

CO 45880 14

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-352-80-1

DATE RECEIVED

September 5, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-22-82  
Date

*Robert M. War*  
Archivist of the United States

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

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Ray Hershberger

566-0673

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 38 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

9-2-80

*John C. Gonda Jr.*

Acting 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

Automated Data and Telecommunications Program Records

NN-171-35

Enclosed are proposed changes to the file descriptions and disposition schedules of Ch. 55, Automated Data and Telecommunications Program Files (OAD P 1820.2).

125 items

115-107

*MDCS will be sent with printed change  
Closed Out: 2-23-82: K.T.D.  
Copy to Agency*

This appendix provides descriptions of, and maintenance and disposition instructions for, general telecommunications program files. The term "general telecommunications program files" used in this appendix refers to files that are accumulated by several functional elements of Automated Data and Telecommunications Service (ADTS) or that apply to telecommunications in general. Therefore, the provisions of this appendix are applicable to all offices of ADTS responsible for telecommunications to the extent that the files referred to herein are accumulated.

55A1. Telecommunication general files. Documents relating to telecommunication matters in general and which are not described specifically elsewhere in this chapter.

- a. Central Office: Cut off annually, hold 2 years, and retire to FRC. Destroy when 7 years old.
- b. Other offices: Cut off annually, destroy when 2 years old.

55A2 - 55A4. Reserved.

55A5. Telecommunication agreements. Documents accumulated in negotiating or otherwise entering into agreements for telecommunications services, but not agreement papers belonging in specific project or case files described elsewhere in this chapter, or documents relating to agreements incorporated in directives. Included are coordinating actions, copies of the agreements, and related records.

- a. Departmental agreements at Central Office: Cut off annually following expiration or cancellation of the agreements, hold 2 years, and retire to FRC. Destroy when 7 years old.
- b. Other agreements in all offices: Cut off annually following expiration or cancellation of the agreement, destroy when 2 years old.

55A6 - 55A9. Reserved.

55A10. Telecommunication training materials. Documents accumulated in preparing, coordinating, and issuing training materials on operation of, management of, or other activities pertinent to, telecommunications. Included are course outlines, texts, and handouts; transparencies, sound recordings, and other audio-visual training aids; coordinating action documents; and related documents.

- a. Government-wide training material files accumulated by the Central Office element responsible for preparation: Cut off annually when superseded, canceled, or obsolete, destroy when 3 years old.
- b. Other training material files (regardless of the level of accumulation): Destroy when superseded or obsolete.

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55A11 - 55A14. Reserved.

55A15. Communications management training. Documents accumulated in arranging, conducting, and taking other action in connection with the provision of communications management seminars, workshops, symposiums, and training courses. Included are schedules, documents reflecting arrangements, training reports, and related records.

Cut off annually, destroy when 2 years old.

55A16 - 55A19. Reserved.

55A20. Telecommunication designation files. Documents reflecting individuals responsible for, or designated to accomplish duties associated with, telecommunication activities.

Destroy when superseded, canceled, or obsolete.

55A21 - 55A24. Reserved.

55A25. Communications inventory reports. Reports or inventory listings of communications resources prepared primarily to assist other Federal agencies in managing their communications resources. Included are inventory listings, listings of departmental codes, manufacturer supplier codes, equipment and circuit types, and related records.

Cut off at the end of each fiscal year, destroy when 5 years old.

*New*

This appendix provides descriptions of, and maintenance and disposition instructions for, program files documenting the telecommunications requirements and engineering function. This function involves the identification of current and projected telecommunications requirements of executive agencies and authorized entities; the development, coordination, and approval of proposals to meet the requirements; and the development and control of design, engineering, and technical considerations associated with resulting system, equipment, and facility projects. These files are created as a result of the responsibilities set forth in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provisions of orders and handbooks in the 7100 subject classification series.

55B1. General requirements and engineering files. Documents that relate generally to telecommunications requirements and engineering matters pertinent to executive agencies and other branches of the Federal Government.

Cut off annually, destroy when 2 years old.

55B2 - 55B4. Reserved.

55B5. Telecommunications requirements files. 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. These files should be set up first by agency or entity and thereunder by location, organization, or subject that identifies the accepted proposal.

Withdraw and place in inactive file when all requirements in the accepted proposal have been met, accomplished, or other-wise reconciled. Cut off the inactive file at the end of the year, hold 2 years, and retire to FRC. Destroy when 6 years old.

55B6 - 55B9. Reserved.

55B10. Proposed engineering project files. Documents created 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.

Withdraw and place in the project file (55B15) on acceptance of the proposal. Cut off remaining files; e.g., proposals that were either withdrawn or not accepted, at the end of the year, destroy when 3 years old.

55B11 - 55B14. Reserved.

55B15. Telecommunications engineering and project files. 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 of 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.

Place in inactive file on completion or cancellation of the project, cut off the inactive file annually, hold 2 years, and retire to FRC. Destroy when 8 years old.

55B16 - 55B19. Reserved.

