

## Request for Records Disposition Authority

Records Schedule Number	DAA-0417-2018-0002
Schedule Status	Approved
Agency or Establishment	National Telecommunications and Information Administration
Record Group / Scheduling Group	Records of the National Telecommunications and Information Administration
Records Schedule applies to	Major Subdivision
Major Subdivision	First Responder Network Authority (FirstNet)
Schedule Subject	First Responder Network Authority (FirstNet) Records
Internal agency concurrences will be provided	No

**Background Information**

The First Responder Network Authority (FirstNet) is an independent federal authority with a statutory duty and responsibility to take all actions necessary to ensure the building, deployment, and operation of the Nationwide Public Safety Broadband Network ("Network" or "NPSBN") based on a single, national network architecture. FirstNet was established by the Middle Class Tax Relief and Job Creation Act of 2012 ("Act") in response to public safety advocacy. FirstNet's statutory responsibility is to establish the NPSBN, which includes not only the Core Network, but also the Radio Access Network (RAN) in each state or territory, whether deployed by FirstNet or potential opt-out states. FirstNet is led by a Board of leaders and executives from the public safety community; federal, state, and local governments; and the technology, finance, and wireless sectors. It has a staff of about 200 employees with expertise in public safety, telecommunications, customer service, technology, procurement, and other areas needed to develop the Network. It is headquartered in Reston, VA, and has a technology center and lab in Boulder, CO.

This schedule covers all FirstNet business units.

**ACCESS RESTRICTION:** Section 6206(d)(2) of the Middle Class Tax Relief and Job Creation Act (47 U.S.C. § 1426(d)(2)) exempts FirstNet from the requirements of FOIA. In addition to being exempt from FOIA, FirstNet is also exempt from the Privacy Act, Paperwork Reduction Act, and Regulatory Flexibility Act.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
55	34	21	0

GAO Approval

## Outline of Records Schedule Items for DAA-0417-2018-0002

Sequence Number	
1	First Responder Network Authority (FirstNet) Board Records
1.1	Board and Board Committee Charters and Bylaws Disposition Authority Number: DAA-0417-2018-0002-0001
1.2	Board Appointment and Membership Materials Disposition Authority Number: DAA-0417-2018-0002-0002
1.3	Board and Board Committee Resolutions and Related Materials Disposition Authority Number: DAA-0417-2018-0002-0003
1.4	Board and Board Committee Briefing Materials Disposition Authority Number: DAA-0417-2018-0002-0004
1.5	Board and Board Meeting Materials Disposition Authority Number: DAA-0417-2018-0002-0005
1.6	Board and Board Committee Correspondence Files Disposition Authority Number: DAA-0417-2018-0002-0006
1.7	Board Weekly Updates Disposition Authority Number: DAA-0417-2018-0002-0007
1.8	Board and Board Committee Engagement/Outreach Documentation and Related Materials Disposition Authority Number: DAA-0417-2018-0002-0008
2	Office of the Executive Director (OED) Records
2.1	Executive Program Files Disposition Authority Number: DAA-0417-2018-0002-0009
2.2	Executive Leadership Official Schedules of Daily Activities Disposition Authority Number: DAA-0417-2018-0002-0010
2.3	Executive Correspondence Files Disposition Authority Number: DAA-0417-2018-0002-0011
2.4	Executive Leadership Meeting Notes Disposition Authority Number: DAA-0417-2018-0002-0012
2.5	Organizational Charts Disposition Authority Number: DAA-0417-2018-0002-0013
2.6	Strategy Records Disposition Authority Number: DAA-0417-2018-0002-0014
3	Public Safety Advocacy (PSA) Records
3.1	Public Safety Advisory Committee (PSAC) Records Disposition Authority Number: DAA-0417-2018-0002-0015
3.2	Individual State Plans

