

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <u>269-96-2</u> <u>N1-352-96-1</u>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <u>5/1/96</u>	
1 FROM (Agency or establishment)  General Services Administration		<b>NOTIFICATION TO AGENCY</b>	
2 MAJOR SUBDIVISION  Office of Fed Telecommunications 2000		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION  Technical Services Branch			
4 NAME OF PERSON WITH WHOM TO CONFER  Sharon Lighton	5 TELEPHONE  (202) 501-2262	DATE <u>10/30/96</u>	ARCHIVIST OF THE UNITED STATES <i>James D. Moore</i>
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 <u>2</u> 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,  <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <u>April 24, 1996</u>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon Lighton</i>	TITLE GSA Records Officer	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached		

04C025

**Telecommunications engineering development and requirements records.** These records include telecommunications requirements records, proposed engineering project records, engineering project records, and research and development project

NC1-352-80-1

**a Telecommunications requirements.** Documents created in providing technical assistance in the development of, evaluating plans showing, surveying, developing, and coordinating proposals to meet, and developing and coordinating advanced and time-phased plans to accomplish, the telecommunications requirements of executive agencies, Congress, and authorized entities. The file also consists of documents created in coordinating the plans, actions, designs, engineering characteristics, equipment and facilities needed to meet the requirements. Included are visit reports, agency requirement plans, survey reports, proposals, agency acceptance notifications, advanced and time-phased plans, coordinating action documents, and related records

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ITEM 5525

Temporary Withdraw and place in inactive file when all requirements in the accepted proposal have been met, accomplished, or otherwise reconciled. Cut off the inactive file at the end of the fiscal year, hold 2 years, and retire to FRC. Destroy 5 years after cutoff

**b Proposed engineering project records.** Documents accumulated in providing engineering and technical support for, and taking other

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ITEM 5510

engineering actions associated with, the development of proposals and other data to meet telecommunication requirements of executive agencies and other branches of the Federal Government. Included are copies of requirement plans, survey reports, proposals, drawings, layouts, maps and related records

*W* (1) ~~Withdrawn or not accepted~~ projects. Documents accumulated in providing engineering and technical support for, and taking other engineering actions associated with, the development of proposals and other data to meet telecommunication requirements of executive agencies and other branches of the Federal Government. Included are copies of requirement plans, survey reports, proposals, drawings, layouts, maps and related records

Temporary Withdraw and place in the project file (4C25(c)) on acceptance of the proposal

*W* (2) ~~Documents other than those regarding withdrawn or accepted.~~ Copies of requirement plans, survey reports, proposals, drawings, layouts, maps and related records. *W* copies of requirement plans, survey reports, proposals, drawings, layouts, maps and related records

*W* ~~TEMPORARY Disposable~~ Cut off at end of fiscal year, destroy 3 years after cutoff

c. **Engineering and project records.** Documents accumulated in preparing engineering plans, system design and equipment specifications, and construction and cost data for, assisting in, monitoring, and controlling the installation, modification, testing, and inspection of, and taking other action associated with, individual record, voice, or data projects initiated to meet the telecommunication requirements for executive agencies, Congress, and authorized entities. Included are proposal reviews, engineering analyses; studies, traffic analyses, drawings, layouts, and maps, specifications, carrier proposals, copies of contracts, engineering orders, test and inspection reports, and related records

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ITEM 55B16

Temporary Place in inactive file on completion or cancellation of the project, cut off inactive file at end of fiscal year, hold 2 years and retire to FRC Destroy 5 years after cutoff

d **Telecommunications research and development projects.** Documents reflecting the authorization for, initiation and conduct of, testing under, and reporting on, formally established research and development projects pertinent to telecommunications equipment, facilities, and systems Included are project proposals, initiation orders, copies of contracts, test reports, and related records

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ITEM 55B20

Temporary Cut off at end of fiscal year following completion or cancellation of the project Hold 2 years and retire to FRC Destroy 5 years after cutoff

04C210 **Telecommunications plan reviews.** Documents accumulated from reviewing communications plans of Federal agencies, including validating data transmission requirements.

NCI-352-81  
1, ITEM 55I80

Temporary Cut off at end of fiscal year, hold 2 years, and retire to FRC Destroy 5 years after cutoff.