55B20. Telecommunication 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 telecommunication equipment, facilities, and systems. Included are project proposals, initiation orders, copies of contracts, test reports, and related records.

Cut off annually following completion or cancellation of the project, hold 2 years, and retire to FRC. Destroy when 7 years old.

55B21 - 55B24. Reserved.

55B25. Telecommunication engineering liaison files. Documents accumulated in maintaining liaison with industrial, commercial, scientific, and other Government agencies to keep abreast of developments in telecommunication equipment and engineering techniques for possible application to Federal Telecommunications System (FTS).

Cut off annually, destroy when 5 years old.

Note.—Withdraw papers relating to developments applied to the FTS and file them in the related telecommunication engineering project file.

This appendix provides descriptions of, and maintenance and disposition instructions for, files documenting voice telecommunication operations. Voice telecommunication operations involve the acquisition, management, and operation of telephone and radio communication facilities and services; the provision of such services to other Government agencies, including offices of Congressman; and the identification of operation and utilization costs for billing users. Voice telecommunication operations files are created as a result of responsibilities set forth in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provisions of orders and handbooks in the 7100 subject classification series. |

Appendix 55-C. Voice Telecommunication Operations  
Program Files



55C1. Agency voice services files. Documents reflecting, by agency, requirements for, utilization of, and other matters pertinent to, voice telecommunication services provided to executive agencies and other authorized Federal Telecommunications System (FTS) users, exclusive of specific files described elsewhere in this chapter.

Cut off annually, destroy when 2 years old.

55C2 - 55C4. Reserved.

55C5. Financial data development files. Documents accumulated at Central Office in assisting in the development of financial data relative to telephone operations, such as intercity direct and shared costs, operator salaries, and similar costs.

Cut off annually, destroy when 2 years old.

55C6 - 55C9. Reserved.

55C10. Voice operation study files. Documents accumulated in initiating, directing, conducting, reporting on, and reviewing studies and analyses of operating techniques, procedures, and activities to improve quality of service and to support other offices.

Cut off annually following completion of the study, hold 2 years, and retire to FRC. Destroy when 5 years old.

55C11 - 55C14. Reserved.

55C15. Telephone usage sampling files. Documents accumulated in planning, coordinating, directing, and conducting traffic sampling and usage counts to measure usage of FTS networks. Included are sampling requests, sampling plans, sampling instructions, sample tickets, work sheets, reports of sample results, and related records.

Cut off annually, destroy when 1 year old.

55C16 - 55C19. Reserved.

55C20. General telephone systems files. Documents relating to telephone systems in general or to several systems, and which cannot logically be filed in the individual systems. These files may be subdivided by region (at Central Office only), State or city.

Cut off annually, destroy when 2 years old.

55C21 - 55C24. Reserved.

55C25. Telephone system. Documents relating to the establishment, change, modification, operation, consolidation, and discontinuance of telephone systems and related facilities. Included are technical survey reports and studies, review and approval actions, contact résumés and agreements, and related records.

Place in inactive file on determination not to establish the system, including disconnection resulting from consolidation. Cut off the inactive file annually, hold 2 years, and retire to FRC. Destroy when 5 years old.

55C26 - 55C29. Reserved.

55C30. Staffing files. Documents accumulated in submitting, reviewing, determining, and approving staffing requirements for supervisory, operational, administrative, and clerical personnel at FTS locations. Included are proposed staffing changes, workload and traffic analyses, and related records.

Cut off annually, destroy when 2 years old.

55C31 - 55C34. Reserved.

55C35. Telephone directory case files. Documents accumulated in the development, maintenance, and issuance of telephone directories for agencies served by GSA-operated systems. Included are telephone listing change requests, closing date notifications, marked-up directories, and related records.

Place in inactive file on close-out for reproduction, hold until receipt of new directory, and then destroy.

55C36 - 55C39. Reserved.

55C40. Summary and survey reports. Documents created in the preparation and review of summary and survey reports of GSA-operated telephone systems.

Cut off annually, destroy when 2 years old.

55C41 - 55C44. Reserved.

55C45. Telephone user guide. Documents relating to the preparation, review, issuance, revision, and use of the user guide prepared for use by agencies placing calls over the FTS telephone network. Included are change requests, worksheets, coordination actions, listing change notifications, record copies of the issued guides, communications relating to the issued guides, and related records.

- a. Preparing office: Cut off annually following supersession. Destroy when 2 years old.
- b. Other offices: Cut off annually, destroy when 1 year old.

55C46 - 55C49. Reserved.

55C50. Operator reference book files. Documents created in developing, revising, and issuing operator reference books, including pages thereto, which provide operators with readily available information on call numbers for FTS attended locations. Included are notices of required changes, copies of the issued books, and related records.

- a. Operator reference book pages: Destroy when superseded, canceled, or obsolete.
- b. Other records: Cut off annually following publication of the change, destroy when 1 year old.

55C51 - 55C54. Reserved.