	Disposition Authority Number: DAA-0417-2018-0002-0016
3.3	Individual State Plans Related Material Disposition Authority Number: DAA-0417-2018-0002-0017
3.4	State Consultation Engagement Meeting Summaries Disposition Authority Number: DAA-0417-2018-0002-0018
3.5	State Single Points of Contact (SPOC) Meeting Summaries Disposition Authority Number: DAA-0417-2018-0002-0019
3.6	Tribal Consultation Records Disposition Authority Number: DAA-0417-2018-0002-0020
3.7	Roadmap Engagement Materials Disposition Authority Number: DAA-0417-2018-0002-0021
4	External Affairs and Communication (EAD) Records
4.1	Press Releases and Briefings Disposition Authority Number: DAA-0417-2018-0002-0022
4.2	Official Publications Disposition Authority Number: DAA-0417-2018-0002-0023
4.3	Congressional Documents Disposition Authority Number: DAA-0417-2018-0002-0024
4.4	Podcast, Digital Video and Audio Records Disposition Authority Number: DAA-0417-2018-0002-0025
4.5	Blogs Disposition Authority Number: DAA-0417-2018-0002-0026
4.6	Mission-Related Audiovisual Materials Records - Digital Photography Disposition Authority Number: DAA-0417-2018-0002-0027
4.7	Digital Posters Disposition Authority Number: DAA-0417-2018-0002-0028
5	Technology and Innovation Records
5.1	Program and Administration Records
5.1.1	Band 14 Spectrum Management Records Disposition Authority Number: DAA-0417-2018-0002-0029
5.2	Radios Access Network (RAN) Records
5.2.1	NTIA Grant Broadband Technology Opportunities Program (BTOP) RF Model Network Records Disposition Authority Number: DAA-0417-2018-0002-0030
5.2.2	RAN Research and Position Records Disposition Authority Number: DAA-0417-2018-0002-0031
5.2.3	Public Safety Communications Research (PSCR) Related Technology Record s

	Disposition Authority Number: DAA-0417-2018-0002-0032
5.3	Applications (Apps) Records
5.3.1	Applications Market Research Records Disposition Authority Number: DAA-0417-2018-0002-0033
5.3.2	Application Road Map Records Disposition Authority Number: DAA-0417-2018-0002-0034
5.4	Core Records
5.4.1	Core Network Policy Records Disposition Authority Number: DAA-0417-2018-0002-0035
5.4.2	Core Network Technical Market Research and Testing Proposal Records Disposition Authority Number: DAA-0417-2018-0002-0036
5.4.3	Core Network Review Records Disposition Authority Number: DAA-0417-2018-0002-0037
5.5	Device Records
5.5.1	Device Approval Program (DAP) Process Records Disposition Authority Number: DAA-0417-2018-0002-0038
5.5.2	DAP Database/Document Repository Records Disposition Authority Number: DAA-0417-2018-0002-0039
5.5.3	DAP Device Test Procedures and Test Results Records Disposition Authority Number: DAA-0417-2018-0002-0040
5.5.4	DAP Market Research Reports Disposition Authority Number: DAA-0417-2018-0002-0041
5.6	Labs Records
5.6.1	Lab Network Policy Records Disposition Authority Number: DAA-0417-2018-0002-0042
5.6.2	Lab Construction and Layout Records Disposition Authority Number: DAA-0417-2018-0002-0043
5.6.3	Testing Records Disposition Authority Number: DAA-0417-2018-0002-0044
5.6.4	Network Architecture Diagram Records Disposition Authority Number: DAA-0417-2018-0002-0045
6	Chief Counsel Records
6.1	Legal Advice Files
6.1.1	Routine Advice and Formal Opinions Disposition Authority Number: DAA-0417-2018-0002-0046
6.1.2	Correspondence Files Disposition Authority Number: DAA-0417-2018-0002-0047

6.1.3	Formal Final Opinions-Mission Support Disposition Authority Number: DAA-0417-2018-0002-0048
6.2	Legislation Case Files Disposition Authority Number: DAA-0417-2018-0002-0049
6.3	Environmental Records
6.3.1	Environmental Impact Statement (EIS) Records; including Programmatic Environmental Impact Statement (PEIS) Records Disposition Authority Number: DAA-0417-2018-0002-0050
6.3.2	National Environmental Policy Act (NEPA) General Disposition Authority Number: DAA-0417-2018-0002-0051
6.3.3	National Environmental Policy Act (NEPA) Support Files Disposition Authority Number: DAA-0417-2018-0002-0052
6.3.4	National Environmental Policy Act (NEPA) Project Files Disposition Authority Number: DAA-0417-2018-0002-0053
6.3.5	Environmental Program Support Files Disposition Authority Number: DAA-0417-2018-0002-0054
6.3.6	Environmental Project Case Files Disposition Authority Number: DAA-0417-2018-0002-0055

