

REQUEST FOR RECORD DISPOSITION AUTHORITY  
(See Instructions on reverse)

Rec. 11/21/78  
LEAVE BLANK

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)

Office of the Secretary of Defense

2 MAJOR SUBDIVISION

Washington Headquarters Services

3 MINOR SUBDIVISION

Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

J. E. Haines

5. TEL EXT

695-0970

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
Nov 14, 78	James S. Nash	Records Administrator	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1209-07	Energy Policy		
1209-07.1	Documents relating to preparing, coordinating, issuing and interpreting policy, direction, regulatory instructions and comparable records pertaining to the energy program in DoD. OFFER TO NARS WHEN 25 YEARS OLD.		
1209-07.2	Permanent. Transfer to WNRC when no longer required for reference.		
1209-07.3	Studies, reports, analyses made to measure energy conservation and the effectiveness of current practices or proposed plans.		
	Transfer to WNRC when superseded. Destroy when 15 years old.		
	NATO Energy Files		
	Documents related to the operation of the Central Europe Pipeline System (CEPS).		

(Cont'd next page)

4 ITEMS

115-107

Copy sent to Agency: R.C. 1/26/79

COPIES SENT TO NNB, NNM, NCW 9/28 2-30-79

**Request for Records Disposition Authority—Continuation**

JOB NO

PAGE OF  
2 of 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1209-07.3	<p>NATO Energy File (Cont'd)</p> <p>a. Documents which monitor the NATO Tariffs and NATO Budget. This consists of copies of charges paid for pipeline storage and transportation, as well as payments for repairs and maintenance. Copies of the contributions of each NATO nation towards these expenses.</p> <p>Destroy when 3 years old.</p> <p>b. Documents which recommend policy related to the CEPS operations.</p> <p>Permanent. Transfer to WNRC when no longer required for reference. Make available to NARS when 25 years old.</p>		