

CUSTOMER LINE CARD FILE

	CONTENTS	PAGE
1.	GENERAL	1
2.	DEFINITION OF TERMS	1
3.	DESCRIPTION OF SPECIAL FILES	1
4.	DESCRIPTION AND USE OF INDEX, REFERENCE, AND LINE EQUIPMENT RECORD CARDS	3
5.	DESCRIPTION OF ENTRIES ON INDEX, REFERENCE, AND LINE EQUIPMENT RECORD CARDS	5
6.	PREPARATION OF REFERENCE AND LINE EQUIPMENT RECORD CARDS	5
7.	FILING EQUIPMENT	6
8.	GENERAL ARRANGEMENT OF CARDS WITHIN THE FILE	6
9.	ORIGINATING FILING	7
10.	TERMINATING FILING	8
11.	SPECIAL SERVICES FILING	9
12.	DESIGNED SERVICE FILING	9
13.	CARRIER-MULTIPLEXER FILING	9
14.	MAINTENANCE OF FILE	9
15.	METHOD OF ORDERING	10

1. GENERAL

1.01 This section contains a general description of the customer line card file, the filing equipment used, the arrangement of the card compartments, the arrangement of the cards in the file, the use of reference guide and line equipment cards, terminating and originating filing, and the standards for maintenance of the customer line card file.

1.02 This section has been reissued to include information concerning a Protective Connecting Arrangement In Service Card (Form E-6459 and E-6460) which has been standardized for use in cataloging Customer Provided Equipment (CPE). Marginal arrows are used to denote changes.

1.03 The "Customer Line Card File" as described in this section consists of (1) the card record of the customer's line, equipment, and trouble record (see Section 660-151-010); (2) filing equipment including the repair service desk and card compartment; (3) reference, index, and line equipment cards.

2. DEFINITION OF TERMS

2.01 The following are definitions of various terms associated with the customer line card file.

2.02 *Originating Filing:* A method of filing the customer line cards by originating equipment number (line equipment number).

2.03 *Terminating Filing:* A method of filing the customer line cards by terminating number (telephone number).

2.04 *Special Services Filing:* A method of filing special service lines by an identifying number. (The numbering of special service lines is covered in Section 682-000-012.)

2.05 *Card Stock:* A small stock of replacement cards maintained at the repair service clerk's position for their convenience.

3. DESCRIPTION OF SPECIAL FILES

3.01 *Dead File:* This file contains all the line cards and trouble records permanently retired from the active customer line card file. The file should be set up so the cards can be filed by day, month, and year of retirement from the customer line card file. The date of retirement is entered in the "Dead File Date" space on the new line card. See Section 660-151-010.

SECTION 660-150-010

3.02 Under Federal Communications Commission (FCC) rules and regulations, customer line cards (hard copy completed service order type and those manually prepared as described in Section 660-151-010) and trouble history records may be destroyed after the records are superseded or retired from the active file.

3.03 Rules and regulations of state and local regulatory bodies may specify longer periods; accordingly, the records destruction plans should be reviewed with the Legal Department in each of the operating companies to determine these local requirements.

3.04 Retention periods for sources of Plant-Changes information (eg, cable transfers, central offices changes, etc) and information related to accounting and billing (eg, Form E-5855, out-of-service credit forms, etc) are specified in other Bell System and Departmental Practices.

3.05 Calendar File: This is a file maintained by the repair service clerk to contain routine cards filed by their scheduled routine date. It consists of two parts, monthly file 1 through 12 and daily file 1 through 31.

3.06 Pending Action Control (PAC) Files: These files consist of the following:

(a) **No Access**—Consists of pending trouble reports that have been classified "No Access." Procedures for establishment and maintenance of this file are described in Section 660-101-314.

(b) **T.O.K.—Don't Answer**—Consists of pending trouble reports that "TEST OK" but the customer does not answer. Procedures for establishment and maintenance of this file are described in Section 660-101-315.

(c) **Customer Not Advised**—Consists of pending trouble reports that have been cleared but we were unable to advise the customer for some reason.

(d) **Referred Out**—Consists of pending trouble reports that have been referred to other PSCs, departments, or agencies for further handling.

(e) **Referred to Central Office**—Consists of pending trouble reports referred to Central Office for clearance.

(f) **Referred to Cable Maintenance**—Consists of pending trouble reports that have been referred to Cable Maintenance for further handling. When the cable trouble is cleared, each individual trouble report should be tested.

(g) **Follow-Up Ticket File**—Consists of trouble reports and test results which are programmed for subsequent action. Procedures for establishment and maintenance of this file are described in Section 660-101-316.

(h) **PBX Test and Inspection Work Assignments**—Consists of maintenance assignments developed in PBX Controlled Maintenance Plan, Section 534-001-010.

(i) **Referred to Foreman**—Consists of troubles that have been referred to a foreman for further handling. An example would be a trouble that has been temporarily repaired (TEMP OK).

3.07 The preceding PAC files must be well defined in each RSB. Although they may be located at screening, testing, dispatching, clerical, and supervisory positions, or a central location, they should exist and responsibility for their maintenance must be clearly spelled out. The procedures for periodic review of each file, purging, and taking appropriate positive action to clear out the trouble reports and/or preventive maintenance tasks should be included in the definition of responsibility for the maintenance of each file.

3.08 In certain of these files, the line card and trouble ticket will be filed together awaiting the appropriate action. In these cases, a marker card must be substituted for the line card in the main file with cross-reference information concerning the temporary location of the line card. (See BSP 660-152-010, para 2.12.) This rule must be rigidly enforced if acceptable line card discipline is to be maintained.

3.09 When a specific marker card is not provided which matches the PAC file designation, use the "Special" end of marker card, Form E-3944. The "Special" marker card must then be noted with the initials of the person replacing the line

card, the current date, and the specific designation of the PAC file where the line card is located.

3.10 In cases where the trouble report has been closed out and further handling is still pending (eg, Temporary OK), the line card must be returned to the line card file (and the marker card removed) at the time of close out. A copy of a trouble ticket Form E-4732, or a locally designed equivalent which includes details of the proposed pending activity should be placed in the PAC file. When the pending activity is complete, the facts should be posted to the trouble record on the line card.

4. DESCRIPTION AND USE OF INDEX, REFERENCE, AND LINE EQUIPMENT RECORD CARDS

4.01 Three groups of cards are supplied for the preparation and operation of a customer line card file.

4.02 A list of these cards by title, form number, use, tab position, and tab numbering is shown in Table A.

SECTION 660-150-010

TABLE A

TITLE	USE	FORM NO. 3-1/2" CARD	FORM NO. 4-3/4" CARD	TAB POSITIONS	NUMBERING ON TAB	FIG
Reference	Cross-reference information telephone number to originating equipment number	E-3983	None	1-2-4-5	00 to 99 by Ones	1 & 18
Reference	Cross-reference information telephone number to originating equipment number	E-3983-1	None	3*	None	1
Line Equipment Record	Cross-reference information originating equipment number to telephone number. (Panel office 00 to 199)	E-3999-1	E-4033-1	None	None	2
Line Equipment Record	Cross-reference information originating equipment number to telephone number. (Panel Office 200 to 399)	E-3999-2	E-4033-2	None	None	2
Line Equipment Record	Cross-reference information originating equipment number to telephone number (Step-by-Step Line Switch 00 to 99)	E-3997	E-4034	None	None	3
Line Equipment Record	Cross-reference information originating equipment number to telephone number. (Step-by-Step Line Finder 00 to 199)	E-3998	E-4035	None	None	3
Line Equipment Record	Cross-reference information originating equipment number to telephone number (No. 1 Crossbar 00 to 99)	E-4000	E-4036	None	None	4
Line Equipment Record	Cross-reference information originating equipment number to telephone number (No. 5 Crossbar 00 to 94)	E-4001	E-4037	None	None	5
Index	Originating filing (except No. 5 Crossbar). Line equipment record file. Dead file. (Originating filing.) Bunch block file. Calendar file.	E-4041	E-4042	Off Center**	00 to 399 by Ones	6 & 21
Index	Originating filing. (Step-by-Step Line Finder and Panel)	E-4054	E-4055	Center	100-200-300	7 & 20
Index	Originating filing (No. 5 Crossbar) (Line Link Record)	E-4043	E-4044	Center	00 to 39 by Ones	8 & 19
Index	Originating filing (No. 5 Crossbar) (Vertical Group Record)	E-4045	E-4046	1-2-3-4	00 to 11 by Ones	9 & 19
Index	Terminating Filing	E-2898	E-1194	Off Center**	000 to 9900 by Hundreds	10 & 23
Index	Designating general groups within the file	E-2897	E-1193	Entire Top	Transparent Window	11 & 22
Protective Connecting Arrangement In Service	Cross-reference Customer Provided Equipment (CPE) to Associated Telco Line or Station	E-6459	E-6460	None	None	26

* Used as pull tab only.

** These index cards are reversible, thus permitting two rows of tabs to appear in the file.

5. DESCRIPTION OF ENTRIES ON INDEX, REFERENCE, AND LINE EQUIPMENT RECORD CARDS

5.01 Periodic reproduction of other department records of line equipment assignments is an alternative to maintenance of those records as described in this section. The following is an explanation of the information to be entered on these cards. The space headings are listed in alphabetical order.

5.02 Bay: Enter in this space the number of the bay which the card represents in a line switch type step-by-step central office (Fig. 3).

5.03 Central Office:

(a) **Reference Card:** Enter in this space the specific designation of the central office unit which the card identifies, together with the hundred group designation, such as 267-0700, PL3-3000, etc, (Fig. 12).

(b) **Line Equipment Record Card:** Enter in this space the office name or prefixes which specifically identifies the common line equipment, such as 525, 526, etc, (Fig. 3).

5.04 Column: Enter in this space the number of the column which the card identifies in a No. 1 crossbar type central office (Fig. 4).

5.05 Groups: Enter in this space the number of the group which the card identifies in the panel or line finder type step-by-step central office (Fig. 2 and 3).

5.06 L.L. Frame: Enter in this space the number of the line link frame which the card identifies in a No. 5 crossbar type central office (Fig. 5).

5.07 Originating Equipment Number: Enter in this space the central office assignment of originating equipment, ie, group and terminal; bay and switch; column and switch vertical; line link frame vertical group, horizontal group, and vertical file, according to the type office involved (Fig. 12). When Private Branch Exchange (PBX) service is involved for which a separate file is necessary or desirable, enter the telephone number to indicate where it is filed (Fig. 12).

5.08 Tel. No. or Bunch Block: The information entered in this space will vary according to

the type of cross-reference used and the type of service being furnished (Fig. 4).