55C55. Essential residence telephone service files. Documents accumulated in arranging with the telephone company to provide special services (overload control) which permit selected officials of Government agencies to place calls from their homes during emergencies. Included are lists of individuals requiring such services; list review requests and replies;

communications about the lists, including reconciliation actions; and related records.

- a. Central Office: File in, and dispose of with the agency voice services file 55C1.
- b. Other offices: Cut off annually following revision or cancellation of the list, destroy when 2 years old.

55C56 - 55C59. Reserved.

55C60. Key position directory files. Documents accumulated in receiving and maintaining information on office, home, and emergency phone numbers of incumbents of key positions within agencies provided telephone service.

- a. Directories: Destroy when superseded, canceled, or obsolete.
- b. Other papers: Cut off annually following preparation of the directory or change thereto, destroy when 1 year old.

55C61 - 55C64. Reserved.

55C65. Telephone trouble files. Documents accumulated in recording trouble affecting calls, and in transmitting the information to the appropriate telephone company or system vendor. Included are trouble logs, communications with users and vendor companies, and related records.

Cut off annually, destroy when 1 year old.

55C66 - 55C69. Reserved.

55C70. FTS user identification code files. Documents reflecting assignment, reassignment, or withdrawal or identification symbols to activities authorized to use the FTS.

Destroy when superseded, canceled, or obsolete.

55C71 - 55C74. Reserved.

55C75. Telephone facility inspection files. Documents created in scheduling, planning, conducting, and reporting on inspections and operational reviews of FTS telephone facilities to ensure compliance with and proper application of prescribed policies, procedures, and standards.

Cut off annually following completion of the inspection, hold 2 years, and retire to FRC.  
Destroy when 5 years old.

55C76 - 55C79. Reserved.

55C80. Voice operations liaison files. Documents accumulated in maintaining liaison or contact with commercial carriers, industrial concerns, and other voice system operators to keep abreast of new equipment and techniques for possible use in the FTS, but not documents related to specific projects, transactions, or cases referred to elsewhere in this appendix.

Cut off annually, hold 2 years, and retire to FRC.  
Destroy when 5 years old.

55C81 - 55C84. Reserved.

55C85. Telephone inventory files. Cards or listings providing an inventory of telephones and reflecting (for each main station number) data on location, extensions, auxiliary equipment, and identification and date of connection and disconnection.

- a. Cards: Destroy when card is filed and current data are brought to a new card, or when card system is replaced by the machine listings, whichever is sooner.
- b. Machine listing: Destroy when 4 months old.

This appendix provides descriptions of, and maintenance and disposition instructions for, files documenting the staff supervision, management, and execution of record and data telecommunication operations. The term record and data telecommunication is used in this appendix to refer collectively to data, facsimile, and teletypewriter communication services provided to other Government agencies, members of Congress, and authorized individuals or entities. These files are created as a result of responsibilities set forth in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provisions of orders and handbooks in the 7100 subject classification series.

55D1. Agency record and data service files. Documents reflecting, by agency, requirements for, utilization of, technical or other assistance provided to, and other matters pertinent to, record and data telecommunications services provided to executive agencies and other authorized Federal Telecommunications System (FTS) users, exclusive of specific files described elsewhere in this chapter. Included are comments on agency plans and proposals, notifications of special arrangements between agencies and Western Union Telegraph Company, similar documents, and related records.

Cut off annually, destroy when 2 years old.

55D2 - 55D4. Reserved.

55D5. Record use authorization files. Documents accumulated in receiving requests for, securing approval of, and issuing authorizations for use of, the record and data telecommunications system by Executive agencies and other branches of the Federal Government. Included are agency requests and agreements, clearance actions and departmental approvals, copies of the issued authorizations, and related records.

Withdraw and place in inactive file on cancellation or termination of the authorization. Cut off the inactive file annually, destroy when 2 years old.

55D6 - 55D9. Reserved.

55D10. Authorized user listings. Listings and changes thereto reflecting (in consolidated form) agencies that are authorized to use the record and data telecommunications system.

Destroy when superseded, canceled, or obsolete.

55D11 - 55D14. Reserved.

55D15. Teletype operating notices. Documents relating to the preparation, coordination, review, issue, and cancellation of teletype operation notices providing operational procedures, system arrangements, and special operational instructions. Included are clearance actions, copies of the notices (in teletype form), cancellation notices and destruction lists, and related records.

- a. Notices: Destroy when superseded or obsolete.
- b. Other papers: Cut off annually following issue of the notice, destroy when 1 year old.

55D16 - 55D19. Reserved.

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55D20. Record and data station files. Documents relating to the establishment, operation, relocation, consolidation, and discontinuance of; including the installation, modification, and disconnection of equipment and related facilities at; individual record telecommunications and data transceiver stations. Included are requirement documents or establishment requests, studies, hours of operation change requests, tardy opening reports, consolidation and relocation proposals and approvals, disconnection orders, and related records.

Place in inactive file on determination not to establish the station or on disconnection or discontinuance of the station, cut off the inactive file annually, destroy when 2 years old.

55D21 - 55D24. Reserved.

