

Request for Records Disposition Authority

Records Schedule Number DAA-0173-2019-0001
Schedule Status Approved

Agency or Establishment Federal Communications Commission
Record Group / Scheduling Group Records of the Federal Communications Commission
Records Schedule applies to Major Subdivision
Major Subdivision Office of Engineering and Technology
Schedule Subject Office of Engineering and Technology - Laboratory Division Records.
Internal agency concurrences will be provided No

Background Information In support of the functions of the Office of Engineering and Technology listed under § 0.31, the Laboratory Division (Lab) is responsible for the following functions:

- Perform technical studies of evolving technology for interference potential to support and advise the Commission and staff in developing future policies;
- Administer the Commission Equipment Authorization program as specified under Part 2 and provide engineering and management functions related to appropriate rules; and,
- Assist consumers and other parties by addressing their general and technical inquiries as well as publishing interpretations for their use.

In performing these duties, and as required by the various rules, the staff generates own information, collects information from various parties or requires the information to be retained by certain parties.

Most of the information is collected to support the Commission's Equipment Authorization program and is stored in the Equipment Authorization System (EAS). The following records are maintained in EAS:

1. Grantee Information
2. Authorization Application
3. Third Party Authority Equipment Authorization Information
8. Knowledge Database (KDB) Inquiries
9. Knowledge Database (KDB) Publications
10. FCC Surveillance of non-certified devices

The Lab also maintain electronic records associated with activities other than equipment authorization. These records are not stored in EAS but on the FCC network drives. Those include:

- 11. Laboratory Administration
- 12. Equipment Calibration and repair
- 13. Lab Research
- 14. Lab Correspondence

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	1	9	0

GAO Approval

Outline of Records Schedule Items for DAA-0173-2019-0001

Sequence Number	
1	Grantee Information Disposition Authority Number: DAA-0173-2019-0001-0001
2	Authorization Application Disposition Authority Number: DAA-0173-2019-0001-0002
3	Third Party Authority Equipment Authorization Information Disposition Authority Number: DAA-0173-2019-0001-0003
4	Knowledge Database (KDB) inquiries Disposition Authority Number: DAA-0173-2019-0001-0004
5	Knowledge Database (KDB) Publications Disposition Authority Number: DAA-0173-2019-0001-0005
6	FCC surveillance of non-certified devices Disposition Authority Number: DAA-0173-2019-0001-0006
7	Lab Administration Disposition Authority Number: DAA-0173-2019-0001-0007
8	Lab Calibration and repair Disposition Authority Number: DAA-0173-2019-0001-0008
9	Lab Research Disposition Authority Number: DAA-0173-2019-0001-0009
10	Lab Correspondence Disposition Authority Number: DAA-0173-2019-0001-0010

Records Schedule Items

Sequence Number	
1	<p>Grantee Information</p> <p>Disposition Authority Number DAA-0173-2019-0001-0001</p> <p>Records contain all the information about a grantee, including name, address, other contact information, assigned grantee code, any subsequent changes to the information, specific correspondence and documentation of any action related to the grantee taken by the Commission staff.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-173-94-1 / 01 N1-173-87-4 / 19</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year of the last activity related to application</p> <p>Retention Period Destroy 40 year(s) after Cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Authorization Application</p> <p>Disposition Authority Number DAA-0173-2019-0001-0002</p> <p>Records contain information provided to the FCC at the time of filing the equipment authorization application. This includes all the attachments required by the rules, any correspondence prior to approval, pre-approval guidance, inquiries about the application before or after the grant, disposition status of the grant, any subsequent change to the grant after the initial applications including permissive changes, modifications, changes to confidentiality of the attachments and all correspondence related to post-market surveillance. The record also includes information about the firm that tested the device and the TCB issuing the grant.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation **N1-173-94-1 / 01
N1-173-87-4 / 13
NN-173-87-4 / 14
NC1-173-82-3 / 03**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the calendar year of the last activity either by the grantee or the FCC including audit or market surveillance**

Retention Period **Destroy 40 year(s) after Cutoff**

Additional Information

GAO Approval **Not Required**

Third Party Authority Equipment Authorization Information

Disposition Authority Number **DAA-0173-2019-0001-0003**

These records contain the information about third party entities which are part of the equipment authorization and testing process. These entities include: The Telecommunications Certification Bodies (TCBs), TCB Designating Authorities (TDAs), TCB Accreditation Bodies (TCBAs), Accredited Test Firms, and Test Firm Accrediting Bodies (TFABs). These records include: names, addresses, contact information, and if applicable, key employee scopes; authorization scopes for the entity, accreditation information and justification documentation for capabilities; annual surveillance summaries; FCC checklists; recognition status including recognized countries; all correspondence with the entity; Mutual Recognition Agreement information.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

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4	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-173-94-1 / 01 N1-173-87-4 / 07
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year from last action taken, a designation granted, or association with an application or application related entity was made.
	Retention Period	Destroy 40 years after cutoff or 5 years after cutoff if a designation, an association with an application, or an accreditation was not made.
	Additional Information	
	GAO Approval	Not Required
	Knowledge Database (KDB) inquiries	
	Disposition Authority Number	DAA-0173-2019-0001-0004
	All inquiries submitted by public for rule interpretations including attachments and responses from the Commission staff.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes	
GRS or Superseded Authority Citation	N1-173-08-4	
Disposition Instruction		
Cutoff Instruction	Cutoff at the end of the calendar year of any activity associated with the inquiry.	
Retention Period	Destroy 5 year(s) after Cutoff	
Additional Information		
GAO Approval	Not Required	

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Knowledge Database (KDB) Publications

Disposition Authority Number **DAA-0173-2019-0001-0005**

All guidance documents published by the Commission in the KDB providing information to the public. The record would include drafts issued for comments, responsive comments on drafts, published documents with attachments and, if multiple revisions, all revised versions.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation **N1-173-08-4**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the year of the latest publication or the expiry date set at the time of publication.**

Retention Period **Destroy 5 year(s) after Cutoff**

Additional Information

GAO Approval **Not Required**

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FCC surveillance of non-certified devices

Disposition Authority Number **DAA-0173-2019-0001-0006**

All the correspondence associated with sample request, test report and any correspondence with responsible parties. The record will also include information if the device was purchased by the Commission for sample testing.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

7	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-173-8-05 N1-173-08-6
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the year in which device was tested.
	Retention Period	Destroy 5 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
	Lab Administration	
	Disposition Authority Number	DAA-0173-2019-0001-0007
	Records of equipment purchased by the Commission for operation of the Laboratory and included in the official inventory.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-173-08-5 N1-173-08-6	
8	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year in which device was tested.
	Retention Period	Destroy 5 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
	Lab Calibration and repair	
	Disposition Authority Number	DAA-0173-2019-0001-0008
	Records associated with calibration, repair and maintenance of equipment used in the Laboratory and inventoried by the Commission	
	Final Disposition	Temporary

Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-173-87-4 / 10
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the year of last calibration.
Retention Period	Destroy 3 year(s) after the equipment is disposed.
Additional Information	
GAO Approval	Not Required
Lab Research	
Disposition Authority Number	DAA-0173-2019-0001-0009
Technical reports generated by the Laboratory including white papers, test reports, surveillance reports or any investigation conducted by the staff.	
Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-173-08-3 N1-173-87-4 / 21
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the calendar year when final version is published.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cutoff.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Bureau reviewing for available transfers.

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How frequently will your agency transfer these records to the National Archives?

Unknown
Once retention period obtained, there will be an annual check for available transfers.

Lab Correspondence

Disposition Authority Number DAA-0173-2019-0001-0010

Any general correspondence by the Laboratory staff that and not included in any other type of records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-173-87-4 / 06

Disposition Instruction

Cutoff Instruction Cutoff at the end of the year of the correspondence.

