

PLANT LEFT-IN RECORD

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1. GENERAL

1.01 This section is reissued to provide procedures for handling left-in stations due to adoption of the US0/SORD system in Southwestern Bell.

1.02 The assignment forces determine for each outward service order whether the stations are to be "removed" or "left-in". Normally, all orders will be sent to the field force for set removal unless an inward service order is received for the same location or because of unique situations such as SRP, schools, state legislatures, etc., which will probably have services soon reestablished (LEFT-IN SEASONAL). Where the set(s) are left-in or where the installer is unable to remove the set(s) creates the necessity for maintaining accurate records by the assignment force to prevent loss of station equipment.

1.03 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. A Test Center Supervisor's approval is required for such disposition of telephone sets. (Ref. 680-495-904SW) Telephone sets shall not be reported as "lost" because of difficulty in obtaining access for removal.

2.01 An "ELI FILE" provides a systematic and accurate means for maintaining equipment left-in records. The file is composed of two sections which are as follows:

(a) Active File - This section of the file contains the LIF/LI0 copies of left-in telephone equipment, the PR copies of pending outward service orders, and SW-6311a's of lost telephone equipment pending recheck at the time of the next inward service order activity. The ELI filing procedures for US0 calls for placing the unfolded service order in a clear acetate envelope which is then filed in an open tub desk-high file. When an appropriate order is received for filing in the ELI File, the copies (LI0/LIF) are removed from the assembly and placed in the acetate envelope. You will find the curved cut in the lower righthand corner an aid in inserting the order in the envelope. All orders are filed by address number. The file tubs should be equipped with dividers for convenience and should be divided and arranged to serve your needs. In those offices that have non-addressable areas, it is recommended a separate file category for the non-addressable orders and certain special categories such as college seasonal documents be established.

(b) Dead File - This file contains LI0 copies in which left-in sets have been reported removed; LI0/LIF copies of orders on which sets have been reported as lost, stolen, or reconnected; and, SW-6311a copies on which subsequent checks have been made for lost or stolen equipment. These documents shall be filed by address (same as Active File) and maintained until the

end of the current month, at which time, they will be placed in an envelope clearly marked "ELI's For The Month Of \_\_\_\_\_." This envelope shall be placed at the end of the month's business in the Central Plant Record File.

(c) Disconnect TAC File (Optional) - This file may be established by using either the LIO or PR copy of a disconnect service order to assist assignment forces in determining proper assignments on subsequent orders at unnumbered address locations.

### 3. ELI SERVICE ORDER PROCEDURE

3.01 DISCONNECT ORDERS - All orders where outward movement occurs, must be filed in the ELI File. (See flow chart, Exhibit 1). The PR copy, from the originating assembly, will be used for this positive method of filing outward movement orders.

(a) When an outward movement order is completed by removal on the initial disconnect order, the LIO copy, from the completion assembly, is matched with the PR copy in the ELI File. Both the LIO and the PR are then filed in the Central Plant Record File or Disconnect TAC File.

(b) When an outward movement order is completed as "left-in" on the initial disconnect, the LIO/LIF copies from the completion assembly are matched with the PR copy in the ELI File. The PR copy is then removed from the ELI File and filed in the Central Plant Records File. The LIO/LIF copies are placed in the ELI File. All the left-in data is readily identifiable on the completed service order. In some locations it may be easier to place the number of telephone sets "left-in" on the upper right hand corner of the LIO copy for the monthly count of Left-In Telephone Sets (Exhibit 2).

(c) When telephone sets in the left-in file are removed on subsequent visits, the LIF copy of the completion assembly must be processed through the ELI desk. (See paragraph 4.02 for "left-in" removal procedures.)