(a) **Individual Service (Including PBX):** Enter the prefix (where required) and the telephone number opposite the line equipment number with which it is associated.

(b) **2-Party Service:** Enter the prefix (where required) and the main frame telephone number, or the telephone number of the card carrying the station, line, and trouble information (Fig. 4).

(c) **4-Party Service:** Enter the bunch block number opposite the line equipment number with which it is associated.

(d) **Multi-Party Service:** Enter the bunch block number opposite the line equipment number with which it is associated.

5.09 Transparent Window: (Index card Forms E-2897 and E-1193.) These cards are provided for use when a preprinted index card is not provided. The removable labels may be typed or lettered with suitable entries to identify general groups of the file (Fig. 22, 24, and 25).

5.10 Vertical Group: Enter in this space the number of the vertical group which the card represents in a No. 5 crossbar central office (Fig. 5).

6. PREPARATION OF REFERENCE AND LINE EQUIPMENT RECORD CARDS

6.01 The information on these records is accumulated on a day-to-day basis from service orders and transfers. *It is important that the information be transcribed accurately and promptly since these records are necessary for the test center employees to locate the customer line cards.*

6.02 All entries on these records shall be entered in pencil in order that changes may be readily made when required. The pencil used shall be black lead of at least 4H drawing or equivalent grade, well sharpened, as entries made with a dull pencil blur easily and become hard to read.

6.03 In order to minimize delays in obtaining data required by the repair service clerk, the line equipment record and reference cards

SECTION 660-150-010

should be maintained as a part of the customer line card file and filed adjacent to the related customer line cards.

6.04 "N" and "T" Orders: When service is established, enter the originating equipment, telephone, or bunch block number as applicable, in the proper column as covered in 5.07 and 5.08 (Fig. 3, 4, and 12).

6.05 "D" and "F" Orders: When service is disconnected, draw a line through the originating equipment, telephone, or bunch block number as applicable. Do not erase old entry until reassigned (Fig. 4 and 12).

6.06 "C" Orders: For "C" orders and "transfers" involving cross-reference filing information, erase the telephone, originating equipment, or bunch block number as applicable, and enter the new assignments.

6.07 Line Equipment Record Cards: These forms are furnished without tabs necessitating the use of index cards, spaced to meet local requirements. However, it is recommended that an index card be placed preceding each 10 groups, columns, or bays in a No. 5 crossbar office preceding each line link frame.

7. FILING EQUIPMENT

7.01 Where standard repair service desks are provided, the cards should be placed in the card file compartment which forms a part of this equipment. When the 3-1/2 inch cards are used, the metal partitions should be spaced to permit eight rows of cards in the card compartment. One card compartment, when so arranged, will hold approximately 14,400 customer line and miscellaneous cards. When the 4-3/4 inch cards are used, the metal partitions should be spaced to permit six rows of cards in the card compartment. One card compartment, when so arranged, will hold approximately 10,800 customer line and miscellaneous cards (Fig. 17a and 17b). Where it is desirable to file 5-inch by 8-inch circuit layout records (unfolded), one or more metal partitions should be removed (Fig. 17c).

7.02 Where the card compartment shown in Fig. 13a is used, the physical capacity per file is approximately 1.88 times greater than the standard card tubs referred to in 7.01. Typical

layouts utilizing these files are shown in Fig. 15A, 15E, and 16A.

7.03 The direction of the metal partitions can be right angle or parallel to repair clerk's position as desired (Fig. 14).

7.04 The adjustable bottom of the card compartment should be placed so that the top of the cards will be about 1/2 inch below the top edge of the card compartment.

7.05 Many different types of card compartments are available for filing cards vertically. Typical card components are shown in Fig. 13.

7.06 Figures 15 and 16 show typical arrangements of card compartments in a test center of small, medium, and large size offices.

8. GENERAL ARRANGEMENT OF CARDS WITHIN THE FILE

8.01 *The customer line card file shall be numerically complete at all times by providing a card for each equipped line number in all "terminating or originating" groups in which working lines appear.* Each number not in service shall be represented by a customer line card of the type most commonly used in the group (usually a multi-purpose line card bearing the proper unassigned number).

8.02 Groups in which no lines are equipped shall be represented by a single line card bearing the series of numbers involved, for example, 555-6000—555-6099. At the time the first number is assigned in such a group, this card shall be replaced by a complete set of numbered cards.

8.03 Customer line cards for disconnected and changed numbers shall be kept in the customer line card file until new cards are received bearing the same number. Cards for all special services shall be transferred to the "Dead File" when disconnected.

8.04 The customer line and special service cards should be separated into general groups and each group should be preceded with an index card (Form E-2897 or E-1193) to indicate what that group contains. The general groups are listed in 8.05 and 8.06.

8.05 Terminating Filing: (Fig. 17a)

- (a) Line equipment cards filed in numerical sequence by originating equipment number.
- (b) Customer line cards including PBX trunk, equipment data, supplemental trunk, on and off premises station cards, filed in numerical sequence by their terminating number, by central office groups.
- (c) The bunch block file should be composed of "MULTI-PURPOSE LINE CARDS" (Form E-6211 or E-6212). They are filed in numerical order by bunch block number. See Section 660-151-010, Fig. 5. The cross-reference cards are filed in numerical order by telephone number in the customer line card file. See Section 660-151-010, Fig. 6.
- (d) Special service cards such as teletypewriter, private lines, etc. Each group should be preceded by an index card (Fig. 24).
- (e) ♦Accounts employing Customer Provided Equipment may require a Protective Connecting Arrangement In Service Card. Where required (BSP 660-151-010), it should be filed directly behind the main card for that account (Fig. 26).♦
- (f) Dead File (see 3.01).
- (g) Calendar File (routine cards by dates).
- (h) Marker Cards (trouble).
- (i) Marker Cards (misc).
- (j) Card Stock.

8.06 Originating Filing: (Fig. 14, 17b, and 17c).

- (a) Reference cards filed in numerical sequence by their terminating equipment number (Fig. 18).

Note: Filing of Reference Cards—The reference cards should be filed adjacent to the central office group which they represent and should be located in the file conveniently near the employees concerned.

- (b) Customer line cards including PBX trunk, equipment data, supplemental trunk, on and

off premises station cards filed in numerical sequence by their originating equipment number.

Note: PBX records may be filed separately if this would greatly increase filing space available in the customer line card file.

- (c) Special service cards such as mobile radio, teletypewriter, private lines, etc. Each group should be preceded by an index card (Fig. 24 and 25).
- (d) ♦Accounts employing Customer Provided Equipment may require a Protective Connecting Arrangement In Service Card. Where required (BSP 660-151-010), it should be filed directly behind the main card for that account (Fig. 26).♦
- (e) Dead File (see 3.01).
- (f) Calendar File (routine cards by dates).
- (g) Marker Cards (trouble).
- (h) Marker Cards (misc).
- (i) Card Stock.

9. ORIGINATING FILING

9.01 These paragraphs describe procedures to be followed in those test center locations where it would be advantageous to file the customer line cards by their originating equipment numbers (Fig. 19, 20, and 21).

9.02 Multi-Purpose Line Card:

- (a) **Used for individual line service:** Enter the originating equipment number for example (17-01) (01-00-00) in the "FILE NO." space. Enter the listed telephone number in the "MAIN TN" space. File in numerical sequence by originating equipment (Fig. 19 and 20).
- (b) **Used for two-party line service:** Enter the originating equipment number together with the listed telephone number in the "FILE NO." space. File in numerical sequence by originating equipment (Fig. 20).
- (c) **Used for four-party line service:** Enter the originating equipment number in the "FILE NO." space. Enter the listed telephone

SECTION 660-150-010

number in the "MAIN TN" space. File in numerical sequence by originating equipment (Fig. 20).

(d) **Used for multi-party line service:** Enter the originating equipment number in the "FILE NO." space. Enter the listed telephone number in the "MAIN TN" space. File in numerical sequence by originating equipment (Fig. 20).

9.03 PBX Station on Premises: Enter the originating equipment number of the listed telephone number together with the listed telephone number in the "FILE NO." space and enter the stations, from and to, represented by the card in "STATIONS FROM_____TO_____" space. File in numerical sequence by station number as shown in Fig. 21.

9.04 Station Off Premises: Enter the originating equipment number of the listed telephone number together with the listed telephone number in the "FILE NO." space and enter the station number in the "STATION NO." space if used. File in numerical sequence by originating equipment if no station number is used. If a station number is used, file in numerical sequence by station number as shown in Fig. 21.

9.05 Equipment Data And Supplemental Trunk Record: Enter the originating equipment number of the listed telephone number together with the listed telephone number in the "FILE NO." space. When used to record PBX data, file in numerical sequence by line equipment number immediately in front of the associated PBX station cards (Fig. 21).

9.06 Telephone Answering Service: Enter the originating equipment number together with the listed telephone number in the "FILE NO." space. Attach to, or file with the main service card and file in numerical sequence by originating equipment number.

10. TERMINATING FILING

10.01 These paragraphs describe procedures to be followed in those test center locations where it would be advantageous to file the customer line cards by their terminating number (Fig. 22 and 23).

10.02 Multi-Purpose Line Card:

(a) **Used for individual line service:** Enter the telephone number, for example, (623-1310) in the "FILE NO." space. File the cards numerically by this number (Fig. 22).

(b) **Used for two-party line service:** Enter the telephone number in the "FILE NO." space. File the card numerically by this number. When a second party is installed, enter the bridged number in the "BRG" space and place a circle around "BRG" on both cards. This is necessary in order to cross-reference both line cards.

(c) **Used for four-party or multi-party line service:** Enter the telephone number in the "FILE NO." space and the bunch block number in the "BUB-CARR" space. Place a circle around "BUB." Where customers are served by four-party or multi-party line service, the individual line cards for a circuit are filed together (Fig. 17) in a plastic holder (see Section 660-151-010 Fig. 24) in bunch block number order. A "Multi-Purpose Line Card" which includes the telephone number and the bunch block number is placed in the Customer Line Card file to cross reference to the bunch block file.

10.03 PBX Station on Premises: Enter the listed telephone number in the "FILE NO." space together with the station from and to, represented by the card in the "STATIONS FROM_____TO_____" space. File in numerical sequence by station number as shown in Fig. 23.

10.04 Station Off Premises: Enter the listed telephone number in the "FILE NO." space and the station number in the "STATION NO." space if used. File in numerical sequence as shown in Fig. 23.

