

EQUIPMENT LEFT-IN RECORD
ASSIGNMENT CENTER

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1. GENERAL

1.01 This section is being reissued to establish a revised procedure for maintaining the Equipment Left-In (ELI) Record. This section will provide assignment forces with the required procedures in relation to inward and outward service orders as related to the ELI file. P.A.P. V66.101.1 and V66.101.2 are canceled and replaced by this practice.

1.02 This section describes the Equipment Left-In Record procedure to be performed in the assignment center.

1.03 Due to extension changes, the use of the marginal arrows has been omitted.

1.04 The procedures outlined in this practice applies to rated exchanges and those exchanges which justify an assignment force.

1.05 The ELI file will be maintained in the assignment center. The primary purpose of this file is to maintain on a daily basis an accurate record of all station equipment left-in the customer's premise.

1.06 The assignment force will be responsible for the quantity of station equipment left-in.

1.07 The assignment force will advise the field forces whether a station is to be "removed" or "left-in" by stroking the outward service order in the provided spaces. Generally, all orders will be stroked "remove" unless an inward service order is received for the same location. In this case the order will be stroked "leave-in" Some locations which have a history of periodic re-establishment of service such as schools, state legislatures etc., may be stroked "leave-in" depending upon the judgement of local management.

1.08 The field forces shall make every effort to remove the equipment at the time service is disconnected. If the equipment cannot be removed and additional access information has been obtained, this information should be forwarded to the service order completion for inclusion on the PR copy of the service order.

1.09 Telephone sets shall be "written off" on Form SW-6311a. Only after a thorough investigation has been made of the sets reported, lost, stolen or destroyed shall the sets be so reported on Form SW-6311a. The installation supervisor's approval is required for such disposition of telephone sets. See P.A.P. V26.005.2. Telephone sets shall not be written off because of difficulty in obtaining access for removal.

2. DEFINITIONS

2.01 Class of Service.

The following three classes of service categories are:

1. Residence
2. Business (Includes PBX and private line services)
3. Coin

2.02 Classification.

There are two classifications maintained in the ELI file. They are as follows:

1. Remove - This classification includes station equipment stroked "remove" at the time the order was initially assigned.
2. Leave-In - This includes station equipment stroked "leave-in" at the time the order was initially assigned.

NOTE: All orders classified "leave-in" shall be reclassified "remove" if at the end of four weeks the equipment has not been reconnected.

2.03 Seasonal.

This includes station equipment at locations which have a history of periodic re-establishment of service. Those ELI records should be changed to "remove" if the equipment has not been reconnected within the expected period. In no case should the seasonal left-in period exceed 12 months.

2.04 Left-In.

All station equipment maintained in the active ELI file as a result of a discontinuance of service on an outward service order. Telephone sets left-in on temporary suspension orders are referred to as "Temp Susp Left-In".

2.05 Loaned.

These are telephone sets which have been loaned from field stock to other departments of the Company or other businesses for display purposes. A record shall be maintained of all such loaned telephone sets. See P.A.P. V61.047 and S.O.P. L24.311.

2.06 Preinstalled.

Telephone sets which have been installed at the customer's premise but will not be placed in service until outside plant or central office facilities are available.

NOTE: Do not consider telephone sets associated with incomplete service orders (work-in process) as preinstalled. These sets are considered field stock.

2.07 Temp Susp Removals.

This term identifies sets which were removed from the customer's premise by authorization of a temporary suspension service order.

2.08 Temp Susp - Reconnects.

Telephone sets which have been reconnected for another (different) customer at the same premise. These telephone sets were left-in on a temporary suspension service order. See Exhibit #1.

EXAMPLE: A customer whose service has been placed on temporary suspension and has subleased his apartment to another person who is having telephone service established and is using the original customer's telephone sets.

2.09 ELI File.

This file is composed of three distinct sections. They are as follows:

1. Active File - This file is made up of matched "PR" and "LC" copies of outward service orders for which service has been discontinued. The "LC" copy of disconnect service orders pending completion shall also be placed in this file. This file will be arranged in numerical sequence as discussed below. See Exhibit #2.
2. Dead File - This file is composed of "LC" copies which were left-in and have subsequently been removed, reconnected, lost or stolen. This file is arranged in numerical sequence and is retained for a period of six months. See Exhibit #3.

Start a new file of dead "LC's" representing activity on January 1 and July 1, of each year. The six months period ending December 31 is considered inactive on January 1 but shall be maintained in the assignment center until July 1, that is, six months. Likewise the six month period ending June 30 is considered inactive on July 1 and shall be retained until January 1 of the following year.

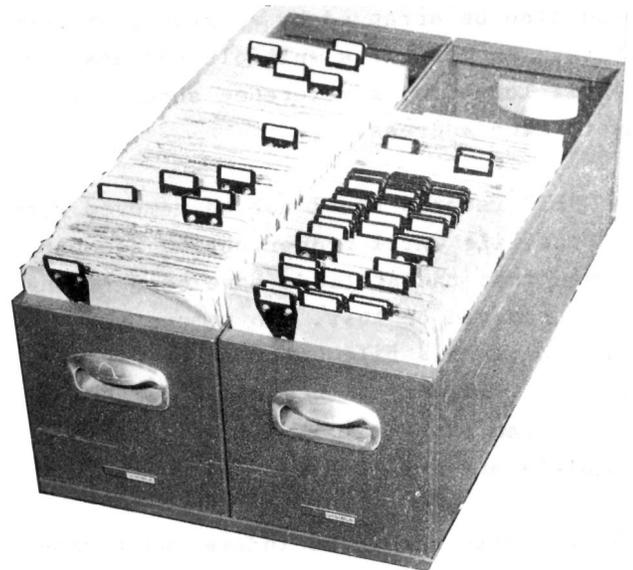
3. Left-In "F" (Frame) File - The "LI removal" frames may be maintained in the assignment center or in the field by the installation forces. The arrangement of these "F" copies will vary depending on the type of load-out procedures being used. They may be filed by installation routes or in numerical sequence similar to the active file. It is extremely important that this file be maintained on a day to day basis in an extremely accurate manner.

