

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0173-2021-0001

Status: APPROVED
Date Approved: 08/17/2023

General Information

Agency or Establishment	Federal Communications Commission
Record/Scheduling Group	0173 - Records of the Federal Communications Commission
Records Schedule Applies to	Agency Subdivision
Major Subdivision	Public Safety and Homeland Security Bureau
Minor Subdivision	Policy and Licensing Division
Schedule Subject	Emergency Alert System (EAS)
Additional Schedule Information	<p>The Emergency Alert System is a national public warning system commonly used by state and local authorities to deliver important emergency information, such as weather and AMBER alerts, to affected communities over television and radio. Emergency Alert System participants - radio and television broadcasters, cable systems, satellite radio and television providers, and wireline video providers - deliver state and local alerts on a voluntary basis, but they are required to deliver Presidential alerts, which enable the President to address the public during a national emergency. The Federal Emergency Management Agency (FEMA) and the FCC work collaboratively to maintain the Emergency Alert System and Wireless Emergency Alerts, which are the two main components of the national public warning system. The FCC establishes performance standards for Emergency Alert System participants, procedures for participants to follow in the event the system is activated, and testing requirements for participants. The FCC does not create or transmit alerts.</p>
Is there a classified version of this form?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 2

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0173-2021-0001

Item #	Title	Disposition
0001	State EAS Plans	Temporary
0002	National EAS Test Reports	Permanent
0003	National EAS Test Project Files	Temporary

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Records Schedule Items

DAA-0173-2021-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	State EAS Plans	
Item Description	<p>Emergency Alert System plans filed on an annual basis by State Emergency Communications Committees (SECCs) within FCC's Alert Reporting System (ARS). The plans include all of the following: Name and contact information of the SECC members; a description of the the SECC's governance structure; a list of government entity alert originators who can send alerts in a state; a list of emergency alert event codes which are used in the state; the operational areas that divide the monitoring assignments by region in the state; the monitoring assignments for for distributing the Presidential Alert; the monitoring assignments for distributing state and local area alerts, if different from the Presidential Alert; alerting procedures within the state; multilingual alerting information for the state; local area plans for alert distribution, if applicable, and a certification from the SECC chairperson and vice-chairperson that the SECC has met at least once in the prior twelve months to review and update the plan.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff when superseded or obsolete.	
Retention Period	Destroy 10 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0173-2021-0001-0002	STATUS: Active
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ITEM GENERAL INFORMATION	
Item Title	National EAS Test Reports
Item Description	Confidential and public use versions of the National EAS Test reports. The reports include the FCC's assessment of the functionality of the broadcast-based EAS distribution architecture and identifies areas for improvement regarding technical and operational performance. The reports also include the steps that the FCC recommends to improve EAS performance.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff annually.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Structured data formats: 3 MB
Approximate first year of records covered by this authority	2011
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2011 To: 12/31/2015
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(6) Personal Information, FOIA (b)(2) Internal Personnel Rules and Practices

DAA-0173-2021-0001-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	National EAS Test Project Files

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	Item Description	This item includes the data filed by EAS participants into the "EAS Test Reporting System (ETRS), and research project files created by the FCC using subsets of this data, and public notices regarding the National EAS test. No later than two months prior to a nationwide EAS test, the FCC will open the EAS Test Reporting System for filers. Filers are EAS Participants, defined as, "Entities required under the Commission's rules to comply with EAS rules, e.g., analog radio and television stations, and wired and wireless cable television systems, DBS, DTV, SDARS, digital cable and DAB, and wireline video systems." EAS Participants shall provide identifying information (e.g., data about its facility, day of test contact, and EAS equipment) required by the ETRS on a yearly basis or as required by any revision of the EAS Participant's State EAS Plan. Additionally, within 24 hours of any nationwide test, or as otherwise required by the Public Safety and Homeland Security Bureau, filers input data regarding receipt and/or retransmission of the test message. Filers submit details on retransmission of the test message (e.g., time received, complications encountered) in the ETRS within forty five (45) days following any nationwide test. Also included are the research project files for projects that FCC performs using the ETRS data. Final report summaries are included in the National EAS Test Reports that are scheduled under item 0002 of this schedule.
	Is this item media neutral?	Yes
	Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
	Does this item supersede existing disposition authorities?	No
	Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION		
	Final Disposition	Temporary
	Cutoff Instructions	Other: Cutoff upon completion or cancellation of project.
	Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION		
	Are any of the records covered by this item national security classified?	No
	GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	12/22/2020
Approve	Colleen Shogan	08/17/2023