Department of Energy
Administrative Records Schedule 12:
Communications Records
October 2021
Revision 4

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

This schedule covers the records described below, wherever located in the Department.

Other than those covered by item 3, all records described in this schedule are authorized for disposal in both hard copy and electronic formats.

See ADM 18, item 42.1 for Communications Security (COMSEC) records retention requirements. Retirement of non-current records to inactive storage is authorized.

1. **Messenger Service Files**. (GRS 12, item 1)

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

Destroy when 2 months old.
Superseded by GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)

2. **Communication General Files**. (GRS 12, item 2).

a. Correspondence and related records pertaining to internal administration and operation.

Destroy when 2 years old.
Superseded by GRS 5.5, Item 010 (DAA-GRS-2016-0012-0001)

b. Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.

Destroy when 3 years old.
Superseded by GRS 5.5, Item 010 (DAA-GRS-2016-0012-0001)

c. Telecommunications statistical reports including cost and volume data. [See also Administrative Schedule 3, item 10]

Destroy when 1 year old.
Superseded by GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)

d. Telecommunications voucher files. [See also Administrative Schedule 3, item 10]

(1) Reference copies of vouchers, bills, invoices, and related records.

Destroy when 1 fiscal year old.
Superseded by GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)

(2) Records relating to installation, change, removal, and servicing of equipment.

Destroy 1 year after audit or when 3 years old, whichever is sooner.
Superseded by GRS 5.5, Item 010 (DAA-GRS-2016-0012-0001)

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

Destroy 2 years after expiration or cancellation of agreement.
Superseded by GRS 5.5, Item 010 (DAA-GRS-2016-0012-0001)

3. Telecommunications Operational Files. [See note after item 3b.] (GRS 12, item 3)

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

Destroy when 6 months old.
Superseded by GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)

b. Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message maintained by communications offices or centers, and EXCLUDING the copies maintained by the originating program office.

Destroy when 2 years old.
Rescinded per GRS Transmittal 28
[NOTE: Master files and data bases created to supplement or replace the records covered by item 3 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

3.1 Telecommunications Master Files and Data Bases. (N1-434-98-15(3.1))

Master files and data bases created in central processing facilities to supplement or replace the records covered by telecommunications operational files.

Destroy/delete when 3 years old.

4. Telephone Use Records. (GRS 12, item 4)

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 sector 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 that are covered by GRS 22, Inspector General Records or GRS 6, Accountable Officers' Accounts Records.

Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.

Superseded by GRS 5.5, Item 010 (DAA-GRS-2016-0012-0001)

5. Post Office and Private Mail Company Records. (GRS 12, item 5)

Post Office and private mail company forms and supporting papers.

a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.

Destroy when 1 year old.

Superseded by GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)

b. Application for registration and certification of declared value mail.

Destroy when 1 year old.

Superseded by GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)

c. Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.

Destroy when 1 year old.

Superseded by GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)

6. Mail and Delivery Service Control Files.

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 and those used as indexes to correspondence files.

Destroy when 1 year old. (GRS 12, item 6a)

Superseded by GRA 5.5, Item 020 (DAA-GRS-2016-0012-0002)

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. (GRS 12, item 6b)
Superseded by GRA 5.5, Item 020 (DAA-GRS-2016-0012-0002)

c. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).

Destroy when 6 months old. (GRS 12, item 6c)
Superseded by GRA 5.5, Item 020 (DAA-GRS-2016-0012-0002)

d. Statistical reports and data relating to handling of mail and volume of work performed.

Destroy when 1 year old. (GRS 12, item 6d)
Superseded by GRA 5.5, Item 020 (DAA-GRS-2016-0012-0002)

e. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.

Destroy when 1 year old. (GRS 12, item 6e)
Superseded by GRA 5.5, Item 020 (DAA-GRS-2016-0012-0002)

f. Records of and receipts for mail and packages received through the Official Mail and Messenger Service.

Destroy when 6 months old. (GRS 12, item 6f)
Superseded by GRA 5.5, Item 020 (DAA-GRS-2016-0012-0002)

g. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.

Destroy when 1 year old or when superseded or obsolete, whichever is applicable. (GRS 12, item 6g)
Superseded by GRA 5.5, Item 020 (DAA-GRS-2016-0012-0002)

h. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.

Place record in inactive file upon separation or transfer of individual or when obsolete. Cut off inactive file annually. Destroy 75 years after cutoff. (N1-434-98-15(2))

7. **Metered Mail Files.** (GRS 12, item 7)

Official penalty mail reports and all related papers.

Destroy when 6 years old.
Superseded by GRS 5.5, Item 030 (DAA-GRS-2016-0012-0003)

8. **Postal Irregularities File.** (GRS 12, item 8)

Memoranda, 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.

Superseded by GRS 5.6, Items 050 (DAA-GRS-2017-0006-0006)