3. TYPE OF FILE

3.01 The Forms E-1138 and E1139 will no longer be in use in the Southwestern Company. It will be necessary to provide filing space for the "LC" and "PR" copies. The type of file hardware may vary depending upon the volume of left-in stations, the quantity of service orders processed and the availability of the required hardware. There are two primary types of files available and are described in the following:

1. A visible file also may be used. However, it will be necessary to fold the "PR" copy and place it in a plastic holder so that the address will be visible.

2. The most economical hardware is the tub or tray file. This tray should be the width of the "LC" copy and depth should be at least $\frac{1}{2}$ the length of the "LC" copy. Index tabs should be used to facilitate location of specific addresses.



4. FILING ARRANGEMENT

4.01 The sequence arrangement of the "LI" records ("LC" and "PR" copies) shall be arranged by towns and/or exchanges. The house address number will be the controlling item and the street names will be subordinate to the address number. For example: An "LI" record bearing the street address number 1 will be filed at the beginning of the file. If there are two or more number 1 "LI" records they will be filed in alphabetical order by street names. Those "LI" records which relate to numbered rather than named streets should be filed immediately following the "LI" records of named streets. An example of this arrangement is as follows:

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1 ASH
1 PROSPECT
1 42nd Street

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4.02 If there are buildings such as apartment houses or colleges commonly shown on the service orders by names rather than street address, it would be desirable to make a cross reference between the two addresses. A large complex of buildings should be maintained under a separate file such as the University of Texas. This file should also be arranged by apartment or room numbers. In case of a multiple address for a single location, a reference should be made to each address.

4.03 "LI" records shall not be removed from the file until proper notice has been received that the stations have been reconnected, removed or lost. To remove the records from this file under other circumstances introduces the hazard of failure to restore them which causes the file to be incomplete and inaccurate.

4.04 The file should be indexed with tabs extending slightly above the "LI" records at frequent intervals. Depending upon the volume of the file it may be necessary to place an index tab for each hundred street numbers (i.e., 1, 100, 200, etc.)

5. SERVICE ORDER PROCEDURES

5.01 Inward Service Order Handling. The inward service order will progress through the assignment center in the normal manner. The following will describe the procedure for processing the inward service orders through the equipment left-in file. A flow chart of this procedure may be found in Exhibit 5.

5.011 The service order will be processed through the ELI file to determine whether or not equipment has been left-in at the involved customers premises. A thorough search for the involved address in the active file including pending disconnect service orders shall be made.

- A. If it is determined that no equipment is left-in, the ELI clerk shall write none in the equipment left-in space of the inward service order.
- B. If it is determined that equipment has been left-in, all left-in equipment shall be placed in the left-in reconnect space and type of service left-in placed in the appropriate space. The outward service order number, telephone number and date of completion of the disconnect shall be placed in the "SER REC" space of the inward service order. A line shall be drawn through the quantity of stations left-in on the PR copy of the left-in record. The inward service order number and due date shall be placed in the SE&R-IN space of the PR copy of the left-in record. It is then forwarded to the assignment group and subsequently forwarded to installation frame and service order group for completion.

5.012 Following completion of the service order several situations will develop. They are as follows:

- A. Order Canceled - If the inward service order has been stroked showing equipment left-in, all information which has been entered on the PR copy of the left-in record shall be removed.
- B. Station Found - If a station has been found at the involved customers premise, a thorough search of the ELI file shall be made in an attempt to determine the reason for the found set using the telephone number which was on the telephone set found. A Form SW-6311a shall then be prepared in the usual manner.

- C. Station Installed - The PR copy of this completed service order must be processed through the active file to determine whether this service order has been properly stroked. In some cases it will be found that the stations have been stroked installed or reinstalled incorrectly as there will be left-in equipment shown in the ELI file. If this has been determined, the service order stroking must be corrected.
- D. Miscellaneous Service Orders - All miscellaneous service orders must be reviewed by the ELI clerk to determine positively that no station activity was involved.
- E. Station Reconnected - The involved PR copy of those service orders should show the type of equipment reconnected as well as the order number and telephone number of the LI record to be found in the active file. The LI record (PR and LC copy) shall be removed from the active file. The telephone number of the inward service order shall be posted in the SE&R-IN space of both the LC & PR copies. The LC copy after being separated from the PR copy, shall be placed in the dead file. Both PR copies shall be placed in the Plant Record file. The "F" copy shall be removed from the left-in "F" file and destroyed.

NOTE: As the PR copies of the service orders discussed in A through E above are processed through the ELI file, the ELI clerk shall initial the PR copy in the upper right hand corner.

This will facilitate verification by the person filing the PR copies in the Plant Record file to determine whether or not all PR copies have been routed through the ELI file.

5.02 Occasionally an inward service order will be received to establish service at a customers premise where the service has been temporarily suspended by another customer. See Paragraph 2.08. In such cases the temp susp, PR and LC copies must remain in the active file and shall be posted as described in Paragraph E, above. This is necessary to facilitate processing restoral or disconnect orders for the original customer. See Exhibit #1.

5.03 Outward Service Order Handling - It is very important that all service orders be processed as described below and as shown in the flow chart in Exhibit 6.