10.05 Equipment Data and Supplemental Trunk Record: Enter the listed telephone number in the "FILE NO." space. When used to record PBX data, file in numerical sequence by telephone number immediately in front of the associated PBX station cards (Fig. 23).

Note: The PBX records may be filed separately if this would greatly increase the

filing space available in the customer line card file.

10.06 Telephone Answering Service: Enter the listed telephone number in the "FILE NO." space. Attach to or file with the main service card and file in numerical sequence by telephone number. If service is 1FL "No Instrument" that terminates only at telephone answering service, file in numerical sequence by telephone number.

11. SPECIAL SERVICES FILING

11.01 Mobile Telephone Service: Enter the assigned mobile telephone number, for example (YJ 3-7000) in the "FILE NO." space. File the cards as a separate group in numerical sequence by mobile telephone number.

11.02 Wide Area Telephone Service: Enter the assigned circuit number in the "FILE NO." space. File in a separate group in numerical sequence by circuit number.

11.03 All other Special Services: Enter the assigned identification number (as outlined in Section 682-000-012) in the "FILE NO." space. File in separate groups by titles in numerical sequence of the assigned identification numbers. File groups by types such as CS, PL, PN, RT, TT, etc, in alphabetical sequence in the "Special Services" file (Fig. 24 and 25).

12. DESIGNED SERVICE FILING

12.01 The circuit layout record card which is provided for designed services, should be filed with the line card and trouble record, as appropriate, in a plastic holder or expandable pocket (see Section 660-151-010). If the Repair Service is using 3-1/2 inch by 8-inch or 4-3/4 inch by 8-inch line cards, it may be necessary to fold the circuit layout record card in half in order to fit it in the plastic holder. File groups by types such as CS, PL, PN, RT, TT, etc, in alphabetical sequence, in the "Designed Service File."

12.02 Where circuit layout record cards are to be filed in the expandable pocket (unfolded 5" × 8"), the card compartment must be modified as shown in Fig. 17c.

13. CARRIER-MULTIPLEXER FILING

13.01 Where Subscriber Line Multiplexers (SLM) are used to serve customers, the Carrier Layout Record Card should be filed (Fig. 17) by SLM system number. No composite record of the channel assignments are maintained in the Repair Service Bureau—line cards include individual channel assignments and system number and assignment records must be referred to for complete system channel assignments.

13.02 Where Multi-Channel Subscriber Carrier is used to serve customers, all the individual line cards for a system are filed together (Fig. 17) in a plastic holder (see Section 660-151-010, Fig. 24) in a Multi-Channel Subscriber Carrier system identification number order. A Multi-Purpose Line Card which includes the telephone number and the system identification number is placed in the Customer Line Card file (in originating equipment or telephone number order as appropriate) to cross-reference to the Carrier-Multiplexer file.

14. MAINTENANCE OF FILE

14.01 The repair service clerk shall be responsible for the maintenance of the line card file. Removal and refiling of line cards should be under the repair service clerk's control.

14.02 When Line Status Verifier (LSV) is used, and/or where the line card is pulled (for customer trouble) while the customer is on the line, and/or where the bureau management requires detailed information on reports in progress prior to tracking down the line card and trouble ticket, the following file maintenance discipline should be practiced:

- (1) Place a copy of the trouble ticket with the appropriate marker card (see Section 660-152-010) in a plastic holder (see Section 660-151-010).
- (2) Replace the line card with the holder.
- (3) When refiling the line card, remove the holder and marker card and discard (or otherwise use as appropriate) the copy of the trouble ticket.

14.03 *A neat and orderly file is essential to good repair service work.* Cards which

SECTION 660-150-010

have become torn or on which the records are becoming blurred or illegible, should be replaced by transferring the required record information to a new card. Index cards should be maintained so as to be clearly legible at all times.

14.04 The card file should be kept neat and clean. The tops of the cards should be kept even so that the marker and index cards will project above the customer line cards. Sufficient space should be left in each row so that the cards may be readily identified and easily withdrawn. Usually this will require about 2 inches of space in the row over and above the thickness of the cards when compressed. When rows of cards become too compact, additional space should be obtained by removing a complete group or unit from the back of the row affected, and placing it in the front of the adjacent row. Continue this procedure until sufficient space is obtained in each row.

14.05 Line cards shall be kept in file except when necessary to remove:

- (1) For the purpose of making changes, additions, or removal of the existing records.
- (2) For processing a trouble report or in connection with routine tests and inspections.
- (3) To permit a check of the records.
- (4) For analysis or study purposes.

Note 1: *Appropriate marker cards must be used whenever line cards are removed from file.* See Section 660-152-010.

Note 2: *The line cards should never be removed from the Repair Service Bureau.*

14.06 The card file shall be inspected at intervals as required for misfiled cards, missing cards for which no marker is in the file, cards out of file for an excessive period, and cards in poor condition.

14.07 Periodically all cards should be taken out of the file and the accumulation of dust and other foreign material removed.

15. METHOD OF ORDERING

15.01 Line Equipment Record Cards are furnished in both the 3-1/2 and 4-3/4 inch size.

(Quantity) Form E-(No.)

15.02 Protective Connecting Arrangement In Service Cards are furnished in both the 3-1/2 and 4-3/4 inch size.

(Quantity) Form E-(No.)

15.03 Reference Cards are furnished in the 3-1/2 inch size only and are furnished in sets to be specified on the requisition.

(Quantity) Forms E-3983 Tabs printed ____ to ____.

(Quantity) Forms E-3983-1

Example:

10 Forms E-3983 Tabs printed ____ to ____
10 Forms E-3983.

This order would provide reference cards for recording originating equipment numbers for Central Office Telephone numbers 2000 through 2999.

15.04 Index Cards are furnished in both the 3-1/2 and 4-3/4 inch size and are furnished in sets as specified on the requisition.

(Quantity) Form E-(No.) Tabs printed ____ to ____

15.05 Index Cards Forms E-2897 and E-1193 (Transparent Window).

(Quantity) Form E-(No.)

15.06 The above forms should be ordered in accordance with procedures specified in the catalog of "Bell System Standard Forms and Printed Matter." Packaging specifications and ordering multiples are specified in that publication.

15.07 Filing equipment should be ordered by Bell Systems Standard (BSS) item number and basic ordering information. Orders may be placed on local WE Service Centers.

03

CENTRAL OFFICE

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00		25	
01		26	
02		27	
03		28	
04		29	
05		30	
06		31	
07		32	
08		33	
09		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	

B.S.P. 660-150-010 REFERENCE FORM E-3983 (10-72)

FIRST 50 numbers 00 to 49

CENTRAL OFFICE

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
50		75	
51		76	
52		77	
53		78	
54		79	
55		80	
56		81	
57		82	
58		83	
59		84	
60		85	
61		86	
62		87	
63		88	
64		89	
65		90	
66		91	
67		92	
68		93	
69		94	
70		95	
71		96	
72		97	
73		98	
74		99	

B.S.P. 660-150-010 REFERENCE FORM E-3983-1 (10-72)

Second 50 numbers 50 to 99

Fig. 1—Facsimile of Reference Card

SECTION 660-150-010

LINE EQUIPMENT RECORD

GROUP 307 00-99

CENTRAL OFFICE

SW VER	TEL. NO. OR BUNCH BLOCK						
00		25	50		75		
01		26	51		76		
02		27	52		77		
03		28	53		78		
04		29	54		79		
05		30	55		80		
06		31	56		81		
07		32	57		82		
08		33	58		83		
09		34	59		84		
10		35	60		85		
11		36	61		86		
12		37	62		87		
13		38	63		88		
14		39	64		89		
15		40	65		90		
16		41	66		91		
17		42	67		92		
18		43	68		93		
19		44	69		94		
20		45	70		95		
21		46	71		96		
22		47	72		97		
23		48	73		98		
24		49	74		99		

FRONT

LINE EQUIPMENT RECORD

GROUP 307 100-199

CENTRAL OFFICE

SW VER	TEL. NO. OR BUNCH BLOCK						
100		125	150		175		
101		126	151		176		
102		127	152		177		
103		128	153		178		
104		129	154		179		
105		130	155		180		
106		131	156		181		
107		132	157		182		
108		133	158		183		
109		134	159		184		
110		135	160		185		
111		136	161		186		
112		137	162		187		
113		138	163		188		
114		139	164		189		
115		140	165		190		
116		141	166		191		
117		142	167		192		
118		143	168		193		
119		144	169		194		
120		145	170		195		
121		146	171		196		
122		147	172		197		
123		148	173		198		
124		149	174		199		

BACK

LINE EQUIPMENT RECORD

GROUP 307 200-299

CENTRAL OFFICE

SW VER	TEL. NO. OR BUNCH BLOCK						
200		225	250		275		
201		226	251		276		
202		227	252		277		
203		228	253		278		
204		229	254		279		
205		230	255		280		
206		231	256		281		
207		232	257		282		
208		233	258		283		
209		234	259		284		
210		235	260		285		
211		236	261		286		
212		237	262		287		
213		238	263		288		
214		239	264		289		
215		240	265		290		
216		241	266		291		
217		242	267		292		
218		243	268		293		
219		244	269		294		
220		245	270		295		
221		246	271		296		
222		247	272		297		
223		248	273		298		
224		249	274		299		

FRONT

LINE EQUIPMENT RECORD

GROUP 307 300-399

CENTRAL OFFICE

SW VER	TEL. NO. OR BUNCH BLOCK						
300		325	350		375		
301		326	351		376		
302		327	352		377		
303		328	353		378		
304		329	354		379		
305		330	355		380		
306		331	356		381		
307		332	357		382		
308		333	358		383		
309		334	359		384		
310		335	360		385		
311		336	361		386		
312		337	362		387		
313		338	363		388		
314		339	364		389		
315		340	365		390		
316		341	366		391		
317		342	367		392		
318		343	368		393		
319		344	369		394		
320		345	370		395		
321		346	371		396		
322		347	372		397		
323		348	373		398		
324		349	374		399		

BACK

Fig. 2—Facsimile of Line Equipment Record Card for Panel Central Office

LINE EQUIPMENT RECORD							
GROUP <u>27</u>		00-99					
CENTRAL OFFICE _____							
SW. VER.	TEL. NO. OR BUNCH BLOCK	SW. VER.	TEL. NO. OR BUNCH BLOCK	SW. VER.	TEL. NO. OR BUNCH BLOCK	SW. VER.	TEL. NO. OR BUNCH BLOCK
00	25	50	75				
01	26	51	76				
02	27	52	77				
03	28	53	78				
04	29	54	79				
05	30	55	80				
06	31	56	81				
07	32	57	82				
08	33	58	83				
09	34	59	84				
10	35	60	85				
11	36	61	86				
12	37	62	87				
13	38	63	88				
14	39	64	89				
15	40	65	90				
16	41	66	91				
17	42	67	92				
18	43	68	93				
19	44	69	94				
20	45	70	95				
21	46	71	96				
22	47	72	97				
23	48	73	98				
24	49	74	99				