(d) When telephone sets are reported lost, stolen, or destroyed, the LIO/LIF copies shall be removed from the ELI File and destroyed. The installer will contact the ELI clerk to obtain an SW-6311a serial number for posting on the LW copy. The installer will then contact the SOC center to report the completion of the service order. The ELI clerk will prepare sufficient copies of the SW-6311a, as required locally, from the information supplied by the installer. The original copy shall be forwarded to Accounting. The second copy will be placed in the Active ELI file. The third copy will be sent to the Installation Foreman so that he can verify the lost set and return this copy to the Assignment Center. The fourth copy will be forwarded to C.E.G. for work unit computation. The fourth copy may be omitted in cases where the original copy is routed through C.E.G. prior to being sent to Accounting. (Ref. 680-495-904SW)

NOTE: Lost sets must be verified by a management employee and the SW-6311a must be signed by a test center supervisor.

(e) The LIO copy of the service order will be used for service placed on temporary suspension at the customer's request. (Exhibit 3) Temporary suspension orders will be placed in a clear acetate envelope with a green stripe down the left hand side of the envelope. This will serve as a visible reminder when counting your "left-in" file at the end of the month. (Temporary suspends are not counted. Ref. paragraph 5.04 e and f.)

(f) When the equipment left-in is seasonal, you must file the LIO copy of the service order in a clear acetate envelope with a red stripe across the top of the envelope. (Exhibit 4) This will serve as a visible reminder when counting your "seasonal left-in" at the end of the month.

(g) When the equipment left-in is pending SRP, file the LIO copy of the disconnect service order in a clear acetate envelope with a black stripe across the top of the envelope. (Exhibit 5) This will serve as a visible reminder when counting your "pending SRP left-in" at the end of the month. (Reference BSP 680-400-900SW, "Set Recovery Plan".)

### 3.02 INWARD ORDERS (ORIGINATING NETWORK) -

All orders where inward movement occurs must be processed through the left-in file, (see flow chart, Exhibit 1), before the order is completed by assignment forces and after the order is completed by field forces (para. 3.03).

(a) If it is determined, prior to assignment that no equipment is left-in, the ELI clerk shall write none in the LID SECTION of the inward service order to show that the order was checked against ELI records.

(b) If it is determined by the ELI clerk that equipment has been left-in, all equipment shall be noted in the LID SECTION together with the type service left-in. The outward service order number, telephone number and date of completion of the disconnect shall also be placed in the LID SECTION of the inward service order. The inward order is then forwarded to the assignment group and subsequently forwarded to installation, frame and service order completion groups.

(c) It may be determined that equipment has been lost at this particular

address when service was last disconnected. This will be determined by the presence of a SW-6311a in the ELI File. The ELI clerk will stamp the IW copy of the originating assembly "INVESTIGATE PREMISES FOR PREVIOUSLY REPORTED LOST TELEPHONE EQUIPMENT".

(1) If the field workman finds any telephone equipment on the premises, he must notify the ELI clerk for reporting of telephone sets found. The ELI clerk will prepare an SW-6311a in the usual manner. The SW-6311a must be forwarded to C.E.G. to obtain work unit credit. (Ref. 680-495-904SW)

(2) If the field workman finds no telephone equipment on the premises, the ELI clerk will remove the copy of form SW-6311a from the ELI File when the completed order is processed through the ELI File (Para. 3.03), and file the SW-6311a in the Dead File.

(d) Service orders restoring service to customers on temporary suspension will be processed through the ELI File in the same manner as an inward service order.

### 3.03 INWARD ORDERS (COMPLETION NETWORK) -

Any service order received on the completion network reflecting inward set activity must be processed through the ELI File. (See flow chart, Exhibit 1)

(a) The LIO copies of completed inward orders will be used to search the ELI file for reconnects of left-in equipment, orders stroked improperly, disconnects where the equipment was left-in and the disconnect order was issued subsequently to the completed inward order, and pending SW-6311a's in file when no equipment was located. If data is found, initiate an investigation and reconcile the problem.

(b) When an LIO of a completed inward order is processed through the ELI File and a pending LIO of a completed disconnect order (left-in equipment) is in file and the completed inward order is stroked "reconnect"; the LIO of the disconnect order will be stroked accordingly and placed in the Dead File, and the LIF copy may be discarded.

(c) When an LIO of a completed inward order is processed through the ELI File and a pending SW-6311a is in file and the installer indicated that he rechecked the premises for left-in or lost equipment and did not find any; the LIO of the inward and the SW-6311a should be filed together in the DEAD ELI FILE.

