

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NCI-AFU-85-27	DATE RECEIVED 5-21-85
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Administration, HQ USAF		In accordance with the provisions of 44 U.S.C. 3303, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Records Mgt Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Mrs Grace T. Rowe	5. TELEPHONE EXT. 694-3527	DATE 4-8-86	ARCHIVIST OF THE UNITED STATES <i>Frank S. Burke</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 9 MAY 1985	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	REFRIGERATION, AIR CONDITIONING, EVAPORATIVE COOLING AND MECHANICAL VENTILATION (Table 91-13) (Applicable Air Force-wide) The purpose of this submission is to establish a new Table 91-13 to cover refrigeration, air conditioning, evaporative cooling and mechanical ventilating systems. This covers the various forms: AF Forms 3220, Water Balance Test Data; 3221, Absorption Operating Log; 3222, Centrifugal Reciprocating Operating Log; 3223, Fan Equipment Test Data; 3224, Diffuser and Griller Test Data; and 3225, Trouble Shooting Diagram. All forms are used by civil engineering personnel to record data necessary for efficient and reliable air conditioning system operation. AF Forms 3220, 3223, and 3224 are used when the systems are first used and during infrequent re-balance operations. AF Forms 3221 and 3222 are used daily to record systems operating parameters. AF Form 3225 is used on a random (as needed) basis. The stated dispositions will serve the administrative needs of the Air Force.		

3 items

Copy to Agency, 4-11-86
cmh

* TABLE 91-13, Refrigeration, Air Conditioning, Evaporative Cooling and Mechanical Ventilating Systems

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	System balance and test data	forms of system performance data used to promote efficient system operation	at bases/stations	destroy when superseded or when systems are deleted from real property account.
2	Operation Logs	forms of operating data on air conditioning equipment used to predict system maintenance requirements		destroy after 2 years or when no longer needed, whichever is later.
3	Air conditioning equipment trouble analysis	forms of operating data used to determine cause of malfunctioning equipment		destroy after 2 years.