5.031 All disconnect service orders shall be routed through the ELI clerk. At this point, the LC copy of the service order shall be removed from the service order fan fold and placed in the active file in the appropriate location pending completion of the outward service order.

5.032 The remaining copies will be forwarded to assignment and the appropriate copies then forwarded to installation, frame and service order completion group for completion. Following completion, the frame group shall forward the "F" copy to reach the ELI clerk not later 9a.m. the morning following completion of the service order. The PR copy must be forwarded to the ELI clerk attached to the service order completion log Form S-9075.

NOTE: Due to various physical arrangements of assignment centers and test centers, it will be necessary to determine locally, the method for posting the line card.

5.033 Following completion, several situations will result. They are discussed in succeeding Paragraphs A through D.

- A. Service Order Canceled - If the outward service order is canceled, it will be necessary to remove the LC copy from the active file. The "F" and "LC" copies may be destroyed. The PR copy shall be placed in the Plant Record file.
- B. Station Missing - If the telephone set(s) has been lost, stolen or destroyed, the "LC" copy must be removed from the active file and a notation made concerning the disposition of the stations before being filed in the dead file. One copy of the SW-6311a shall be attached to the PR copy and placed in the Plant Record file. The frame copy may be destroyed. A copy of Form SW-6311a shall be forwarded to Accounting and another copy to C.E.G.
- C. Station Removed - If the telephone stations were removed, the "LC" copy shall be removed from the active file and destroyed. The frame copy may be destroyed and the PR copy placed in the Plant Record file.

NOTE: In some cases stations described in B and C will be involved. In such cases, both methods will be followed with the exception that the "LC" copy must be placed in the dead file.

- D. Station Left-In - If the telephone set(s) are left-in, the "F" copy shall be stamped "LI REMOVAL" and placed in the left-in "F" file. See Paragraph 2.09.

The PR copy of the outward service order shall be matched with the corresponding "LC" copy which was placed in the active file with the service order also received.

The quantity of stations left-in shall be placed in the upper right hand corner of the PR copy with red pencil. After the PR and LC copies have been matched, proceed as follows depending on type of file being used.

1. The PR and LC copy shall be stapled together and returned to the appropriate location in the vertical tub file in the active file (tub type).
2. Fold the PR copy as appropriate and place in the visible file.
3. After matching the PR and LC copy, they may be inserted in a special plastic envelope and returned to the active file (tub type).

6. TEMPORARY SUSPENSION PROCEDURES

6.01 This section provides the procedures for handling service orders suspending and restoring service at the request of the customer. The business office will issue a "C" order authorizing the work. Those orders suspending service will have the abbreviation, Temp Susp, typed in the "Remarks" space of the service order. Service orders restoring service will show the abbreviation "Rest Serv" typed in the "Remarks" space. See Exhibit #7.

6.011 The Revenue Accounting office will note the remarks "Temp Susp Rest Serv" and will ignore all set stroking and will adjust the billing accordingly.

6.012 A temporary suspension service order shall be worked through the assignment cable records by placing brackets around the telephone number. The brackets will be removed when the service restored.

6.013 If a service order is received to establish service for another customer at an address for services on temp susp the service order will be processed through the

ELI file as described in Paragraph 5.03. The cable records will be posted in one of two of the following methods:

- A. If the same pair is used, move the telephone number from temp susp to the "Remarks" space of the cable record and enter the terminal column number to the right of the telephone number. Place brackets around the telephone number assigned on the IRT order.
- B. If a different pair assignment is made on the inward order, leave the telephone number on temp susp in brackets on the original pair. Place the inward service order telephone number in brackets and enter the telephone number on temp susp in the "Remarks".

6.02 Service orders placing service on temporary suspension will be handled as follows and as outlined in the flow chart in Exhibit 7.

6.012 This type of service order will be processed in the same manner as outward service orders as described in Paragraph 5.03 with the following exceptions:

- A. When the stations are removed, the PR and LC copies shall be placed in the appropriate location of the active ELI file. This is necessary to determine what disposition was made when the service order for restoring service or disconnecting service is received. To show that the stations are removed, write the word "Remove" with green pencil in the upper right hand corner of the involved PR copy.
- B. When the stations are left-in, the procedure is the same as outward service orders, except that the quantity of stations placed in the upper right hand corner of the PR copy shall be written with green pencil.

6.022 A frame copy will not be prepared for left-in removal on temporary suspension orders. Those "F" copies may be destroyed.

6.03 Service orders restoring service will be processed through the ELI file in the same manner as an inward service order. For detail of this procedure see Paragraph 5.01 and Exhibit 5.

7. LEFT-IN REMOVAL

7.01 The telephone stations left-in and classified remove shall be removed at the earliest possible date. The procedure for removing those stations is referred to as left-in removal. The left-in "F" file is the basis for processing left-in removal. This file may be maintained in the assignment center or by the installation forces and is composed of all "F" copies stamped "LI" removal. See Exhibit #8.

7.011 If the left-in "F" file is maintained by the installation group, it is extremely important that this file be reconciled with the ELI active file periodically. When stations are reconnected, the involved "F" copy shall be returned to the ELI clerk. The leading out of these "F" copies is extremely important to assure efficiency in the left-in removal procedure.

7.012 As shown in Exhibit , the "F" copy, when completed, shall be forwarded to the ELI clerk. At this point, one of three situations will occur:

- A. Station Found - The "F" copy and a copy of the SW-6311a will be attached and entered on the ELI log and forwarded to C.E.G. A copy of the SW-6311a will be forwarded to Accounting. The LC and PR copies ((LI record) shall be removed from the active file. The LC copy will be placed in the dead file and a PR copy with a copy of the SW-6311a shall be placed in the Plant Record file.

