

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK		
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-AFU-87-42		
		DATE RECEIVED 9-22-87		
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.		
2. MAJOR SUBDIVISION Directorate of Info Mgmt and Administration, SAF/AAD				
3. MINOR SUBDIVISION Information Management Policy Branch				
4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer		5. TELEPHONE EXT. 695-1667	DATE 9-28-87	ARCHIVIST OF THE UNITED STATES <i>Frank B. Bandy</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 3 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 B of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE SEP 18 1987	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE GRACE T. ROWE Chief, Records Mgmt Policy Section Directorate of Info Mgmt and Admin
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	TELEPHONE AND TELEGRAPH SERVICES AND ACCOUNTING RECORDS (Table 700-9) (Applicable Air Force-wide)		
1	Table 700-9 is added; replacing Table 100-13, Telephone and Telegraph Services and C-E Facilities Accounting Records, in its entirety. Current Rule 7 is deleted as unnecessary.		
2	Rules 1 and 2 (currently Rules 8 and 9). Dispositions remain the same but are changed slightly for clarity. Descriptions are changed slightly.		
3	Rule 3 (currently Rule 10). Disposition is changed to 1 year vice 3 months, to meet Air Force needs.		
3	Rules 4-10 (currently Rules 11, 5, 6, 1, 2, 3 and 4). No changes.	Rule 11 NC1-AFU-78-50	
<i>Agency cy sent 9/29</i>			<i>3 items</i>

TABLE 700-9

TELEPHONE AND TELEGRAPH SERVICES AND ACCOUNTING RECORDS

R	A	B	C	D
U	If the documents are			
E	or pertain to			
		consisting of	which are	then
1	telephone and telegraph credit cards or calling cards	forms of communications service authorizations and related correspondence requesting the issuance or cancellation of credit cards or calling cards		destroy 1 year after cancellation of credit or calling card.
2		credit cards or calling cards		send cancelled card to the activity initiating the communication service authorization.
3	operations control records	performance evaluations, station activity records, report of customer complaints and inquiries, traffic samples, and records of trouble reports		destroy after 1 year.
4	confidentiality statement	statements signed by telephone operators that they are acquainted with the confidential nature of their work		destroy 1 year after termination of duty as switchboard operator.
5	telephone directories	record set of each published directory, with all background material	at issuing activities	destroy when superseded or obsolete.
6		consolidated card deck or manuscript from which directory is compiled, and cards or manuscript pertaining to specific persons or activities		
7	unofficial telegraph services	telegraph company standard forms, including record of message deliveries, incoming money orders, registers of money order drafts issued and voided, money order applications, prenumbered receipts to senders of money orders, and related records		destroy 6 months after cutoff.

TABLE 700-9--Continued.

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
8		daily cash record (telegraph), cash collection voucher, monthly bills for unofficial telegraph messages, telegraphic money orders, public vouchers for pur- chases and services other than personal, and related records		destroy 1 year and 1 month after close of the FY in which final payment was made, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AFAFC.
9	telephone toll calls	authorized long distance tele- phone calls (AF Form 1072) and toll tickets		destroy when no longer needed (EXCEPTION: destroy toll tickets used for checking telephone company bills or lists of authorized calls after 6 months).
10	telephone, tele- graph, telautograph and non-tactical radio accounting records	vouchers (except toll tickets; see rule 9), with all background material		destroy after 2 years.