

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-89-19

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

DATE RECEIVED

5-8-89

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

DEPARTMENT OF THE AIR FORCE

In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Mr. R. P. Dwyer

694-3494

9/6/89

[Signature]

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; 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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE GRACE T. ROWE

04 MAY 1989

Grace T. Rowe

Chief, Records Mgmt Policy Section
Directorate of Info Mgmt and Admin

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
GOVERNMENT-OWNED TELEPHONE SERVICE RECORDS (Table 66-14) (Applicable Air Force-wide)			
We added Table 66-14; replacing Table 100-19, same title. Of the current five rules of Table 100-19, we are keeping Rules 1, 4 and 5 the same and changing the Rules 2 and 3 dispositions.			
1	Rule 2. Changed the disposition of telephone service, cable and terminal transfer records to destroy 2 years after completion of action vice 1 year after completion of action. We need the extra year retention for planning, operation, and management of base telephone systems and services.	NC1-AFU-76-39	
2	Rule 3. Changed the disposition of telephone service complaints to destroy after 2 years vice 1 year. Reason is same as for Rule 2 above.	NC1-AFU-76-39	

Items

Copies sent to agency, NCF 9/11/89

*TABLE 66-14

GOVERNMENT-OWNED TELEPHONE SERVICE RECORDS

R U L E	A If records are	B consisting of	C which are	D then
1	telephone/ wire comm- unications history records	records documenting man- agement, operation, and maintenance of govern- ment-owned telephone and wire communications equipment, including telephone equipment line record, telephone equip- ment key systems record/ worksheet, cable record, telephone number assign- ment record, and related records maintained in accordance with T.O. 00-20-8		destroy when individual service is discontinued, or when superseded by new record card.
2	telephone service, cable and terminal transfer records	service requests, ser- vice orders, and cable transfer worksheets used to record information pertinent to cable and terminal transfers		*destroy 2 years after completion of action.
3	telephone service complaints	telephone trouble logs used to document tele- phone service complaints		*destroy after 2 years.
4	history of battery service	monthly storage battery service record		destroy when battery is no longer in service.
5	circuit layout and trouble report records	records which document circuit layout and trouble reports for special circuits		destroy 1 year after discontinu- ance of service.