#### 4. LEFT-IN REMOVAL

4.01 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".

4.02 The assignment office will prepare Daily Installer Removal Logs (Form SW-6134) with the LIF copies attached and forward them to the Installation Force in the usual manner. If the installer is unable to remove the sets, the LIF copy shall be noted with any information which may aid in the recovery of the sets at a future date, and returned to the assignment office for future removal activity.

(a) The "Left-In Station Removal Log", Form S-9075, 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 ELI 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 "LIF" copies are attached.

(b) 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 LIF copy involving left-in stations removed shall be listed individually by service order number. The original copy of the log and associated LIF copies shall be forwarded to C.E.G. A carbon copy of the log shall be filed in the Central Plant Record File.

(c) 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 control records to telephone set field stock. It is necessary that the documents processed through the assignment center ELI File also be processed through the Accounting Department's left-in station records in order that the two files be in accordance. The "final" log shall be marked in a space designated "final" in the usual manner.

4.03 As shown in Exhibit 6, the LIF copy, when completed, shall be forwarded to the ELI clerk. At this point, one of three situations will occur:

(a) Station Removed - The LIF copy shall be properly stroked by the installer and forwarded to the ELI clerk for listing in the ELI Removal Log and forwarded to C.E.G. for work unit credit. The LIO copy will be removed from the ELI File,

the workman's name and date of removal posted to it, and placed in the Dead File. (Exhibit 7)

(b) Station Lost - Proceed as described in paragraph 3.01(d).

(c) Station Found - If a telephone set(s) is found, which is not on the left-in record, the LIF copy shall be noted showing the SW-6311a serial number, date removed, and the workman's initials. The original copy of the SW-6311a will be forwarded to Accounting. The second copy of the SW-6311a shall be forwarded to C.E.G. for work unit credit. The third copy of the SW-6311a shall be placed in the Central Plant Record File. (Ref. 680-495-904SW)

NOTE: It will be necessary for the installer to prepare a "Blue Memo", Form S-9101a, showing removal of the set(s) found. The installer should forward the memo to the ELI clerk along with the LIF copy. The ELI clerk will attach the memo to the copy of the SW-6311a before forwarding to C.E.G.

## 5. COUNTING LEFT-IN STATIONS

5.01 An accurate count of the left-in Station Record File must be made no later than the first work day of each month, including the last day's activity, at each location. 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 sets. Do not count 4A type wiring plans, operator head sets and associated equipment that establish talking set circuits as a telephone set. Refer to BSP 680-495-908SW, Form SW-6722, for current list of telephone set types to be counted.

5.02 Sets relating to pending SRP orders, 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 SRP's, temporary suspension telephones, and station equipment. For telephone set control purposes, a separate count of the two categories of "Temp Susp" telephone sets and pending SRP sets are required. They are as follows: (See Exhibit 8)

- (a) Temporary Suspension Removals
- (b) Temporary Suspension Reconnects
- (c) Pending SRP's

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

5.04 Form SW-6118, "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 ELI record is located. (Exhibit 8) 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 as of 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 Manager's office not later than the first 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 name for which the report is being prepared. Assignment Offices or Test Centers serving more than one exchange should enter the exchange names of each individual exchange on separate lines.

(b) Preinstalled - Enter the quantity of telephone sets preinstalled within the exchange(s). Do not count telephone sets that have been placed and attached to wiring in connection with incomplete service order activity (work in progress) since these sets are considered field stock.

(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).

NOTE: This entry could be made, where desirable, during consolidation of SW-6118s at the District Office from information obtained from responsible personnel at the supply locations.

(d) Left-In - Enter the total quantity of telephone sets left-in as of the end of the report month in the exchange(s). Refer to 5.01, 5.02, and 5.03 above.

(e) 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. This figure shall represent associated exchange(s) listed on Form SW-6118.

(f) Temporary Suspension Reconnects - Enter the quantity of telephone sets on "Temporary Suspension" and reconnected for another customer while still on temporary suspension.