- B. Station Lost - Proceed as described in A above.
- C. Station Removed - The "F" copy shall be properly stroked and listed in the ELI removal log and forwarded to C.E.G. The LC and PR copy will be removed from the active file. Post the workman's name and date of removal on both of two copies. Place the LC copy in the dead file and the PR copy in the Plant Record file.

8. LEFT-IN STATION REMOVAL LOG - FORM S-9075

8.01 The "Left-In Station Removal Log" shall be prepared for all completed left-in removals for forwarding to C.E.G. and subsequently to the Accounting Department. This log is used to assure delivery of all "LI" removals to the Accounting Department for processing. These logs shall be numbered serially beginning with the number one (1) on the first day of each year. In addition, the serial number shall be prefixed with the letter "F" to indicate that "frame" copies are attached.

8.02 Two (2) copies of Form S-9075 are required. The forms should be headed "Left-In Stations Removed". At the close of the days business, each "O" and "F" frame copy involving left-in stations removed shall be listed individually by service order number. The original copy of the log and associated frame copy shall be forwarded to the Central Editing Group. A carbon copy of this log shall be attached to the related "PR" copy of the involved service orders and filed in the Plant Record file. Frame copies of service orders for stations that have been reported lost, stolen or destroyed on Form SW-6311a are included on the log, S-9075. Such frame copies and their related SW-6311a shall not be forwarded to C.E.G. separately.

8.03 A "final" log in this series shall be prepared on the last work day of each month. This "final" log shall be forwarded to C.E.G. not later than the first work day of the month following that month under report. Every effort should be made to include all left-in removals completed during the current month including the last day of the month. Left-in stations removed are transferred from the left-in stations control records to telephone set field stock. It is necessary that the documents processed through the assignment center "Left-In" file also be processed through the Accounting Departments left-stations records in order that the two (2) files be in accordance. The "final" log shall be marked in a space designated "final" in the usual manner.

9. ILLEGAL USE RECORD

9.01 Service orders discontinuing service to bookmakers, disseminators of racing news, etc. will have "ILLEGAL USE" typed in the "Remarks" space. When such orders are received in the assignment office, the phrase "ILLEGAL USE" must be encircled in red pencil before being placed in the ELI file. If the stations are left-in, this same phrase (ILLEGAL USE) on the PR copy shall also be encircled with red pencil after being attached to the "LC" copy. The "F" copy shall also be treated in the same manner as the "PR" and "LC" copies.

9.02 If an "IN" service order is received covering the establishing of service at an address where the left-in station record shows that service was previously discontinued because of illegal use, the matter shall be brought to the attention of the supervisor of the assignment office who shall discuss the case with the supervisor of the business office. The business office supervisor will make an investigation if necessary and either cancel the pending order or approve its completion. If completion of the pending order is approved, the "illegal use" LI record shall be removed from the active file and filed in the dead file.

10. COUNTING LEFT-IN STATIONS

10.01 An accurate count of the Left-In Station Record file shall be made as of the last work day, including the last day's activity, at each location (e.g., test center, assignment office, etc.) where such records are located. This count must be made no later than the first work day of the following month. This is necessary to allow other district procedures to be applied to the ELI count before it is forwarded to the Accounting Department.

NOTE: The ELI count shall consist only of telephone set. Do not count 4A type wiring plans, operator headsets and associated equipment that establish talking set circuits as a telephone set. Refer to S.O.P. L24.311 - Form SW-6722, for the current list of telephone set type to be counted.

10.02 Temporary Suspension telephones and/or station equipment shall not be included in the count of "Left-In" telephones. A record shall be maintained in the ELI File for all Temporary Suspension telephones and station equipment. However, the station equipment is regarded as "in service" and therefore shall not be counted as Left-In equipment of discontinued service. However, for telephone set control purposes a separate count of two (2) categories of "Temp. Susp." telephone sets are required. They are as follows: (See Exhibit #9)

- (1) Temporary Suspension Removals
- (2) Temporary Suspension Reconnects

See Part 6 of the practice for additional detail.

NOTE: The quantity of telephone sets in the above two (2) categories shall not be included in the count of telephone sets Left-In (Column C of Form SW-6118) but shall be entered in Column D and E of the SW-6118.

10.03 Do not include the disconnect service orders pending completion ("LC" copy only in file) in the monthly count of ELI telephone sets.

10.04 Form SW-6118 (Rev. 4-68) - Report of Left-In, Loaned and Preinstalled Telephones and Temporary Suspension Telephones Removed or Reconnected shall be prepared by the assignment office or test center where the Equipment Left-In Record is located. The Form SW-6118 shall be used to record and report the count of left-in telephone sets made as of the last day of the month. The count of ELI and reporting Form SW-6118 shall be prepared AO the last day of every month of the year. The Form SW-6118 shall be forwarded by the assignment office or test center to the District Plant Superintendent's office not later than the first (1) working day following the last day of the month. The required entries which are placed in the provided spaces and blocks on Form SW-6118 are described as follows:

- (a) Exchange or Test Center - Enter the exchange or test center name which the ELI count represents. Exhibit 9.

Assignment offices or test centers serving more than one (1) exchange and maintaining one (1) or more exchanges may prepare Form SW-6118 in one of the following methods:

1. Enter only the exchange name where

the ELI file is located on Line One (1). All subsequent entries on the Form SW-6118 shall be accumulative figures, representing all exchanges maintained in the one (1) ELI file.

2. Enter the individual exchange names on separate consecutive lines on Form SW-6118. This allows associated entries to be individual to the exchange name in this upper portion of Form SW-6118. The lower "Analysis" portion, because of format, provides only sufficient blocks for accumulative figures of the required entries for the separately listed exchanges. See Exhibit #10.

3. Provide a separate Form SW-6118 for each exchange represented in the centrally located ELI file. This method provides a complete, individual report of the ELI status of an exchange within the Plant District. The above choice of reporting shall be the District Plant Superintendent's decision as these reports must be forwarded to his office for consolidation.

(b) Preinstalled - Enter the quantity of telephone sets preinstalled within the exchange (s) the Form SW-6118 represents. Do not count telephone sets which have been placed and attached to wiring in connection with incompleting service order activity (work in progress). See Definitions, Part 2 of this practice.

(c) Loaned - Enter the quantity of telephone sets loaned to other departments, businesses, civic organizations, persons, etc. This information should be maintained at the various supply locations within the exchange (s) the Form SW-6118 represents.

NOTE: This entry could be made during

consolidation of Form (s) SW-6118 at the District Office from information obtained from responsible personnel at the supply locations.

(d) Temporary Suspension Removals - Enter the quantity of telephone sets on "Temporary Suspension" and removed from the customer's premises for various reasons while still on and during the period of temporary suspension. See Part 6. This figure shall represent associated exchange (s) listed on Form SW-6118.

(e) Temporary Suspension Reconnects - Enter the quantity of telephone sets on "Temporary Suspension" and reconnected for another customer while still on temporary suspension. See Part 6. This figure shall represent associated exchange (s) listed on Form SW-6118.

The above entries shall be totaled in associated blocks provided beneath Line 19 of Form SW-6118. This feature provides rapid consolidation of Forms SW-6118 at the District Office.

(f) Analysis of Left-In Telephones - Enter the quantity of telephone sets "left-in" in the appropriate blocks provided in the lower portion of Form SW-6118.

1. Current Month - Enter the number of the current month's (month under report) outward movement stations remaining on customer's premises (Left-In Stations) classified "Remove under Column (a) corresponding with "Classified Remove." Enter the number of the current month's outward movement stations Left-In under Column (a) corresponding with "Classified-Seasonal." The sum of classification "Remove" and "Seasonal" will total the Left-In

Stations for the current month remaining in the ELI File. (Plant will not compute Column "b").

2. Previous Month - Enter the number of the previous month's outward movement stations remaining on customer's premises (Left-In Stations) classified "Remove" under Column (c) corresponding with "Classified-Remove." Enter the number of the previous month's outward movement stations remaining on customer's premises classified "Seasonal" under Column (c) corresponding with "Classified-Seasonal." Classified - "Remove" plus Classified - "Seasonal" in Column (c) will total the Left-In Stations for the previous month remaining in the left-in file. (Plant will not compute Column "d")

3. Other Months Stations - Enter the number of all other stations remaining on the customer's premises (Left-In Stations) classified "Remove" under Column (e) corresponding with "Classified-Remove." Enter the number of all other stations remaining on the customer's premises classified "Seasonal" under Column (e) corresponding with "Classified-Seasonal." Classified - "Remove" plus Classified - "Seasonal" in Column (e) will total all other stations left-in on customer's premises.

4. Total L.I. - Column (f) corresponding with Classified Remove represents the total number of Left-In stations classified - Remove. Column (f) corresponding with Classified-Seasonal represents the total number of left-in stations remaining on the customer's premises (Plant will not compute Column "g".)

As an audit feature the total quantities of Left-In Column (c) upper portion of the form, should equal the total of quantities, column (F), entered in the "Analysis" portion of Form SW-6118.

NOTE: It will be necessary to consult the due date or completion date to determine whether the Left-In Stations should be counted under classification "Current" or "Previous."

It is suggested that the ELI Clerk enter a notation, such as (*), near the quantity of sets left-in on all LI Records classified "Other Months" to facilitate the counting of Left-In Stations.

10.05 Upon receipt of the required Forms SW-6118, the District Plant Superintendent's office shall consolidate on one (1) Form SW-6118 all of the required information. This employee shall consolidate the left-in totals of each classification, preinstalled, loaned, left-in, temporary suspension removals and reconnected telephones within the district. The accumulated totals shall be entered in the appropriate blocks provided on Form SW-6118. See Exhibit 11. Place the Plant district identification name on line 1 in the column headed "Exchange or Test Center". Forward the consolidated Form SW-6118 to the Accounting Department not later than the third work day of the month.

10.06 The following entries must be placed on Form SW-6118 by the employee preparing the report.

(a) Sheet ____ Of ____: Enter as appropriate for quantity of sheet(s) representing an exchange or test center. The consolidated report which is forwarded to Accounting is always entered as "Sheet 1 Of 1".

- (b) As Of ____ 19__ : Enter the date, e.g. Jan. 31, 1966, the ELI count was applied. This will be the last day of the month.
- (c) Address: Enter the address of the District Accounting Manager - Manual office.
- (d) District: Enter the plant district identification the Form SW-6118 report represents.
- (e) Signed _____ : Enter the valid signature and title of the supervisor authorized by the District Plant Superintendent's authority to review and be responsible for complete accuracy and legibility of the Form SW-6118 which is forwarded to the Accounting Department.

10.07 The original copy of the consolidated district left-in telephone set count report Form SW-6118 and a duplicate copy, shall be forwarded to the District Accounting Manager - Manual. These two (2) copies shall be forwarded to the Accounting Department no later than the third (3rd) work day following the last day of the month under report.

10.08 The count as of September 30 of each year will require additional information concerning the left-in telephone sets. The classifications "Remove" and "Seasonal" shall be sub-classed as Business, Residence or Coin. A locally prepared attachment to Form SW-6118 (Rev. 4-68) shall contain the totals for the following types of left-in telephone sets:

- Remove - Business (qty)
- Remove - Residence (qty)
- Remove - Coin (qty)
- Seasonal - Business (qty)
- Seasonal - Residence (qty)
- Seasonal - Coin (qty)

This information will be available from the SE&R "OUT" portion of the "PR" copy. It is not necessary that these types be so designated on the upper right hand corner of the "PR" copy as the report is required only once each year.

This additional information will be used for Retirement Unit Cost Development and for verification of investment of station apparatus.

It is recommended the district office establish and maintain a file for the assignment office or test center initiated Forms SW-6118 and a copy of the associated consolidated Form SW-6118. This file is necessary for ELI control purposes.

EXHIBIT 2

LI RECORD - ACTIVE FILE

| | | | | | | |
|------------------------|------------------|----------------------|---------------------------|------------|----------------------------|------------------|
| PLANT REC. PR | | | | | FORM S-9106-1 REV. (10-63) | |
| EXCHANGE | ORDER NO. | TELEPHONE NO. | DATE | DUE | | |
| XX | 0-XXXX | | 12-6-68 | 12-7-68 | 3 | |
| IN | | | | | WORKMAN'S INITIALS | DAY OF MO. NO. |
| | | | | | | |
| XXXXXX XXXX XXXX | | | | | TOTAL MEASURED HOURS | |
| | | | | | CREW NO. | |
| OUT | | | | | NO LI STA REM | |
| WORKMAN | | | | | DATE | |
| PTY | DIST_1ST CA PAIR | TERMINATING LOCATION | SP OR WIRE IDENTIFICATION | SPM | STATIONS | SETS |
| | | | | | INSTALLED | |
| | | | | | REMOVED | |
| | | | | | REINSTALLED | |
| | | | | | LEFT-IN | 3 |
| | | | | | RECONNECTED | |
| K. CONN LOCATION | | | BR | BR | LI SERV | LI EQUIP RECORD |
| MSP CABLE | PAIR NO. | GR-LL COL | TE-VS SW | HS-VV VERT | RC | SC LCH |
| | | | | | | |
| L. LEO RPT | | | READING | TRF NO | INSTR | |
| NO PROT REGISTER | REGISTER NO. | AFTER | BEFORE | | FEATURE | |
| WC OR | IZ | THIS ST | ASGN BY | | INSTR | |
| COMPL BY | DATE | TIME | TR REQ MET | YES | NO | LOG AND ITEM NO. |
| | XX | 12-7 | | | | |

Quantity of Sets
Left-In - Red
Entry -

LC Copy Attached

EXHIBIT 3
LI RECORD - DEAD FILE

| FILE NO. | | BB OR MDF NO. | | LC <input type="checkbox"/> | | FORM 5-9106-1 REV. (10-63) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | TELEPHONE NO. | | PR <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| XX | 0-XXXX | | 12-6-68 | 12-7-68 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>1 - REMOVED 1 - RECONNECTED I-XXXXX By M.J. 12/16/68</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| XXXX XXXX | | | | XXX-XXXX | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>XXXX XXXX</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th rowspan="2">PTY</th> <th rowspan="2">DIST</th> <th rowspan="2">1ST</th> <th rowspan="2">TERMINATING LOCATION</th> <th rowspan="2">SP OR WIRE IDENTIFICATION</th> <th rowspan="2">SPN</th> <th rowspan="2">STATIONS</th> <th rowspan="2">SETS</th> <th rowspan="2">DROP WIRE</th> <th colspan="2">EQUIP ON PREMISES</th> </tr> <tr> <th>CORR</th> <th>IN-CORR</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>INSTALLED</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>REMOVED</td> <td></td> <td></td> <td></td> <td>APT MISSED</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>REINSTALLED</td> <td></td> <td></td> <td></td> <td>CUST CO</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>LEFT-IN</td> <td></td> <td></td> <td></td> <td>STATION TO BE</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>RECONNECTED</td> <td></td> <td></td> <td></td> <td>SA SR PL PE</td> </tr> <tr> <td></td> <td>SL SO PF PO</td> </tr> </tbody> </table> | | | | | | | | PTY | DIST | 1ST | TERMINATING LOCATION | SP OR WIRE IDENTIFICATION | SPN | STATIONS | SETS | DROP WIRE | EQUIP ON PREMISES | | CORR | IN-CORR | | | | | | | INSTALLED | | | | | | | | | | | REMOVED | | | | APT MISSED | | | | | | | REINSTALLED | | | | CUST CO | | | | | | | LEFT-IN | | | | STATION TO BE | | | | | | | RECONNECTED | | | | SA SR PL PE | | | | | | | | | | | SL SO PF PO |
| PTY | DIST | 1ST | TERMINATING LOCATION | SP OR WIRE IDENTIFICATION | SPN | STATIONS | SETS | | | | | | | | | | DROP WIRE | EQUIP ON PREMISES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | CORR | IN-CORR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | REINSTALLED | | | | CUST CO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | LEFT-IN | | | | STATION TO BE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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EXHIBIT 4

LEFT-IN "F" FILE COPY

| EXCHANGE | | | | | ORDER NO. | | TELEPHONE NO. | | DATE | | DUE | | FORM S-9106-4 REV. (10-63) | | | | |
|--|--|--|--|--|-----------|--|---------------|--|---------|--|---------|---|---|--|--|--|--|
| XX | | | | | 0-XXXX | | | | 12-6-68 | | 12-7-68 | | | | | | |
| <p style="font-size: 2em; font-weight: bold;">LI REMOVAL</p> | | | | | | | | | | | | <p style="font-size: 2em; font-weight: bold;">IN</p> | <p style="font-size: 2em; font-weight: bold;">OUT</p> | | | | |
| XXXXXXXXXX | | | | | | | | | | | | XXX-XXXX | | | | | |
| | | | | | | | | | | | | <p style="font-size: 2em; font-weight: bold;">XXX</p> | | | | | |
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| | | | | | | | | | | | | <p style="font-size: 2em; font-weight: bold;">XXX</p> | | | | | |
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EXHIBIT 8

