

## ED Records Schedule

**SCHEDULE LOCATOR NO.:** 176

**REVISION DATE:** 9/17/2009

**TITLE:** Telecommunications Records

**PRINCIPAL OFFICE:** Department-wide

**NARA DISPOSITION AUTHORITY:** GRS – See disposition instructions

**DESCRIPTION:**

Records relating to telecommunications traffic and performance, excluding master files and data bases created to supplement or replace the records covered by items a and b.

**DISPOSITION INSTRUCTIONS:**

a. Communication General Files

1. Correspondence and related records pertaining to internal administration and operation [GRS 12, Item 2.a]

**TEMPORARY**

Destroy/delete when 2 years old.

2. Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters [GRS 12, Item 2.b]

**TEMPORARY**

Destroy/delete when 3 years old.

3. Telecommunications statistical reports including cost and volume data [GRS 12, Item 2.c]

**TEMPORARY**

Destroy/delete when 1 year old

4. Telecommunication voucher file

- a. Reference copies of vouchers, bills, invoices, and related records [GRS 12, Item 2.d.1]

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### **TEMPORARY**

Destroy/delete when 1 fiscal year old.

- b. Records relating to installation, change, removal, and servicing of equipment [GRS 12, Item 2.d.2]

### **TEMPORARY**

Destroy/delete 1 year after audit or when 3 years old, whichever is sooner.

- 5. Copies of agreements with background data and other records relating to agreements for telecommunications services [GRS 12, Item 2.e]

### **TEMPORARY**

Destroy/delete 2 years after expiration or cancellation of agreement.

- 6. Telecommunications Automated Tracking System (TATS) master data files [GRS 12, Items 2.a-2.e]

TATS manages the process in which Principal Offices (PO) request telecommunication services, including reconciliation of telecommunications billing (provides billing information to POs but does not manage actual payment). System data includes: employee name, cellular, telephone and fax numbers, office and project information, building locations, service/asset inventory, vendor/service contract information, monthly service detail and billing records, and approval chain/process activity logs.

### **TEMPORARY**

Destroy/delete when 3 years old.

- b. Message Registers, Logs, Performance Reports, Daily Load Reports, and Related and Similar Records [GRS 12, Item 3.a]

### **TEMPORARY**

Destroy/delete when 6 months old.

- c. Copies of Incoming and Original Copies of Outgoing Messages, Including Standard Form (SF) 14, Telegraphic Message Maintained by Communications Offices or Centers, and EXCLUDING the Copies Maintained by the Originating Program Office [GRS 12, Item 3.b]

### **TEMPORARY**

Destroy/delete when 2 years old.

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### **IMPLEMENTATION GUIDANCE:**

Follow the disposition instructions in ED 086 Information Systems Supporting Materials for system software; input/source records; output and reports; and system documentation.

### **ARRANGEMENT/ANNUAL ACCUMULATION:**

### **PREVIOUS NARA DISPOSITION AUTHORITY:**

### **SPECIFIC LEGAL REQUIREMENTS:**

### **SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental