

RECORDS MANAGEMENT MANUAL

STATE GOVERNMENT AGENCIES

SCHEDULE NO. 4

COMMUNICATIONS RECORDS

4-1. Mail Control Records

Records of receipt and routine of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, including statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post).

Retention

Record copy: Retain by agency for 3 years and then destroy.

Duplicate copies: Retain by agency for 6 months and then destroy.

4-2. Messenger Service Records

Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.

Retention

Record copy: Retain by agency for 2 years and then destroy.

Duplicate copies: Retain by agency for 2 months and then destroy.

4-3. State Mail and Delivery Service Receipts

Records of receipts for mail and packages received through the state mail system.

Retention

Record copy: Retain by agency for 1 year and then destroy.

Duplicate copies: Retain by agency for 6 months and then destroy.

4-4. Telecommunications Service Work Orders

Reference copies of vouchers, bills, and invoices, relating to the installation, change, removal, and servicing of equipment.

Retention

Record copy: Retain by agency for 3 years and then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

4-5. Telecommunications Service Agreements

Copies of agreements with background data and other records relating to agreements for telecommunications services.

Retention

Record copy: Retain by Division of Information Technologies for 4 years after expiration or cancellation of agreement and then destroy.

Duplicate copies: Retain by agency for 2 years after expiration or cancellation of agreement and then destroy.

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4-6. Telecommunications Service Records

Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and other similar services.

Retention

Record copy: Retain by agency for 5 years and then destroy.

Duplicate copies: Retain until no longer needed then destroy.

4-7. Telecommunications Statistical Reports

Statistical information gathered from a telecommunication program to document cost and volume. Information includes repair orders, billings, new equipment purchases, and accounting information.

Retention

Record copy: Retain by agency for 5 years and then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

4-8. Telephone Message Registers

Message registers, logs, performance reports, daily load reports, and related or similar records.

Retention

Record copy: Retain for 6 months and then destroy.

Duplicate copies: Retain for 2 months and then destroy.

4-9. Telephone Messages

Incoming and outgoing telephone messages.

Retention

Record copy: Retain for 2 months and then destroy.

Duplicate copies: Retain for 1 month and then destroy.