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

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 24 MAY 2005

SIGNATURE OF AGENCY REPRESENTATIVE
JOHN A. SHERIDAN SULLIVAN

TITLE Chief, Records Management Division

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   Communications Records

   Background.
   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.

   DA Pam 25-5 - Preparing and Processing Requests for Long-Haul Information Transfer
   Services, provides guidance for obtaining leased and Government owned, long-haul
   information connectivity systems and explains how to prepare required reports and
   documents.

   AR 25-1 also addresses the long-haul services and applies to the Land Mobile Radio
   (LMR) Systems/Equipment Management.

   The following proposed disposition instructions apply to records in all media and
   formats.

   1. FN: 25-5a
   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.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>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.</td>
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</table>

Disposition: KE3. 

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.