

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

RG 371

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

1. FROM (AGENCY OR ESTABLISHMENT)
Defense Communications Agency

2. MAJOR SUBDIVISION
Administrative Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Frederick Bradley

5. TEL EXT
6926951

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED SEP 12 1974	JOB NO NC-371-75-2
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10	
9-26-74 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

28 August 74
Date

Frederick Bradley
ARTHUR E. HAYES
(Signature of Agency Representative)

Chief, Administrative Division
(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>DCAI 210-15-6</p> <p>802-42 <u>Circuit, Trunk, and Multiplex Configuration History Files.</u> Papers documenting the history of circuits, trunks, and multiplex configurations for which DCA has allocation and engineering responsibility. Included are telecommunications service requests, circuit allocations orders, circuit engineering orders, circuit layout records, DCA area multiplex drawings, and implementation plans, exception and in-effect reports, correspondence, and related papers.</p> <p>Disposition: Destroy <i>microform:</i> Destroy 6 months after deactivation of the circuit or trunk. Earlier disposal is authorized.</p> <p><i>Paper records: Destroy immediately after microforming.</i></p>		

9/18/74 - Changes requested in DCA list of

Encl 1

802-42 Circuit, Trunk, and Multiplex Configuration History Files. Papers documenting the history of circuits, trunks, and multiplex configurations for which DCA has allocation and engineering responsibility. Included are telecommunications service requests, circuit allocations orders, circuit engineering orders, circuit layout records, DCA area multiplex drawings, and implementation plans, exception and in-effect reports, correspondence, and related papers.

Maintenance Instructions: These files will be maintained in a manner prescribed by DCAI 310-65-2.

Disposition: Destroy 6 months after deactivation of the circuit or trunk. Earlier disposal is authorized. DISPOSAL APPROVED

802-43 TSO Log Files. The Telecommunications Service Order Log, DCA Form 140, is used to control the issuance of sequential numbers and to provide management information related to engineering actions.

DISPOSAL APPROVED

Disposition: Destroy after 1 year.

802-44 TSR Log Files. The Telecommunications Service Request (TSR) Log, DCA Form 140, provides a source of information and control of TSR's in the process of allocations and engineering.

Disposition: Destroy after 2 years. DISPOSAL APPROVED

802-45 DCS Anticipated Telecommunications Requirements Reports Files. Reports submitted to DCA outlining forecasts of anticipated future telecommunications requirements by requesting authorities participating in the Defense Communications System. Included are reports, analyses, and related papers.

Disposition: Destroy upon receipt of new report. DISPOSAL APPROVED

802-46 DCS Communications Components Identification Files. Documents generated in the development of identification criteria for components of communications stations participating in the Defense Communications System. Included are proceedings of ad hoc committees, groups, and panels; studies; coordination correspondence; recommendations to the Secretary of Defense; and related papers.

Disposition: Office of Record - Permanent. Retire when no longer needed.

DISPOSAL APPROVED Others - Destroy when no longer needed.