

ED Records Schedule

SCHEDULE LOCATOR NO.: 145

REVISION DATE: 7/15/2010

TITLE: Telecommunications Use (Call Detail) Records

PRINCIPAL OFFICE: Office of Chief Information Officer (OCIO)

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions and calling card calls) during a specified period provided by a telecommunications company, the General Services Administration, or a private sector exchange on an agency's premises, as well as records generated from initial reports from administrative, technical, or investigative follow-up. Included is such information as the originating number, destination number, destination city and state, date and time of use, duration of the use, and the estimated or actual cost of the use.

EXCLUDED are records accumulated in connection with substantive investigations and audits that are covered by GRS 22, Inspector General Records or GRS 6, Accountable Officers' Accounts Records.

DISPOSITION INSTRUCTIONS:

a. Record Copy (GRS 12 Item 4)

TEMPORARY

Destroy/destroy when 3 years old.

b. Duplicate Copies Regardless of Medium Maintained for Reference Purposes and That Do Not Serve as the Record Copy

TEMPORARY

Destroy/delete when no longer needed for reference.

IMPLEMENTATION GUIDANCE:

Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

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SPECIFIC LEGAL REQUIREMENTS:

52 CFR 12290 (April 20, 1987)

SPECIFIC RESTRICTIONS:

ED ACS Department Directive, OCIO-13, Handbook for Telecommunications Privacy Act of 1974; Guidance on Privacy Act Implications of "Call Detail" Programs to Manage Employees' Use of the Government's Telecommunications Systems

LINE OF BUSINESS: Administration