## Records Schedule Items

Sequence Number	
1	<p><b>First Responder Network Authority (FirstNet) Board Records</b></p> <p>The First Responder Network Authority (FirstNet) Board is a team of 15 highly-skilled, highly motivated individuals with a cross-section of expertise who are committed to making the nationwide public safety broadband network a success. The FirstNet Board was established as part of the Middle Class Tax Relief and Job Creation Act of 2012. Representatives include the Secretary of Homeland Security, the Attorney General, and the Director of the Office of Management and Budget as permanent members. The remaining members are selected by the Secretary of Commerce and have public safety, technical, network, and/or financial expertise. In addition, the Board established committees to perform, review, approve, oversee, and recommend actions for a variety of FirstNet activities. Board members and FirstNet leadership talk and exchange information on a regular basis to ensure the team is meeting strategic goals and key milestones. The Board holds quarterly public Board meetings to track the ongoing development and deployment of the network.</p>
1.1	<p><b>Board and Board Committee Charters and Bylaws</b></p> <p>Disposition Authority Number      <b>DAA-0417-2018-0002-0001</b></p> <p>Records related to the establishment of the Board and Board Committees, including the Board Charter (original and amended); Board Committee Charters (original and amended); Board Committee-specific bylaws, standard operating procedures, or guidelines; and any other materials that document the organization and functions of the Board and the Committees.</p> <p>Final Disposition      <b>Permanent</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      <b>Cutoff files at end of calendar year.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon programs sunset.</b></p>

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2012**

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

1.2

### Board Appointment and Membership Materials

Disposition Authority Number **DAA-0417-2018-0002-0002**

Records related to Board Appointment and Membership, including letters from the Secretary of Commerce appointing members to the Board; Governance and Personnel interview notes and recommendations; Board Chair and Committee Chair appointments; Board Committee member appointments; and membership rosters; resignation or termination letters.

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

### Disposition Instruction

Cutoff Instruction **Cutoff files at the end of the calendar.**

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives 25 years after  
cutoff, but early transfer is authorized upon programs  
sunset.

#### Additional Information

What will be the date span of the  
initial transfer of records to the  
National Archives?

From 2012 To 2012

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

Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

1.3

#### Board and Board Committee Resolutions and Related Materials

Disposition Authority Number

DAA-0417-2018-0002-0003

Records related to Board and Board Committee Resolutions, including signed  
statements of unanimous written consent for UWC Resolutions, background  
information, reference materials, notes, drafts, and related records.

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?

Yes

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

No

#### Disposition Instruction

Cutoff Instruction

Cutoff at the end of the calendar year.

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives 25 years after  
cutoff, but early transfer is authorized upon programs  
sunset.

#### Additional Information

What will be the date span of the  
initial transfer of records to the  
National Archives?

From 2012 To 2012

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

Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

1.4

#### Board and Board Committee Briefing Materials

Disposition Authority Number

DAA-0417-2018-0002-0004

The files includes meeting agendas, presentation materials, meeting guides, talking points for board meetings, transcripts and meeting summaries, proposed resolutions, and briefing materials prepared for board members prior to each meeting, including background information and documentation relating to the topics to be discussed.

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?

Yes

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

Yes

#### Disposition Instruction

Cutoff Instruction

Cutoff at the end of the fiscal year.

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives 25 years after  
cutoff, but early transfer is authorized upon programs  
sunset.

Additional Information

What will be the date span of the  
initial transfer of records to the  
National Archives?

From 2012 To 2012

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

Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

1.5

Board and Board Meeting Materials

Disposition Authority Number

DAA-0417-2018-0002-0005

Written minutes, oral transcripts, and/or webcasts/audio recordings of discussions  
and decisions made at Board and Committee meetings related to program  
activities of the Agency.

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

Disposition Instruction

Cutoff Instruction

At the end of the calendar year.

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives 5 years after cutoff,  
but early transfer is authorized upon programs

sunset. All transfers should be made to the NARA Still Picture Branch in accordance with the guidance provided in NARA Bulletin 2014-04, Revised Format Guidance for the Transfer of Permanent Electronic Records; NARA Bulletin 2015-04, Metadata Guidance for the Transfer of Permanent Electronic Records; and any further guidance in effect at the time of transfer.

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2012**

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

1.6

#### Board and Board Committee Correspondence Files

Disposition Authority Number **DAA-0417-2018-0002-0006**

Incoming and outgoing correspondence, memoranda, and other documents of a substantive nature (i.e. final responses) generally requiring action by/signature of the Board Chairperson. This includes documents prescribing Board's programs and objectives, formulation and implementation of plans, or responses and decisions on matters of major policy impact, including comments relating to congressional action.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **Yes**

electronic format(s) other than e-mail and word processing?

