

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO. N1-GRS-87-1 (Revised)	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	
1 FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Records Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Appraisal and Disposition Division			
4 NAME OF PERSON WITH WHOM TO CONFER Jimmy Harrison	5 TELEPHONE EXT 724-2749	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE Director, Records Appraisal and Disposition Division
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>Revision of General Records Schedule (GRS) 12, <u>Communications Records</u> item 4, "Telephone Summaries."</p> <p>4. <u>Telephone Use Records</u></p> <p>a. Call detail reports maintained in hard copy or electronic form. Lists of long distance telephone calls made during a specified period provided by a telephone company, the General Services Administration, the Defense Communications Agency, and a PBX (Private Branch Exchange) on an agency's premises used to verify whether telephone calls are unofficial or official.</p> <p><u>AUTHORIZED DISPOSITION</u></p> <p>Destroy six months after receipt.</p>		WITHDRAWN

- b. Routine administrative records for call detail programs including such records as annotated call detail reports, lists of unofficial and unidentified long distance telephone calls made from specific telephone exchanges and notices to employees of unofficial calls, EXCLUDING records used for investigative, audit or financial purposes.

AUTHORIZED DISPOSITION

Destroy when one year old or when administrative use has ceased, whichever is later.

[NOTE: Disposition standards for substantive investigative and audit records are covered by GRS 25, Inspector General Records, items 3 and 4 (Investigative Case Files and Audit Case Files). Financial records are covered by GRS 6, Accountable Officers' Accounts, items 1 and 8 (Accountable Officers' Files and Telephone Toll Tickets). This item does not apply to records maintained in those files.]

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