

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0173-2021-0025

Status: APPROVED
Date Approved: 09/15/2023

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	Office of Managing Director
Minor Subdivision	Financial Operations
Schedule Subject	Telecommunications Relay Service (TRS)
Additional Schedule Information	Telecommunications Relay Service is a telephone service that allows persons with hearing or speech disabilities to place and receive telephone calls. TRS is available in all 50 states, the District of Columbia, Puerto Rico and the U.S. territories for local and/or long distance calls. TRS providers – generally telephone companies – are compensated for the costs of providing TRS from either a state or a federal fund. There is no cost to the TRS user.
Is there a classified version of this form?	No
Is consultation and coordination with Tribal Governments required?	Exempt from requirement- Independent Regulatory Agency

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Item Count

Total number of disposition items: 9

Number of Temporary disposition items: 9

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-0173-2021-0025

Item #	Title	Disposition
0001	Service Provider Audits	Temporary
0002	TRS Advisory Council Records	Temporary
0003	Provider Submissions	Temporary
0004	TRS Fund Contributors	Temporary
0005	Legacy Files from previous TRS Fund Administrator	Temporary
0006	Data Analytics	Temporary
0007	Uniform Registration Database (URD)	Temporary
0008	Annual Rate Filings	Temporary
0009	National Equipment Distribution Program	Temporary

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Records Schedule Items

DAA-0173-2021-0025-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Service Provider Audits	
Item Description	All records related to service provider audits including bids solicited by the TRS fund administrator to conduct an audit (referred to as the “Request for Proposal” or RFP), responses and evaluation of responses; documents and other materials submitted by the audited party (referred to as “prepared by client” or PBCs) and responses; correspondence including email; workpapers, questionnaires and evaluations; draft reports, final reports and responses to both summaries of findings and observations and corrective action plans.	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0173-2015-0006-0002	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the calendar year when the audit is closed	
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-0173-2021-0025-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	TRS Advisory Council Records	

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Item Description	Advisory Council Meeting minutes and supporting documentation including membership and appointment correspondence, semiannual meeting agendas, formal presentations, meeting expense records, resolutions or other formal correspondence, and subcommittee monthly conference call agendas.	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0173-2015-0006-0003	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at the end of the rate year, June 30th.	
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-0173-2021-0025-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Provider Submissions
Item Description	Reports including, but not limited to: Information about call detail records, submissions related to calls using TRS, information regarding users, financial calculation of rates and time of calls.
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

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff on June 30th.
Retention Period	Destroy 20 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0173-2021-0025-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	TRS Fund Contributors
Item Description	Telecommunications companies providing Universal Service funds to support TRS and financial information on contributed amounts.
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 on June 30th.
Retention Period	Destroy 20 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0173-2021-0025-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Legacy Files from previous TRS Fund Administrator
Item Description	All data, records, correspondence, documents, and other materials developed and maintained by the past TRS Fund Administrator during their tenure. Records were transferred to the current administrator to maintain until disposal.

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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 at the end of the rate year, June 30th.
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-0173-2021-0025-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Data Analytics
Item Description	Data warehouse created for provider submitted call detail records (CDRs) and payment records. Also includes records related to appeals of payment suspensions made by the TRS administrator.
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 on June 30th.
Retention Period	Destroy 20 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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DAA-0173-2021-0025-0007		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Uniform Registration Database (URD)	
Item Description	Information collected by service providers for the Uniform Registration Database (URD). Included are the appeals packets and related documentation for users that were rejected by the administrator.	
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 on June 30th.	
Retention Period	Destroy 20 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0173-2021-0025-0008		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Annual Rate Filings	
Item Description	Provider submissions, State filings and Administrator rate recommendation report.	
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 on June 30th.	
Retention Period	Destroy 20 year(s) after cutoff.	

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0173-2021-0025-0009		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	National Equipment Distribution Program	
Item Description	Certified entities submit reimbursement claims for equipment, assessments of individuals, training, outreach and other expenses to provide support to TRS.	
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 at the end of the rate year, June 30th.	
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	02/10/2022
Approve	Colleen Shogan	09/15/2023