Selection of Washington-Designated Contracts (never printed)

AEC 9511, Administration of Washington-Designated Contracts (never printed)

AEC 9512, Types of Contracts and Their Uses (never printed)

AEC 9513, Reporting Requirements for Washington-Designated Research Contracts (never printed)

AEC 9514, Disposition of Property Under Washington-Designated Contracts (never printed)

AEC 9600, Priorities and Allocations - Table of Contents - Forms - List of P&S Bulletins (never printed)

AEC 9600, Priorities and Allocations (1956-1958) (never printed)

AEC 9600, Priorities and Allocations (1950-1955) (never printed)
July 22, 1968

RETIRED WA AND HQ CHAPTERS AND APPENDIXES

WA 010A, Headquarters Administrative Representatives Council

WA 0103-62, Functions & Delegations, Division of Raw Materials

WA 0105, AEC Advisory Boards (consolidated with AEC 0105)

WA 020A, Records Retirement and Storage - Headquarters Records Center

WA 020C, AEC Representation on Interdepartmental and Interagency Committees

WA 020F, Staff Attendance at Commission Meetings (IAD)

WA 020G, Transmission of Communications and Materials Via Department of State Diplomatic Pouch Facilities

WA 020H, HQ Long-Distance Telephone Service

WA 0220, Headquarters Records Management Program

WA 0232, Transfer of Records - HQ Records Center

WA 0241-03, Correspondence Preparation - General (Identification Symbols)

WA 0241-08, Signature, Concurrency, and Incoming Correspondence Tabs

WA 0241-12, Use and Preparation of Envelopes

WA 0243, Preparation of Letters

WA 0245-027, Assurance to be Obtained and Certified

WA 0256, HQ Official Mail Procedures

WA 0270-051, Certification of Official Long-Distance Telephone Calls

WA 050B, Health Unit Facilities

WA 050D, Safety and Fire Protection at AEC Headquarters

WA 0503, Medical Treatment and Compensation for Injured AEC Employees

WA 0606, HQ Emergency Operations Plan

WA 0609, AEC Headquarters Duty Officer

WA 0611, Washington Headquarters Disaster Plan

WA 0614, HQ Alarm Signals and Procedures
WA 1320, Preparation of Budget Estimates for AEC Headquarters and Extensions
WA 1505, HQ Procedures Governing Issuance of Transportation Requests (IAD)
WA 2101, Transmission and Destruction of Classified and Official Use Only Documents
WA 2105-16, Control of Classified Documents - Unaccounted For Documents
WA 2318, Access to RD by Members of the Armed Forces and Employees of DOD and their Contractors
WA 3106, Answering Inquiries from Newsmen and the General Public (never printed)
WA 410C, Inter-Agency Details
WA 410F, AEC Representation on Interdepartmental Committees
WA 4131, Job Evaluation - Salaried Jobs
WA 4132, Salary Practices
WA 4134, Hours of Work (never printed)
WA 4141, Foreign and Territorial Employment
WA 4143, Employee Record Card
HQ 4145, Leave Administration
WA 4152, Referral and Selection for Positions Grade GS-15 and Above
WA 4154, Executive Awards
WA 4156, Length of Service and Retirement Recognition
WA 4169, Handling of Funds Entrusted by Fellow Employees
WA 4171, Final Separation Clearance
WA 4280, Personnel and Industrial Relations Reports
WA 430A, Committee on Education and Training of Scientific Manpower (never printed)
WA 500A, Headquarters Responsibility
WA 510B, Building and Grounds Management Policy and Procedures
WA 510L, Movement of Property
WA 5141, Use of AEC Passenger Motor Vehicles and Aircraft
WA 5204, Shipping Documents - Government Bills of Lading
WA 910A, Review Board on Procurement Matters
WA 9101, Basic Policies
WA 9110, Foreign Purchases
WA 9120, Approval of Contracts and Subcontracts
WA 9122, Disqualified Bidders
RETIRED AECPI

AECPI 9-7.5004-10, Examination of Records by AEC

AECPI 9-15.5010-14, Prior Review and Approval of Compensation Paid Individual Employees

AECPI 9-56, Contracting and Procurement Appraisals
July 22, 1968

RETIRRED MISCELLANEOUS FILES

1966 Memoranda
1967 Memoranda

Policy Code
Study of AEC Manual Requirements (AEC Issuance Study Committee - 1964)
Follow-up Action on Manual Study Report - 1964
AEC 0201, AEC Management Directives System (Conversion of Policy Code)
AEC 0201, AEC Issuance System (1953-1957)
AEC 0201, AEC Issuance System (1958)
AEC 0201, AEC Issuance System (1959-1960)
Comments - 0201 and part IV of handbook - 1962 (1 black binder)
Comments - Subpart 9.1.1, Volume 9 - May 1962 (1 black binder)
Plan for Incorporating Procurement Directives in AEC Manual (Control Copy 4/10/62 with Murray's notes and field comments) (1 black binder)
Plan for Incorporating Procurement Directives in AEC Manual (4/10/62) with Murray's changes but no field comments (1 black binder)
Report No. 1 - Recommendation to Improve the Administrative Issuances System - 6/11/59
AEC Issuance System - Proposed Revision - January 1959 and Manpower Requirements
### U.S. ATOMIC ENERGY COMMISSION