(g) Pending SRP - Enter the total of telephone sets classified as SRP-Disconnect for which the "TO" service order has not been completed for any reason (PL, PF, SR, etc.).

The above entries (a thru g) shall be totaled in the associated blocks provided beneath line 19 of Form SW-6118. This provides rapid consolidation of reports at the District Office.

(h) Outward Movement Not Completed - Enter the quantity of telephone sets "left-in" in the appropriate blocks provided in the lower portion of Form SW-6118. Those telephones stroked "Leave-In" shall be counted as classification "Remove".

(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), Line 20. Enter the current month's outward movement left-in classified "Seasonal" under column (a), Line 21. Enter the total of "Remove" and "Seasonal" left-in's under column (a), Line 22.

NOTE: 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), Line 20. Enter the number of stations from previous month's classified "Seasonal" under column (c), Line 21. Enter the total of "Remove" and "Seasonal" left-in's under column (c), Line 22.

NOTE: Plant will not compute column (d).

(3) Other Months Stations - Enter the number of all other stations remaining on customer's premises classified "Remove" under column (e), Line 20. Enter the number of all other stations remaining on customer's premises classified "Seasonal" under

column (e), Line 21. Enter the total of "Remove" and "Seasonal" left-ins under column (e), Line 22.

(4) Total Left-In - Enter the total of Line 20, Columns (a), (c), and (e) under Column (f) for total classified "Remove". Enter the total of Line 21, Columns (a), (c), and (e) under Column (f) for total classified "Seasonal". Enter the total of Line 22, Columns (a), (c), and (e) under Column (f) for the total Left-Ins.

NOTE: 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), Line 22 of the lower portion of Form SW-6118.

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

5.05 Upon receipt of Forms SW-6118 from the various exchanges, the District Plant Manager's office shall consolidate on one form all of the required information. (Exhibit 9) The District's name shall be placed on Line 1 in the column headed "Exchange or Test Center". The consolidated report is forwarded to the Accounting Department not later than the third work day of the month.

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

(a) Sheet \_\_\_ of \_\_\_: Enter as appropriate. The District's consolidated report is always entered as "Sheet 1 of 1".

(b) As of \_\_\_\_ 19\_\_: Enter the date for which the ELI count was made. This will always 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 name.

(e) Signed: Enter the valid signature and title of the supervisor authorized by the District Plant Manager to review and to be responsible for complete accuracy and legibility of the report which is forwarded to the Accounting Department.

5.07 The original copy of the consolidated district left-in count shall be forwarded to the Accounting Department along with a duplicate copy.

5.08 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 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 can be found on the "S & E" section of the LIO copy of the service orders. This additional information will be used for Retirement Unit Cost Development and for verification of investment of station apparatus.

5.09 It is recommended that the district office establish and maintain a file for the assignment office or test center

initiated Form SW-6118 and a copy of the associated consolidated form. This file is necessary for ELI control purposes.

