

**Loc:J083/33/4/-J083/33/5**

**Accession No. 69A2207**

**NRC No. 4KR-326-83-004**

**RG 326**  
**Atomic Energy Commission**

**Oak Ridge Operations Office**

**Contract Division**  
**Corres. Files**  
**1961-1965**

**Entry 022**  
**Boxes 95-98**

TO BE COMPLETED AT FEDERAL RECORDS CENTER

135  
ADMIN.  
101-11.4

TRANSMITTAL  
RECEIPT

ACCESSION NO.  
69A 2207

RECORD GROUP NO.  
325

**INSTRUCTIONS**  
Send original and two copies to appropriate Federal Records Center.  
**EXCEPTION**—Send original and three copies to the Alexandria, Virginia, Center

SIGNATURE  
F. Fred W. Warner  
DATE RECORDS RECEIVED  
6-6-69

TITLE  
CHIEF ACCESSION & DISPOSAL BRANCH

**NARS-5**

FROM: (Name and address of Agency transferring records)  
U. S. Atomic Energy Commission  
Oak Ridge Operations Office  
P. O. Box E, Oak Ridge, Tennessee 37830

TO: Federal Records Center, GSA  
1557 St. Joseph Avenue  
East Point, Georgia 30044

1. CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY  
**NONE - Restricted to the Official Use of Employees of AEC**

2. SQUARE FEET OF SPACE CLEARED  
A. OFFICE -  
B. STORAGE 20  
3. FILING EQUIPMENT EMPTIED  
A. FILE CABINETS (No.) -  
B. TRANS. FILES (No.) 100  
C. SHELVING (Lin. Ft.) -  
4. CUBIC FEET OF RECORDS TRANSFERRED  
149

5. NAME OF AGENCY CUSTODIAN OF RECORDS  
F. E. Beets  
6. BUILDING AND ROOM NO.  
7. TELEPHONE NO.

8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE?  YES  NO

9. AGENCY OFFICIAL (Signature)  
Raymond S. Stripling  
10. TITLE  
Chief, Office Services Branch  
11. DATE  
6/2/69

12. BOX NUMBERS  
FRC ONLY AGENCY  
13. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES  
(Show organizational component creating records)  
14. DISPOSAL AUTHORITY  
(Schedule and Item No.)

628280 thru 628307  
Box 1 thru Box 28  
~~Official AEC contract files~~  
*Disposed 9/26/65 71D120*

6 years after final payment, CC-1, Supp. #1, Item 7 (AEC will supply dates of disposal as contents of boxes become eligible for disposition)

*Sent to AII*

628308 thru 628311  
Box 29 thru Box 32  
Correspondence, Washington Liaison Office - policy and procedural material pertaining to materials and priorities and control

Indefinite  
OR-508  
B96

628312 thru 628344  
Box 33 thru Box 65  
Insurance compensation claim files, (AEC and Contractor)

Indefinite  
CON-1, Item 1  
B3(d, a, b)

628345 thru 628373  
Box 66 thru Box 98  
Insurance compensation claim files (AEC & Contractor)  
Official correspondence files, Contract Division

Indefinite  
CON-2, Item 4  
Indefinite  
CON-1, Item 1

**DISPOSAL ACCOMPLISHED**

**DATE** 7/10/65 5/4/74

628376 thru 628377  
Box 67 thru Box 98  
Official correspondence files, Contract Division  
*Boxes # 628347 Thru 628373  
Disposed of 9-25-74 75D147*

Indefinite  
CON-1, Item 1

628378  
Box 99  
Official correspondence files, Contract Division  
Oak Ridge Associated Universities Fellowship Applications and Medical Correspondence