Retention Period Destroy 5 year(s) after Cutoff

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/16/2019	Certify	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
01/28/2022	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
06/23/2022	Submit For Certification	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
06/23/2022	Certify	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
09/22/2022	Submit for Concurrence	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
09/29/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/29/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/06/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office

New Disposition Authority	Item Name	Item Description	Disposition Type	Disposition Instructions	Superseded Authority	Previous Item Name	Previous description	Previous Disposition	Previous Disposition Instructions
DAA-0173-2019-0001-0001	Grantee Information	Records contain all the information about a grantee, including name, address, other contact information, assigned grantee code, any subsequent changes to the information, specific correspondence and documentation of any action related to the grantee and any other Commission staff.	Temporary	Cutoff at the end of the calendar year of the last activity related to the application. Destroy 40 years after cutoff.	N1-173-94-1/01 N1-173-87-4/19	Equipment Certification/ Applications/ Certification Grants FCC Identifier Code File	Contains applications form (FCC Form 73) with descriptive information such as circuit diagrams, photographs and device descriptions, reports of measurements, correspondence and copies of grants (FCC forms #22-A or #31-A). Contains grantee's name, address, code number, and manufacturer's name, address and code number. Information used by FCC and I.S. to identify equipment authorization applications.	Temporary	Cut-off five years after transfer to FCC. Destroy five years after cutoff. Maintain in Office. Destroy when four years sold.
DAA-0173-2019-0001-0002	Authorized Application	Records contain information provided by the applicant at the time of filing the equipment authorization application. It includes all the attachments required by the rules, any correspondence prior to approval, pre-approval guidance, inquiries about the application before or after the grant, disposition status of the grant, any subsequent changes to the grant after the initial application including permissive changes, modifications, changes to confidentially of the attachments and all correspondence related to post-market surveillance. It includes all correspondence information about the firm that tested the device and the TCBS using the grant.	Temporary	Cutoff at the end of the calendar year of the last activity either by the grant or the FCC including audit or market surveillance. Retention Period Destroy 40 years after cutoff.	N1-173-94-1/01 N1-173-87-4/13 N1-173-87-4/14 N1-173-82-3/03	Equipment Certification/ Applications/ Certification Grants Equipment Authorization Application Radio Equipment List Denied and Dismissed Applications	Contains applications form (FCC Form 73) with descriptive information such as circuit diagrams, photographs and device descriptions, reports of measurements, correspondence and copies of grants (FCC forms #22-A or #31-A) Computerized database of information pertaining to FCC Form 731 used in processing application. Computerizes listing of licensed transmitting equipment, including supplement used in studies of frequency band allocation matters. Input of approved equipment authorizations, of FCC Form #31A Outputs of: Greenbook, public notices, and semi-annual supplements. This file contains the applications in Equipment Certification, Type Acceptance, and Type Approval which have not resulted in a grant.	Temporary	Cut-off five years after transfer to FCC. Destroy five years after cutoff. Destroy data elements, outputs, and documentation when no longer required for administrative use. Destroy data elements, outputs, and documentation when no longer required for administrative use. Return application with all supporting documents to applicant. Destroy the records of FCC action and applicable correspondence when a year elapses from the application to the applicant. Destroy the application, all supporting documents, other records of FCC action, and applicable correspondence when a year elapses.
DAA-0173-2019-0001-0003	Third Party Authority Equipment Authorization Information	These records contain information about the electronic communications Certification Bodies (TCBs), TCB Designating Authorities (TDAs), TCB Accreditation Bodies (TCBAs), Accredited Test Firms, and Test Firm Accrediting Bodies (TFABs). These records include: names, addresses, contact information, key employee scopes, authorizations, copies of the entity accreditation information and justification documentation for capabilities, annual surveillance summaries, FCC checks for recognition status including recognized countries, all correspondence with the entity, and applicable Mutual Recognition Agreement information.	Temporary	Cutoff at the end of the calendar year from last action taken, a designation granted, or association with an application was made; Destroy 0 years after cutoff for 0 years after cutoff if a designation, an association with an application, or an accreditation was not made.	N1-173-94-1/01 N1-173-87-4/07	Equipment Certification/ Applications/ Certification Grants Sample Equipment Files	Contains applications form (FCC Form 73) with descriptive information such as circuit diagrams, photographs and device descriptions, reports of measurements, correspondence, memoranda, test data, notes, etc. relating to complex testing of equipment such as cordless telephones, computing devices and radio frequency lighting sources.	Temporary	Cut-off five years after transfer to FCC. Destroy five years after cutoff. Retain 0 years after case closed, then destroy.
DAA-0173-2019-0001-0008	Knowledge Database (KDB) Inquiries	All inquiries submitted by public or other interpretations including attachments and responses from the Commission staff.	Temporary	Cutoff at the end of the calendar year of any activity associated with the inquiry. Destroy 5 years after cutoff.	N1-173-08-4	OET Knowledgebase System (Master File)	The system contains questions filed electronically by the public and responses to these questions. The responses may also include one or more attachments. In addition, a published version of this information is also available. If the inquiry is determined to be of general interest and should therefore be published as an FAQ or a FAQ interpretation, one key identifier exists for each inquiry or publication filed. It is topmost key to all the information stored on file for an inquiry or publication.	Temporary	Destroy when reports are no longer needed for administrative purposes.
DAA-0173-2019-0001-0009	Knowledge Database (KDB) Publications	All guidance documents published by the Commission in the KDB providing information to the public. These records include drafts, issued for comments, responsive comments on drafts, published documents with attachments and, if multiple versions, all revised versions.	Temporary	Cutoff at the end of the year of the latest publication or the spring date of the time of publication. Destroy 5 years after cutoff.	N1-173-08-4	OET Knowledgebase System (Master File)	The system contains questions filed electronically by the public and responses to these questions. The responses may also include one or more attachments. In addition, a published version of this information is also available. If the inquiry is determined to be of general interest and should therefore be published as an FAQ or a FAQ interpretation, one key identifier exists for each inquiry or publication filed. It is topmost key to all the information stored on file for an inquiry or publication.	Temporary	Destroy when reports are no longer needed for administrative purposes.
DAA-0173-2019-0001-0010	FCC Surveillance of Non-certified devices	All the correspondence associated with the sample request, test report and any correspondence with the responsible parties. Here records also include information of the device purchased by the Commission for sample testing.	Temporary	Cutoff at the end of the year in which the device was tested. Destroy 5 years after cutoff.	N1-173-8-05 N1-173-08-6	Laboratory Sample Tracking System (Master Data File) Laboratory Violations Database (Master Data File)	Sample tracking data files consist of information related to the receipt and disposal of samples received for testing at the laboratory. The samples may be obtained from the manufacturer or may be purchased by the Commission as part of a pre-grant or post-grant investigation, or as part of an investigation coordinated with the Enforcement Bureau. The Violations Database tracks the receipt and disposition of information related to cases opened in support of enforcement with the equipment authorization regulations. The information tracked includes the case status, coordinating bureau/s/office, and other case information.	Temporary	Deleted 0 years after the authorization is issued. Deleted 0 years after violation has been closed.
DAA-0173-2019-0001-0011	Lab Administration	Records of equipment purchased by the Commission for operation of the Laboratory and included in the official inventory.	Temporary	Cutoff at the end of the calendar year in which the device was tested. Destroy 5 years after cutoff.	N1-173-08-5 N1-173-08-6	Laboratory Sample Tracking System (Master Data File) Laboratory Violations Database (Master Data File)	Sample tracking data files consist of information related to the receipt and disposal of samples received for testing at the laboratory. The samples may be obtained from the manufacturer or may be purchased by the Commission as part of a pre-grant or post-grant investigation, or as part of an investigation coordinated with the Enforcement Bureau. The Violations Database tracks the receipt and disposition of information related to cases opened in support of enforcement with the equipment authorization regulations. The information tracked includes the case status, coordinating bureau/s/office, and other case information.	Temporary	Deleted 0 years after the authorization is issued. Deleted 0 years after violation has been closed.
DAA-0173-2019-0001-0012	Lab Calibration and Repair	Records associated with calibration, repair, and maintenance of equipment used in the laboratory and vendor ordered by the Commission.	Temporary	Cutoff at the end of the year of last calibration. Destroy 5 years after the equipment is disposed.	N1-173-87-4/10	Calibration and Repair Files	Test data, repair notes, memoranda, etc. relating to repair and calibration of test equipment such as field intensity meters, signal generators, power meters, etc.	Temporary	Destroy after equipment is retired.
DAA-0173-2019-0001-0013	Lab Research	Technical reports generated by the laboratory including white papers, test reports, surveillance reports or any investigation conducted by the staff.	Permanent	Cutoff at the end of the year when final version published. Transfer to the National Archives 5 years after cutoff.	N1-173-08-3 N1-173-87-4/21	Laboratory Technical Reports (System) Project Files	Master File. System contains reports that document testing and analysis of RF devices that are marketed, or proposed for marketing, or are the subject of a Commission research initiative. Reports are manually assigned sequential numbers and files are named based on the report subject. Contains technical material of studies requiring editing engineering measurements and evaluation of technical data. Also include reports, bulletins, memoranda and correspondence relative to branch activities.	Temporary Permanent	Delete when the records are 5 years old, no longer needed for administrative purposes, which is verified. Cut-off inactive files annually and delete of FCC. Transfer to the National Archives and e-blocks when 5 years old.