FRONT

LINE EQUIPMENT RECORD							
GROUP <u>27</u>		100-199					
CENTRAL OFFICE _____							
SW. VER.	TEL. NO. OR BUNCH BLOCK	SW. VER.	TEL. NO. OR BUNCH BLOCK	SW. VER.	TEL. NO. OR BUNCH BLOCK	SW. VER.	TEL. NO. OR BUNCH BLOCK
100	125	150	175				
101	126	151	176				
102	127	152	177				
103	128	153	178				
104	129	154	179				
105	130	155	180				
106	131	156	181				
107	132	157	182				
108	133	158	183				
109	134	159	184				
110	135	160	185				
111	136	161	186				
112	137	162	187				
113	138	163	188				
114	139	164	189				
115	140	165	190				
116	141	166	191				
117	142	167	192				
118	143	168	193				
119	144	169	194				
120	145	170	195				
121	146	171	196				
122	147	172	197				
123	148	173	198				
124	149	174	199				

BACK

LINE EQUIPMENT RECORD							
BAY <u>22</u>		CENTRAL OFFICE <u>525-526</u>					
SW. VER.	TEL. NO. OR BUNCH BLOCK	SW. VER.	TEL. NO. OR BUNCH BLOCK	SW. VER.	TEL. NO. OR BUNCH BLOCK	SW. VER.	TEL. NO. OR BUNCH BLOCK
00	25	50	75	825	1526		
01	26	51	76				
02	27	52	77				
03	28	53	78				
04	29	54	79				
05	30	55	80				
06	31	56	81				
07	32	57	82				
08	33	58	83				
09	34	59	84				
10	35	60	85				
11	36	61	86				
12	37	62	87				
13	38	63	88				
14	39	64	89				
15	40	65	90				
16	41	66	91				
17	42	67	92				
18	43	68	93				
19	44	69	94				
20	45	70	95				
21	46	71	96				
22	47	72	97				
23	48	73	98				
24	49	74	99				

In paired units or common frames list all offices represented.

In paired offices show office prefix.

Fig. 3—Facsimile of Line Equipment Record Card for Line Switch and Line Finder Step-by-Step Central Office

LINE EQUIPMENT RECORD

COLUMN 27

CENTRAL OFFICE 582

SW. VER.	TEL. NO. OR BUNCH BLOCK	SW. VER.	TEL. NO. OR BUNCH BLOCK	SW. VER.	TEL. NO. OR BUNCH BLOCK	SW. VER.	TEL. NO. OR BUNCH BLOCK
00		25		50		75	
01		26		51		76	
02		27		52		77	2901
03		28		53		78	
04		29		54		79	
05		30		55		80	
06		31		56		81	5096
07		32		57		82	
08		33		58		83	3701
09		34		59		84	
10		35		60		85	BB102
11		36		61		86	
12		37		62		87	
13		38		63		88	
14		39		64		89	
15		40		65		90	
16		41		66		91	
18		42		67		92	
19		43		68		93	
20		44		69		94	2901
21		45		70		95	
22		46		71		96	
23		47		72		97	
24		48		73		98	
25		49		74		99	

B.S.P. 660-150-010 NO. 1 CROSSBAR FORM E-4000 (10-72)

In single unit office the office prefix can be omitted on the body of the card.

On two-party service enter telephone number of the card carrying the station line and trouble information.

On four and multi-party service enter the bunch block number.

Indicating service has been disconnected.

Fig. 4—Facsimile of Line Equipment Record Card for No. 1 Crossbar Office

LINE EQUIPMENT RECORD

L.L. FRAME 18 CENTRAL OFFICE _____

VERTICAL GROUP 07 563

H.G. V.F.	TEL NO. OR BUNCH BLOCK	H.G. V.F.	TEL NO. OR BUNCH BLOCK
00		50	
01		51	
02		52	
03		53	
04		54	
10		60	
11		61	
12		62	
13		63	
14		64	
20		70	
21		71	
22		72	
23		73	
24		74	
30		80	
31		81	
32		82	
33		83	
34		84	
40		90	
41		91	
42		92	
43		93	
44		94	

B.S.P. 660-150-010 NO. 5 CROSSBAR FORM E-4001 (10-72)

3-1/2" CARD

LINE EQUIPMENT RECORD

L.L. FRAME 01 CENTRAL OFFICE 652

VERTICAL GROUP 00 VERTICAL GROUP 01

H.G. V.F.	TEL NO. OR BUNCH BLOCK						
00		50		00		50	
01		51		01		51	
02		52		02		52	
03		53		03		53	
04		54		04		54	
10		60		10		60	
11		61		11		61	
12		62		12		62	
13		63		13		63	
14		64		14		64	
20		70		20		70	
21		71		21		71	
22		72		22		72	
23		73		23		73	
24		74		24		74	
30		80		30		80	
31		81		31		81	
32		82		32		82	
33		83		33		83	
34		84		34		84	
40		90		40		90	
41		91		41		91	
42		92		42		92	
43		93		43		93	
44		94		44		94	

B.S.P. 660-150-010 NO. 5 CROSSBAR FORM E-4037 (10-72)

4-3/4" CARD

Fig. 5—Facsimile of Line Equipment Record Card for No. 5 Crossbar Office

30

B.S.P. 660-150-010 INDEX FORM E-4041 (10-72)

FRONT

30

BACK

Fig. 6—Facsimile of Index Card Originating Filing

100

B. S.P. 660-150-010 INDEX FORM E-4054 (10-72)

FRONT

100

BACK

Fig. 7—Facsimile of Index Card Originating Filing Panel and Step-by-Step Line Finder

00

B.S.P. 660-150-010 INDEX FORM E-4043 (10-72)

FRONT

00

BACK

Fig. 8—Facsimile of Index Card Originating Filing No. 5 Crossbar—Line Link

00

B.S.P. 660-150-010 INDEX FORM E-4045 (10-72)