55D25. Record communication studies. Documents accumulated in initiating, directing, conducting, preparing reports of, and reviewing studies and analyses of operating techniques, procedures, and activities to improve the quality of record communications, or to support other offices of ADTS, exclusive of specific files described elsewhere in this appendix. |

Cut off annually following completion or termination of the study, hold 2 years, and retire to FRC. Destroy when 5 years old. |

Note.—Studies and related records which result in, or provide the basis for, a directive should be withdrawn and included in 11B25 Directives case file or in 9C2 Instructions as appropriate. |

55D26 - 55D29. Reserved.

55D30. Record communication staffing. Documents accumulated in submitting, reviewing, and recommending approval of staffing requirements for supervisory and operational personnel at data transceiver, facsimile, and teletypewriter stations. Included are proposed staffing changes, workload and traffic analyses, and related records.

Cut off annually, destroy when 2 years old. |

55D31 - 55D34. Reserved.

55D35. Record and data reports. Documents accumulated in submitting, consolidating, and reviewing reports about activities at, and the volume of traffic handled by, record telecommunication and data transceiver



stations. Included are word volume reports, communication telegraph refile reports, TWX message reports, reports of single address teletypewriter traffic, similar reports and related records.

- a. Central Office: Cut off annually, hold 2 years, and retire to FRC. Destroy when 6 years old.
- b. Other offices: Cut off annually, destroy when 1 year old.

55D36 - 55D39. Reserved.

55D40. Record and data listings. Machine listings reflecting information on operations and transactions at record and data telecommunications stations. Included are error listings, inventory listings, monthly transaction listings, pending order listings, similar listings, and related records.

Destroy on receipt of new or later listings.

55D41 - 55D44. Reserved.

55D45. Switching center computer program files. Documents accumulated in recommending developing, testing, and maintaining switching center computer programs. Included are studies, flow charts, diagrams, and related records.

Destroy individual documents as they become superseded due to program revision. Destroy the entire program file on complete revision of the program.

55D46 - 55D49. Reserved.

55D50. Routing plans and guides. Documents accumulated in the preparation, coordination, review, and approval of routing plans and guides. Included are coordinating actions, copies of the approved plans, guides, and related records.

- a. Plans and guides: Destroy when superseded, canceled, or obsolete.
- b. Other records: Cut off annually, destroy when 2 years old.

55D51 - 55D54. Reserved.

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55D55. "Sign" assignment files. Documents accumulated in assigning and controlling the assignment of identification initials or "signs" to operators preparing traffic for transmission over the record system. Included are assignment requests and assignments, lists of assignments, assignment relief requests, and related records.

Destroy on transfer or separation of the operator,  
or when superseded, canceled, or obsolete.

55D56 - 55D59. Reserved.

55D60. Message files. Copies of messages sent and received, including service messages used to correct mistakes, clarify garbled messages, correct problems in transmission or receptions, and accomplish other message-handling purposes.

Cut off monthly, destroy when 6 months old.

55D61 - 55D64. Reserved.

55D65. Message receipt and relay sheets. Documents reflecting origin, destination, and other information about, and used in recording and controlling the receipt, relay, and delivery of, messages. Included are received number sheets, outgoing message logs, message receipts, and similar records.

Cut off monthly, destroy when 6 months old.

55D66 - 55D69. Reserved.

55D70. Message number controls. Log sheets or other documents used to record the assignment of numbers to messages received and relayed.

Cut off monthly, destroy when 6 months old.

55D71 - 55D74. Reserved.

55D75. Perforated tape files. Perforated tapes prepared in receiving and relaying messages.

Destroy daily.

55D76 - 55D79. Reserved.

55D80. Telecommunication SOP's. Standing operating procedures (SOP's), including papers related to them, which are often prepared in cooperation with using agencies.

Destroy when superseded or obsolete.

55D81 - 55D84. Reserved.

55D85. Facilities trouble log reports. Documents created in reporting information on circuit outage, trouble descriptions, time trouble reported and corrected, and similar information.

Cut off annually, destroy when 1 year old.

This appendix provides description of, and maintenance and disposition instructions for, program files documenting the communication traffic function. The communication traffic function is primarily concerned with reviewing reports; analyzing plans, equipment, installations, and locations; and compiling information for determining the adequacy of existing circuitry and the need of new or amplified circuits to handle existing or anticipated traffic. These files are created as a result of responsibilities set forth in the GSA Organization Manual (OFA P 5440.1).

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55E1. Traffic participation files. Documents created in compiling, developing, and providing traffic data for, and in participating in, the configuration, homing, sizing, and evaluation of circuits and trunks, along with related machines, facilities, and locations. Included are traffic volume analyses, characteristic analyses, cost data, studies on circuit needs, and related records.

Cut off annually following completion of action on the task or effort involved, destroy when 2 years old.

55E2 - 55E4. Reserved.

55E5. Traffic liaison files. Documents accumulated in maintaining contact or liaison with commercial carriers to keep abreast of developments in traffic collection and measuring equipment and techniques, to establish reporting schedules and methods, or for comparable purposes.

Cut off annually, destroy when 2 years old.

Note.—Papers relating to methods subsequently incorporated in directives should be withdrawn and filed in 11B25, Directives case file or in 9C2 Instructions file, as appropriate.

55E6 - 55E9. Reserved.

55E10. Traffic equipment and technique evaluation files. Documents accumulated as a result of the evaluation of new developments in traffic collecting and measuring equipment and techniques for application to the Federal Telecommunications System (FTS). Included are evaluation plans or schedules, comments, evaluation reports, and related records.

Cut off annually, destroy when 2 years old.

55E11 - 55E14. Reserved.

55E15. Traffic study files. Documents accumulated in planning, initiating, directing, and conducting formal studies for the compilation, tabulation, and analyses of data for network evaluation and circuit adjustment.

Cut off quarterly on completion of the study, destroy when 1 year old.

55E16 - 55E19. Reserved.

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55E20. Traffic report review files. Documents accumulated in obtaining copies of and in reviewing and analyzing reports relative to traffic transmitted over the FTS network. Included are volume and traffic reports, circuit usage reports, carrier reports, similar reports, and related records.

Cut off annually, destroy when 1 year old.

This appendix provides descriptions of, and maintenance and disposition instructions for, program files documenting the communication security (COMSEC) function. The COMSEC function involves the installation, maintenance, and disconnection of equipment for the secure transmission of communications; the control of COMSEC equipment and material, including access thereto, to prevent compromise; and related managerial and operational matters. COMSEC program files are created in accordance with responsibilities set forth in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provisions of orders and handbooks in the 7100 subject classification series. The instructions in this appendix are not applicable to COMSEC material; maintenance and disposition instructions for such material are prescribed in instructions issued by the National Security Agency (NSA).

55F1. GSA COMSEC services files. Documents relating to the provision of GSA COMSEC services to using agencies. Included are requests, negotiation documents, technical inspection reports, correspondence, and related records.

a. Central Office:

- (1) Technical inspection reports. Destroy when superseded by a later inspection report.
- (2) Other papers. Cut off in 2-year blocks, hold 2 years, and retire to FRC. Destroy when 7 years old.

b. Regional Offices:

- (1) Technical inspection reports. Destroy when superseded by a later inspection report.
- (2) Other papers. Cut off annually, destroy when 2 years old.

55F2 - 55F4. Reserved.

55F5. Other agency COMSEC facility files. Documents accumulated in participating in, managing, or arranging for, the provision of technical assistance in planning, designing, constructing, installing equipment in, inspecting, operating, maintaining, repairing equipment in, relocating or otherwise changing, and discontinuing or disconnecting COMSEC facilities operated by other agencies. Included are requirements, plans, proposals, and specifications, including comments on them; requests for, and inspection reports about, the establishment of facilities; drawings and layouts; equipment requisitions and installation, relocation, and change orders; maintenance requests; similar documents; and related records.

Review annually and destroy superseded and no longer pertinent documents. Withdraw and place the entire folder in inactive file on discontinuance of the facility. Cut off the inactive file annually, destroy when 2 years old.

55F6 - 55F9. Reserved.

55F10. Account number controls. Documents accumulated at Central Office to record and control the assignment of account numbers to facilities or



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activities maintaining and controlling COMSEC materials.

Destroy on discontinuance of the account or on cancellation of the account number.

55F11 - 55F14. Reserved.

55F15. GSA COMSEC facility files. Documents created in requesting, inspecting for, approving, and taking other action in connection with, the establishment, relocation, change, and discontinuance of GSA COMSEC facilities or activities, including those at emergency operating centers. Included are facility approval requests, facility inspecting reports, approval and account number assignment documents, correspondence, account closing documents, and related records.

Review annually and destroy material that is superseded or no longer pertinent. Withdraw and place the entire folder in the inactive file on discontinuance of the facility. Cut off the inactive file annually, destroy when 2 years old.

55F16 - 55F19. Reserved.

55F20. COMSEC depot project files. Documents accumulated by COMSEC depots in assisting Federal agencies in the design, construction, modification, and change of COMSEC facilities. Included are plans, specifications, layouts; similar documents; and related records.

- a. Drawings and layouts: Destroy on supersession or cancellation of the drawing or layout, or on discontinuance of the facility.
- b. Other papers: Cut off annually following completion of the project, destroy when 1 year old.

55F21 - 55F24. Reserved.

55F25. COMSEC equipment jacket files. Documents (accumulated by COMSEC depots) reflecting the installation, preventive maintenance, repair, and disconnection of each item of COMSEC equipment. The jacket contains copies of trouble reports, requests for maintenance and repair, work and service orders, equipment maintenance records cards, and related records.

- a. Services record cards: Transfer with the equipment. Destroy on destruction or other final disposal of the related equipment.

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b. Other papers: Destroy when 2 years old.

55F26 - 55F29. Reserved.

55F30. COMSEC contract files. Case files accumulated in administering contracts for the purchase of COMSEC equipment or services from commercial concerns.