DAA-0173-2019-0001-0014	Lab Correspondence	Any general correspondence by the laboratory staff that are not included in any other type of records.	Temporary	Cutoff at the end of the year of the correspondence. Destroy 6 years after Cutoff.	N1-173-87-4/06	Branch Files	Contains reports, bulletins, memoranda and correspondence incidental to the operation of the Branch.	Temporary	Maintain in office. Destroy when 6 years old.
DAA-0173-2016-0003-0001	Dismissed Experimental License and Authorization Applications	Dismissed applications include related exhibits, correspondence and comments.	Temporary	Cutoff on the last day of the calendar year in which the application was dismissed. Destroy 8 years after cutoff.	N1-173-08-002/01 N1-173-92-1 N1-173-87-4/36	Experimental Licensing System Experimental Station License Files Applications	Master file of the system contains paper filed and electronic filing data and documents used in the review and approval for denial of spectrum and for experimental purposes. One application identifier exists for each application field. It also contains an audit trail of changes made to this information during the review and approval process. Arranged alphabetically by name of applicant. The records in this series usually consists of FCC Form 59 "Radio Station License," FCC Forms 401 and 405 "Application for New or Modified Radio Station Construction Permit," a financial statement, and a supplementary narrative statement. Submitted under Part 6. Authorizations issued for basic research and development of new equipment for government and nongovernment use (forms as utilized). The authorization period although definite, as variable and must be renewed by FCC for 405.	Temporary	Deleted 2 years after the expiration of the license/grant
					N1-173-80-24/31 NW-172-145-69 NW-172-145-70A NW-172-145-70B	Ownership File Pending Application File for Experimental Radio Stations Experimental Station License Files Experimental Station License Files	Under section 310 of the Communications Act and Part 2 of the Commission's Rules, when 50% of ownership or ownership changes (new), then two forms are compiled for those stations listed in Item 26 above. Form 702, Assignment of Permit / License, are the required forms. Arrangement is by company. Applications for new or changed facilities for experimental radio stations. These files document all authorizations for experimental radio stations, and also contain engineering and legal data, exhibits and correspondence, and reports of experimental work. These files document all authorizations for experimental radio stations, and also contain engineering and legal data, exhibits and correspondence, and reports of experimental work.	Temporary Temporary Temporary Temporary	When portions are superseded or become obsolete, destroy. If application granted, moved to item 01 of foot, returned to applicant. Retain active records (then become part of item 08) Transfer of federal records. Enter all deleted station files, 3 years after date of action deleting station.
DAA-0173-2016-0003-0002	Approved Experimental License and Authorization Applications	Approved applications include related exhibits, correspondence, notes, reports and licenses.	Temporary	Cutoff the last day of the calendar year in which the last grant of license or call sign expired. Destroy 8 years after cutoff.	N1-173-08-002/01 N1-173-92-1 N1-173-87-4/36	Experimental Licensing System Experimental Station License Files Applications	Master file of the system contains paper filed and electronic filing data and documents used in the review and approval for denial of spectrum and for experimental purposes. One application identifier exists for each application field. It also contains an audit trail of changes made to this information during the review and approval process. Arranged alphabetically by name of applicant. The records in this series usually consists of FCC Form 59 "Radio Station License," FCC Forms 401 and 405 "Application for New or Modified Radio Station Construction Permit," a financial statement, and a supplementary narrative statement. Submitted under Part 6. Authorizations issued for basic research and development of new equipment for government and nongovernment use (forms as utilized). The authorization period although definite, as variable and must be renewed by FCC for 405.	Temporary	Deleted 2 years after the expiration of the license/grant
					N1-173-80-24/31 NW-172-145-69 NW-172-145-70A NW-172-145-70B	Ownership File Pending Application File for Experimental Radio Stations Experimental Station License Files Experimental Station License Files	Under section 310 of the Communications Act and Part 2 of the Commission's Rules, when 50% of ownership or ownership changes (new), then two forms are compiled for those stations listed in Item 26 above. Form 702, Assignment of Permit / License, are the required forms. Arrangement is by company. Applications for new or changed facilities for experimental radio stations. These files document all authorizations for experimental radio stations, and also contain engineering and legal data, exhibits and correspondence, and reports of experimental work. These files document all authorizations for experimental radio stations, and also contain engineering and legal data, exhibits and correspondence, and reports of experimental work.	Temporary Temporary Temporary Temporary	When portions are superseded or become obsolete, destroy. If application granted, moved to item 01 of foot, returned to applicant. Retain active records (then become part of item 08) Transfer of federal records. Enter all deleted station files, 3 years after date of action deleting station.
N1-173-87-4, item 0	Frequency Coordination Records	Contains technical comments from other government agencies relative to frequency assignments.	Temporary	Review every 8 years. Destroy when no longer needed for administrative purposes.	NW-172-145-25	Frequency Coordination Actions	Includes all coordination forms which are used to obtain technical comments from other Government agencies relative to frequency assignments. Includes classified material.	Permanent	Retain in accordance with security regulations (no transfer instructions).
N1-173-87-4, item 1	Nongovernment Frequency Assignment Records	Contains classified and unclassified nongovernment license documents supported by federal government contracts relating to national defense.	Temporary	Maintain in office. Destroy when 10 years old.	NW-172-145-28	Classified Non-Government Frequency Assignment Records	Contains classified non-Government license documents supported by federal Government contracts relating to the National Defense.	Permanent	Retain in accordance with security regulations (no transfer instructions).
N1-173-87-4, item 2	Frequency Assignment List	Contains annually updated metrics relating to the listings in frequency, service, and all sign sequence used to maintain the Master Nongovernment Frequency Record. Contains assignments for services except authorization for aircraft, amateur, ship, and certain citizens stations.	Temporary	Maintain in office. Destroy when superseded or updated.	NW-172-145-26	Frequency Assignment Lists	Relates to the listings in frequency, service, and all sign sequence used to maintain the Master Non-Government Frequency Record and to prepare notifications to register assignments internationally. Lists include assignments for all services except authorizations of aircraft, amateur, ship, and certain citizens stations.	Temporary	Dispose when lists are superseded.
N1-173-87-4, item 4	National Interference File	Contains case histories of interference between authorized facilities of the U.S. Government and U.S. licensees filed in order of frequency.	Temporary	Maintain in office. Destroy when 20 years old.	NW-172-145-30	National Interference File	Contains a case history of interference between authorized facilities of the U.S. Government and FCC licensees. Includes classified material.	Permanent	Retain in accordance with security regulations (no transfer instructions).
OBSOLETE	N/A	N/A	N/A	N/A	N1-173-87-4, item 01	OET Tracking System	Information pertaining to office and management projects, correspondence and agenda items. Input: title, ID, category, date initiated, organizational unit, contact, etc. Output: reports generated from information contained in the database. Functions taken on pending and completed actions.	Temporary	Destroy data elements, outputs, and documentation when no longer required for administrative use.
OBSOLETE	N/A	N/A	N/A	N/A	N1-173-87-4, item 02	General Correspondence Files	Includes incoming correspondence incidental to the operation of the office. Includes correspondence from the public and government agencies.	Temporary	Destroy when 3 years old. Maintain in office.
OBSOLETE	N/A	N/A	N/A	N/A	N1-173-87-4, item 03	Reading File	Includes copy of all outgoing correspondence filed chronologically. Break files annually.	Temporary	Maintain in office. Destroy when 20 years old.
OBSOLETE	N/A	N/A	N/A	N/A	N1-173-87-4, item 04	Subject Files	Includes memoranda, reports, and bulletins dealing primarily with internal administrative matters (for example, employee information bulletins, memorandum from the Managing Director).	Temporary	Maintain in office. Destroy when 3 years old.
OBSOLETE	N/A	N/A	N/A	N/A	N1-173-87-4, item 05	Agenda Materials	Memoranda and related documentation presenting items to the Commission for action.	Temporary	Maintain in office. Review annually. Destroy as appropriate.
OBSOLETE	N/A	N/A	N/A	N/A	N1-173-87-4, item 06	Branch Files	Sampling and Measurement Branch - Contains reports, bulletins, memoranda and correspondence incidental to the operation of the branch.	Temporary	Maintain in office. Destroy when 6 years old.
OBSOLETE	N/A	N/A	N/A	N/A	N1-173-87-4, item 09	Rulemaking Activity Files	Contains material relating to rulemaking matters, and all actions, in which the branch is involved, which has been initiated by the branch.	Temporary	Maintain in office. Review annually. Destroy when 5 years old.
OBSOLETE	N/A	N/A	N/A	N/A	N1-173-87-4, item 11	Measurement Standards Files	Technical Standards Branch - Contains standards for measuring instruments and for procedures for measuring interference.	Temporary	Destroy when obsolete or superseded.
OBSOLETE	N/A	N/A	N/A	N/A	N1-173-87-4, item 14	Radio Equipment List	Computerized listing of licensed transmitting equipment, including supplements used in studies of frequency band allocation matters. Input: Approved equipment authorizations, FCC Form 731A. Outputs: Green book, public notices, and semi-annual supplements.	Temporary	Destroy data elements, outputs, and documentation when no longer required for administrative use.

OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 19	FCC Identifier Code File	For official use only. Contains grantee's name, address, code number, and manufacturer's name, address and code number. Information used by FCC and U.S. Customs to identify equipment after authorization is granted, and subsequent equipment authorization applications.	Temporary	Maintain in office. Destroy when four (4) years old.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 20	Reading Files	Engineering Evaluation Branch. Contains copies of all outgoing correspondence filed chronologically, in alphabetical files every three years.	Temporary	Maintain in office. Destroy when three (3) years old.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 21	Project Files	Contain technical material of studies required during engineering measurements and evaluation of technical data. Also include: reports, bulletins, memoranda and correspondence relative to branch activities. Volume: Approximately 35 ft. Annual accumulation: Approximately 1 feet. Arranged by project.	Permanent	Cut off inactive files annually and send to FCC. Transfer to the National Archives in 5 year blocks when five (5) years old.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 23	History File	Pertains to allocations and reallocation matters; transactions relating to Part 2 of the FCC Rules - Frequency Allocations Matters; General Rules and Regulations. Contain docket material (not readily accessible), FCC decisions, papers, public notices, etc., relating to allocation actions which the Branch has initiated or in which it is substantially involved. All information needs to be accessible for reference by branch personnel.	Temporary	Maintain in office. Destroy when no longer needed for administrative purposes.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 25	Dockets and FCC Publications		Temporary	Review every two (2) years. Destroy when no longer needed for administrative purposes.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 29	Subject File	Contains material, filed alphabetically, of significant interest to the Branch.	Temporary	Maintain in office. Destroy obsolete/superseded documents.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 37	International Radio Interference File	Correspondence between the Commission and foreign governments relating to resolution of cases of harmful international radio interference (Article 20, International Radio Regulations); a card file is maintained cross referenced by frequency. A. Correspondence file. B. Cross referenced file.	Temporary	A. Correspondence file - Review annually. Destroy material when no longer needed for administrative purposes. B. Cross referenced file - Review annually. Destroy material not required.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 38	International Notification of Frequency Assignments	Contains official records of U.S. notification to the International Telecommunications Union of frequency usage and related data on government and nongovernment stations for inclusion in the various service documents published by ITU. a. Serial number reference. b. Frequency reference. Compiled pursuant to Article 23 and Appendix 7 of the International Radio Regulations and the Safety of Life at Sea Convention; contains reports and correspondence relating to infraction of international conventions by foreign radio stations.	Temporary	1. Serial number reference. When (5) five years old, and upon review by designated official(s) Destroy obsolete or superseded documents. 2) Transfer remaining (neither obsolete nor superseded) documents to Federal Records Center and destroy when thirty (30) years old. b. Frequency reference. 3) Destroy obsolete or superseded documents. 2) Transfer remaining (neither obsolete nor superseded) documents to Federal Records Center and destroy when (30) thirty years old.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 39	Record of International Infraction	Telegrams, reports of meeting and correspondence, filed chronologically by date of action, on coordination of frequencies with foreign governments, card file also maintained.	Temporary	Maintain in office. Destroy correspondence when five (5) years old.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 40	Coordination of International Frequencies	This magnetic tape database contains information regarding frequency assignments which have been registered with the International Frequency Registration Board for obtainment of international recognition. Information is used to determine what frequencies are in use and countries with which potential U.S. use would have to be coordinated. Data includes frequency identifier, country registering use, and technical information concerning the assignment. This database satisfies on-going treaty obligations. Input: International Frequency List (magnetic tape from Geneva). Outputs: Query reports as requested.	Temporary	Update database semiannually. Destroy data elements, outputs, and documentation when no longer required for administrative use.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 42	Monitoring Observation System (MOS)	This computerized database contains spectrum usage data obtained by FCC and private monitoring facilities, and is used to provide data to the International Frequency Registration Board/Geneva, which in turn publishes a report of frequency usage for worldwide dissemination. Data includes monitoring record information (frequency band, date, time, call sign is heard, emission, and reception point). Input: Form 995 (Monitoring Observation Report). Outputs: Validation Report (monthly); Geneva Report (monthly) and Database Listing (quarterly). Maintain database by updating monthly with monitoring observations.	Temporary	Maintain in database by updating monthly with monitoring observations. Destroy data elements, outputs, and documentation when no longer required for administrative use.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 47	Treaty and Conference Records	Master record of international treaties and conferences maintained by the Branch, including U.S. proposals, conference minutes/reports. A. Transfer treaty/conference material relating to treaties no longer in force to Federal Records Center upon abrogation of treaty. Data filed chronologically. Volume on hand: 258 cubic feet. Annual accumulation: 9.5 cubic feet. B. Card Record. Data filed chronologically. Volume on hand: 14 cubic feet. Annual accumulation: .5 cubic feet.	Permanent	A. Permanent Records - Offer to National Archives twenty (20) years after abrogation of treaty. B. Permanent - Review periodically and cut off inactive segments. Transfer to the National Archives 10 years after cutoff. Permanent - transfer to Federal Records Center when treaty is abrogated. Offer to Archives twenty (20) years after treaty is abrogated.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 48	Final Acts and Delegation Reports File	Contains copies of digest, delegation reports required by law, and final acts of treaties and conferences (documentary results of treaties/conference).	Permanent	
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 49	Space/Earth Station Notification	Contains official copy of all U.S. and foreign information supplied for advance publication, coordination and notification pursuant to Articles 11 and 13 of the International Radio Regulations; associated inter U.S. documents are included.	Temporary	Maintain in office. Destroy obsolete or superseded material.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 50	Spectrum Engineering Environment Information File	Telecommunications Analysis Branch - Contains engineering data and engineering models and statistical reports derived mainly from the Master Nongovernment Frequency List Database.	Temporary	Maintain in office. Destroy when obsolete or superseded.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 51	Microwave Engineering Analysis System	Contains statistical reports and engineering data generated from the Commission's Microwave Application Processing System.	Temporary	Maintain in office. Destroy when obsolete or superseded.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 52	Microwave Engineering Analysis System (EMW)	Computerized database contains electromagnetic microwave environment information. The systems used to produce reports on frequency utilization and to perform interference analysis. Data includes transmitter and technical parameters and topographic information. Input: Microwave equipment file, topographic file, license applications, microwave application processing system. Outputs: Bookend retrieval reports, statistics reports. Maintain database by periodically updating with license information. Review need for system every three years.	Temporary	Destroy data elements, outputs, and documentation when no longer required for spectrum engineering use.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 54	Field Strength Survey and Measurements File	Propagation Analysis Branch - Contains field strength records and surveys, data tabulations, worksheets and analyses submitted by radio station and consulting engineers or resulting from efforts of Commission personnel. A. All material (except New York UHF-TV project and chart rolls). B. New York UHF Project - consists of computer cards and standard sheets. C. Chart rolls - recordings are relative to MF, VHF, UHF measurements and sunspot cycle recordings. Files are not at the Federal Records Center.	Temporary	A. Cut off file and transfer to Federal Records Center after analyses are completed. Destroy when latest document in file is five (5) years old. B. Maintain in office. Destroy when no longer needed for administrative purposes. C. Destroy September 30, 1990.
OBSELETE	N/A	N/A	N/A	N/A	NG-173-87-4, Item 56	Ground Conductivity Maps	Consists of physical studies, compiled primarily by the Branch, concerning interference between radio stations.	Temporary	Maintain on site. Destroy when no longer needed for administrative purposes.

OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 02	Type Acceptance File	Contains application form (FCC Form 731), photographs, descriptive information and circuit diagrams, measurement reports, correspondence, copy of grant (FCC Form 725-A or 731). Data base is a published listing by transmitter manufacturer and type number. Commission rules pertaining to licensing eligibility, rated frequency range, rated power, specific restrictions or limitations, etc. B. All other Type Acceptance files.	Temporary	Destroy when five (5) years old.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 03	Type Approval File	Contains material pertinent to tests conducted to determine that equipment is capable of meeting technical operating standards.	Temporary	Destroy when five (5) years old.
OBsolete	N/A	N/A	N/A	N/A	N/A	NC1-17-382-7	Statements Regarding the Importation of Radio Frequency Devices Capable of Causing Harmful Interference - FCC Form 740	This form is completed for each radio frequency device, or subassembly thereof, as defined in 47 U.S.C. 302 and C.F.R. 2.201 which is imported into the customs territory of the United States. Typical examples of devices which require the use of this form: radio and TV receivers, converters, transmitters, microwave ovens, and industrial heaters. File by port of entry and then date.	Temporary	Destroy when 6 months old or when no longer needed for certifying compliance, whichever is sooner.
OBsolete	N/A	N/A	N/A	N/A	N/A	NC1-17-382-3, Item 02a	Type Acceptance File	Each file consists of an application form (FCC Form 731) together with photographs, descriptive information and circuit diagrams pertaining to the equipment, together with a report of measurements required by Commission rules. Copies of any correspondence which may have resulted from our review of the application are also included, as is a copy of the grant of type acceptance (FCC Form 725-A or 731). The data base referred to is a published listing, by manufacturer and type number, of transmitters which have been granted type acceptance. The listing is a summary of essential technical information about the equipment, including Commission rules under which the equipment is eligible for licensing, rated frequency range, rated power, notes containing any specific restrictions or limitations on acceptability of the equipment. The data base is presently maintained by the Office of Managing Director of the Commission, although its maintenance is being transferred to the Commission's Office of Science and Technology. a. Advance approvals of Pay-TV Systems.	Temporary	A. Transfer to Federal Records Center when 5 years old. Destroy when 10 years old. B. Transfer to Federal Records Center when 15 years old. Destroy when 15 years old.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 01	Reading and Reference File	Contains copies of letters, memoranda, and other documents prepared for signature of Chairman, Commissioners, and Chief Engineer.	Temporary	Start new file the first of each year, or every six months. Dispose of annual segments as they become 5 years old.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 02	General Subject File	Correspondence and memoranda relating to projects for which the Office of the Chief has primary responsibility or special interest.	Temporary	a. Retain until completion of project. b. Destroy when no longer needed for reference purposes.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 03	Docket Case Files	Copies of agenda items, correspondence, public notices, interoffice memoranda, etc., in connection with a particular docket case that pertains to the functions of the Office of the Chief Engineer. (Official copies are filed in Commission's Docket File).	Temporary	Dispose when final order is issued in Docket proceedings or when administrative usefulness is ended.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 04	Laboratory Division Technical Reports	Reports prepared by the Laboratory Division covering such matters as technical tests and measurements of equipment, general engineering studies and research development of techniques and equipments, etc.	Temporary	Dispose as items become 2 years old.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 05	Commission Agenda Files	Memoranda and other documents prepared for the Commission agenda covering all phases of Commission activities. (Official files in Minutes and Rules Division).	Temporary	Dispose as items become 1 year old. Retain in accordance with existing Security regulations.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 06	Classified Files	Includes correspondence, agenda items, work papers, reports and other data.	Permanent	A. Dispose 2 years after close of fiscal year involved. B. Dispose as soon after separation of employees as administrative requirements indicate - not later than 1 year. C. Dispose after administrative need is ended.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 07	Administrative Files	A. Budget preparation and presentation data at Office level. B. Personnel files at office level. C. Subject Files, containing directives, memoranda, and other documents relating to the functions and operations of the Administrative Office.	Temporary	Dispose after administrative need is ended, which, for leave and travel records, should not exceed 1 year following year record was created.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 08	Housekeeping Records	"Housekeeping" records relative to leave, travel, time and attendance reports, etc.	Temporary	Start new file the first of each year. Dispose of annual segments as they become 5 years old.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 09	Reading and Reference File	Reading and Reference File - "Day File" of correspondence, together with memoranda and other data prepared in task force.	Temporary	
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 11	Contract Project Files	Contain copies of monthly progress reports, progress payments, correspondence, proposals, contracts, etc.	Temporary	Dispose of 1 year after completion of contract.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 12	Contract Final Reports and Related Reports	Contract Final Reports and Related Reports.	Temporary	Dispose as reports become obsolete or are superseded.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 13	Internal Progress Reports	Internal Progress Reports.	Temporary	Destroy as reports become 3 months old.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 14	Budget Files	Budget Files.	Temporary	Dispose of 2 years after close of fiscal year involved.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 15	Organization Files	Organization Files.	Temporary	Dispose of as soon as they become obsolete or are superseded.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 16	International Telecommunication Conference Records of Intergovernmental Committees for the Coordination of Frequency Allocations and Other Telecommunications Matters	International Telecommunication Conference - Working documents and FCC releases involving the evolution of U.S. positions for scheduled conferences of the International Telecommunication Union and other international meetings.	Permanent	a. Retain. Transfer files on a particular conference to Treaty Branch after its conclusion. b. Transfer to FRC every 10 years.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 17	Records of Intergovernmental Committees for the Coordination of Frequency Allocations and Other Telecommunications Matters	Consists of documentation of activities of such committees, including minutes, agendas, working papers, etc.	Temporary	Permanent records are retained under Job No NW-17-2345 Items 5a and 5b, Reg. 346. Destroy when committees are no longer active.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 18	Subject Files	Projects for which the Office of the Chief has or had primary responsibility. Consists of proposals, working papers, correspondence, reports, etc.	Temporary	Destroy after completion of project.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 19	Emergency Preparedness and Mobilization Plans	Emergency Preparedness and Mobilization Plans - regarding the use of frequencies under emergency conditions, including working documents used in preparatory work and distribution records.	Temporary	Permanent records are retained under Job No NW-17-2345 Items 4f and 4g, Reg. 346. Destroy after superseded or no longer needed for reference purposes.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 20	Classified Files	Classified Files	Permanent	Retain in accordance with existing Security regulations.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 21	Administrative Housekeeping Records	Administrative "housekeeping" records - relative to leave, travel time and attendance reports, etc.	Temporary	Dispose 2 years after close of fiscal year involved.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 22	Reading and Reference File	Reading and Reference File of correspondence, together with memoranda and other data prepared in Division.	Temporary	Dispose of annual segments as they become 3 years old.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 23	Administrative Records	Contain memoranda, directives, office procedures, etc. relating to administrative operations of the office.	Temporary	Destroy when record becomes obsolete, is superseded, or after administrative usefulness is ended.
OBsolete	N/A	N/A	N/A	N/A	N/A	NW-17-2345, Item 24	Reading File	Contains all correspondence initiated in the Branch, including classified data.	Permanent	a. Retain classified data in accordance with security regulations. B. Destroy all other correspondence as it becomes 2 years old.

OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 35	International Monitoring Record File	Supporting the Treaty Branch's activity of contributing data to the International Telecommunications Union (International Frequency Registration Board), which is summarized and published in news along with similar data from other countries. The raw material for this data is obtained from the Field Engineering Bureau.	Temporary	Dispose upon approval of Branch Chief, or when superseded.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 36	Government Call Sign File	Contains background material on assignment of call signs for Commission licensees and other Government agencies, including correspondence, working papers and a 3 x 5 index card.	Permanent	Retain.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 37	General Technical Subject File	Consists of printed technical materials needed by Treaty Branch engineers in daily work projects such as navigation aids, communications systems, etc.	Temporary	Dispose as material is superseded or becomes obsolete.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 38	International Telecommunication Union Documents and Publications	ITU documents and publications relating to treaties and conferences. The Treaty Branch keeps a working stock of these documents for issuance to interested staff officials. (The files in the Treaty Library series contain the original or master set of these documents.)	Temporary	a. Retain copies of publications that refer only to treaties and conferences in force. b. Retire one copy of all publications over 10 years old. c. Destroy 10 years later.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 39	International Information File	Contains dispatches of the Department of State regarding international telecommunications, foreign service reports and foreign government reports on the subject of international telecommunications and treaties. File has reference value of a temporary nature.	Temporary	Dispose as superseded or becomes obsolete.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 42	Administrative File	Contains memoranda, directives, office procedures, etc. relating to administrative operations of the office.	Temporary	Dispose of obsolete, superfluous material when administrative usefulness is ended.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 43	Reading File	All outgoing correspondence including inter-office memoranda. Filed by date.	Temporary	Dispose after 2 years.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 45	Subject Files	Staff studies, technical information, etc. on subjects of interest to office but no included in actual rule making proceedings.	Temporary	Dispose when incorporated into rule making, or upon advice of Branch Chief
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 46	Petition Files	Rule making petitions and comments thereon requesting changes in existing frequency allocations and related subjects. Folders are transferred to Docket file if docket is opened or destroyed if petition is denied. Folders filed numerically for each docket of interest to the office. Contains Commission releases, technical and background material, working papers, staff studies, inter-office memoranda, comments, oral testimony, etc., relevant to the proceeding. Completeness subject to degree of office involvement. Transfer to inactive file upon issuance of terminating order.	Temporary	Dispose when action is taken on petition.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 47	Docket File (Frequency Allocation Analysis Branch)	Recently finalized dockets remain here for six months awaiting possible petition for reconsideration before final destruction. After the period, files are either destroyed or sent to archives.	Temporary	Retire to Federal Records Center every 5 years. To be reviewed 5 years later by Branch Chief, for possible disposal.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 48	Inactive File	Recently finalized dockets remain here for six months awaiting possible petition for reconsideration before final destruction. After the period, files are either destroyed or sent to archives.	Temporary/Permanent	a. Destroy duplicate docket files six months after case is terminated. b. Transfer original docket files to Archives.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 49	Interdepartmental Radio Advisory Committee/Spectrum Planning Subcommittee (IRAC/SPS) File	Contains IRAC/SPS agenda material.	Temporary	Destroy after 1 year.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 50	Topographic Maps File	Contains maps of all 50 states used for determining the coordinates of transmitting or receiving locations; checking locations of earth stations for satellite, and checking needed geographical locations for research projects. The file is available to the whole Commission.	Temporary	Replace maps as they become obsolete. Dispose of obsolete maps.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 51	Technical Information File	This file includes reports, technical notes and studies on electromagnetic communications and broadcast systems, techniques, antenna design and wave propagation. The information is available to any one with valid requirement. It is filed by subject matter, author and corporate source.	Temporary	Destroy as material becomes obsolete.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 54	Docket File (Research Division)	This file contains technical information filed in connection with Dockets of interest to the Research Division.	Temporary	Destroy as material becomes of no use.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 55	Administrative Housekeeping Files	Matters pertaining to leave, budget time and attendance reports, etc.	Temporary	Dispose as administrative need is ended.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 56	Classified Files	Classified Files	Permanent	Retain in accordance with Security regulations
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 57	FCC Organization & Procedures	Consists of the practice and procedure documents for FCC, Freedom of Information and FCC fee problems.	Temporary/Permanent	a. Retain only current data. b. Destroy upon cancellation or when superseded.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 58	Activity Reports	Consists of reports of Division personnel showing time spent on different division activities.	Temporary	Destroy after 1 year.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 59	Statistical Reports	Consists of reports on number of applications, certifications and type acceptance requests received and granted.	Temporary	Destroy after 5 years.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 60	Agenda Projection for Policy and Rule Making Matters	Consists of status reports of agenda items the division expects to present to Commission.	Temporary	Destroy after 1 year.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 61	Leave Files	Consist of time and attendance reports for employees	Temporary	Destroy after 1 year.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 62	Commission Agenda Items	Commission Agenda Items	Temporary	Destroy after 6 months
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 62	Budget Reports	Budget Reports	Temporary	Destroy after 5 years.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 64	Staffing Files	Includes personnel actions, position descriptions, training documents, etc.	Temporary	a. Retain only current position descriptions. Official copy of position description is on file in Personnel Division. b. Dispose of superseded position descriptions.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 65	Technical Division History	Selected papers, reports, etc., showing examples of TD accomplishments	Permanent	Retain.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 66	Committee Files	Includes committee activities involving Technical Division staff	Temporary	Destroy after 5 years.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 67	Government Agencies	Consist of correspondence about technical matters with the respective agencies (Does not include policy making files).	Temporary	Destroy after 5 years.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 68	Research Organization Files	Reports, surveys, biographical data, brochures about capabilities of research and development companies.	Temporary	Destroy after 5 years.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 71	Classified Files	Classified Files	Permanent	Retain in accordance with existing Security regulations.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 72	Applications for Equipment Certification and Grants of Certification	This material, which is filed under the provisions of Parts 2, 15, and 18 consists of original measurement data and other information filed by manufacturers to demonstrate that equipment subject to Parts 15 and 18 of the Commission's rules and regulations complies with the requirements of these rules.	Temporary	Retire to FRC when 1 year old. Destroy 10 years later.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 73	Engineering Project Files	This material is used chiefly for rule making projects under Parts 15 and 18 of the Commission's rules and regulations and includes engineering descriptions of the devices regulated, measurements, interference reports, engineering evaluations of new devices, technical reports both by the Commission personnel and by industry. This committee is seeking to establish uniform levels for interfering emissions from electrical/electronic equipment which will be internationally accepted. CISPR also develops and publishes measuring instrument specifications and measurement techniques for the measurement of interference. These files contain the list of questions being studied by CISPR and the reports and recommendations that are the result of these studies, together with CISPR Files (International Special correspondence, memoranda, technical reports, etc. contributions from the Committee on Radio Interference) of the various countries that participate in the work of CISPR - which are the working documents.	Temporary	Dispose when administrative usefulness.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 75	CISPR Files (International Special Interference)	This material is used chiefly for rule making projects under Parts 15 and 18 of the Commission's rules and regulations and includes engineering descriptions of the devices regulated, measurements, interference reports, engineering evaluations of new devices, technical reports both by the Commission personnel and by industry. This committee is seeking to establish uniform levels for interfering emissions from electrical/electronic equipment which will be internationally accepted. CISPR also develops and publishes measuring instrument specifications and measurement techniques for the measurement of interference. These files contain the list of questions being studied by CISPR and the reports and recommendations that are the result of these studies, together with CISPR Files (International Special correspondence, memoranda, technical reports, etc. contributions from the Committee on Radio Interference) of the various countries that participate in the work of CISPR - which are the working documents.	Temporary/Permanent	A. Dispose of working documents when incorporated in reports or recommendations. B. Retain study questions, reports, recommendations and publications.
OBSOLETE	N/A	N/A	N/A	N/A	N/A	NW-17 2345, Item 76	Foreign Regulations	This file contains regulations in effect in foreign countries which are designed to control interference from electrical/electronic equipment.	Temporary	Replace obsolete regulations as newer regulations become available. Dispose of obsolete regulations.