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

### Disposition Instruction

Cutoff Instruction **Cutoff at the end of the calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon programs sunset.**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2012**

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

1.7

### Board Weekly Updates

Disposition Authority Number **DAA-0417-2018-0002-0007**

**Records related to weekly updates transmitted to the Board (usually via email).**

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**

1.8	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff files at the end of the calendar year.
	Retention Period	Delete/destroy 6 years after cutoff.
	Additional Information	
	GAO Approval	Not Required
	<b>Board and Board Committee Engagement/Outreach Documentation and Related Materials</b>	
	Disposition Authority Number	DAA-0417-2018-0002-0008
	Record copy of formal addresses (i.e. speeches, keynotes, talking points, messaging, and comments) delivered by the Board Chairman and members of the Board before various public and private groups and organizations, including Congressional hearings. Also, includes background information, reference materials, notes, drafts, and related records used to develop the final official document.	
	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
	Disposition Instruction	
	Cutoff Instruction	Cutoff by calendar year at the end of the calendar year.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon programs sunset.	
Additional Information		
What will be the date span of the initial transfer of records to the National Archives?	From 2012 To 2012	
How frequently will your agency transfer these records to the National Archives?	Every 12 Months	

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

2

## Office of the Executive Director (OED) Records

The Office of the Executive Director is responsible for (1) all FirstNet day-to-day management decisions relating to FirstNet's business units; (2) oversee and manage general operations; (3) implement FirstNet's short-term strategic vision; (4) report to and act as a direct liaison between the Board and FirstNet senior leadership and between the Board and the FirstNet partner; (5) communicate on behalf of FirstNet with the Department of Commerce; (6) build, lead, and collaborate with senior management/executive leadership to develop and implement plans for operations; (7) assess FirstNet's principal risks and ensure that these principal risk are monitored and managed; (8) serve as an interface between internal operations and external stakeholders.

2.1

### Executive Program Files

Disposition Authority Number      **DAA-0417-2018-0002-0009**

Records documenting policies, decisions, functions, and procedures of the organization to include presentations used to brief and provide updates to Secretary of Department of Commerce and staff, FirstNet Board Members; informal records, in the form of brief written notes or outlines, or document for the purpose of aiding parties in remembering particular points or for future reference. Records also includes, but are not limited to, approved financial directives, revisions, and supporting documents, state opt-in letters, and briefing materials.

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?      **Yes**

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

### Disposition Instruction

Cutoff Instruction

Cutoff at the end of calendar year, when superseded or obsolete.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.

### Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2016 To 2016

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

Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

2.2

### Executive Leadership Official Schedules of Daily Activities

Disposition Authority Number

DAA-0417-2018-0002-0010

Records that document Executive Leadership official calendars, appointment books, itineraries, and schedules of daily activities (agendas).

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

### Disposition Instruction

Cutoff Instruction

Cutoff upon conclusion of the term by calendar year.

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives 25 years after  
cutoff, but early transfer is authorized upon program  
sunset.

#### Additional Information

What will be the date span of the  
initial transfer of records to the  
National Archives?

From 2016 To 2016

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

Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

2.3

#### Executive Correspondence Files

Disposition Authority Number

DAA-0417-2018-0002-0011

Incoming and Outgoing official correspondence of the Executive Operations  
Division (EOD) - Action Office.

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?

Yes

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

Yes

#### Disposition Instruction

Cutoff Instruction

Cutoff upon conclusion of the term by calendar year.

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives 25 years after  
cutoff, but early transfer is authorized upon program  
sunset.

#### Additional Information

What will be the date span of the  
initial transfer of records to the  
National Archives?

From 2017 To 2017

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

Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

2.4

#### Executive Leadership Meeting Notes

Disposition Authority Number

DAA-0417-2018-0002-0012

Records that document Executive leadership meetings, which includes handwritten  
notes or annotations on copies or substantive drafts where specific guidance,  
direction, or memorialized tasking.

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?

Yes

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

Yes

#### Disposition Instruction

Cutoff Instruction

Cutoff at the end of the calendar year.

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives 25 years after  
cutoff, but early transfer is authorized upon program  
sunset.

#### Additional Information

What will be the date span of the  
initial transfer of records to the  
National Archives?

From 2016 To 2016

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

Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

2.5

#### Organizational Charts

Disposition Authority Number

DAA-0417-2018-0002-0013

Records and graphics that provide a detailed description and illustration of the arrangement, administrative structure, and geographic boundaries of the functional units of FirstNet. Also, includes functional statements and related records that document the mission-related organization, staffing, and procedures of the Authority.

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

#### Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar year when  
superseded or obsolete.

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives 25 years after  
cutoff, but early transfer is authorized upon program  
sunset.

#### Additional Information

What will be the date span of the  
initial transfer of records to the  
National Archives?

From 2016 To 2016

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

Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

2.6

#### Strategy Records

Disposition Authority Number

DAA-0417-2018-0002-0014

Documents related to FirstNet's mission, vision, strategic, and objectives plans,  
includes long-range plans and plans that are developed in accordance with the  
authority delegated to FirstNet.