Indefinite  
CON-1, Item 1  
Indefinite  
OR-1456

*Boxes 55-58 - Only MFI Pulled from Box*

*99 and put in Box 98*

- ✓ Contracts and Procurement - 17 (Appraisal - UT-AEC - CY 1963)
- ✓ Procurement & Contracts - 17 - Audit - Bridgeport Brass - CY '62
- ✓ Contracts and Procurement - 17 (Audit - Cincinnati Area - FY 1963)
- ✓ Procurement & Contracts - 17 - Audit - Cincinnati Area - FY 1964
- ✓ Contracts and Procurement - 17 - (Audit - Ferguson - FY 1963)
- ✓ Procurement & Contracts - 17 - Audit - Ferguson - FY 1964
- ✓ Procurement & Contracts - 17 - (Audit - Gen. Electric - FY 1963)
- ✓ Contracts and Procurement - 17 (Audit - Goodyear - 1963)
- ✓ Procurement & Contracts - 17 (Audit - Goodyear - FY 1964)
- ✓ Contracts and Procurement - 17 (Audit - MCW - FY 1963)
- ✓ Procurement and Contracts - 17 - Audit - Mallinckrodt - FY 1964
- ✓ Contracts and Procurement - 17 (Audit - MSI - FY 1963)
- ✓ Procurement & Contracts - 17 - Audit - MSI - FY 1964
- ✓ Contracts and Procurement - 17 (Audit - Maxon Const. Co.) FY 1963
- ✓ Contracts and Procurement - 17 (Audit - Maxon - FY 1964) FY 1965
- ✓ Contracts and Procurement - 17 - (Audit - NLO - FY 1963)
- ✓ Procurement and Contracts - 17 - (Audit - National Lead - FY 1964)
- ✓ Contracts and Procurement - 17 (Audit - Nelco Metals - FY 1963)
- ✓ Contracts and Procurement - 17 (Audit - New Brunswick - FY 1963)
- ✓ Procurement and Contracts - 17 (Audit - New Brunswick - FY 1964)
- ✓ Contracts and Procurement - 17 (Audit - ORINS - FY 1963)
- ✓ Procurement and Contracts - 17 - Audit - ORINS - FY 1964
- ✓ Contracts and Procurement - 17 - (Audit - Paducah Area - FY 1963)
- ✓ Procurement and Contracts - 17 (Audit - Paducah Area - FY 1964)
- ✓ Contracts and Procurement - 17 (Audit - Portsmouth Area - FY 1963)
- ✓ Procurement and Contracts - 17 (Audit - Portsmouth Area - FY 1964)
- ✓ Procurement and Contracts - 17 (Audit - Puerto Rico Area - FY 1963)
- ✓ Procurement & Contracts - 17 (Audit - PRWRA - 1962)
- ✓ Contracts and Procurement - 17 (Audit - St. Louis Area - FY 1963)
- ✓ Procurement & Contracts - 17 (Audit - St. Louis - FY 1964)
- ✓ Procurement & Contracts - 17 (Audit - University of PR - FY 1963)
- ✓ Procurement & Contracts - 17 (Audit - UPR-PRNC - FY 1964)
- ✓ Contracts and Procurement - 17 (Audit - UCNC - FY 1963)
- ✓ Contracts and Procurement - 17 (Audit - UCC - FY 1964)
- ✓ Procurement & Contracts - 17 (Audit - UT-AEC - FY 1963 and 1964)
- ✓ Cincinnati Area Office - 1963
- ✓ Bridgeport Brass Division - 1963
- Box 95 ✓ General Electric Company - 1963
- 62837 ✓ Goodyear Atomic Corporation - 1963
- ✓ The H. K. Ferguson Company - 1963
- ✓ Maxon Construction Company - 1963
- ✓ Mallinckrodt Chemical Works - 1963
- ✓ Management Services, Inc. - 1963
- ✓ National Lead Company of Ohio - 1963
- ✓ New Brunswick Area Office - 1963
- ✓ Nelco Metals, Inc. - 1963
- ✓ Oak Ridge Institute of Nuclear Studies - 1963
- ✓ Paducah Area Office - 1963
- ✓ Puerto Rico Area Office - 1963
- ✓ Portsmouth Area Office - 1963
- ✓ University of Puerto Rico - Puerto Rico Nuclear Center - 1963
- ✓ Puerto Rico Water Resources Authority 1963
- ✓ St. Louis Area Office - 1963
- ✓ Union Carbide Nuclear Company - 1963

- ✓ University of Tennessee - 1963
- ✓ Cincinnati Area Office
- ✓ The H. K. Ferguson Company
- ✓ General Electric Company
- ✓ Goodyear Atomic Corporation 1964
- ✓ National Lead Company of Ohio
- ✓ Mallinckrodt Chemical Works
- ✓ Management Services, Inc.
- ✓ New Brunswick Area Office
- ✓ Oak Ridge Institute of Nuclear Studies 1964
- ✓ Paducah Area Office
- ✓ Portsmouth Area Office
- ✓ Puerto Rico Area Office 1964
- ✓ University of Puerto Rico - Puerto Rico Nuclear Center - 1964
- ✓ Reactive Metals, Inc.
- ✓ St. Louis Area Office
- ✓ Union Carbide Corporation - Nuclear Division

CONTRACT DIV. - SHIPMENT 2787 - INSURANCE CORRESPONDENCE - 1945 - 1964  
 Correspondence - Re: Workmen's Compensation Rates in Ohio - ORO Contractors  
 Insurance - General - BA&F 12  
 O & M - 5 Issuances - Chapter 1400 - Bonds and Insurance  
 A.I.T., Inc. - Workmen's Comp. and Gen. Lia. Policies  
 AIT Depositors Forgery Bond  
 C&CCC Primary Commercial Blanket Bond  
 Carbide Inland Marine Pol.