OBsolete	N/A	N/A	N/A	N/A	NW-172-145, item 77	Measurement Standards	Contains standards of measurement instruments and measurement procedures to be used in measuring interference.	Permanent	No transfer instructions included.
OBsolete	N/A	N/A	N/A	N/A	NW-172-145, item 78	Type Acceptance Files	Type acceptance file for admitting equipment based on representations and test data submitted to the Commission by manufacturer prospective licensees. A separate request for type acceptance shall be submitted for each different type of equipment. Each request may be in letter form with accompanying technical data and certifications.	Temporary/Permanent	A. Retain as long as equipment is eligible for license. B. Dispose of when equipment is no longer licensed.
OBsolete	N/A	N/A	N/A	N/A	NW-172-145, item 79	Application Reference File	Applications for station authorizations in some services require detailed technical description of the equipment proposed to be used. In order to simplify the preparation and processing of applications by eliminating the need for submission of equipment specifications with each application, the Commission will accept for application reference purposes detailed technical specifications of equipment designed for use in these services.	Permanent	No transfer instructions included.
OBsolete	N/A	N/A	N/A	N/A	NW-172-145, item 80	Technical Files	Consists of booklets, reports, correspondence and other data received by the Commission from equipment companies, radio engineering consultants, engineering professional societies, etc. Areas include subjects including File on Spectrum Utilization, Patents, Foreign Manufacturer Equipment Interference, Actual Performance Studies of equipment and systems descriptions. This material is not required by the Commission under its rules but base area research and reference material.	Temporary	Destroy as material becomes obsolete or superseded.
OBsolete	N/A	N/A	N/A	N/A	NW-172-145, item 83	Administrative "Housekeeping" Records	Originals are maintained in appropriate office of record, and may be disposed of when the administrative need of the Division is ended. The retention period to be determined by the Division Chief, which, except for exceptional circumstances should not exceed 90 days following the year in which the action on the records is completed. A. Purchase orders, direct purchase requisitions for equipment and supplies, travel authorizations, expense accounts, vouchers, etc.; bills of lading covering shipment of goods from laboratory to government and private bills. B. Leave records, time and attendance reports, and other data relative to payroll, including payroll check listings. C. Annual report and preliminary budget presentation data, all at the Division level. D. Personnel files of Division employees containing usual data meeting limited requirements of Division - all records material in official personnel files in Washington, E. Project progress reports, activity reports and other administrative reports. F. Building and grounds blueprints and drawings of permanent utilities. G. Automotive records such as gasoline cards, purchase orders for batteries, tires, etc.	Temporary	A. Dispose of records of Division Chief which should not exceed 90 days from final action. B. Dispose of records of Division Chief which should not exceed 90 days following the year in which the action is completed. C. Dispose of records of Division Chief 90 days after year of presentation. D. Dispose when administrative usefulness is ended, which should not exceed 90 days following separation of employee. E. Dispose of records of Division Chief or when administrative usefulness is ended, but should not exceed 90 days. F. Retain, unless year of presentation. G. Dispose 90 days after disposal of car. Retain in accordance with existing Security regulations.
OBsolete	N/A	N/A	N/A	N/A	NW-172-145, item 84	Classified material	Classified material including correspondence, agenda items, work papers, and other data.	Permanent	Retain in accordance with existing Security regulations.
OBsolete	N/A	N/A	N/A	N/A	NW-172-145, item 85	Correspondence and Copies of Memoranda	Correspondence and copies of memoranda relating to the functions of the Laboratory Division, correspondence with other organizational units of the Commission arranged chronologically by organizational unit. Most of this material is of temporary value to the Division Chief in his administrative functions.	Temporary	Start new file at the first of each year. Destroy annual segments as they become 90 days old, except for significant items specified by Division Chief.
OBsolete	N/A	N/A	N/A	N/A	NW-172-145, item 86	Copies of equipment type approval letters to manufacturer of equipment.	These are the official file copies for the Commission.	Permanent	Retain.
OBsolete	N/A	N/A	N/A	N/A	NW-172-145, item 87	Reports of type approval test projects	no description	a. permanent b. temporary	Retain files containing applications, photographs, diagrams and reports of type approval as granted. Dispose of files of type approval was not granted.
OBsolete	N/A	N/A	N/A	N/A	NW-172-145, item 88	Laboratory Division files	Files of projects current and completed other than those in item 87 above, covering such matters as technical tests, and maintenance of equipment, general engineering studies, development of techniques and equipment, and the calibration of equipment filed according to project number.	Temporary	Dispose of those over 6 years old designate as obsolete by Chief of Laboratory Division.
OBsolete	N/A	N/A	N/A	N/A	NW-172-145, item 89	Type approval correspondence not filed in project files	This file covers inquiries for which projects were never opened.	Temporary	Dispose of material after 90 days.
OBsolete	N/A	N/A	N/A	N/A	NW-172-145, item 90	Committee files	Committee files consisting of letters, memoranda, technical data, printed documents and various other memoranda pertaining to the work of the scientific or engineering committee in which the Division either participated or has an interest, such as the Institute of Electrical and Electronic Engineers, International Radio Consultative Committee, International Scientific Radio Union, IUSA Commission I, American Standards Association, Radio Technical Commission for Marine Electronics, Institute of Electrical and Electronic Engineers, Radio Technical Commission for Marine Electronics, Advisory Committee on Radio Interference Technical Committee, International Special Committee Study Organization, etc.	Temporary	Dispose of when administrative usefulness is ended.
OBsolete	N/A	N/A	N/A	N/A	NW-172-145, item 91	Property control and accountability records	Property control and accountability records, including inventory lists, inventory cards, and reports of survey files: A. Inventory Lists B. Inventory Cards C. Reports of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in this schedule.	Temporary	A. Dispose of 90 days after being superseded by latest list. If an ADP printed list system is introduced, dispose immediately on receipt of latest list. B. Dispose of 90 days after discontinuance of item or 90 days after stock balance is determined and recorded under a new classification, or 2 years after equipment is removed from agency control. C. Dispose of 90 days after date of survey action.
OBsolete	N/A	N/A	N/A	N/A	NW-172-145, item 92	Catalog Files	Catalog Files.	Temporary	Dispose material if no more requests are accepted in special cases where longer retention is useful.
OBsolete	N/A	N/A	N/A	N/A	NW-172-145, item 93	Equipment Service and Operating materials	No description	Temporary	Retain until equipment is dismantled or surveyed, this time the manual will accompany the request.
INACTIVE	N/A	N/A	N/A	N/A	N1-173-88-004/1	Status of Clearance Diagrams	Flow chart pertaining to radio frequency allocations for coastal and nautical applications. The diagrams date from 1953 and many duplicate copies are present. These records are located in boxes 2 and 3 of WNR accession 54A-0258.	Temporary	Destroy immediately
INACTIVE	N/A	N/A	N/A	N/A	N1-173-88-004/2	Frequency Allocation Reports	Includes federal analysis of radio frequency spectrum (1928), lists of private radio receiving stations (c.a. 1932-1941) and lists of active radio stations compiled by the Radio Corporation of America (1930-1937). Includes reports issued by the Radio Technical Planning Board concerning frequency allocation issues (1944). Also includes FEC reports and background data pertaining to allocation regulation. These records are located in boxes 4-16 of WNR accession 54A-0258.	Permanent	Transfer to the National Archives immediately
INACTIVE	N/A	N/A	N/A	N/A	N1-173-88-004/3	Early International Listings of Radio Frequencies	International listings of radio broadcasting stations, 1928-51. The International Telecommunications Union compiled the listings to facilitate allocation and interference matters. These early listings were compiled. The records are located in boxes 155-158 of WNR accession 54C0084.	Permanent	Transfer to the National Archives immediately

