

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*4 items*

*AFU*

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

LEAVE BLANK	
DATE RECEIVED <b>APR 16 1976</b>	JOB NO. <b>NC1-AFU-76-39</b>
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>5-6-76 James P. O'Leary</i> (Date) <i>Acting</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

PRESTON B. SPEED

5. TEL. EXT.

756-2384

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 APR 1976

Date

*Herbert G. Geiger*  
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>GOVERNMENT-OWNED TELEPHONE SERVICE RECORDS (Table 100-19) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish new disposition criteria for government-owned telephone service records which are not presently scheduled in AFM 12-50. These records are utilized in the planning, operation, and management of base telephone systems and services.</p>	<p>NN 170-33</p>	

*Copy to Agency 5-11-76 CD*

TABLE 100-19 \*

## GOVERNMENT-OWNED TELEPHONE SERVICE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Telephone/wire communications history records	records documenting manage- ment, operation, and mainte- nance of government-owned telephone and wire communica- tions equipment, including telephone equipment line record, telephone equipment key systems record/worksheet, cable record, telephone num- ber assignment record, and related documents maintained in accordance with T.O. 00-20-8		destroy when individual service is discontinued, or when superseded by new record card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	local communications service requests, service orders, and cable transfer worksheets used to record information pertinent to cable and ter- minal transfers		destroy one year after completion of action
3	telephone service complaints	telephone trouble logs used to document telephone service complaints		destroy after one year
4	history of battery service	monthly storage battery record		
5	circuit layout and trouble report records	records which document circuit layout and trouble reports for special circuits		destroy one year after discontinuance of service