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?

Yes

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

Yes

#### Disposition Instruction

Cutoff Instruction

Cut off when superseded or obsolete.

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives 25 years after  
cutoff, but early transfer is authorized upon program  
sunset.

#### Additional Information

What will be the date span of the  
initial transfer of records to the  
National Archives?

From 2016 To 2016

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

Every 4 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

#### Public Safety Advocacy (PSA) Records

#### Public Safety Advisory Committee (PSAC) Records

Disposition Authority Number      **DAA-0417-2018-0002-0015**

FirstNet established the Public Safety Advisory Committee (PSAC) to provide advice and subject matter expertise to assist it in carrying out its duties to design, construct, and deploy a nationwide public safety broadband network. The PSAC is comprised of representatives from state, local, and tribal public safety organizations. It also has at-large members and a federal member. Records includes, but are not limited to: (1) PSAC Charter, which describes the authority, objectives, duties, reporting structure, and membership of the PSAC; (2) PSAC Membership Documentation; (3) PSAC Meeting Notes, which are substantive meeting notes from the quarterly PSAC meetings; and (4) Working Group Records, including Reports, recommendations, and other products developed by the PSAC (or its subgroups) officially submitted from the PSAC Chair to the FirstNet CCO.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

Yes

3

3.1

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

### Disposition Instruction

Cutoff Instruction

Cutoff at the end of the calendar year.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.

### Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2014 To 2014

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

Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2.38 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

3.2

### Individual State Plans

Disposition Authority Number

DAA-0417-2018-0002-0016

Includes, but not limited to: (1) Individual State Plans, which are customized digital plans outlining how the FirstNet network will be deployed in the State; (2) Individual State Data Collection Files, which is information collected from States regarding coverage, users and operational areas, capacity planning, and current services and procurement vehicles; (3) FirstNet Authority's official responses to each state and territory from the comments they submitted on their draft State Plan.

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? **Yes**

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

### Disposition Instruction

Cutoff Instruction **Cutoff when superseded.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2014 To 2014**

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	152 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

3.3

### Individual State Plans Related Material

Disposition Authority Number **DAA-0417-2018-0002-0017**

Includes, but not limited to: (1) Individual State Strategy Executive Summary (SES) Records, which are documents that summarize the FirstNet Authority's planning strategy for each state leading up to the Governor opt-in decision; and (2) Individual State Engagement Overview (SEO) Records, which summarize

3.4	discussions with state stakeholders in preparation for the state plans, and outline next steps.	
	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
	Disposition Instruction	
	Cutoff Instruction	When superseded.
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required
	State Consultation Engagement Meeting Summaries	
	Disposition Authority Number	DAA-0417-2018-0002-0018
	The law that established FirstNet requires it to consult with Federal, State, tribal, and local public safety entities to ensure that the FirstNet network is designed to meet the needs of public safety across the country. State, tribal and local consultation is a collaborative process, involving key stakeholders and leadership from each state and territory, and incorporates enhancements and improvements as they develop. Records include, but not limited to: State Consultation Engagement Meeting Summaries; outcomes; and related materials.	
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff files at the end of the calendar year.

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives 25 years after  
cutoff, but early transfer is authorized upon program  
sunset.

#### Additional Information

What will be the date span of the  
initial transfer of records to the  
National Archives?

From 2014 To 2014

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

Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	49.1 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

3.5

#### State Single Points of Contact (SPOC) Meeting Summaries

Disposition Authority Number

DAA-0417-2018-0002-0019

The State Single Points of Contact (SPOC) are appointed by the governor of each state and territory. FirstNet works closely with SPOCs to understand and outline each State's needs and to that end. These meetings provide FirstNet and the States an opportunity to coordinate consultation and outreach activities for the upcoming year, and generally included the SPOC and their management team. In some instances, the kick-off meetings were expanded to include members of the State's FirstNet governance body or public safety entities who may become FirstNet network users. In these meetings, FirstNet uses the meetings to continue data gathering to help inform our understanding of future end user needs. These meetings are an opportunity for the States to network with each other, share best practices, hear from FirstNet's leadership, provide feedback, and discuss topics in depth with our staff. The SPOC Meeting Summaries are related to the information above. Includes approved materials; final notes and reports; logistics; and related Tribal Handouts. [Monthly SPOC conference calls by region and quarterly webinars to keep SPOCs apprised of the latest FirstNet updates, address questions, and allow states and territories to share their progress in outreach and consultation.]

