

COMMUNICATIONS

Use this subject for correspondence and related papers pertaining to communication functions.

NOTE: See also AUTOMATED DATA PROCESSING.

Disposal Authority:
Job No. NCI-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
CMN	COMMUNICATIONS	Use for policies and procedures covering all items included under this primary subject.	(Item 24a) Destroy when 6 years old or when superseded or obsolete, whichever is later.	(Item 24b) Destroy when 3 years old or when superseded or obsolete, whichever is sooner.
1	Addresses			
2	Congressional Calls			
3	Communication Systems			
3-1	Electronic Mail			
3-2	Voice Mail			
4	Controlled Correspondence			
4-1	Congressional Correspondence			
4-2	Secretarial Correspondence			
5	<u>Radio Frequency</u> (Case file if volume warrants)	Correspondence, authorizations, Radio Frequency Action Requests (ARS-370), and supporting papers.	(Item 124a) Destroy 1 year after disposal of material.	(Item 124a) Destroy 1 year after disposal of material.
5-1	Equipment Inspection Records		(Item 124b) Destroy when 3 years old.	(Item 124b) Destroy when 3 years old.
6	<u>Reports-Statistics</u>	Use for reports, studies, surveys, progress reports, and significant accomplishment reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.
7	Telecommunications			
7-1	<u>Telegraph, Teletype, Facsimile</u>	Use for general correspondence.	(Item 29a(1)) Destroy when 3 years old.	(Item 29a(2)) Destroy when 1 year old.

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
7-1-1	Agreements		(Item 29d) Destroy 2 years after expiration or cancellation of agreement.	(Item 29d) Destroy 2 years after expiration or cancellation of agreement.
7-1-2	Equipment Requests		(Item 29a(1)) Destroy when 3 years old.	(Item 29a(2)) Destroy when 1 year old.
7-1-3	Service	Records relating to installation, change, removal, and servicing of equipment.	(Item 29b(1)) Destroy 1 year after audit or when 3 years old, whichever is sooner.	(Item 29b(2)) Destroy when 1 year old.
7-1-4	Statements (does <u>not</u> include fiscal copies) and Supporting Papers		(Item 29c(1)) Destroy 3 years after period covered by account.	(Item 29c(2)) Destroy when 1 year old.
7-2	Telephones	Use for general correspondence.	(Item 29a(1)) Destroy when 3 years old.	(Item 29a(2)) Destroy when 1 year old.
7-2-1	Directories	Correspondence and forms used to update telephone directories and organizational listings.	Directories: Destroy when superseded or obsolete. (Item 30) Update information: Destroy 2 months after listing appears in directory.	Directories: Destroy when superseded or obsolete. (Item 30) Update information: Destroy 2 months after listing appears in directory.
7-2-2	Equipment Requests		(Item 29a(1)) Destroy when 3 years old.	(Item 29a(2)) Destroy when 1 year old.
7-2-3	Service		(Item 29a(1)) Destroy when 3 years old.	(Item 29a(2)) Destroy when 1 year old.
7-2-4	Statements (does <u>not</u> include fiscal copies)		(Item 29c(1)) Destroy 3 years after period covered by account.	(Item 29c(2)) Destroy when 1 year old.
7-2-5	Teleconferencing System			