Cut off annually following completion of the contract by delivery and acceptance of all equipment and service, or on termination of the contract, destroy when 6 years old.

Note.—These files may be retired after cut off when filing space is needed for current material.

55F31 - 55F34. Reserved.

55F35. COMSEC billing files. Documents (accumulated by Region W) used to bill executive agencies for the installation, relocation, maintenance, repair, and disconnection of COMSEC equipment. Included are copies of work and service orders and related records.

Cut off annually, destroy when 3 years old.

55F36 - 55F39. Reserved.

55F40. COMSEC procurement files. Documents accumulated by Region W in requisitioning or otherwise procuring COMSEC equipment for installation by or in other regions. Included are requisitions, receiving reports, and related records.

Cut off annually, destroy when 3 years old.

Note.—Documents relating to the procurement of COMSEC equipment for installation within Region W should be included in the appropriate facility file.

55F41 - 55F44. Reserved.

55F45. COMSEC equipment evaluation files. Documents accumulated in evaluating or participating in the evaluation of new equipment for application to GSA COMSEC operations. Included are required determinations; test notices, plans, and reports; similar documents; communications with suppliers; evaluation reports; and related records.

Cut off annually following completion of the evaluation, destroy when 2 years old.

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55F46 - 55F49. Reserved.

55F50. Installation and maintenance schedules. Documents created in the preparation and issue of schedules for the installation and maintenance of COMSEC equipment. Included are schedules and related records.

Destroy when superseded, canceled, or when schedule has expired.

55F51 - 55F54. Reserved.

55F55. Encrypted traffic reports. This file consists of encrypted traffic reports, including papers relating to their preparation and review, reflecting traffic activity by system.

Cut off annually, destroy when 1 year old.

55F56 - 55F59. Reserved.

55F60. COMSEC designations. Documents created in appointing or designating individuals responsible for COMSEC matters. Included are appointment orders or letters, cancellation or relief notices, and related records.

Destroy on cancellation or other relief from the assignment or designation.

55F61 - 55F64. Reserved.

55F65. Crypto access files. Documents accumulated in requesting and authorizing access to crypto information. Included are access authorization request forms, certifications that security procedures are understood, and related records.

- a. Office at Central Office responsible for authorizing the access: Withdraw and place in inactive file on separation of the employee or on termination of the access authorization. Cut off the inactive file annually, destroy when 2 years old.
- b. Other offices: Destroy on separation of the employee, or on termination of the access authorization.

55F66 - 55F69. Reserved.

55F70. COMSEC signature records. GSA Form 1851, COMSEC Signature Record, including interim messages, reflecting signature, picture, approval of; and other data pertinent to custodians, alternate custodians, or other COMSEC personnel.

Place in inactive file on cancellation of, or other relief from, the related assignment or designation. Cut off the inactive file annually, destroy when 1 year old.

55F71 - 55F74. Reserved.

55F75. Security procedure review logs. Logs established and maintained by COMSEC officers to show signature of employee and date when he or she last read pertinent security procedures.

Destroy 2 years after log book or sheet is filled.

55F76 - 55F79. Reserved.

55F80. Encrypted message text files. Encrypted incoming and outgoing messages, pages, and tapes.

- a. Encrypted page copies: Destroy when 1 month old.
- b. Encrypted tapes: Destroy when 1 week old.

Note.--Messages involved in an investigation will be retained until completion of the investigation.

55F81 - 55F84. Reserved.

55F85. COMSEC accounting report files. This file basically consists of copies of all reports, including related records, involving COMSEC material, such as transfer, inventory, destruction, and possession reports. More specific descriptions and disposition instructions for these files are as follows:

a. COMSEC accounting vouchers. Standard Form 153, COMSEC Material Report, used as a transfer report, destruction report, or possession report.

- (1) Accounts: Cut off annually, destroy when 2 years old.
- (2) Central Office of Record: Cut off annually, destroy when 5 years old.

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b. COMSEC suspense files. Suspended copies of SF 153, held pending return of signed originals.

Destroy on receipt of signed original.

c. COMSEC hand receipts. SF 153, used as a hand receipt. On return of COMSEC material to the COMSEC custodian, withdraw the hand receipt and give it to the borrower. The borrower is encouraged to immediately destroy the returned hand receipt.

d. COMSEC inventory reports. Preprinted listings of COMSEC account holdings.

(1) Accounts: Cut off annually, destroy when 3 years old.

(2) Central Office of record: Retain most recent inventory report in file. Withdraw and forward the previous (superseded) inventory report to the emergency operating center. The emergency operating center will destroy it on receipt of the next succeeding (superseded) inventory report.

e. Package receipts. Copies of receipts signed at time material is delivered or picked up by carrier.

Cut off annually, destroy when 6 months old.

f. COMSEC material records. GSA Form 2252, COMSEC Material Record, used to record all COMSEC material charged to the COMSEC account.