FRONT

00

BACK

Fig. 9—Facsimile of Index Card Originating Filing No. 5 Crossbar Vertical Group

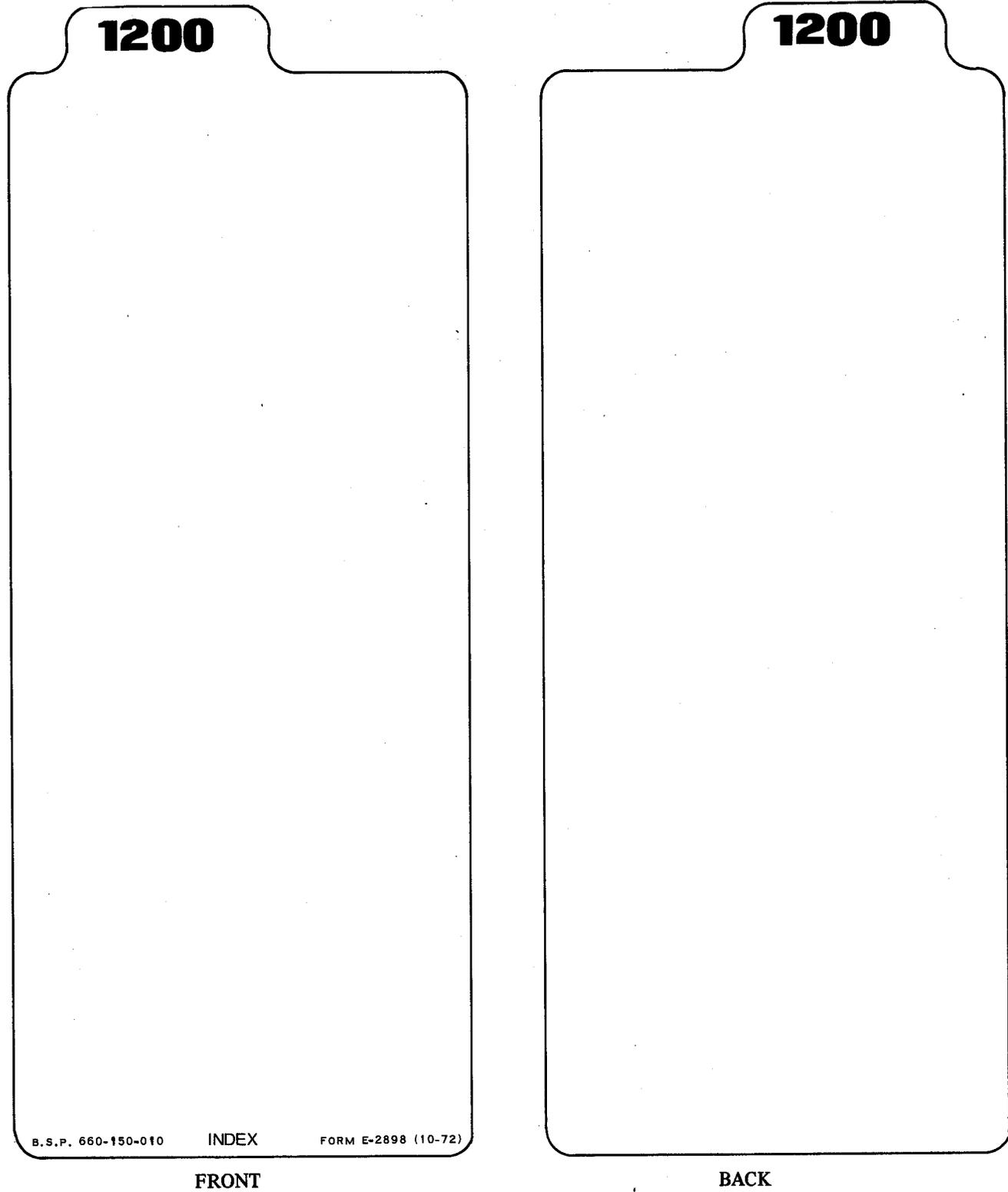
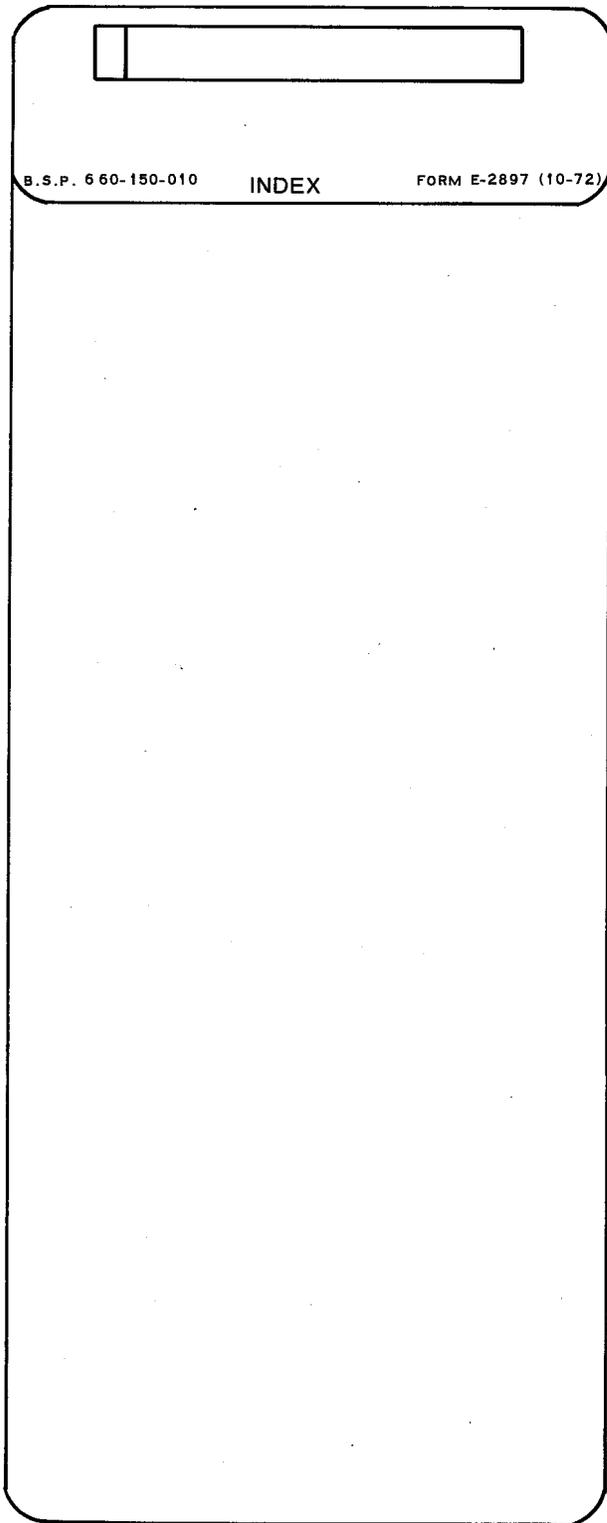
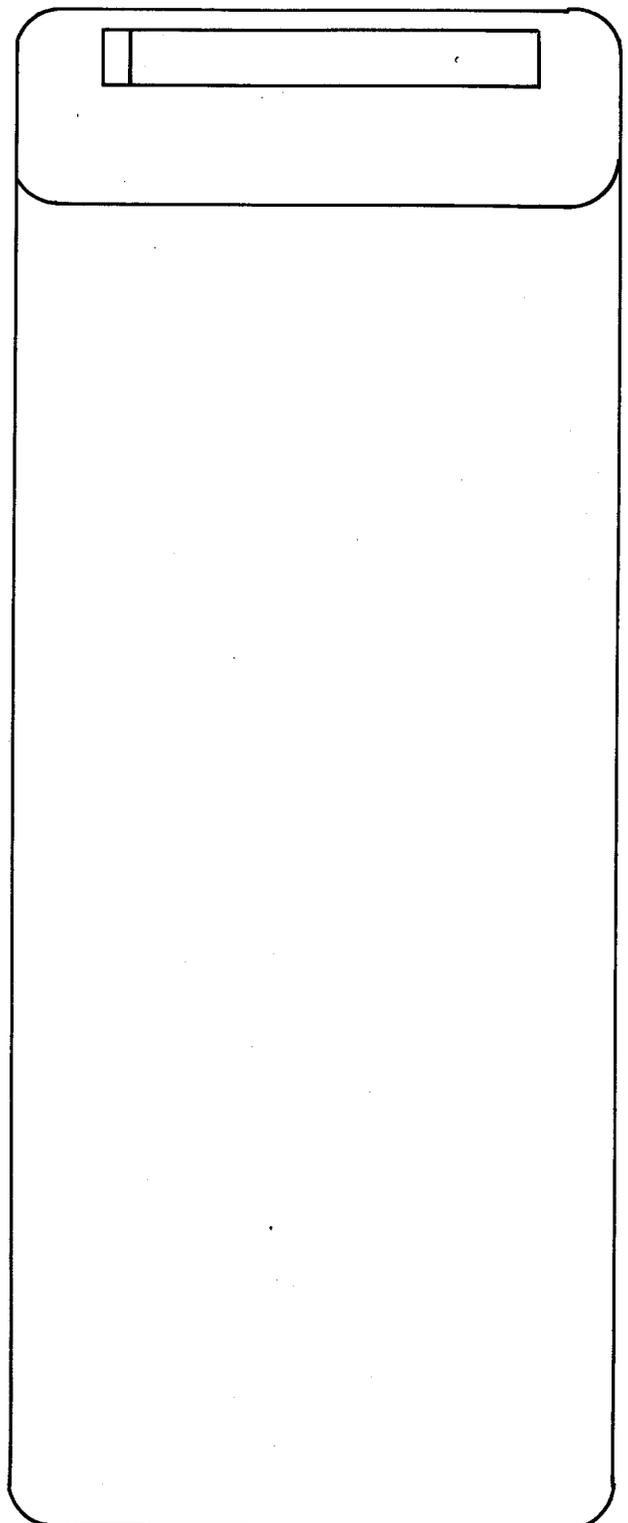


Fig. 10—Facsimile of Index Card Terminating Filing



B.S.P. 660-150-010 INDEX FORM E-2897 (10-72)

FRONT



BACK

Fig. 11—Facsimile of Index Card for Designating Groups Within the File

07

CENTRAL OFFICE **267-0700**

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00		25	
01	267-0701	26	24-87
02	PBX	27	27-187
03		28	
04		29	371-72
05		30	
06		31	27-92
07		32	
08		33	07-02-93
09		34	
10		35	27-57
11		36	
12		37	59-87
13	27-52	38	
14	KEY	39	
15		40	12-72
16		41	PBX
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	

B.S.P. 660-150-010 REFERENCE FORM E-3983 (10-72)

The telephone number 267-0701 the bracket and notation "P.B.X." would indicate that this is a P.B.X. consecutive group (267-0701 to 267-0710) and that the line cards are filed in a separate file by telephone number.

Bay and switch (Step-by-Step line switch)

Group and terminal (Step-by-Step line finder)

Group and terminal (Panel)

Column and switch vertical (No. 1 crossbar)

07 line link)
 02 vertical group) (No. 5 crossbar)
 9 horizontal group)
 3 vertical file)

Indicating service has been disconnected.

One-way line incoming filed under the originating equipment number of the listed telephone number.

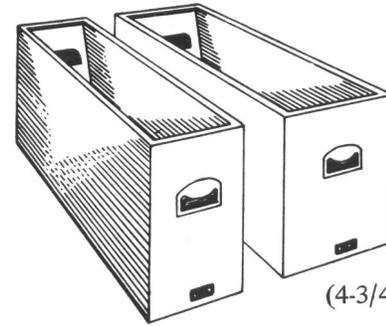
The line equipment number 27-52 the bracket and notation "Key" would indicate that this is a key equipment consecutive group (267-0713 to 267-0718) and that the line cards are filed under the listed telephone number.

The line equipment number 12-72 the bracket and notation "P.B.X." would indicate that this is a P.B.X. consecutive group 267-0740 to 267-0749 and that all the line cards are filed in the regular equipment file, under the originating equipment number of the listed telephone number.

Fig. 12—Typical Entries on Reference Card



(a) Card compartment (Delco Associates, Inc) equipped with 30" capacity steel trays. Trays are available for 3-1/2", 4-3/4", 5", and McBee trouble tickets. Also available with sliding posting shelf.



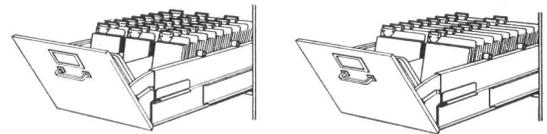
(4-3/4" card) No. 8475
(3-1/2" card) No. 835

(c) Vertical card file (Acme) for use in a small service center. Section 680-000-100.

In small centers not equipped with standard repair service desks, a two-drawer cabinet adjacent to a regular desk can be used as file space for the customer line cards.



(b) Two-drawer letter file (G. F. Co) equipped with drawer compartments (3-1/2" Card) No. 5202L-2-500 L3DF. (4-3/4" Card) No. 5202L-2-500 L2DF.



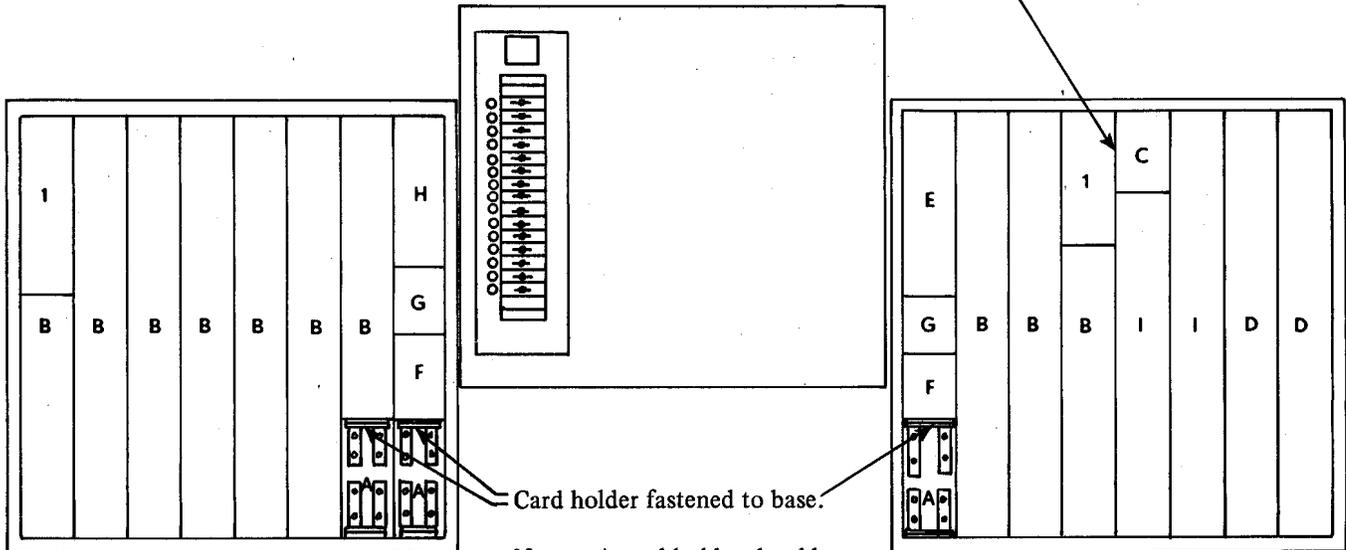
(d) Unit required to convert one drawer (General Fireproofing Co) letter file.

