

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. N1-GRS-91-2

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

DATE RECEIVED 5/30/91

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
Jean E. Keeting

5. TELEPHONE EXT. DATE ARCHIVIST OF THE UNITED STATES
501-6040

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 5/30/91 C. SIGNATURE OF AGENCY REPRESENTATIVE *Kenneth F. Rossman* D. TITLE Director, Records Appraisal Disposition Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<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>Destroy when one year old or when no longer needed for internal audit, whichever is sooner provided GAO has concurred in this disposition for the records of the agency.</p>		

- 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.

Destroy when one year old or when administrative use has ceased, whichever is sooner, provided GAO has concurred in this disposition for the records of the agency.

[NOTE: Disposition standards for substantive investigative and audit records of specified agencies are covered by GRS 22, Inspector General Records. 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 the files covered by those items.]