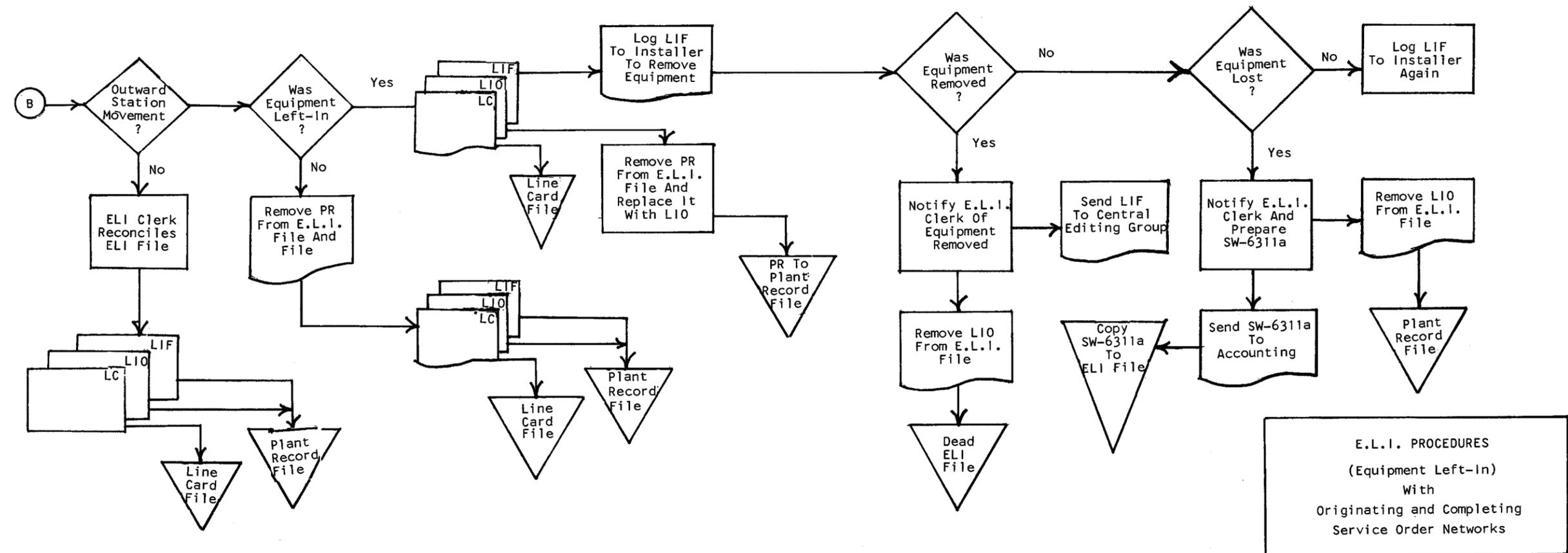
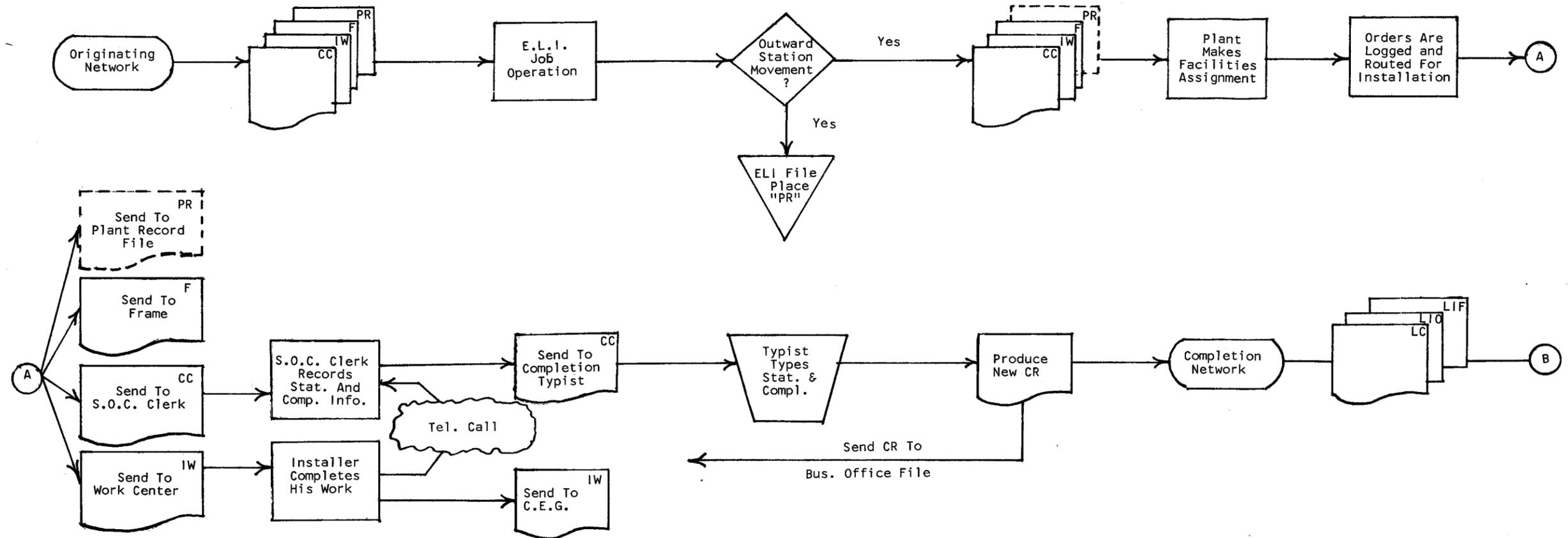
#### 6. ORDERING INFORMATION

6.01 The materials needed for the ELI records file may be ordered through the Western Electric Company as follows:

Place order on: Acme Visible Records, Inc.