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? **Yes**

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

### Disposition Instruction

Cutoff Instruction **Cutoff files at the end of the calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2015 To 2015**

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2.48 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

3.6

### Tribal Consultation Records

Disposition Authority Number **DAA-0417-2018-0002-0020**

**Includes, but not limited to: (1) Tribal Consultation Policy; (2) Tribal Delegation of Authority letters; (3) Tribal consultation agendas; (4) Tribal consultation meeting summaries.**

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**

### Disposition Instruction

Cutoff Instruction **At the end of the calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2018 To 2018**

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1.2 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

3.7

### Roadmap Engagement Materials

Disposition Authority Number **DAA-0417-2018-0002-0021**

The First Responder Network Authority's Roadmap reflects the inputs of stakeholders and expresses how the FirstNet Authority will work to evolve and advance the FirstNet Experience. The Roadmap depicts a multi-year view of public safety operational needs and technology trends. These records include but are not limited to: (1) Meeting summaries from formal roadmap summits with public safety; (2) Public safety input and feedback collected during roadmap summits; (3) Roadmap summit agendas and meeting materials.

4 4.1	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
	Disposition Instruction	
	Cutoff Instruction	When superseded.
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required
	<b>External Affairs and Communication (EAD) Records</b>	
	<b>Press Releases and Briefings</b>	
	Disposition Authority Number	DAA-0417-2018-0002-0022
	Official copy of all press releases/briefings and agency formal public communications and announcements posted on firstnet.gov.	
	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
	Disposition Instruction	
	Cutoff Instruction	Cutoff files at the end of the calendar year.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 2012 To 2012

How frequently will your agency transfer these records to the National Archives? **Every 2 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

4.2

### Official Publications

Disposition Authority Number **DAA-0417-2018-0002-0023**

Includes, but not limited to: final products such as publications, newsletters, media kits, educational materials, factsheets, and materials produced for FirstNet and its customers.

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

### Disposition Instruction

Cutoff Instruction **Cutoff at the end of the calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2012**

How frequently will your agency transfer these records to the National Archives? **Every 2 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

4.3

### Congressional Documents

Disposition Authority Number **DAA-0417-2018-0002-0024**

Records include, but are not limited to: congressional testimony and written statements; include notes made FirstNet's Chief Executive Officer (CEO), questions for the record and responses to questions for the record and correspondence; Annual Report on FirstNet's prior year's activities, as required by Section 6210 of Public Law 112-96 and final reports to Congress..

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? **Yes**

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

### Disposition Instruction

Cutoff Instruction **Cutoff at the end of the congressional term.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2012**

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

4.4

#### Podcast, Digital Video and Audio Records

Disposition Authority Number **DAA-0417-2018-0002-0025**

The Public Safety First Podcast discusses the future of emergency communications and FirstNet, and allows FirstNet to hear from first responders about how FirstNet is influencing every-day and emergency operations through improvements to coverage, capacity, applications, devices, and security. Records include but are not limited to podcast episodes; transcripts; and other mission-related digital video and audio materials produced for FirstNet and its customers.

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? **Yes**

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

#### Disposition Instruction

Cutoff Instruction **Cutoff at the end o the calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 5 years after cut off, but early transfer is authorized upon program sunset. All transfers should be made to the NARA**

Motion Picture and Sound Recordings Branch in accordance with the guidance provided in NARA Bulletin 2014-04, Revised Format Guidance for the Transfer of Permanent Electronic Records; NARA Bulletin 2015-04, Metadata Guidance for the Transfer of Permanent Electronic Records; and any further guidance in effect at the time of transfer." For the early transfer checklist, please select "Motion Pictures and Sound Recordings.

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2016 To 2016**

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

4.5

#### Blogs

Disposition Authority Number **DAA-0417-2018-0002-0026**

Outward facing agency Blog and comments received, on such topics such as agency goals, major public events, and etc. on Firstnet.gov

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? **Yes**

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

No

### Disposition Instruction

Cutoff Instruction

Cutoff files at the end of the calendar year.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.

### Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2016 To 2016

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

Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

4.6

### Mission-Related Audiovisual Materials Records - Digital Photography

Disposition Authority Number

DAA-0417-2018-0002-0027

Digital photography and related finding aid materials produced for FirstNet and its customers documenting official portraits of high-level officials, significant events, official meetings, and mission-activities of FirstNet.

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

## Disposition Instruction

### Cutoff Instruction

At the end of calendar year.

### Transfer to the National Archives for Accessioning

Transfer to the National Archives 5 years after cutoff, but early transfer is authorized upon program sunset. All transfers should be made to the NARA Still Picture Branch in accordance with the guidance provided in NARA Bulletin 2014-04, Revised Format Guidance for the Transfer of Permanent Electronic Records; NARA Bulletin 2015-04, Metadata Guidance for the Transfer of Permanent Electronic Records; and any further guidance in effect at the time of transfer.

