

**DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 12**

Communication Records

The principal records documenting communication functions include messenger service data, telecommunications service control and operational records; summary of long distance telephone reports: postal records, consisting of post office forms and supporting papers; mail control records and supporting and related papers; mail control records and supporting and related papers: agency copies of penalty mail reports; and records relating to private delivery services (such as United Parcel Service).

This section covers the records described below, wherever located in an agency, but does not cover records which reflect government-wide programs rather than administrative management functions.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	Messenger Service Files. Correspondence files of units responsible for space and maintenance matters and related papers.	Destroy when 2 months old.
2.	Communication Correspondence, Reports, and Reference Files.	
	a. Correspondence and related records pertaining to internal administration and operation.	Destroy when 2 years old.
	b. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	Destroy when 3 years old.
	c. Telecommunications statistical reports including cost and volume data.	Destroy when 1 year old.
	d. Telecommunication reference voucher files.	
	1) Reference copies of vouchers, bills invoices, and related records.	Destroy when 1 fiscal year old.
	2) Records relating to installation, change, removal, and servicing of equipment.	Destroy 1 year after audit or when 3 years old, whichever is sooner.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
	e. Copies of agreements with background data and other records relating to agreements for telecommunication services.	Destroy 2 years after expiration or cancellation of agreement.
3.	Telecommunications Operational Files.	
	a. Message registers, logs, performance reports, daily load reports, and related similar records.	Destroy when 6 months old.
	b. Copies of incoming and original copies of outgoing messages, including SF 14 Telegraphic Message.	Destroy when 2 months old.
	c. Machine copies (hard copies), discs, and tapes of outgoing messages.	Destroy after transmission.
4.	Telephone Summaries.	
	Summaries of long distance telephone report used to indicate authorized use of telephone service as well as to audit expense vouchers.	Destroy after the close of fiscal year in which audited.
5.	Postal Records.	
	Post Office forms and supporting papers, exclusive of records held by the United States Postal Service.	
	a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.	Destroy when 1 year old.
	b. Application for postal registration and certificates of declared value of matter subject to postal surcharge.	Destroy when 1 year old.
	c. Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail matter.	Destroy when 1 year old.
6.	Mail and delivery Service Control.	
	a. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as united Parcel Service, excluding both those covered by Item 5 of this section and those used as indexes to correspondence files.	Destroy when 1 year old.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
b.	Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	Destroy when 6 months old.
c.	Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	Destroy when 6 months old.
d.	Statistical reports and data relating to handling of mail and volume of work performed.	Destroy when 1 year old.
e.	Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.	Destroy when 1 year old.
f.	Records of and receipts for mail and packages received through the official mail and messenger service.	Destroy when 6 months old.
g.	General files including correspondence, memorandums, directives, and guides relating to the administration of mail room operations.	Destroy when 1 year old or when superseded or obsolete, whichever is applicable.
h.	Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	Destroy 5 months after separation or transfer of individual or when superseded or obsolete, whichever is applicable.
7.	Penalty Mail Report Files.	
	Official penalty mail reports and all related papers.	Destroy when 6 years old.
8.	Postal Irregularities File.	
	Memorandums, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	Destroy 3 years after completion of investigation.