

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

AFU

LEAVE BLANK	
DATE RECEIVED JAN 15 1975	JOB NO. NC - AFU-75-35
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 "with-drawn" in column 10.	
<i>1-29-75</i> (Date) <i>acting</i> <i>James E. O'Neil</i> Archivist of the United States	

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. C.J. Phillips

11

5. TEL. EXT.

X29232

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.

9 JAN 1975

Herbert G. Geiger

James E. O'Neil
Archivist of the United States

Date	(Signature of Agency Representative)	(Title)
	<i>Herbert G. Geiger</i>	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">UTILITY SYSTEM AND SERVICES RECORDS (Table 91-3)</p> <p>The purpose of this submission is to provide disposition criteria for daily operating logs used as source data for monthly logs. The hourly observed data is needed to determine highest loads generated for 24-hour period. Documentation is used to compare plant efficiency, fuel conservation and operating conditions throughout the year at any specified time during the day. Monthly logs give only the average for the day.</p>		

Copy to Agency 2/3/75 GW

TABLE 91-3 (Continued) UTILITY SYSTEM AND SERVICES RECORDS

R U L E	A	B	C	D	E
	If documents are or pertain to	consisting of	which are at	then	
4.1 *		heating plant daily operating logs used as a source data for monthly logs		destroy one year after end of fiscal year, or when purpose has been served, whichever is sooner.	