

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		* LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-GRS-96-4	DATE RECEIVED 6-5-96
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 disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE 8/15/96	ARCHIVIST OF THE UNITED STATES <i>Jawidh...</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached — 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 6/5/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jane Nader</i>	TITLE Chief, Military Appraisal Br.
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Telephone Use Records (GRS 12, item 4)</p> <p>Call Detail Records - initial reports of use of telephone lines (e.g. telephone calls, facsimile transmissions and electronic mail) during a specified period provided by a telephone company, the General Services Administration, the Defense Information Systems Agency or a Private Branch 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. (Such records are covered by GRS 22, Inspector General Records or GRS 6, Accountable Officer's Accounts Records.)</p> <p>TEMPORARY. Destroy when three years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.</p> <p>NOTE: Records for those numbers associated with e-mail transmissions may be deleted or destroyed as indicated above if the agency has ensured that the transmission data that is necessary for the intelligibility of the e-mail is preserved elsewhere.</p>		