Withdraw and place in inactive file on transfer or destruction of the material. Cut off the inactive file annually, destroy when 6 months old.

g. COMSEC material correspondence files. Routine correspondence exchanged among communications security elements which concerns the supply of COMSEC material.

Cut off annually, destroy when 1 year old.

55F86 - 55F89. Reserved.

55F90. COMSEC evaluations. Investigation papers accumulated in the evaluation of possible compromise, defection, subversion, covert penetration, or theft.

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- a. Central Office of Record: Cut off annually,  
destroy when 5 years old.
- b. Other offices: Cut off annually, destroy when 2  
years old.

55F91 - 55F94. Reserved.

55F95. COMSEC area visitor registers. Registers or other documents  
used to record pertinent information on visitors to COMSEC areas.

Destroy 1 year after register book or sheet is filled.

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This appendix provides descriptions of, and maintenance and disposition instructions for, circuit procurement files. Circuit procurement involves ordering, or providing assistance in the ordering of, circuit facilities and related equipment for the Federal Telecommunication System (FTS) and Federal and State agencies. These files are created as a result of responsibilities set forth in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provisions of orders and handbooks in the 7100 subject classification series.

Appendix 55-G. Circuit Procurement Program Files

55G1. Communication service authorization files. Documents accumulated in receiving requirements for; designing, configuring, and issuing authorization to communication carriers for; and the installation or procurement of, change to, or disconnection of, circuit facilities and related equipment. Included are drawings, diagrams, and studies; requests for services and facilities; communication service authorization; completion notices; memo status reports; and related records.

Place in inactive file on disconnection or termination of the circuit, cut off the inactive file annually, hold 1 year, and retire to FRC. Destroy when 5 years old.

55G2 - 55G4. Reserved.

55G5. Circuit billing files. Documents created in reviewing, verifying, and taking action to adjust (when required) and forward carrier invoices for payment. Included are copies of invoices, adjustment actions, and related records.

Cut off annually, hold 1 year, and retire to FRC.  
Destroy when 5 years old.

55G6 - 55G9. Reserved.

55G10. Agency circuit procurement files. Documents relating to the acquisition of non-FTS intercity (TELPAC) circuits for other Federal and State agencies. These agencies are in turn billed directly by the common carriers. Included are drawings, diagrams, service authorizations or equivalents, and related records.

Cut off annually, hold 1 year, and retire to FRC.  
Destroy when 6 years old.

55G11 - 55G14. Reserved.

55G15. Circuit procurement reports. Documents accumulated in the preparation and submission of reports on circuit procurement activities, including activities undertaken in behalf of Federal and State agencies.

Cut off annually, destroy when 2 years old.

55G16 - 55G19. Reserved.

55G20. Circuit cost studies. Cost studies, including papers relating to them, which cannot be identified with a specific communication service authorization or equivalent circuit procurement action.

Cut off annually following completion of the study,  
destroy when 5 years old.

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55G21 - 55G24. Reserved.

55G25. Rate and cost data files. Documents accumulated to provide a source of information on rates, charges, costs, and savings applicable to intercity communication circuits. Included are carrier configurations, locally generated cost data, and related records.

Destroy when superseded or obsolete.

This appendix provides descriptions of, and maintenance and disposition instructions for, communications management program files. Communications management involves the provision of advice and technical assistance to executive agencies and authorized users of, the establishment of rates and tariffs for, the negotiation of contracts for, and the billing of agencies for the use of, communication services and facilities. These files are created as a result of responsibilities set forth in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provisions of orders and handbooks in the 7100 subject classification series.

55H1. Agency communications management files. Documents created in providing recommendations, consultative advice, and technical assistance on communications management and utilization to executive agencies and authorized users of the Federal Telecommunications System (FTS). Included are requests for, reports of, and other papers concerning technical assistance; survey reports and related papers; studies; and similar records.

- a. Files relating to surveys, studies, and technical assistance tasks: On completion of the study, survey, or task, withdraw the related file, mark the completion date on the folder label, and place it in the inactive file. Review the inactive file annually and destroy all survey, study, or task files that are 5 years old.
- b. Other records: Cut off annually, destroy when 2 years old.

55H2 - 55H4. Reserved.

55H5. Communication management listings. Machine listings accumulated for use in verifying charges for record and data communication services. Included are inventory listings, monthly transaction listings, pending order listings, and similar listings.

Destroy on receipt of new or later listing.

55H6 - 55H9. Reserved.

55H10. Machine listings (voice). Machine listings reflecting various cost activity and statistical data pertinent to the analyses, sampling utilization, status, and activity of FTS voice communication services. Included are error listings, invalid and unmatched item listings, formal listings, and related records.

- a. Error listings and similar listings produced for verification and editing purposes: Destroy on completion of verification and editing.
- b. Other listings: Hold until 2 succeeding samples are completed and then retire to FRC. Destroy when 2 years old.

55H11 - 55H14. Reserved.

55H15. Sample record files. Punched cards and ticketed data cards reflecting FTS sample call transaction data. They are used in preparing

the machine listings and statistical reports referred to in 55H10 and for other statistical purposes.