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2013 To 2013

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

Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

## Digital Posters

Disposition Authority Number

DAA-0417-2018-0002-0028

Includes, but not limited to: digital posters produced for FirstNet and its customers.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in

Yes

4.7

electronic format(s) other than e-mail and word processing?

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

**No**

### Disposition Instruction

Cutoff Instruction

Cutoff at the end of the calendar year.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 5 years after cutoff, but early transfer is authorized upon program sunset. All transfers should be made to the NARA Still Picture Branch in accordance with the guidance provided in NARA Bulletin 2014-04, Revised Format Guidance for the Transfer of Permanent Electronic Records; NARA Bulletin 2015-04, Metadata Guidance for the Transfer of Permanent Electronic Records; and any further guidance in effect at the time of transfer.

### Additional Information

What will be the date span of the initial transfer of records to the National Archives?

**From 2012 To 2012**

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

**Every 2 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

5

Technology and Innovation Records

5.1

Program and Administration Records

5.1.1

Band 14 Spectrum Management Records

Disposition Authority Number

**DAA-0417-2018-0002-0029**

Records and files related to the resolution of Band 14 incumbency related to FCC commercial experimental licensees; resolution of Band 14 incumbency related to federal entities; requests of FCC Spectrum Special Temporary Authority (STA) to include feedback documents; and documentation supporting obtaining and maintaining operational control of the Band 14 spectrum.

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

#### Disposition Instruction

Cutoff Instruction Cut off files at the end of the calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2012 To 2012

How frequently will your agency transfer these records to the National Archives? Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

5.2

#### Radios Access Network (RAN) Records

The RAN portion of the network consists of the radio base station infrastructure that connects to user devices. RAN includes cell towers as well as mobile hotspots

5.2.1	<p>embedded in vehicles that backhaul to the core network over satellite or other types of wireless infrastructure.</p> <p><b>NTIA Grant Broadband Technology Opportunities Program (BTOP) RF Model Network Records</b></p> <p>Disposition Authority Number      <b>DAA-0417-2018-0002-0030</b></p> <p><b>Presentations, spreadsheets, word documents, emails, &amp; map records related to the NTIA Grant Broadband Technology Opportunities Program (BTOP) RF Model network, including detail and analysis.</b></p> <p>Final Disposition      <b>Temporary</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      <b>Cut off at the end of the calendar year upon meeting FirstNet's 5-year Final Operational Capability (FOC) milestone.</b></p> <p>Retention Period      <b>Destroy 3 years after cutoff, but longer retention is authorized if required for business use.</b></p>
5.2.2	<p><b>Additional Information</b></p> <p>GAO Approval      <b>Not Required</b></p> <p><b>RAN Research and Position Records</b></p> <p>Disposition Authority Number      <b>DAA-0417-2018-0002-0031</b></p> <p><b>Presentations, spreadsheets, word documents, emails, &amp; map records related to RAN research and subsequent positions/recommendations, including internal analysis about RAN coverage, capacity, and performance.</b></p> <p>Final Disposition      <b>Temporary</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      <b>Cut off at the end of the calendar year.</b></p>

5.2.3	<p>Retention Period Destroy 3 years after cutoff if the RAN research or position paper is superseded or obsolete, but longer retention is authorized if required for business use.</p>
	Additional Information
	<p>GAO Approval Not Required</p>
	<b>Public Safety Communications Research (PSCR) Related Technology Records</b>
	<p>Disposition Authority Number DAA-0417-2018-0002-0032</p>
	<p>Presentations, spreadsheets, word documents, emails, and map records from Public Safety Communications Research (PSCR) or internal FirstNet records related to PSCR technology research.</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>
	Disposition Instruction
	<p>Cutoff Instruction Cut off at the end of the calendar year.</p>
	<p>Retention Period Destroy 3 years after cutoff if the PSCR research is superseded or obsolete, but longer retention is authorized if required for business use.</p>
	Additional Information
	<p>GAO Approval Not Required</p>
5.3	<b>Applications (Apps) Records</b>
5.3.1	<b>Applications Market Research Records</b>
	<p>Disposition Authority Number DAA-0417-2018-0002-0033</p>
	<p>Include, but not limited to: (1) Records related to Application Market Research, including reference material, database, and analysis documents; (2) Records related to Application Software Evaluation and Testing Records, including contracts and program documentation; (3) Records related to the applications prototyping, including projects documentation and software programming files.</p>
	<p>Final Disposition Temporary</p>
	<p>Item Status Active</p>
	<p>Is this item media neutral? Yes</p>

