REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS  
(See Instructions on Reverse)  

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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  
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 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  
(Signature of Agency Representative)  

7. ITEM NO.  

8. DESCRIPTION OF ITEM  
(Government-owned Telephone Service Records  
(Table 100-19) (Applicable Air Force-wide)  
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.  

9. SAMPLE OR JOB NO.  

10. ACTION TAKEN  

NN  
170-33  

Herbert C. Geiger, Chief  
Director, Systems Division  
Directorate of Administration  

STANDARD FORM 115  
Revised January 1973  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4  

Copy to Agency 5-15-76  

115-106
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>telephone/wire communications history records</strong></td>
<td>records documenting management, operation, and maintenance of government-owned telephone and wire communications equipment, including telephone equipment line record, telephone equipment key systems record/worksheet, cable record, telephone number assignment record, and related documents maintained in accordance with T.O. 00-20-8</td>
<td></td>
<td>destroy when individual service is discontinued, or when superseded by new record card</td>
</tr>
<tr>
<td>2</td>
<td><strong>telephone service, cable and terminal transfer records</strong></td>
<td>local communications service requests, service orders, and cable transfer worksheets used to record information pertinent to cable and terminal transfers</td>
<td></td>
<td>destroy one year after completion of action</td>
</tr>
<tr>
<td>3</td>
<td><strong>telephone service complaints</strong></td>
<td>telephone trouble logs used to document telephone service complaints</td>
<td></td>
<td>destroy after one year</td>
</tr>
<tr>
<td>4</td>
<td><strong>history of battery service</strong></td>
<td>monthly storage battery record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>circuit layout and trouble report records</strong></td>
<td>records which document circuit layout and trouble reports for special circuits</td>
<td></td>
<td>destroy one year after discontinuance of service</td>
</tr>
</tbody>
</table>