

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE ARMY

2. MAJOR SUBDIVISION
OFFICE OF THE ADJUTANT GENERAL

3. MINOR SUBDIVISION
RECORDS MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
R. E. Bonnell

5. TEL. EXT.
693-1939

LEAVE BLANK

JOB NO
NCI-AU-77-164

DATE RECEIVED
24 AUG 1977

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-17-78 *James B. Oldaker*
Date Archivist of the United States

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 16 Aug 77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>R. E. Bonnell</i> GUY B. OLDAKER	E. TITLE Chief, Records Management Division
----------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>Energy Survey and Study Files.</u> (FN 1435-01) AR 340-18-14 Documents relating to investigations, surveys, and studies of energy management, fuel consumption, and potential improvement of fuel savings; including surveys by other agencies or contractors, utilizing visual and instrumental techniques, and related documents. Office performing Army-wide staff responsibility: Destroy 5 years after completion of next comparable investigation, survey, or study. Other offices: Destroy after 2 years.		
2.	<u>Energy Conservation Project Files.</u> (FN 1435-02) AR 340-18-14 Documents relating to projects in the Energy Conservation Investment Program (ECIP), Equipment Energy Conservation Investment Program (EQ-ECIP), and other programs for planning, developing, designing, and construction of facilities for installation of equipment to reduce energy requirements in new or existing facilities. Included are documents relating to the preparation and review of energy resource impact assessments or statements. Destroy 5 years after completion of project.		
3.	<u>Energy Conservation Reporting Files.</u> (FN 1435-03) Documents consisting of reports of energy consumption, projected fuel requirements, fuel availability and storage		

115/107
Sent to agency, NNM, NCR, all FRC's - 2/22/78
5 items

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE # 2 of 2 pages

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3. -- continued	<p>capacity, and boiler plant equipment data, and similar reports. Included are such as RCS DD-I&L (AR) 1313, defense energy information system, Federal energy administration data requirements, and information collected for higher level agencies, and related documents. Office performing Army-wide staff responsibility: Destroy after 5 years. Other offices: Destroy after 2 years.</p> <p>Request authorization to establish files series described above. These files accumulate at activities responsible for the management of the Energy Conservation Program. They relate to actions taken to conserve energy, manage fuel resources, and assure the availability of energy to Army installations and forces in accordance with mission and readiness priorities. They include the relationship of energy to operation and maintenance of facilities, utilities and equipment, and associated projects. Governing Army directive is Army Regulation No. 11-27 (copy attached). Several sample documents are also attached herewith.</p>		