Three compartments are formed by placing one No. 500 L3DF (G. F. Co) conversion unit. Each drawer will hold approximately 6000 3-1/2-inch cards

Two compartments are formed by placing one No. 500 L2DF (G. F. Co) conversion unit. Each drawer will hold approximately 4000 4-3/4-inch cards.

Fig. 13—Filing Equipment for Customer Line Cards

Direction of metal partitions can be at right angle or parallel to repair clerk's position as desired.



Note: A card holder should be placed at both ends of the "Reference" card file, and so spaced to provide for a "V" opening at any point. This arrangement provides a readily accessible reference to any record without completely removing the card from the file.

- (A) Reference Cards
- (B) Customer Line Cards
- (C) Special Services
- (D) Dead File
- (E) Calendar File
- (F) Marker Cards (Trouble)
- (G) Marker Cards (Misc.)
- (H) Card Stock
- (I) Growth

Fig. 14—Typical Layout of a Small Center, Three Central Office Units, 25,000 to 30,000 Station, 3-1/2 Inch Card, Originating Filing

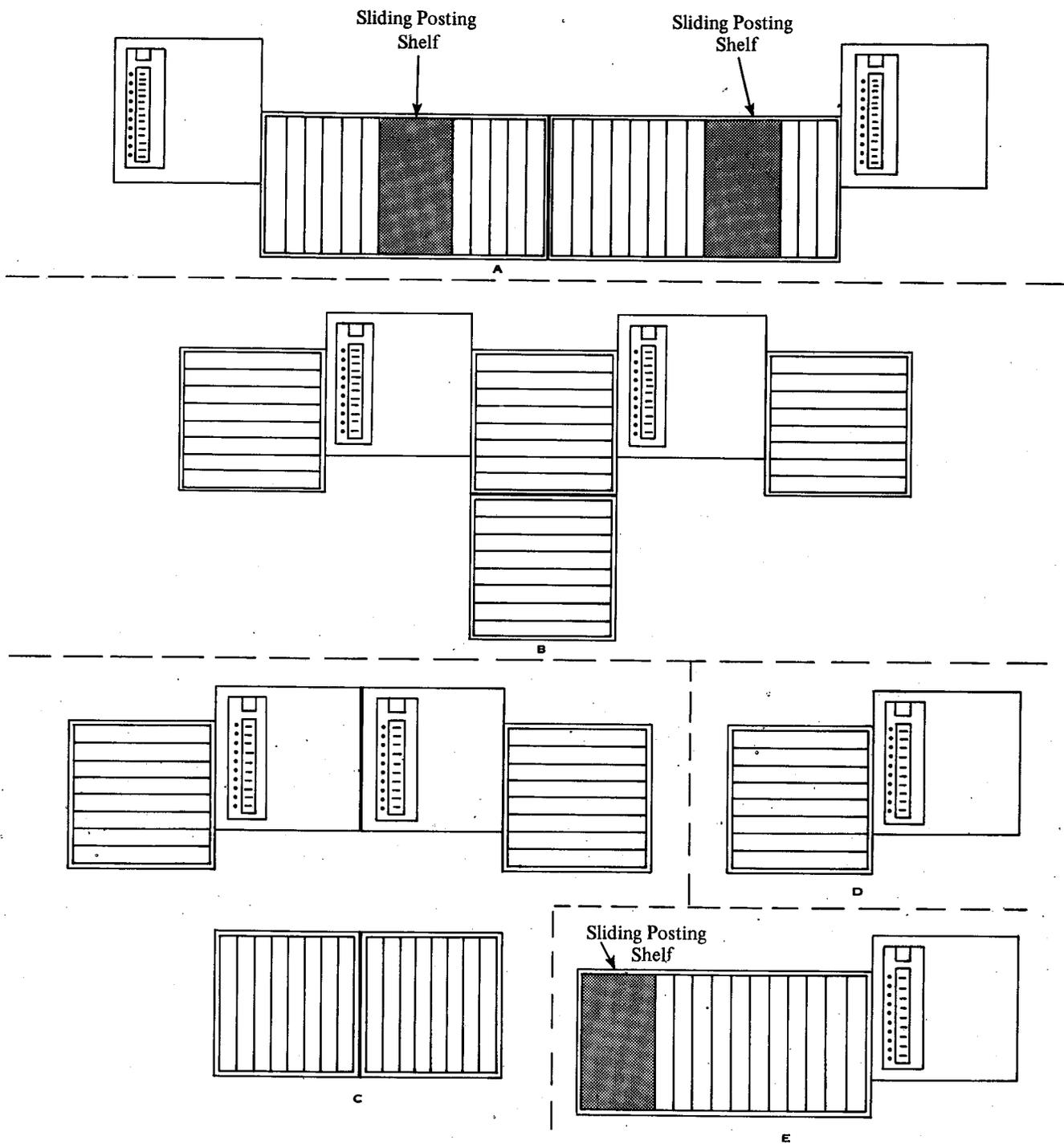


Fig. 15—Typical Arrangements of Card Compartments Small and Medium Size Centers

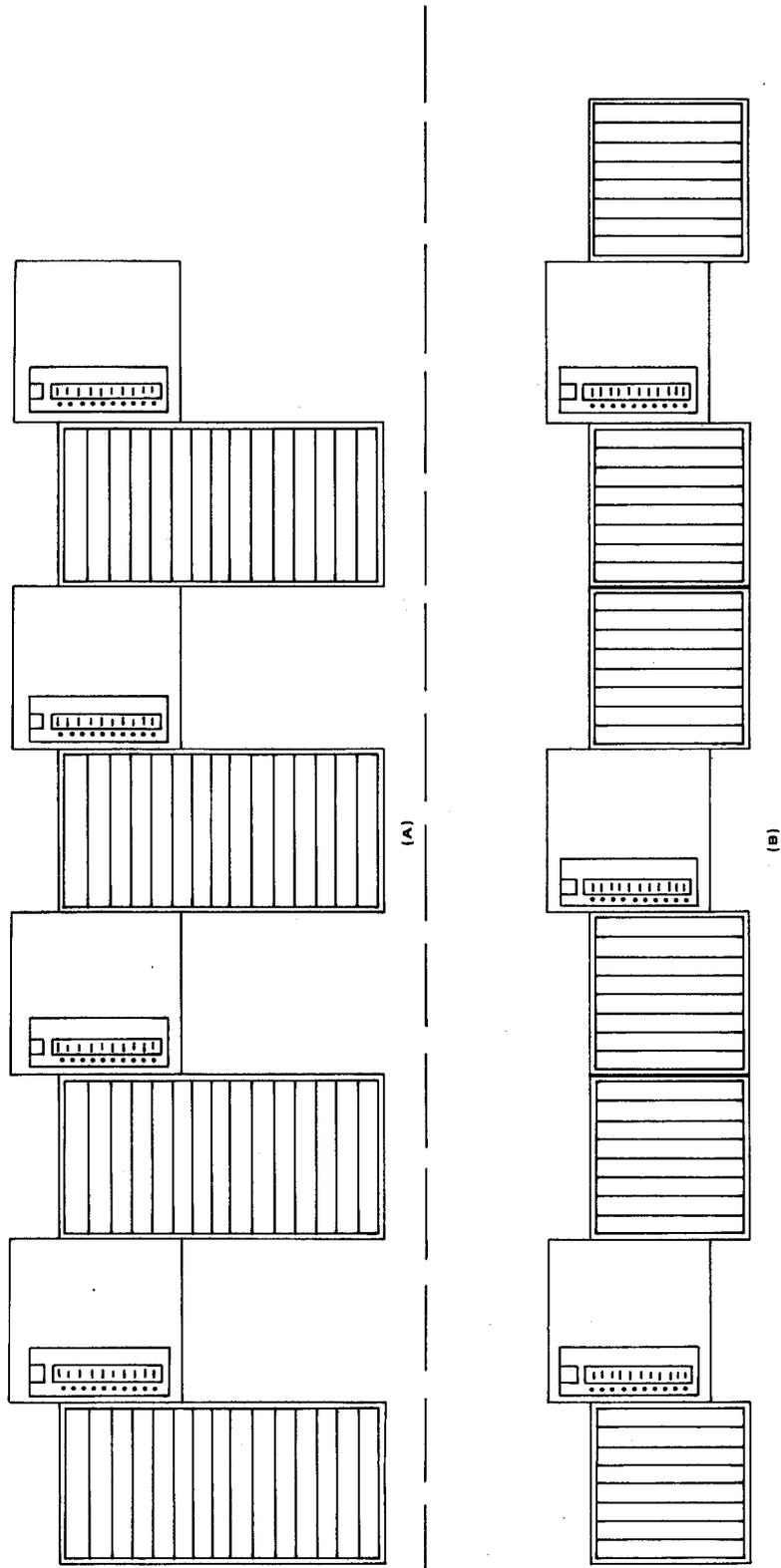
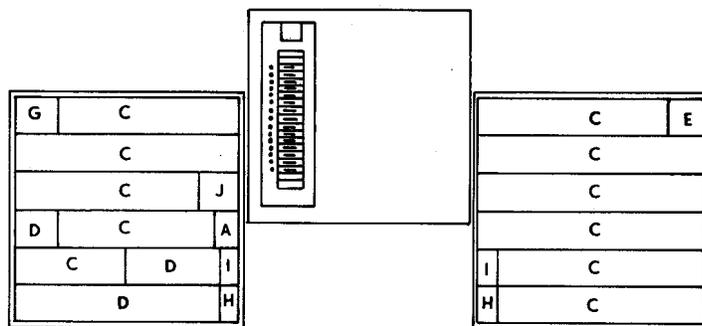
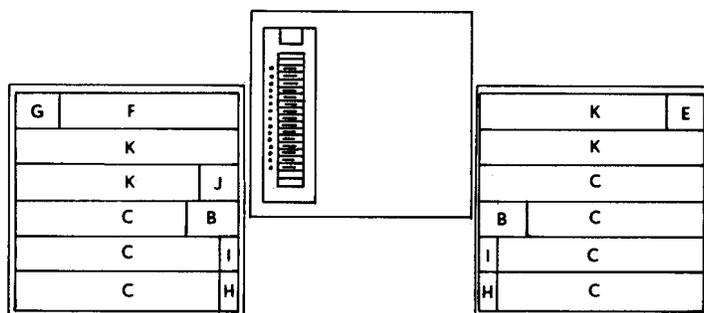


