

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
**US Army**

2. MAJOR SUBDIVISION  
**Office of the Administrative Assistant to the Secretary of the Army**

3. MINOR SUBDIVISION  
**US Army Records Management and Declassification Agency**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Betty S. Burton, CRM**

5. TELEPHONE  
**703-428-6417**

LEAVE BLANK (NARA use only)

JOB NUMBER  
**71-AT-07-6**

DATE RECEIVED  
**11-6-2006**

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
**5/3/07**

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;       is attached; or       has been requested.

DATE <b>24 MAY 2005</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> <b>JOHN A. SHARRETT SULLIVAN</b>	TITLE <b>Chief, Records Management Division</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p align="center"><b>Communications Records</b></p> <p><b>Background.</b> HQ, SDDC has requested the establishment of new record numbers for the life-cycle management of long-haul communication systems and Land Mobile Radio (LMR) Systems/Equipment Management. HQ, SDDC (SDG6-PT) is a planning section that plans, engineers, discontinues long-haul circuits, and/or implements new or upgrades long-haul communication systems as mission requirements demand. Record files are required to follow progression of circuits in a chronological order as the events and actions occur.</p> <p><b>DA Pam 25-5 - Preparing and Processing Requests for Long-Haul Information Transfer Services,</b> provides guidance for obtaining leased and Government owned, long-haul information connectivity systems and explains how to prepare required reports and documents.</p> <p><b>AR 25-1</b> also addresses the long-haul services and applies to the Land Mobile Radio (LMR) Systems/Equipment Management.</p> <p>The following proposed disposition instructions apply to records in all media and formats.</p> <p><b>FN: 25-5a</b> Title: Long-Haul Circuits/Services Tracking Records Description: Information related to Long-Haul Circuit/Service provisioning and management. Circuits/Services as identified by NETCOM, DISA, and DITCO under Long-Haul as requiring life-cycle tracking until circuit/service is no longer required to support the command's mission. Documents include Telecommunications Request (TR), Telecommunications Service Order (TSO), Status of Acquisition Message (SAM), In-effect Report, and related correspondence, notes, and planning documents pertaining to the development, tracking, or discontinuance actions of specific long-haul circuits financed by the Direct Customer Payment (DCP) Program under the responsibility of the Network Management Division or Section.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION**

JOB NUMBER

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2	<p>Disposition: KE3. Event is after circuit/service is discontinued through NETCOM/DISA or supersession/obsolescence, whichever applies. Keep in CFA until event occurs; destroy 3 years after event.</p> <p>FN: 25-1hhhh                      Title: Land Mobile Radio (LMR) Systems/Equipment Management                      Description: Information related to LMR Systems/Equipment. LMR systems/ equipment coordination, system design, acquisition of LMR equipment, radio tower installation plan records, related e-mails and documentation, funding information, and ISA documentation.                      Disposition: KE3. Event is termination of LMR System/Equipment or supersession/ obsolescence, whichever applies. Keep in CFA until event occurs, destroy 3 years after event.</p>		
3	<p><del>The electronic version of all records on this schedule that are created by electronic mail or word processing applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.</del></p>	GRS 20	11/6/00 <i>Er</i>