LEFT-IN REMOVAL

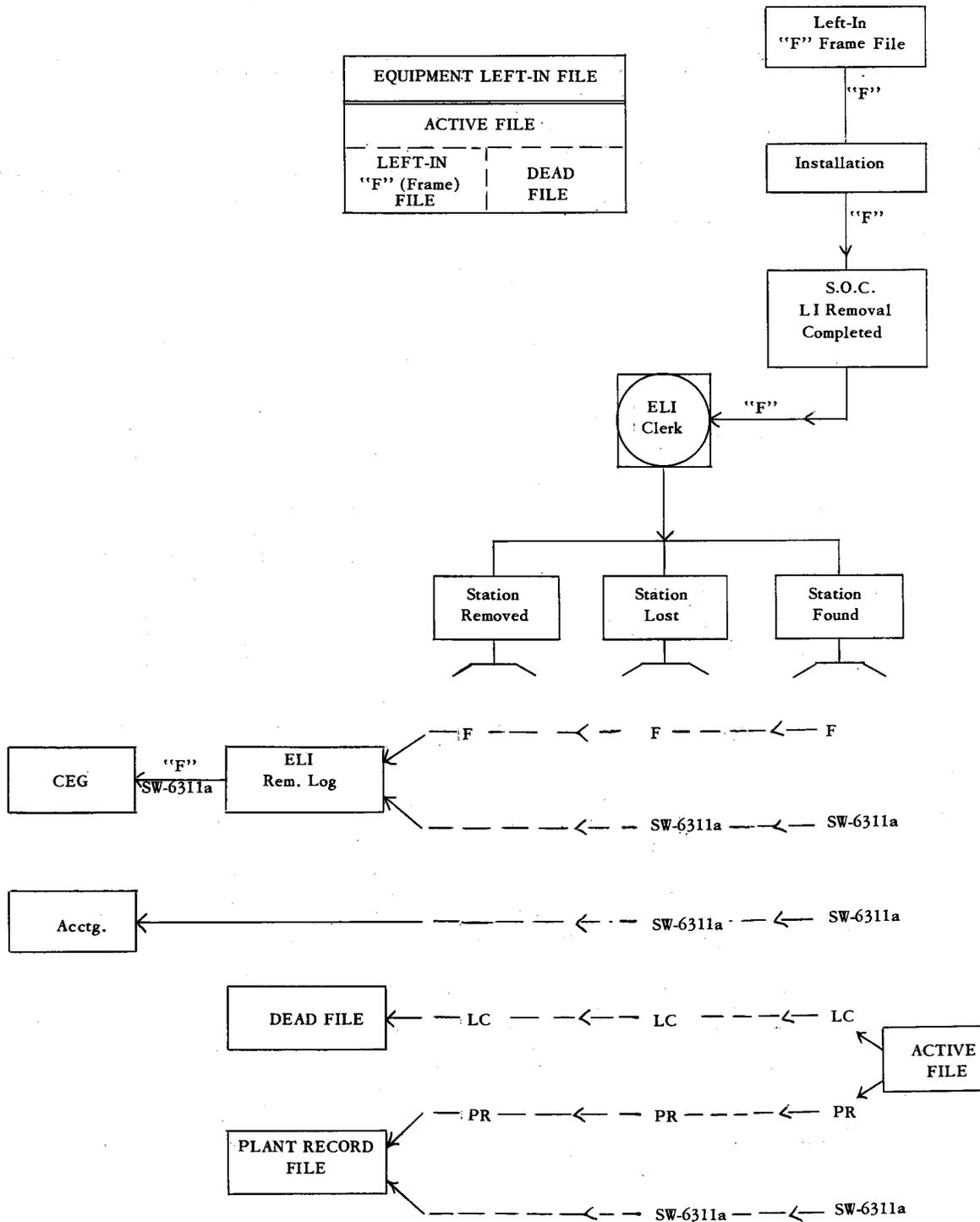


EXHIBIT 9

P.A.P. V66.101.1
SHEET 1 OF 1

SOUTHWESTERN BELL TELEPHONE COMPANY
REPORT OF LEFT-IN, LOANED, AND PREINSTALLED TELEPHONES,
AND TEMPORARY SUSPENSION TELEPHONES REMOVED OR RECONNECTED

SW 6118
(REV. 4-68)

AS OF 12-31 19 68

PLANT INSTRUCTION: PREPARE THIS REPORT EACH MONTH AND
MAIL TWO COPIES TO THE DISTRICT ACCOUNTING MANAGER-MANUAL
NOT LATER THAN THE 3RD WORK DAY OF THE FOLLOWING MONTH.

| LINE NO. | EXCHANGE OR TEST CENTER | PRE-INSTALLED (A) | LOANED (B) | LEFT-IN (C) | TEMP. SUSP. REMOVALS (D) | TEMP. SUSP. RECONNECTS (E) |
|----------|-------------------------|-------------------|------------|-------------|--------------------------|----------------------------|
| 1 | TEMPLE | 0 | 2 | 66 | 4 | 1 |
| 2 | LAMPASAS | 0 | 0 | 42 | 0 | 0 |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| TOTAL | | 0 | 2 | 108 | 4 | 1 |

OUTWARD MOVEMENT NOT COMPLETED

| | CURRENT MONTH | | PREVIOUS MONTH | | OTHER MONTHS STATIONS (e) | TOTAL L.I. | |
|--------------------------|---------------|----------------|----------------|----------------|---------------------------|--------------|----------------|
| | STATIONS (a) | % OUT MOVE (b) | STATIONS (c) | % OUT MOVE (d) | | STATIONS (f) | % OUT MOVE (g) |
| 18 CLASSIFIED - REMOVE | 21 | | 20 | | 65 | 106 | |
| 19 CLASSIFIED - SEASONAL | 1 | | 0 | | 1 | 2 | |
| 20 TOTAL (18 + 19) | 22 | | 20 | | 66 | 108 | |

DISTRICT ACCOUNTING MANAGER - MANUAL

(ADDRESS) 14 So. 4th AUSTIN, TEX.