INACTIVE	N/A	N/A	N/A	N/A	N/A	NO-173-98-004/4	U.S. Frequency Allocation Publications	These records include several periodic publications issued by the Department of Commerce and after 1934, the Federal Communications Commission, including the Radio Service Bulletin (1935-1953), Commercial and Government Stations of the United States (1922-33), Alphabetical List of All Signals (1928-1953), and List of Ship Stations (ca. 1928-ca. 1953). Other allocation publications are also present. These records are located in boxes 74, 77-81, and 87-90 of WNR accession 57A-0284.	Permanent	Transfer to the National Archives immediately
INACTIVE	N/A	N/A	N/A	N/A	N/A	NO-173-98-004/5	Interdepartmental Radio Advisory Committee (IRAC) Minutes, Agendas, and Reports	This material dates from the establishment of IRAC in 1922 and runs up to 1951. The Federal Communications Commission maintains the National Action Plan with frequency allocation matters. These records are located in boxes 58-62 of WNR accession 57A-0284.	Permanent	Transfer to the National Archives immediately
INACTIVE	N/A	N/A	N/A	N/A	N/A	NO-173-98-004/6	Deleted Frequency Registration Cards	These cards are filed by frequency (kilo or megacycles) and relate to allocation assignments prepared by the Federal Communications Commission. These records are located in boxes 1-18 of WNR accession 56A-0064 and boxes 1-18 of WNR accession 57A-0284.	Temporary	Destroy immediately
INACTIVE	N/A	N/A	N/A	N/A	N/A	NO-173-98-56/1	CONELRAD Subject File, 1951-1959	Consists of records that relate to the various aspects of CONELRAD, and the civilian defense effort. A number of subject folders contain internal and external correspondence, memorials, statements of policy and procedures, newspaper and magazine articles, administrative reports, brochures, pamphlets, bulletins, notices, and other information relating to the topic. Information was obtained from these sources. The Federal Communications Commission is the Department of Defense, and the communications industry. There are approximately fifty subject folders including: Artistic, civilian defense, censorship, government correspondence, legal papers, lists, permits, and press releases.	Permanent	Transfer to the National Archives immediately
INACTIVE	N/A	N/A	N/A	N/A	N/A	NO-173-98-56/2	Tests of the CONELRAD Broadcasting System, 1951-1956	Consists of test reports, radioteletype and local and national tests of the CONELRAD broadcasting system. Arranged by date of test and other under the category of test. Radioteletype tests were required to be sent to their respective radio stations and drills of the CONELRAD system. These forms were tabulated and exist in that form in other records recommended for retention.	Temporary	Destroy immediately
INACTIVE	N/A	N/A	N/A	N/A	N/A	NO-173-98-56/3	Reports, Surveys, and Questionnaires, 1951-1958	Consists of reports from radio stations to area supervisors, reports from air defense commands to area supervisors, surveys of air raid drills, and questionnaires from area supervisors to radio stations concerning the effectiveness of CONELRAD. These are primarily field records and aspects of these records are included in other series recommended for retention.	Temporary	Destroy immediately
INACTIVE	N/A	N/A	N/A	N/A	N/A	NO-173-98-56/4	Personnel Rosters, Budget Information, and Travel Vouchers, 1951-1958	Consists of a personnel roster for the FCC staff members, staffing patterns, budget information, and FCC Form AC-1 travel information with vouchers. Note: Includes information on the budget information was received by the FCC on March 19, 1963 and never returned.	Temporary	Destroy immediately
INACTIVE	N/A	N/A	N/A	N/A	N/A	NO-173-98-56/5	Directives and Actions of the Civil Defense Commissioner, 1951-1958	Consists of Directives and Commission Actions, both arranged chronologically which document the administrative functions of the civilian defense commissioner. There are statements of policy and procedure, and formal guidelines concerning the CONELRAD program.	Permanent	Transfer to the National Archives immediately
INACTIVE	N/A	N/A	N/A	N/A	N/A	NO-173-98-56/6	Printed materials relating to Electromagnetic Radiation, ca. 1945-1959	Artificial collection of technical manuals, brochures, and pamphlets relating to the radio industry. These were produced by private companies who worked in the field of electromagnetic radiation. Selected companies include: General Electric, Motorola, and American Telegraph and Telephone Company. Many of these items are represented in the subject file.	Temporary	Destroy printed materials in box 30 immediately. Destroy the materials found in pertinent series during archival processing.
INACTIVE	N/A	N/A	N/A	N/A	N/A	NO-173-98-56/7	Original Administrative and Project Documentation	Relating to Administrative International Training and Technical Assistance Programs for Foreign Nationals working in the communications area.	Temporary	Destroy in Jan 1984