

*Air Force undifferentiated data*

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>JAN 4 1973</b>	JOB NO. <b>MN-173-118</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303o the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>1-12-73</i> Date	<i>James B. Ready</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

- 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 <b>MR. C. J. PHILLIPS</b>	5. TEL. EXT. <b>11x29209</b>
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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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**R. E. REILLY, Chief  
Documentation Management Branch  
Directorate of Administration**

**9 JAN 1973**  
(Date)

*R. E. Reilly*  
(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>SANITATION AND CUSTODIAL SERVICES (DLT 91-5) (Applicable Air Force-wide)</b></p> <p>The attached proposed change to AFM 12-50, Table 91-5, Rules 2 and 5, is submitted for your review.</p> <p>Overall description of documentation in Columns 1B thru 4B revised to meet present requirements with exception of procurement contract files which are still covered by Table 70-1.</p> <p>Revised criteria shown on attached decision logic table provides specific disposition period primarily at Major Command and Below.</p>	<b>MN 170-33</b>	

TABLE 91-5

## SANITATION AND CUSTODIAL SERVICES RECORDS

	A	B	C	D	
	If documents are or pertain to	consisting of	which are at	then	
1	janitorial and custodial services	reports of cost, manning and scope of services provided, with justification for contract services and related correspondence excluding Procurement Contract Files	HQ USAF	destroy after 3 years <b>DISPOSAL APPROVED</b>	
2			MAJCOMS and below	destroy after 2 years <b>DISPOSAL APPROVED</b>	
3	garbage and refuse collection services	reports of cost, manning, daily workload logs, and contractual service documents; records relating to services performed by base personnel, contractual services and correspondence relating to above excluding Procurement Contract Files	HQ USAF	destroy after 2 years <b>DISPOSAL APPROVED</b>	
4			MAJCOMS and below		