

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0173-2021-0013

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	Administrative Law Judges
Schedule Subject	Records for the Office of Administrative Law Judges
Additional Schedule Information	<p>The Office of Administrative Law Judges (OALJ) is responsible for conducting hearings ordered by the Commission or one of its operating bureaus. Hearings may be conducted in writing or orally. The hearing function includes acting on interlocutory requests filed in the proceedings such as petitions to intervene, petitions to enlarge issues, and contested discovery matters. An Administrative Law Judge appointed pursuant to the Administrative Procedure Act presides over the hearing, during which documents and sworn testimony are received in evidence, and, in the case of an oral hearing, witnesses are called and cross-examined. At the conclusion of the evidentiary phase or a proceeding, the Administrative Law Judge writes and issues an Initial Decision, which may be appealed to the Commission.</p>
Is there a classified version of this form?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

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-0173-2021-0013

Item #	Title	Disposition
0001	Hearing Case Files	Temporary
0002	ALJ and Special Counsel Subject Files	Temporary

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Records Schedule Items

DAA-0173-2021-0013-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Hearing Case Files	
Item Description	Documents and materials from parties related to the Administrative Law Judge's consideration of a hearing case referred to the ALJ from the Commission or one of its operating bureaus. Includes notices of appearance, motions and responsive pleadings, privilege logs. ALJ rulings, transcripts of oral proceedings, case briefs, appendices, transcripts of depositions, and documentary evidence submitted by the parties. Such materials may include both paper documents and materials submitted electronically, and occasionally materials submitted via CD-ROM.	
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 after the close of a matter and when the appeal period has expired.	
Retention Period	Destroy 10 year(s) after after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0173-2021-0013-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	ALJ and Special Counsel Subject Files	
Item Description	Includes emails, working files, legal research memoranda, documents used for referenced, and other materials generated in relation to the consideration, analysis, and resolution of particular issues that arise in individual hearing proceedings.	

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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 after the close of a matter and when the appeal period has expired.
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	08/05/2021
Approve	Colleen Shogan	08/17/2023