

Rec'd NCD 3A0779H

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2 MAJOR SUBDIVISION
Automated Data and Telecommunications Service

3 MINOR SUBDIVISION
Office of Telecommunications

4 NAME OF PERSON WITH WHOM TO CONFER
Raymond Hershberger

5 TEL EXT
566-0673

LEAVE BLANK	
JOB NO	NC1-352-79-1
DATE RECEIVED	May 3, 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	5-7-79
acting	James E. O'Neill
Archivist of the United States	

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
5/1/79	<i>Michael G. Barbour</i>	Chief, Records Management Branch

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Switchboard Program Files File description and requested disposition authorizations changes contained in the attached ch. 56A of the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).	NN-171-35 OAD P 1820.2 Chapter 56A	

sent to NMF-GSA
MA 5-9-79

10 items

April 9, 1979

OAD P 1820.2 CHGE 28

56A1. Agency telephone services files. Documents reflecting agency requirements for telephone services and other matters pertinent to telephone services provided, exclusive of specific files described elsewhere in this chapter.

Cut off annually, ~~hold 2 years~~, and destroy *when 2 years old.*

56A2 - 56A4. Reserved.

56A5. Switchboard files. Documents relating to the consolidation, relocation, or other change in status of switchboards; the installation, modification, or disconnection of communication equipment in switchboards; and comparable matters pertinent to the switchboards.

Destroy on discontinuance of the switchboard; however, earlier destruction of noncurrent documents is authorized.

56A6 - 56A9. Reserved.

56A10. Switchboard facility inspection files. Documents created as a result of inspections or operational reviews to ensure compliance with and proper application of prescribed policies, procedures, and standards.

Destroy 2 years after completion of the next comparable inspection.

56A11 - 56A14. Reserved.

56A15. Telephone sampling files. Documents accumulated in performing traffic samplings and usage counts to measure usage by authorized users. Included are sampling requests, plans, and instructions; sample tickets; usage records; work sheets; and related records.

Destroy on completion of the particular sampling program.

56A16 - 56A19. Reserved.

56A20. Switchboard information files. Documents normally maintained in rotary files used by operators in furnishing information. Included are keyshelf bulletins, telephone exchange listings, organization charts, agency directories, operator reference cards, FTS number change notifications, essential service listings, and related records.

Destroy when superseded, canceled, or obsolete.

56A21 - 56A24. Reserved.

56A25. Key position directory files. Documents accumulated in receiving and maintaining information on office, home, and emergency phone numbers of incumbents of key positions in agencies served by the switchboard.

Destroy when superseded or obsolete.

56A26 - 56A29. Reserved.

56A30. Telephone trouble files. Documents accumulated in recording user calls about noises and other troubles affecting calls and in transmitting information to the appropriate telephone company. Included are copies of trouble logs, communications with users and telephone companies, and related records.

Cut off annually, ~~hold 1 year,~~ and destroy *when 1 yr. old.*

56A31 - 56A34. Reserved.

56A35. Telephone service billing files. Documents reflecting telephone service requested, provided, and utilized and which provide the basis for billing users. Included are copies of telephone company invoices, service orders, adjustment documents, toll registers, and similar records.

Cut off monthly, ~~hold 6 months,~~ and destroy *when 6 months old.*

56A36 - 56A39. Reserved.

56A40. Telephone inventory files. Cards or listings providing an inventory of telephones and refelecting (for each main station number) data on location for extensions, auxiliary equipment, and identification and date of connection and disconnection.

a. Cards. Destroy when card is filled and current data is brought forward to a new card, or when card system is replaced by machine listings, whichever is sooner.

b. Machine listings. Destroy ~~after~~ *when* 4 months *old.*