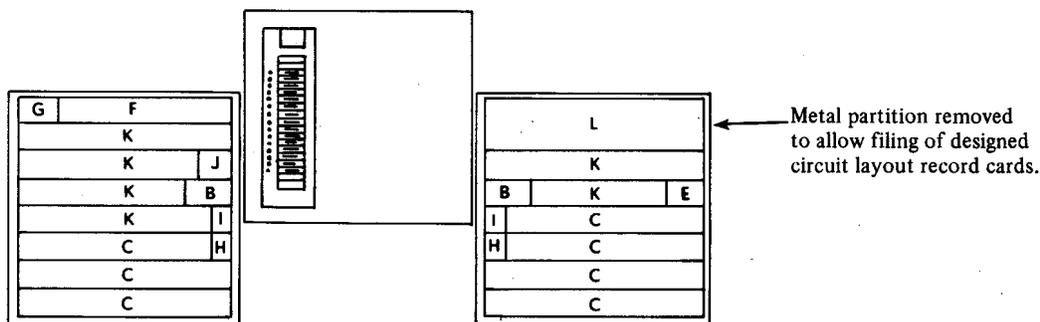
Fig. 16—Typical Arrangements of Card Compartments—Large Center



(a) Typical layout of cards 19,000 to 20,000 stations
4-3/4-inch cards, terminating filing. Dead file
maintained in separate cabinet.



(b) Typical layout of cards 19,000 to 20,000 stations
4-3/4-inch cards originating filing.



(c) Typical layout of cards 19,000 to 20,000 stations
3-1/2-inch cards originating filing.

- | | |
|---------------------------------|---|
| (A) Line Equipment Record Cards | (H) Marker Cards (Trouble) |
| (B) Reference Cards | (I) Marker Cards (Misc.) |
| (C) Customer Line Cards | (J) Card Stock |
| (D) Bunch Block File | (K) Growth |
| (E) Special Services | (L) Designed Circuit File (Modified
for 5" x 8" Cards) |
| (F) Dead File | (M) Carrier - Multiplexer File |
| (G) Calendar File | |

Fig. 17—Terminating and Originating Filing—3-1/2 Inch Card and 4-3/4 Inch Card

CENTRAL OFFICE 837-9950			
TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
50	24-9	75	99

CENTRAL OFFICE 837-9900			
TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00	22-9	73-5	

CENTRAL OFFICE 837-9850			
TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
50	2-75	75	98 27

CENTRAL OFFICE 837-9800			
TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00	1-2	25	17-54

CENTRAL OFFICE 837-0150			
TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
50	01	75	31-15
51		76	27-1

CENTRAL OFFICE 837-0100			
TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00	87-35	27-15	

CENTRAL OFFICE 837-0050			
TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00	77-82	75	34-19
		76	21-20

CENTRAL OFFICE 837-0000			
TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00	57-5	25	27-52

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
24	87-15	49	34-18

B.S.P. 660-150-010 REFERENCE FORM E-3983 (10-72)

Fig. 18—Typical Sequence Arrangement for Filing Reference Cards

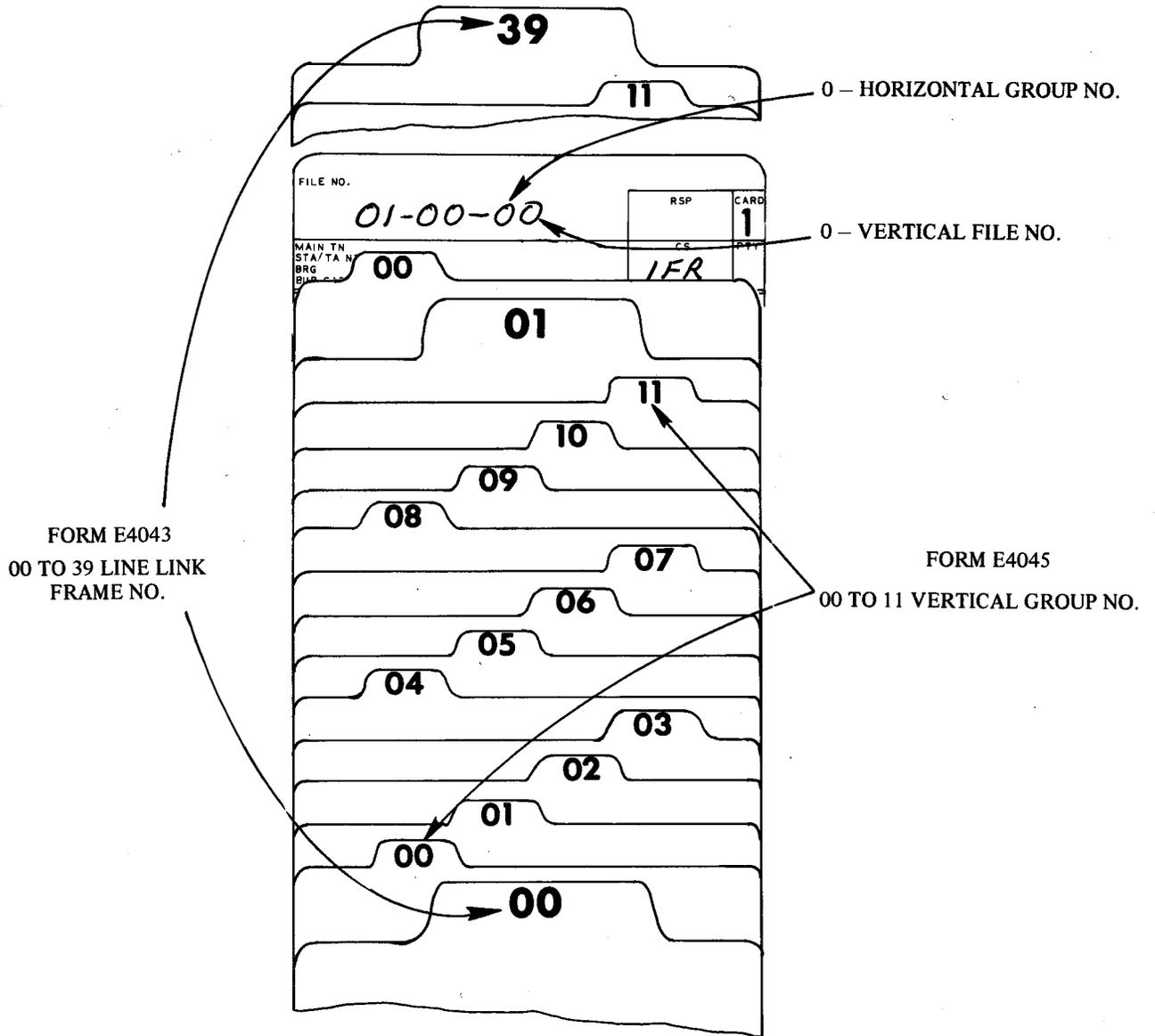


Fig. 19—Index Card Arrangement Originating Filing No. 5 Crossbar

FILE NO. 18-01		RSP	CARD 1
MAIN TN		CS	PTY
FILE NO. 18-00		RSP	CARD 1
MAIN TN STA/TA NO. BRG		18	PTY

FILE NO. 17-102		RSP	CARD 1
MAIN TN		CS	PTY
FILE NO. 17-101		RSP	CARD 1
MAIN TN		CS	PTY
FILE NO. 17-100		RSP	CARD 1
MAIN TN STA/TA NO. BRG		100	PTY 2FR

FILE NO. 17-02		RSP	CARD 1
MAIN TN		CS	PTY
FILE NO. 17-01		RSP	CARD 1
MAIN TN		CS	PTY
FILE NO. 17-00		RSP	CARD 1
MAIN TN STA/TA NO. BRG SUB-CARD		17	PTY 2FR 1

