

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<u>TELE</u>	<u>TELECOMMUNICATIONS RECORDS</u>		
	TELE – 1	Telecom Correspondence Correspondence related records pertaining to internal administration and operation.	<u>TEMPORARY:</u> Destroy when 2 years old.	GRS 12, Item 2(a)
CMN 7-1 CMN 7-1-2 CMN 7-2	TELE – 2	Telecom General Files Correspondence, Reports, Plans, Equipment Requests and Telephone Service.	<u>TEMPORARY:</u> Destroy when 3 years old.	GRS 12, Item 2(b)
CMN 7-1-4	TELE – 3	Telecom Statistical Reports Correspondence and Reports. Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	<u>TEMPORARY:</u> Destroy when 1 year old.	GRS 12, Item 2(c)
CMN 7-1-3	TELE – 4	Telecom Vouchers Correspondence, Reports, Installation, Change, Removal and Servicing	<u>TEMPORARY:</u> Destroy 1 year after audit or when 3 years old, whichever is sooner.	GRS 12, Item 2(d)(2)
CMN 7-1-1	TELE – 5	Telecom Agreements Correspondence, Reports, Background and Case Files	<u>TEMPORARY:</u> Destroy 2 years after expiration or cancellation of agreement.	GRS 12, Item 2(e)
CMN 7-2-1	TELE – 6	Telecom Operational Correspondence, Reports and Message Registers. a. Telephone Directories Correspondence and forms used to update telephone directories and organizational listings.	<u>TEMPORARY:</u> Destroy when 6 months old.	GRS 12, Item 3(a)
	TELE – 7	Telecom Operational Copies Correspondence, Reports and SF 14	<u>TEMPORARY:</u> Destroy when 2 years old.	GRS 12, Item 3(b)
	TELE – 8	Call Detail Correspondence and Reports	<u>TEMPORARY:</u> Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.	GRS 12, Item 4