Box 96  
 628375

Catalytic Construction Company - Policies and Correspondence  
 Fruin-Colnon Contracting Company and Utah Construction Company, Joint Ventures -  
 Contract No. AT-(40-1)-1966

Hooker Electrochemical Company  
 L & N Railroad Company  
 F. H. McGraw and Company - Paducah  
 Management Services, Inc. - Aircraft Policy  
 Management Services, Inc. - Blanket Position Bond (discontinued 12-1-60)  
 Maxon Construction Company - Policies and Correspondence  
 Maxon Construction Company - Subcontractors  
 Missouri-Kansas-Texas Railroad Company  
 Nelco Metals, Inc.  
 New England Lime Company  
 Oak Ridge Hospital - Policies and Correspondence  
 Oak Ridge School - Automobile Policies and Correspondence

Box 97  
 628376

Oak Ridge Schools - W. C. & Lia. Pols.  
 Peter Kiewit Sons' Company - Contract No. AT-(40-1)-1400  
 Royal Indemnity Company Policy RX-1402 Comprehensive General Liability and  
 Automobile Liability\*  
 Royal Indemnity Company Policy C-746002 - Workmen's Compensation - Roane-Anderson Co  
 Rust Engineering Company - Oak Ridge Contract No. AT(40-1)-1666  
 Rust Engineering Company - Pols. & Correspondence  
 Smith, Hinchman and Grylls, Inc. - Paducah  
 Southern Railway  
 United Lead Company - Contract No. AT-(30-1)-1041 - New Jersey Manf. Casualty  
 Ins. Co. - Contract No. AT-(30-1)-1176

- CONTRACT DIVISION - SHPT. 2795 - OFFICIAL & MISC. CORRESP. - 1961 - 1965
- ✓ Budget, Acctg. & Finance - 2 - Appropriations
  - ✓ BA&F 2-2
  - ✓ BA&F - 11-8 - GAO - Fairbanks, Morse and Company
  - ✓ BA&F - 11-8 - GAO Relations
  - ✓ BA&F - 12-3 - Claims
  - ✓ Comm. & Records 2 - Mail and Correspondence
  - ✓ Comm. & Records 9 - Telephones
  - ✓ Comm. & Records - 25 - ADP
  - ✓ E & S - 22 - Motor Pool
  - ✓ E & S - 45 - Office
  - ✓ Information & Publications 12-5 - Invitations
  - ✓ Legal 9 Congressional
  - ✓ Materials 4-2 Ore Processing
  - ✓ O & M - 3 - Div. of Responsibility-Cont. Div. and Ch. Counsel - AEGPR
  - ✓ O & M - 3-1 Assignment and Transfer of Functions
  - ✓ O & M - 3-2 Del. of Authority
  - ✓ O & M - 6 - Meetings and Conferences
  - ✓ O & M - 6 - Procurement and Contracting Meeting - Sept. 17 - 18, 1964 Headquarters
  - ✓ O & M - 6 - Procurement and Contg. Mtg. - September 17-18, 1964
  - ✓ O & M - 6 - Procurement and Contracting Meeting - March 12, 1963 - Headquarters
  - ✓ OROO - Procurement and Contracting Meeting - November 8, 1962
  - ✓ O & M 7 - Advance Planning Board
  - ✓ O & M 9 - Planning and Improvements - Proj. Contrl.
  - ✓ O & M 9 - Cost Reductions
  - Box 98 ✓ O & M 13 - Office Methods and Practices
  - 62437 ✓ O & M 13-2 - Reports Control
  - ✓ O & M 15 - Visits
  - ✓ Personnel - 1 - General Policy
  - ✓ Personnel - 2 - Employment Including Discrimination (Equal Opportunity)
  - ✓ Personnel 2-1 - Recruitment
  - ✓ Personnel - 3 - Assignment
  - ✓ Personnel 4-1 - Job Evaluation
  - ✓ Personnel 4-2 - Ceilings and Strength
  - ✓ Personnel - 5 - Salaries and Wages
  - ✓ Personnel 5-3 - Deductions
  - ✓ Personnel 6-1 - Leave, Vacations Time Off
  - ✓ Personnel - 7 Retirement - Pensions
  - ✓ Personnel 8 - Reports and Data
  - ✓ Personnel 8 - Manpower Utilization (including Staffing Studies)\*
  - ✓ Personnel 9 - Incentive Program
  - ✓ Personnel 13 Performance, Conduct and Service
  - ✓ Personnel 21 - Education and Training
  - ✓ Procurement & Contracts 1 Pol. and Proc.
  - ✓ Procurement and Contracts - Propd. Contract for Consulting Serv. ADP Eqpt. Oak Ridge
  - ✓ Procurement & Contracts - Propd. Contract for A-E Serv. 710 Reactor Experiment
  - ✓ Procurement & Contracts - 1 - Tenneco Oil Company AT-(40-1)-3294
  - ✓ Procurement & Contracts - 1 - UCC-Cont. AT-(40-1)-3302\*
  - ✓ Procurement & Contracts - 1 Anti-Trust Implications
  - ✓ Procurement & Contracts - 1 Policy - Buy American Act

- ✓ Procurement & Contracts - 1 - Contractor Selection Policy
- ✓ Procurement & Contracts - 1 - Unicard (AT-40-1)-3085
- ✓ Procurement & Contracts 3 Provisions (Cost Principles)
- ✓ Procurement and Contracts 5 - Provisions
- ✓ Procurement and Contracts 6 - Termination
- ✓ Procurement and Contracts 8 - Proposed Activity Reporting
- ✓ Procurement and Contracts 8 - Bureau of the Census Survey
- ✓ Procurement and Contracts - 9 - Suppliers and Contractors
- ✓ Procurement and Contracts - 17 - Appraisals
- ✓ Security - 3 - Classification, Downgrading, Declassifying\*
- Survey of NPR Fuel Program by Manufacturing Chemists' Association - Reactor Dev. 3
- Bureau of Budget Bulletin 69-2 Commercial-ind. activities of Govt. providing  
prod. or serv. for govt. use
- Harvey Aluminum Company
- Qualification Program - NPR Billets
- Liquid Argon File
- Summary of Functional Activities performed by ORO with Respect to ORNL
- ORO - ORNL Activities
- Marketing of Lithium Tails\*
- Lithium (General)\*
- Beryllium Procurement\*
- Repurchase Source Material Bought Under Industrial Participation Program \*

Box 99

628374

OAK RIDGE INSTITUTE OF NUCLEAR STUDIES - SHPT. 1360 - FELLOWSHIP  
APPLICATIONS - 1951 - 1952

- Argyris, Thomas AEC Predoctoral - Biological
- Anagnostis, Irene Plactere AEC Predoctoral - Biological
- Bloom, David AEC Predoctoral - Biological
- Brandon, Frank Bayard - AEC Predoctoral - Biological
- Breidenbach, Andrew Wallace AEC Predoctoral - Biological
- Brown, Richard Edward AEC Predoctoral - Biological
- Bryson, Melvin Joseph AEC Predoctoral - Biological
- Cohen, William Joseph AEC Predoctoral - Biological
- Cole, Benjamin Theodore AEC Predoctoral - Biological
- Cormier, Milton J. AEC Predoctoral - Biological
- Coty, Vernon Frank AEC Predoctoral - Biological
- D'Aguanno, William AEC Predoctoral - Biological
- Distefano, Victor Francis AEC Predoctoral - Biological
- Eversole, Russell Anson AEC Predoctoral - Biological
- Feinsmith, Burton Michael AEC Predoctoral - Biological
- Folmar, Glen D., Jr. - AEC Predoctoral - Biological
- Fry, Kenneth Alvin AEC Predoctoral - Biological
- Gale, Laurence Edward AEC Predoctoral - Biological
- Galloway, Dale O. AEC Predoctoral - Biological
- Green, Ralph J. AEC Predoctoral - Biological
- Hartstirn, Walter AEC Predoctoral - Biological
- Hood, Joseph Talmadge AEC Predoctoral - Biological
- House, Leland Ralph AEC Predoctoral - Biological
- Huggins, Clyde Griffin AEC Predoctoral - Biological
- Johnson, Melvin W. AEC Predoctoral - Biological
- Kalter, Harold AEC Predoctoral - Biological
- Keller, John George Joseph AEC Predoctoral - Biological
- Lange, Arthur Herman AEC Predoctoral - Biological
- Leonard, Charles Arthur AEC Predoctoral - Biological