

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO. <i>NC1-AFU-85-23</i>	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED <i>4/30/85</i>	
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF			
3 MINOR SUBDIVISION Records Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Mr R. P. Dwyer	5 TELEPHONE EXT 694-3494	DATE <i>6-23-86</i>	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunk</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 16 APR 1985	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE GRACE T. ROWE Records Management Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p style="text-align: center;">SPECIALIZED PUBLICATIONS (Table 8-1) (Applicable Air Force-wide)</p> <p>Air Force Engineering and Services Center (AFESC) publishes Energy Techdata and Services Letters. Energy Techdata consist of procedures implementing policy concerning the Facility Energy Program; procedures for energy management and operation of facilities related to energy conservation; and technology transfer sheets on facility energy. Services Letters consist of procedures implementing policy concerning service programs, such as food management, equipment training, subsistence, dormitory management, housing supply, laundry and dry cleaning, mortuary affairs and furnishings management; procedures for operating and managing service facilities and for specialized requirements; and worldwide menu, food plan, recipes, and specialized menus.</p> <p>Rules 16 - 19. Added, to cover disposition of AFESC Energy Techdata and Services Letters. Dispositions are sufficient to meet Air Force needs.</p> <p style="font-size: 1.2em; margin-top: 20px;"><i>copy to Agency</i> <i>NNM JNNQ 6/24/86</i></p>		

TABLE 8-1

SPECIALIZED PUBLICATIONS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
16 *	Air Force Engineering and Services Center Energy Techdata	record copies	at HQ AFESC	destroy 2 years after supersession or rescision.
17 *		copies	at Energy and Civil Engineering activities	destroy when superseded or rescinded.
18 *	Air Force Engineering and Services Center Services Letters	record copies	at HQ AFESC	destroy 2 years after supersession or rescision.
19 *		copies	at Services activities	destroy when superseded or rescinded.