Destroy on verification and acceptance of the related listings.

55H16 - 55H19. Reserved.

55H20. Cost analyses and studies. Documents accumulated in the preparation and review of economic studies and analyses of factors pertaining to cost, exclusive of studies relating to, or an integral part of, specific files described elsewhere in this chapter. Included are coordinating actions, copies of the studies, and related records.

Cut off annually following completion or termination of the study, hold 2 years, and retire to FRC. Destroy when 5 years old.

55H21 - 55H24. Reserved.

55H25. Communication commitment documents. Documents accumulated by Central Office in processing communication service, facility, equipment, supply, and maintenance requests from executive agencies and other authorized FTS users for cost coding; including distribution of first year cost; commitment recording; financial planning; and possible TELPAK application. Included are establishment requests; relocation requests; consolidation proposals, and change requests pertinent to telephone systems and communication stations; documents reflecting agency special requirements; copies of service authorizations and other commitment documents; cost data; and related records.

Cut off annually, destroy when 3 years old.

55H26 - 55H29. Reserved.

55H30. Communication billing files. Documents accumulated in computing and distributing charges for use in billing executive agencies and other authorized users for regular and special communication services provided or arranged for by GSA. Included are service authorizations, congressional requests for communication services, documents reflecting costs accruals and adjustments thereto, toll registers, wordage reports, prorated salary cost data, adjustment documents, copies of carrier invoices, and documents relating to verification thereof, and related records.

Cut off annually, hold 1 year, and retire to FRC, Destroy when 2 years old.

55H31 - 55H34. Reserved.

55H35. Billing copy files. Copies of carrier billings to other agencies which were forwarded to and at the specific request of GSA.

Cut off annually, destroy when 1 year old.

55H36 - 55H39. Reserved.

55H40. Agency FTS cost forecasts. Documents accumulated in developing forecasts of FTS cost allocations and in furnishing them to the agencies concerned for use in preparing budget estimates.

Cut off annually, destroy when 5 years old.

55H41 - 55H44. Reserved.

55H45. Maximum cost limit files. Documents accumulated in establishing, approving, and where justified, changing maximum limits of costs authorized for annual operation of the FTS network. Included are documents reflecting maximum limits with explanations, clearance actions, copies of cost/benefits studies, limit change requests, and related records.

Cut off at the end of the fiscal year concerned,  
destroy when 5 years old.

55H46 - 55H49. Reserved.

55H50. FTS cost commitment registers. Registers to which are posted all validated commitment documents. These registers are used to ensure that costs do not exceed the approved maximum cost limits.

Destroy 2 years after close of the fiscal year  
concerned.

55H51 - 55H54. Reserved.

55H55. FTS cost reduction registers. Registers used for posting planned and accomplished cost reductions normally involving the replacement of expensive equipment or facilities with more efficient and less expensive ones.

Destroy 2 years after close of the fiscal year  
concerned.

55H56 - 55H59. Reserved.

55H60. Cost register reports. Reports and directly related papers showing on a periodic basis the totals in each of the registers referred to in 55H55, narrative discussion of outlook, problems, and decisions required.

Cut off annually, destroy when 2 years old.

55H61 - 55H64. Reserved.

55H65. Non-GSA contract files. General and special purpose contracts negotiated and furnished to GSA by other executive agencies. This file also includes documents reflecting assistance provided other agencies in negotiating and administering such contracts, but not contracts that GSA is responsible for negotiating and administering.

Cut off annually, destroy when 2 years old.

55H66 - 55H69. Reserved.

~~55H70. Communication contract files. Case files of long-term, area-wide, general and special purpose, local, and other contracts negotiated and administered by GSA, for communication services.~~

WITHDRAWN

~~Place in inactive file following completion of contract by delivery and acceptance of all material, property, or services, or on termination of the contract:~~

- ~~a. Contracts designated as significant by the Commissioner: Cut off annually following completion of contract by delivery and acceptance of all material, property or services, or on termination of the contract, hold 1 year, and retire to FRC. Destroy when 10 years old.~~
- ~~b. Other contracts: Cut off inactive file annually, hold 1 year, and retire to FRC. Destroy when 6 years old.~~

55H71 - 55H74. Reserved.

55H75. Communication rate cases. Documents accumulated in connection with hearings before regulatory bodies pertaining to communication rates, rate increases or reduction, and service terms. Files may include requests and petitions to intervene on a rate case; copies of carrier reports to the regulatory body; data on company costs; rate analyses;

exhibits; copies of transcripts of hearings and decisions of the regulatory body; correspondence with other agencies, including delegations of authority to agencies to handle proceedings; and related records.

Place in inactive file following decision by the regulatory body. Cut off the inactive file annually, hold 2 years, and retire to FRC. Destroy when 7 years old.

55H76 - 55H79. Reserved.

55H80. Rate information files. Documents accumulated in providing information on published rates for communication services, including interpretations and applications, but not communication rate case files described in 55H75.

Cut off annually, hold 1 year and retire to FRC. Destroy when 6 years old.