


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-361-92-4	DATE RECEIVED 8-21-92
1. FROM (Agency or establishment) Defense Logistics Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Staff Director, Administration		In accordance with the provisions of 44 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Planning and Resource Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Allen Easterly	5. TELEPHONE (703) 274-6234	DATE 12/1/92	ARCHIVIST OF THE UNITED STATES 

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 8/14/92	SIGNATURE OF AGENCY REPRESENTATIVE  Preston B. Speed	TITLE Chief, Administrative Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Enclosed is a new records disposition schedule for our Defense Fuel Supply Center Alternative Fuels offices. This file series is new and will become a part of our Files Maintenance and Disposition Manual (DLAM 5015.1).		

ALTERNATIVE FUELS

995 ALTERNATIVE FUELS. Relates to the management of supply, procurement and transportation of alternative fuels and natural gas to meet the needs of the military departments. Includes the provision of test fuels to the military departments for research and development purposes. NOTE: When using the 110, Common Records series in conjunction with the 995 Alternative Fuels series, all common records scheduled for disposal should be screened for potential inclusion in 995.40, Research and Development prior to destruction as a common record.

995.01 Alternative Fuels Program/Project Files. Documents related to the formulation, management, administration and execution of individual Alternative Fuels programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents. (*Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.*)

995.02 Alternative Fuels Correspondence Files. Documents providing general direction, staff guidance and reporting in the management and administration of Alternative Fuels matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere. (*Destroy after 2 years.*)

995.10 Tariff File. Tariffs and agreements issued, pipeline and distribution companies published tariff documents, related changes and backup materials used to formulate, administer, evaluate and monitor transportation and traffic management plans, policies, programs, procedures, systems and performance measurement standards; to ensure efficient and economic distribution of natural gas and alternative fuels; and to identify gas market opportunities. (*Destroy when superseded, obsolete or no longer needed for reference.*)

995.20 Rate and Tariff Information Systems Data. Information produced in hard copy form from various rate and tariff information systems and electronic bulletin boards used for conducting cost comparisons of contracts providing fuels and for providing pricing information for existing contracts. (*Destroy after 2 years except records relating to contracts in litigation will be destroyed 2 years after case is closed.*)

995.30 Technical Liaison. Copies of contractual documents, agreements, modifications, payment documents and similar materials used to conduct technical liaison with the Department of Treasury and the Department of Energy for all matters pertaining to alternative fuels programs. (*Destroy 2 years after expiration of contract/agreement.*)

995.40 Research and Development. Reports, correspondence, studies generated by government/non-government sources, proposals, written descriptions, contractual data, related documents and backup materials used for current and future planning, research, development, and analysis of alternative fuel sources and technologies. (*Destroy when no longer needed for reference.*)
NOTE: *Due to the nature of evolving technologies and the potential for future reoccurrence of investigations into alternative fuel sources, caution should be exercised when determining the future reference value of these records.*

995.50 Alternative Fuels Supplies. User fuel requirements and related documentation and correspondence used to develop methodologies and direct actions for supplying alternative fuels. (*Destroy when 2 years old.*) GRS 3/4a

995.55 Emergency Supplies. Correspondence related to emergency purchases and copies of contract modifications used to identify emergency supplies for using activities. (*Destroy after 1 year.*)

995.60 Natural Gas Pricing/Supply. Publications from natural gas industries and related marketing information used to maintain gas price/supply data for determining market price ranges. (*Destroy after 2 years.*)

995.70 Natural Gas Purchases. Copies of prepared purchase requests, contracts and agreements, memorandums of understanding, quality and measurement specifications, proposal evaluations, contract administration documentation, meeting minutes, related correspondence and backup materials used to conduct negotiations, initiate purchases, and direct supply action requirements. (See 831.05, *Contracts.*)

995.80 Alternative Fuel Studies. Consultant studies, internal studies, installation information on operating characteristics, information on local fuel companies, related correspondence and backup materials used to select sources, determine availability of spot market fuels and analyze support capabilities. (*Destroy after 3 years.*)

995.90 Nominating Gas/Fuel Movement. Tracking documents; curtailments; communication records; and related correspondence; not filed under 995.70, Natural Gas Purchases. These records are used to manage inventories of product on hand and in transit, assist activities nominating gas, resolve problems with gas supplies, and to support cases under litigation. (*Destroy with related contract or agreement.*)

995.95 Invoices and Billings. DD Forms 1155, Order for Supplies or Services; FL Forms 45, Certification of Funds; supplier invoices; billing documents; spreadsheets; and related backup materials (for receipt and acceptance copies see 110.73, Contracting Officer's Technical Representative (COTR) Files) used to oversee supplier invoice process and coordinate billing. (*Destroy after 3 years.*)