#### Dimensions

(Quantity) File #650 - Holds 600 acetate envelopes	6-3/4" x 23" x 6-5/8"
(Quantity) Portable Stand (for 2 #650 Trays)	Top of Tray at Desk Height
(Quantity) Aluminum Indexor (need approx. 10 indexors)	6-1/2" x 10"
(Quantity) Clear Acetate Envelope	6-1/2" x 9"
(Quantity) Amber Acetate Envelope	6-1/2" x 9"
(Quantity) Clear Acetate Envelope with Green Vertical Stripe	6-1/2" x 9"
(Quantity) Clear Acetate Envelope with Red Horizontal Stripe	6-1/2" x 9"
(Quantity) Clear Acetate Envelope with Black Horizontal Stripe	6-1/2" x 9"



E.L.I. PROCEDURES  
 (Equipment Left-In)  
 With  
 Originating and Completing  
 Service Order Networks

EXHIBIT 2

ELI Record - Active File

1235 R346		EX	CS	OCS	SLS	APP	2
N	537-1236	LEB	1FR		3151D	11-29	
R	8498	11-29-73	11-29				SW-9277-b (1-70) USOP SEC II

1	SUS						
2	OLN	VAN*CAMP,FELIX					
3	OLA	3614 E 19					
4	ORLT	(A)VAN*CAMP,SALLY ANN					
5	ORLT	(B)VAN*CAMP,ROGER					
6							
7							
8	---	TFC					
9	TC	CG TC TO 537-1366					
10							
11	---	BILL					
12	IBA2	1415 SCOTT					
13	IPO	INDEPENDENCE,MO 64011					
14	DCR	MSF					
15							
16	---	S&E					
17	SUS						
18	O	1FRWC					
19	---						
20	O	EXTSX					
21	O	PRNLX					
22	O	BEC					
23							
24	---	STAT					
25	LIF	2/OCB HS 1045A/HRS .2					
26		/CN 325					
27							
28	---	ASGM					
29	OOE	114-05/F1 6-21 R 3614 E 19					
30		/RT 14/OAB JW					
31							
32	PG	1L					
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							

Quantity of  
Sets Left-In  
(Red Entry)

LIO



EXHIBIT 4  
 Left-In "Seasonal"  
 Active File

	1605 8563		EX	CS	OCS	SLS	APP	<b>2</b>
	221-9753	HBT	ISP		204OK	6-3		SW-9277-4 (1-70) USOP SEC II
			6-5-73	6-5	*W			

1	OLN HANNIBAL SENIOR HIGH SCHOOL	<b>LEFT-IN TEL. SETS</b>				<b>LIO</b>
2	OLA 2500 MARK TWAIN AVE	REMOVED	RECONN	ERM (SW-6311a)		
3				LOST	FOUND	
4						
5	---BILL					
6	IPO HANNIBAL, MO 63401	COMP.	DATE	CN	MEAS.	
7		BY			HRS.	
8	---RMKS					
9	RMK LOC MAIN LOBBY					
10		DISCONNECTED AT THE TERMINAL				
11	---S&E	ON THE FIRST VISIT BY:				
12	O 1SPGX /DES .30 DAILY GUAR	NAME _____				
13	---	DATE _____				
14	O CUGBR	C	OPS CODE	QTY		
15	O CV5	E				
16		G				
17	---STAT	RMKS				
18	LIC 2/OCB MC. 1130A					
19						
20	---ASGM					
21	OOE 20-02-12/F1 5-131 F 2500					
22	MARK TWAIN AVE E/OAB DM					
23						
24	PG 1L					
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						