Fig. 20—Sequence of Filing Customer Line Cards Originating

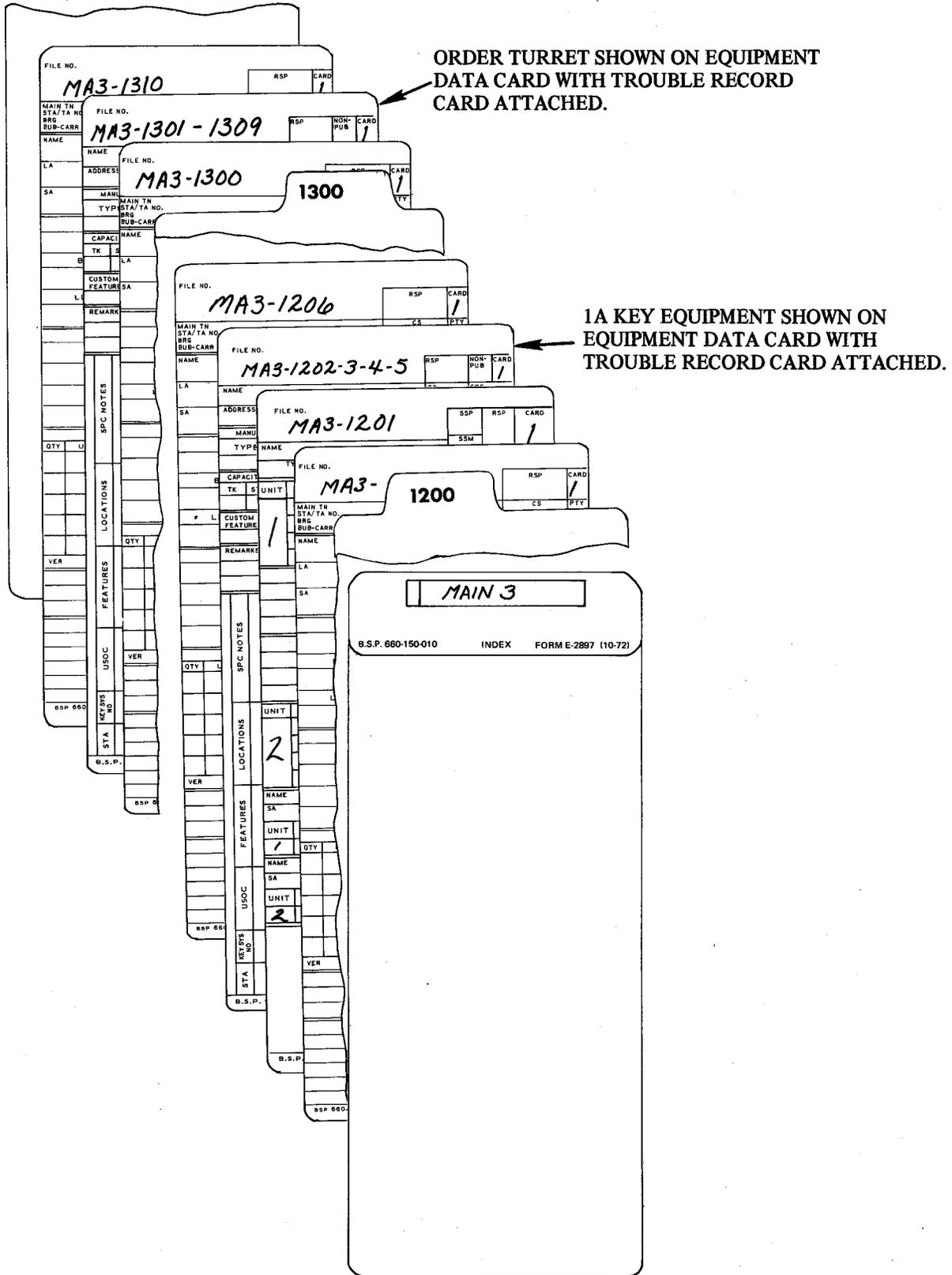


Fig. 22—Sequence of Filing Customer Line Cards Terminating

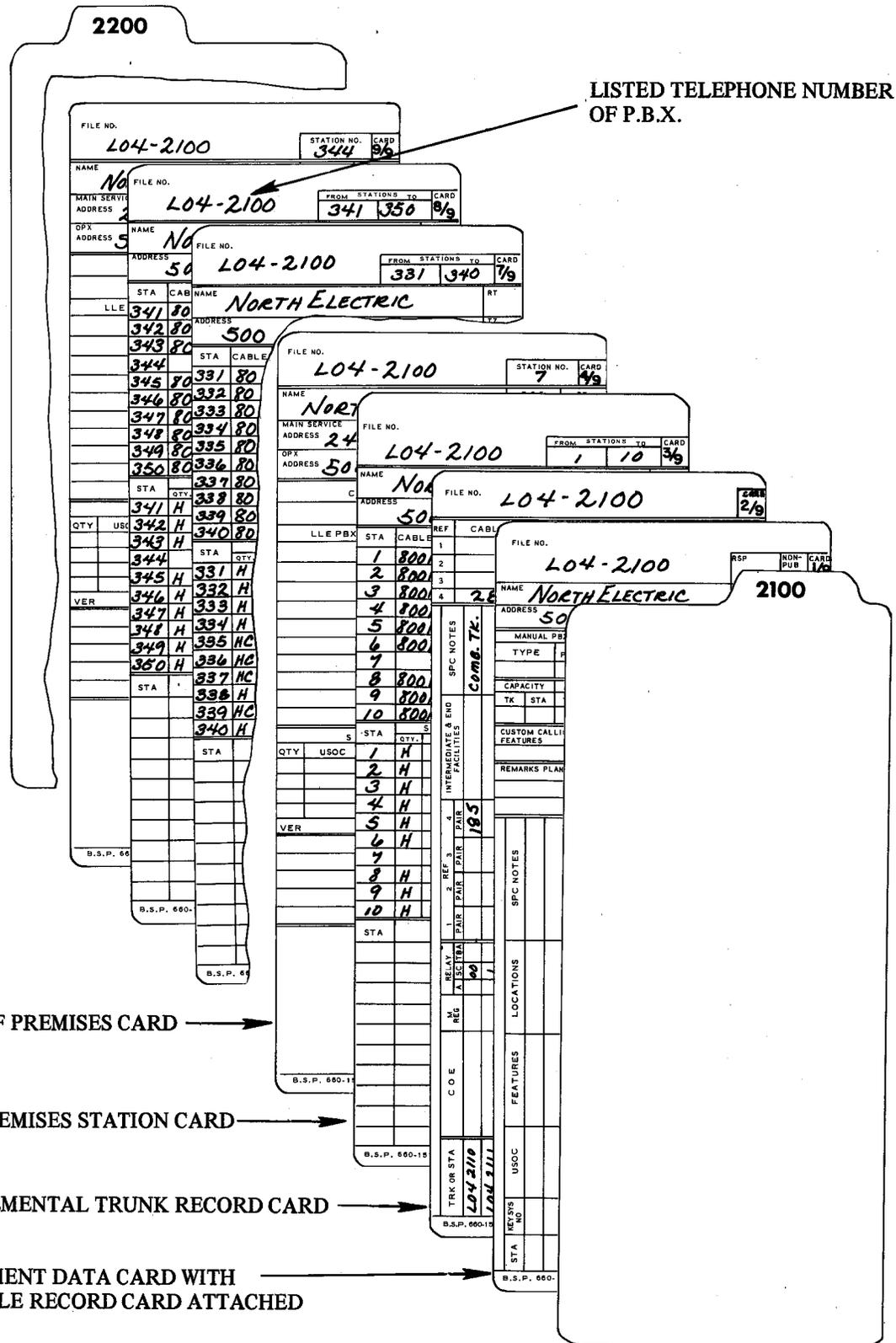


Fig. 23—Sequence of Filing P.B.X. Data and P.B.X. Station Cards by (Terminating) Equipment Numbers Filed Along with the Regular Line Cards

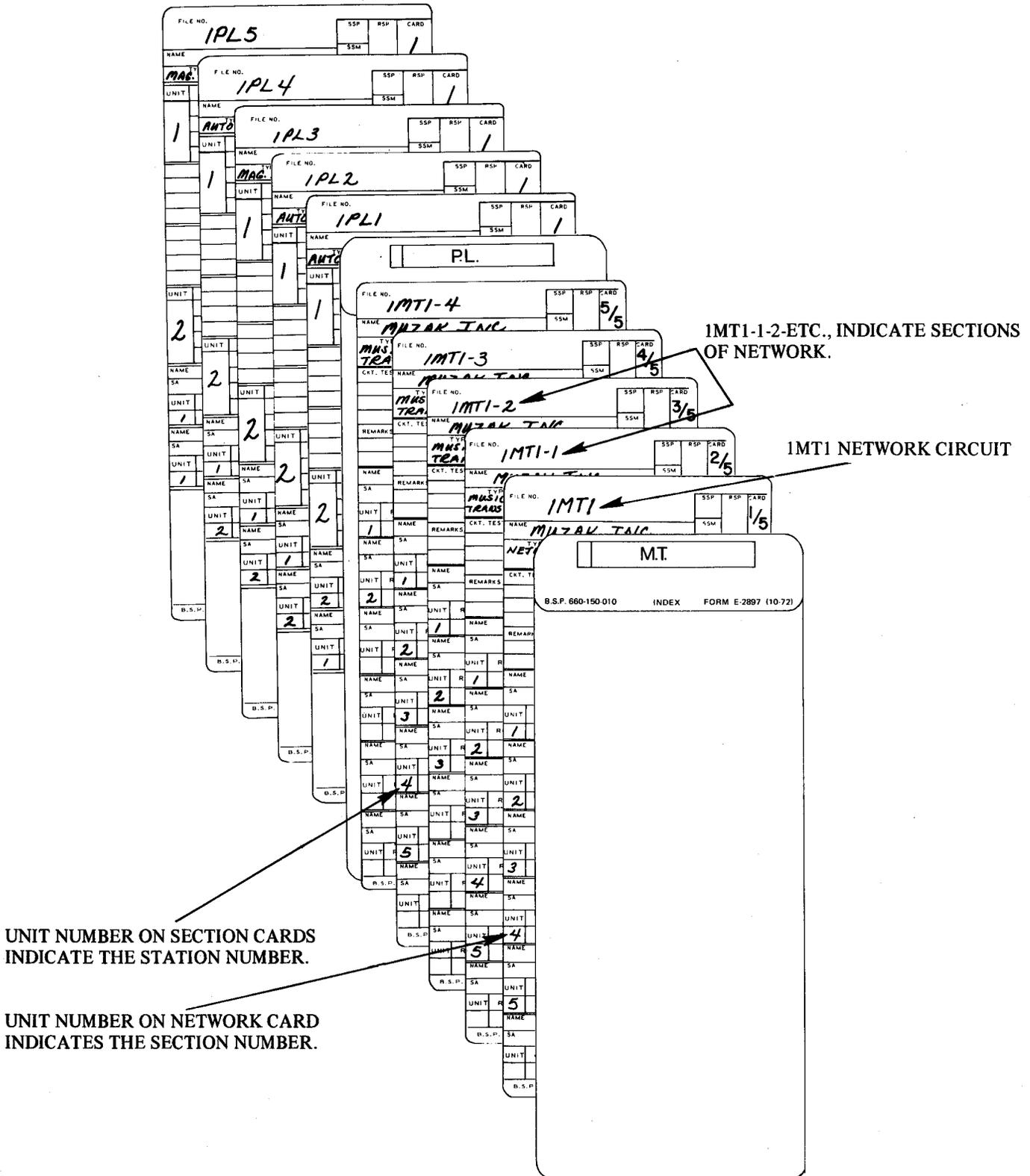


Fig. 24—Sequence of Filing Special Services

The figure shows a sequence of overlapping forms used for filing special services. The forms are stacked from top to bottom, with the following file numbers and key details:

- 1TT2**: FILE NO. 1TT2, LOOP OR STA. NO. 1, CARD 1
- 1TT1**: FILE NO. 1TT1, LOOP OR STA. NO. 2/2, CARD 2/2
- 7T7**: FILE NO. 7T7, LOOP OR STA. NO. 1/2, CARD 1/2
- 1TL4**: B.S.P. 1TL4, SSP 1, RSP 1, CARD 1
- 1TL3**: FILE NO. 1TL3, RSP 1, CARD 1
- 1TL2**: FILE NO. 1TL2, SSP 1, RSP 1, CARD 1
- 1TL1**: FILE NO. 1TL1, SSP 1, RSP 1, CARD 1
- TL**: B.S.P. 660-150-010, INDEX, FORM E-2497 (10-72)

A callout points to the 1TL3 form, stating: "A cross reference card (Individual Line Circuit) indicates that the record pertaining to 1TL3 is recorded on the 'Equipment Data' card which is filed under the originating equipment number (59-87) of the listed telephone number."

Fig. 25—Sequence of Filing Special Services