RECORDED ABOVE IS AN ACTUAL COUNT OF TELEPHONE SETS PREINSTALLED, LOANED AND LEFT-IN. ALSO, AN ACTUAL COUNT OF TELEPHONE SETS STILL ON TEMPORARY SUSPENSION BUT WHICH HAVE BEEN REMOVED, OR RECONNECTED FOR ANOTHER CUSTOMER. (SEE P.A.P. V66.101.2), IN THE

WACO DISTRICT

SIGNED J.M. Norman
(SUPV. TITLE) Supv. Wire Chief

EXHIBIT 10

P.A.P. V66.101.1
SHEET 1 OF 1

SW 6118
(REV. 4-68)

SOUTHWESTERN BELL TELEPHONE COMPANY
REPORT OF LEFT-IN, LOANED, AND PREINSTALLED TELEPHONES,
AND TEMPORARY SUSPENSION TELEPHONES REMOVED OR RECONNECTED

AS OF 12-31 19 68

PLANT INSTRUCTION: PREPARE THIS REPORT EACH MONTH AND MAIL TWO COPIES TO THE DISTRICT ACCOUNTING MANAGER-MANUAL NOT LATER THAN THE 3RD WORK DAY OF THE FOLLOWING MONTH.

| LINE NO. | EXCHANGE OR TEST CENTER | PREINSTALLED (A) | LOANED (B) | LEFT-IN (C) | TEMP. SUSP. REMOVALS (D) | TEMP. SUSP. RECONNECTS (E) |
|----------|-------------------------|------------------|------------|-------------|--------------------------|----------------------------|
| 1 | WACO | 12 | 5 | 112 | 2 | 4 |
| 2 | MEXIA | 0 | 0 | 18 | 0 | 1 |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| TOTAL | | 12 | 5 | 130 | 2 | 5 |

OUTWARD MOVEMENT NOT COMPLETED

| | | CURRENT MONTH | | PREVIOUS MONTH | | OTHER MONTHS STATIONS (e) | TOTAL L.I. | |
|----|-----------------------|---------------|----------------|----------------|----------------|---------------------------|--------------|----------------|
| | | STATIONS (a) | % OUT MOVE (b) | STATIONS (c) | % OUT MOVE (d) | | STATIONS (f) | % OUT MOVE (g) |
| 18 | CLASSIFIED - REMOVE | 36 | | 42 | | 44 | 122 | |
| 19 | CLASSIFIED - SEASONAL | 1 | | 0 | | 7 | 8 | |
| 20 | TOTAL (18 + 19) | 37 | | 42 | | 51 | 130 | |

DISTRICT ACCOUNTING MANAGER - MANUAL

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WACO DISTRICT

SIGNED J. J. Winter
(SUPV. TITLE) Test Center Foreman

EXHIBIT 11

P.A.P. V66.101.1
SHEET 1 OF 1

SOUTHWESTERN BELL TELEPHONE COMPANY
REPORT OF LEFT-IN, LOANED, AND PREINSTALLED TELEPHONES,
AND TEMPORARY SUSPENSION TELEPHONES REMOVED OR RECONNECTED

SW 6118
(REV. 4-68)

AS OF 12-31 19 68

PLANT INSTRUCTION: PREPARE THIS REPORT EACH MONTH AND
MAIL TWO COPIES TO THE DISTRICT ACCOUNTING MANAGER-MANUAL
NOT LATER THAN THE 3RD WORK DAY OF THE FOLLOWING MONTH.

| LINE NO. | EXCHANGE OR TEST CENTER | PREINSTALLED (A) | LOANED (B) | LEFT-IN (C) | TEMP. SUSP. REMOVALS (D) | TEMP. SUSP. RECONNECTS (E) |
|----------|-------------------------|------------------|------------|-------------|--------------------------|----------------------------|
| 1 | WACO DIST. | 12 | 7 | 238 | 6 | 6 |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| TOTAL | | 12 | 7 | 238 | 6 | 6 |

OUTWARD MOVEMENT NOT COMPLETED

| | CURRENT MONTH | | PREVIOUS MONTH | | OTHER MONTHS STATIONS (e) | TOTAL L.I. | |
|--------------------------|---------------|----------------|----------------|----------------|---------------------------|--------------|----------------|
| | STATIONS (a) | % OUT MOVE (b) | STATIONS (c) | % OUT MOVE (d) | | STATIONS (f) | % OUT MOVE (g) |
| 18 CLASSIFIED - REMOVE | 57 | | 62 | | 109 | 228 | |
| 19 CLASSIFIED - SEASONAL | 2 | | 0 | | 8 | 10 | |
| 20 TOTAL (18 + 19) | 59 | | 62 | | 117 | 238 | |

DISTRICT ACCOUNTING MANAGER - MANUAL

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WACO DISTRICT

SIGNED J. P. Sommerville
(SUPV. TITLE) Dist. Plant Supt.