**HEADQUARTERS INACTIVE RECORDS TRANSFER**

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**Prepare in TRIPlicate**

**NOTE:** Access to stored records is restricted to personnel of the organization initiating the transfer. Additional restrictions, if desired, should be specified on reverse side of this form.

1. **ORGANIZATION INITIATING TRANSFER** (Division, Branch, Section)
   - **Personnel, Administrative Branch, Mail & Record Section**
   - **Authority Official** (Signature): Sharon L. Rudy
   - **Title:** Mail & Records Supervisor

2. **AUTHORIZING OFFICIAL** (Signature)
   - **Date of Transfer:** 3-8-73
   - **No. of Cubic Feet:** 3

3. **BRIEF DESCRIPTION OF RECORDS** (Include Group or Series Title or Other Identification)
   - **AEC Manual Chapters** (Saved material from job number 4448)

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### 4. INVENTORY (Give complete information for each item listed)

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**DATE ELIGIBLE FOR RETIREMENT TO FRC**

**DATE TRANSFERRED TO FRC**

**DATE ELIGIBLE FOR DESTRUCTION**

**DATE DESTROYED**

**CERTIFICATION:** The records listed above by folder or group titles have been received in the Headquarters Records Section.

**Signature**

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6/17/58 - 2/62

of Records Section Personnel
AEC JOB NUMBER 6286
FRG ACCESSION NUMBER
**RECORDS TRANSMITTAL AND RECEIPT**

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

**1. TO**

(Complete the address for the appropriate records center serving your area)

Federal Archives and Records Center
General Services Administration
Washington National Records Center
Washington, D.C. 20409

**2. AGENCY TRANSFER AUTHORIZATION**

TRANSFERRING AGENCY OFFICIAL (Signature and title)
Maria E. Vignone, Chief, Records Management Branch

TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone no.)
Annette Black, Records Management, 353-4310

**3. AGENCY CONTACT**

DATE
Oct 1 1986

**4. RECORDS CENTER RECEIPT**

RECORDS RECEIVED BY: (Signature and title)

DATE
Oct 1 1986

**5. RECORDS DATA**

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**Return one copy of this SF135 in box 1 of first accession**

SEP 8 1986
Assistant Secretary, Management and Administration, Directorate of Administration, Office of Organization and Management Systems.

Directive Case Files
May 2, 1957 - October 1, 1972

Job No. Box No.
6322 4918 (1 of 1)

Signature of DOE recipient
Signature of WNRC recipient

Note: Access to records by authorized DOE personnel only. Restricted use -- witnessed disposal not required.

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SEP 8 1986
**U.S. ATOMIC ENERGY COMMISSION**  
**HEADQUARTERS INACTIVE RECORDS TRANSFER**

**ORGANIZATION INITIATING TRANSFER** (Division, Branch, Section)  
Division of Personnel, Management Directives and Reports Branch  
Office of Organization & Management Systems

**AUTHORIZING OFFICIAL** (Signature)  
John H. Burchard, Chief, Management Directives & Reports Branch  
(Title)

**DATE OF TRANSFER**  
4/17/73

**No. of Cubic Feet**  
1

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Return one copy of this SF 135 in box 1 of first accession

Standard Form 135 (Rev. 6-76)
Prescribed by GSA
FMR (41 CFR) 101-1.4
**RECORDS TRANSFER**

**ORGANIZATION INITIATING TRANSFER**
Division of Personnel, Management Analysis and Directives Branch

**AUTHORIZED OFFICIAL**
K. Dean Helms

**BRIEF DESCRIPTION OF RECORDS**
Announcements, Transmittal Notices, Table of Contents, and Management Directives Case Files.

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**CERTIFICATION:** The boxes listed under item 4 have been received in the Headquarters Records-Holding Area.