EXHIBIT 7

Dead File - LIO Copy

1541 R350		EX	CS	OCS	SLS	APP	
N	644-1052	STL	2FR		1151B	1-13	
B	<del>644-1052</del>	849	1-14-74		1-14	W	

1	OLN	WHIGS, ROBT N	LEFT-IN TEL. SETS				LIO
2	OLA	4321 DELMAN					
3	OLOC	/FLR 2/WNG E	REMOVED	RECONN.	ERM (SW-6311e)		
4			LOST	FOUND			
5							
6	---	BILL	COMP.	DATE	CN	MEAS.	
7	IBA2	150 HOPE	BY			HRS.	
8	IPO	FESTUS, MO 63005					
9	DCR	MSF					
10			DISCONNECTED AT THE TERMINAL				
11	---	S&E	ON THE FIRST VISIT BY:				
12	O	2FRBC	NAME _____				
13	O	9CM	DATE _____				
14	---						
15	O	EXTBC	C	OPS CODE	QTY		
16			E				
17	---	STAT	G				
18	LIF	2/OCB HS 1015A/HRS .2	RMKS				
19		/CN 415					
20							
21	---	ASGM					
22	OOE	14-22/PTY 2/BRG 644-7424/					
23		F1 6-21 R 7466 WARNER-5/					
24		RT 26/OAB MT					
25							
26	D3	1L					
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							

1 - REMOVED  
 1 - RECONNECTED  
 N415810  
 BY M.J. 2/3/74

EXHIBIT 8

ELI Report - Exchange

680-495-903-SW

SOUTHWESTERN BELL TELEPHONE COMPANY

SW 6118  
(REV. 10-73)

SHEET 1 OF 1

REPORT OF LEFT-IN, LOANED, AND PREINSTALLED TELEPHONES,  
AND TEMPORARY SUSPENSION TELEPHONES REMOVED OR RECONNECTED

AS OF 12-31 1973

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)	S.R.P. PENDING (F)
1	HANNIBAL	0	1	27	3	1	5
2	CENTER	0	0	2	0	0	0
3	FRANKFORD	0	0	1	0	0	0
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
TOTAL		0	1	30	3	1	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)
20 CLASSIFIED - REMOVE	12		10		6	28	
21 CLASSIFIED - SEASONAL	0		0		2	2	
22 TOTAL (20 + 21)	12		10		8	30	

DISTRICT ACCOUNTING MANAGER - MANUAL

(ADDRESS) 600 ST. LOUIS, SPRINGFIELD, MO.

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 680-495-903-SW), IN THE

MOBERLY DISTRICT

SIGNED M. Juain  
(SUPV. TITLE) Wire Chief

NOTE: SEPTEMBER 30TH COUNT REFER TO 680-495-903-SW, PARAGRAPH 10.08.

ELI Report - District

680-495-903-SW  
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. 10-73)

AS OF 12-31 1974

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)	S.R.P. PENDING (F)
1	<b>MOBERLY DISTRICT</b>	<b>12</b>	<b>7</b>	<b>238</b>	<b>6</b>	<b>6</b>	<b>22</b>
2							
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18							
19							
TOTAL		<b>12</b>	<b>7</b>	<b>238</b>	<b>6</b>	<b>6</b>	<b>22</b>

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)
20 CLASSIFIED - REMOVE	<b>57</b>		<b>62</b>		<b>109</b>	<b>238</b>	
21 CLASSIFIED - SEASONAL	<b>2</b>		<b>0</b>		<b>8</b>	<b>10</b>	
22 TOTAL (20 + 21)	<b>59</b>		<b>62</b>		<b>117</b>	<b>238</b>	

DISTRICT ACCOUNTING MANAGER - MANUAL

(ADDRESS) 600 So Louis, Springfield, Mo.

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 680-495-903-SW), IN THE

MOBERLY DISTRICT

SIGNED T. Best  
(SUPV. TITLE) Dist. Plant Supt.

NOTE: SEPTEMBER 30TH COUNT REFER TO 680-495-903-SW, PARAGRAPH 10.08.