

Rev Nov 31 20 78 M

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1-AFu-78 50
DATE RECEIVED	AUG 1 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
SEP 25 1978 Date	<i>James P. O'Neill</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Administration

3. MINOR SUBDIVISION

Information Mgt and Resource Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. C. C. Ratcliffe

5. TEL. EXT.

767-4502

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
25 JUL 1978	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgt and Resource Div Directorate of Administration

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	TELEPHONE AND TELEGRAPH SERVICES AND C-E FACILITIES ACCOUNTING RECORDS (100-13) (Applicable Air Force-wide) The attached Table 100-13 contains recommended new rule to provide retention period for confidentiality statement maintained for each switch-board operator. The recommended disposition criteria is adequate for Air Force purposes. A copy of Table 100-13 is provided for your ease of reference. Rule 11, Table 100-13	NN 170-33	1 item

sent to Agency + NNM 9-27-78

TABLE 100-13

TELEPHONE AND TELEGRAPH SERVICES AND C-E FACILITIES ACCOUNTING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	unofficial telegraph services	telegraph company standard forms, including records of message deliveries, incoming money orders, registers of money order drafts issued or voided, money order applications, prenumbered receipts to senders of money orders, and related records		destroy 6 months after cutoff.
2		daily cash record (telegraph); cash collection voucher; monthly bills for unofficial telegraph messages, telegraphic money orders, public vouchers for purchases and services other than personal, and related records		destroy 1 year and 1 month after close of the FY in which final payment is made, provided there are no outstanding discrepancies for which corrective action has been prescribed by AFAPC.
3	telephone toll calls	toll tickets and reports of authorized calls (AF Form 1072)		destroy when purpose has been served. (Exception: Destroy toll tickets, used for checking telephone company bills or lists of authorized calls, after 6 months.)
4	telephone, telegraph, telautograph, and non-tactical radio accounting records	vouchers (except toll tickets, see rule 3), vendors invoices, and related correspondence		destroy after 2 years.
5	telephone directories	record set of each published directory, with all background material, except material in rule 7	at the issuing activity	destroy when new consolidated directory is issued, or when obsolete.

6			consolidated current card deck or equivalent manuscript documents from which the consolidated directory is compiled, and individual cards or equivalent manuscript documents pertaining to a specific person or activity	destroy when superseded or obsolete.
7		nonrecord copies		see table 11-1.
8	telephone and telegraph credit cards	forms of communication service authorizations and related correspondence requesting the issuance or cancellation of credit cards		destroy 1 year after cancellation.
9		credit cards	cancelled	returned to the activity initiating the communication service authorization for transmission to commercial company.
10	operations control records	performance evaluations, station activity records, reports of customer complaints and inquires, traffic samples and records of trouble reports		destroy after 3 months.
11 *	confidentiality statements	statements signed by each telephone operator that they are acquainted with the confidential nature of their work		destroy 1 year after termination of duty as switchboard operator.