**Signature:**

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2/3/92 - Records belong to: Office of Organization, Resources & Facilities Management
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DATE ELIGIBLE FOR DESTRUCTION: 6/84
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**RECORDS TRANSMITTAL AND RECEIPT**

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150)
   Federal Records Center
   Washington National Records Center
   Washington, D.C. 20409

2. AGENCY TRANSFER AUTHORIZATION
   TRANSFERRING AGENCY OFFICIAL (Signature and title)
   Maria E. Vignone, Chief, Records Management Branch
   DATE 8/27/88

3. AGENCY CONTACT
   TRANSFERRING AGENCY LIAISON OFFICIAL: (Name, office and telephone No.)
   Annette Black, Records Management, 353-4310

4. RECORDS RECEIVED BY (Signature and title)
   Judith A. Barnes, Chief
   ACCESSION AND DISPOSAL BRANCH
   DATE SEP 08 1988

5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)
   Maria E. Vignone
   Chief, Records Management Branch
   Reference & Information Management Div.
   Office of Administrative Services
   Department of Energy
   Room G-017, GTN
   Washington, D.C. 20545

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**SERIES DESCRIPTION**
Assistant Secretary, Management and Administration, Office of Organization & Management Systems, Division of Management Systems Analysis.

**DIRECTIVE CASE FILES**
June 1945 - December 1976

**JOB NO.**
7107

**BOX NO.**
1522 (1 of 1)

**RESTRICTION**
Q

**DISPOSITION AUTHORITY**
ERS-16, 1.a. (1) (a)
Chapter IV

**DISPOSAL DATE**
PERM
02/04/82

**COMPLETED BY RECORDS CENTER**
LOCATION
S A

2/3/92 RECORDS BELONG TO: Office of Organization, Resources & Facilities Management, Management Systems Division, Management Systems Support Branch, AD-122.2

**NOTES:**
Access to records by authorized DOE personnel only.
Records contain secret/Restricted Data.

---

**NSN 7540-00-834-4083**

35-107

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2. AGENCY TRANSFERRING AGENCY OFFICIAL (Signature and title)
   Maria E. Vignone
   Chief, Records Management Branch
   Reference & Information Management Div.
   Office of Administrative Services
   Department of Energy
   Room G-017, GTN
   Washington, D.C. 20545

   Annette Black, Records Management,
   353-4310

   4. RECORDS CENTER RECEIVED BY (Signature and title)

   Date

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   RG FY NUMBER VOLUME (vol. #) AGENCY BOX NUMBERS
   (e) (a) (c) (d)

   430 88 10 1 1 of 1

   SERIES DESCRIPTION
   Assistant Secretary, Management and
   Administration, Office of Organization
   & Management Systems, Division of
   Management Systems Analysis.

   Directive Case Files
   June 1945 - December 1976

   Job No. 7107
   Box No. 1522 (1 of 1)

   Note: Access to records by authorized DOE
   personnel only. Records contain secret/restricted Data.

   Signature of DOE recipient
   Date 9/2/88

   Signature of WNRC recipient
   Date 9-7-88

   DISPOSAL AUTHORITY
   DISPOSAL DATE
   LOCATION
   SHELF PLAN
   CONSTRUCTION
   AUTO. DISP.

   ERS-16,1.a.(1) (a) PERM

   Chapter IV

   35-107

   Standard Form 135 (Rev. 7-85)
   Prescribed by NARA
   36 CFR 1228.152

   AUG 2 1988

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**CERTIFICATION:** The boxes listed under item 4 have been received in the Headquarters Records Holding Area.
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AECM 2703-A, Security of Automatic Data Processing Systems  9/74
Confidential/National Security Information
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Secret/RD
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**1. TO**

Federal Records Center  
Washington National Records Center  
Washington, D.C. 20409

**2. AGENCY TRANSFER AUTHORIZATION**

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**4. RECORDS CENTER RECEIPT**

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**5. FROM** (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)

Maria E. Vignone  
Chief, Records Management Branch  
Reference & Information Management Division  
Office of Administrative Services  
Department of Energy  
Room G-017, GTN  
Washington, D.C. 20545

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**NOTE:** Access authorized to DOE personnel only. Restricted use—witnessed disposal not required.
# Records Transfer

**Records Holding Area Use**

1. **Organization Initiating Transfer**
   - Office of Organization and Management Systems, Directives and Federal Register Branch

2. **Authorizing Official**
   - Chief, Directives and Federal Register Branch

3. **Brief Description of Records**
   - Management Directives Case Files, Announcements

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**Material Was Destroyed**

Box #5224 only - Cathy J. Wilkins

**Certification:**

- The boxes listed under item 4 have been received in the Headquarters Records Holding Area.

**Signature:**

3/30/86

**Date Eligible for Destruction:** 1-92

**Date Destroyed:** 1-92

**Date Eligible for Retirement to FRC:** 3/30/86

**Date Transferred to FRC:** 3/30/86

**Certification:** The boxes listed under item 4 have been received in the Headquarters Records Holding Area.

**Signature:**

3/30/86

**Date:**
# Manual Table of Contents

- Manual Table of Contents 1/77 & 7/77
- Manual Table of Contents 1/76 & 7/76
- Manual Table of Contents 7/75 & 7/75
- HQ Table of Contents 1/75 - 7/77
- ERDA Manual Index 6/77
- AEC Manual Index 3/71 - 10/73
- HQ Manual Index 1/73

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