

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0173-2021-0026

Status: APPROVED  
Date Approved: 07/17/2023

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## 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 Economics and Analytics (OEA)
Minor Subdivision	Industry Analysis Division (IAD)
Schedule Subject	Common Carrier Annual Employment Report
Additional Schedule Information	<p>The Common Carrier Annual Employment Report is a data collection to implement the Federal Communications Commission's Equal Employment Opportunities rules. Common carriers with sixteen or more full-time employees are required to file this report. The report identifies each carrier's staff by gender, race, color, and/or national origin in each of ten major job categories. The Commission previously updated its race/ethnicity and job categories on the FCC Form 395 to conform to the race/ethnicity and job categories used by the Equal Employment Opportunity Commission (EEOC). Requirements for filing personal information on FCC Form 395 is authorized by the Communications Act of 1934, as amended. The Commission requires carriers to file the Form 395 data electronically and is available for inspection in WC Docket No. 16-233 within the Commission's Electronic Comment Filing System (ECFS).</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: 1

Number of Temporary disposition items: 1

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-0173-2021-0026

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Common Carrier Annual Employment Report	Temporary

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Records Schedule Items

DAA-0173-2021-0026-0001		STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>			
Item Title	Common Carrier Annual Employment Report		
Item Description	Consists of annual submissions of data by filers in Electronic Comment Filing System (ECFS) in forms and tables. (This file series contains reports from each common carrier licensee or permittee with 16 or more full time employees, which are due on or before May 31 of each year.)		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
<b>MANUAL CITATION</b>			
Agency Code	Communications Act of 1934, as amended, 47 U.S.C. §§ 154(i), 303, and 307-310. 47 C.F.R. § 1.815		
Manual Title	Communications Act of 1934		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-173-90-001 / 69	No		
Is this item a deviation from the GRS?	No		
<b>DISPOSITION INSTRUCTION</b>			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cutoff at the end of the calendar year after the discontinuation of the data collection.		
Retention Period	Destroy 15 year(s) after cutoff		
<b>ADDITIONAL INFORMATION</b>			
Are any of the records covered by this item national security classified?	No		
GAO Approval Required	No		

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	06/23/2022
Approve	Colleen Shogan	07/17/2023