5.3.2	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff after system or application is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes.
	Retention Period	Destroy 5 years after cutoff, but longer retention is authorized if required for business use.
	Additional Information	
	GAO Approval	Not Required
	Application Road Map Records	
	Disposition Authority Number	DAA-0417-2018-0002-0034
	Records related to Applications of Road Map; including analysis documents.	
	Final Disposition	Temporary
5.4 5.4.1	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
	Disposition Instruction	
	Cutoff Instruction	Cutoff after system or application is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes.
	Retention Period	Destroy 5 years after cutoff, but longer retention is authorized if required for business use.
	Additional Information	
	GAO Approval	Not Required
	Core Records	
5.4.1	Core Network Policy Records	
	Disposition Authority Number	DAA-0417-2018-0002-0035

FirstNet has an enhanced packet core network, a key component for ensuring that users have a single interoperable platform nationwide. The secure, redundant core network has key primary functions: it switches data, processes and reformats information, stores and maintains data and keeps it secure. Applications and services and operational and business support systems also reside in the core network. The core interfaces with other state, local and federal networks, including 911 and the Internet. Essentially, the core serves as a giant umbrella covering all of the United States including the territories and the District of Columbia. The core is connected to RANs in each state via the backhaul layer of the network. Core Network Policy Records include records and files related to policies for the core network. [ Note: The First Responder Network Authority (FirstNet) retains title to these materials. Not for use or disclosure outside FirstNet and/or Vendor. ]

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

#### Disposition Instruction

Cutoff Instruction After system or application is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2012 To 2012

How frequently will your agency transfer these records to the National Archives? Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	
Paper		
Microform		

Hardcopy or Analog Special Media		
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5.4.2

### Core Network Technical Market Research and Testing Proposal Records

Disposition Authority Number      **DAA-0417-2018-0002-0036**

Records related to Technical Market Research and Outreach for the Core Network, including white papers, technical journals, research and testing proposals and result reports, market research questionnaires and the corresponding responses by industry partners, reference materials (standards, specs, product descriptions, and brochures), RFP materials, responses, and evaluation templates,

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**

### Disposition Instruction

Cutoff Instruction      **Cutoff at the end of fiscal year after final action or analysis.**

Retention Period      **Destroy 3 year(s) after research is completed, but longer retention is authorized if required for business use.**

### Additional Information

GAO Approval      **Not Required**

5.4.3

### Core Network Review Records

Disposition Authority Number      **DAA-0417-2018-0002-0037**

Records related to reviews of the Core Network, including reviews to ad-hoc documents submitted to Office of the Chief Technology Officer (OCTO) by external parties for comments or feedback and reviews to design documents submitted to OCTO by AT&T for comments, feedback and approval.

Final Disposition      **Temporary**

Item Status      **Active**

Is this item media neutral?      **Yes**

Do any of the records covered by this item currently exist in      **No**

	electronic format(s) other than e-mail and word processing?	
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of fiscal year after final action or analysis.
	Retention Period	Destroy 3 year(s) after review is completed, but longer retention is authorized if required for business use.
	<b>Additional Information</b>	
	GAO Approval	Not Required
5.5	<b>Device Records</b>	
5.5.1	<b>Device Approval Program (DAP) Process Records</b>	
	Disposition Authority Number	DAA-0417-2018-0002-0038
	Device Approval Program (DAP) Process Records describe the DAP process, FirstNet's role and alignment with NIST and AT&T.	
	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off when superseded or obsolete.
	Retention Period	Destroy 10 years after cutoff, but longer retention is authorized if needed for business use.
	<b>Additional Information</b>	
	GAO Approval	Not Required
5.5.2	<b>DAP Database/Document Repository Records</b>	
	Disposition Authority Number	DAA-0417-2018-0002-0039
	Database/document repository including reports or forms which provide information for the devices completing the DAP.	
	Final Disposition	Temporary
	Item Status	Active

5.5.3	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of fiscal year after final action.
	Retention Period	Destroy 10 year(s) after project is terminated, but longer retention is authorized if required for business use.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>DAP Device Test Procedures and Test Results Records</b>	
	Disposition Authority Number	DAA-0417-2018-0002-0040
	<b>Records related to DAP device test procedures and test results.</b>	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
5.5.4	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of fiscal year after final action or analysis.
	Retention Period	Destroy 10 year(s) after project is terminated, but longer retention is authorized if required for business use.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>DAP Market Research Reports</b>	

Disposition Authority Number **DAA-0417-2018-0002-0041**

**Records related to Technical Market Research for Devices, including white papers, device technology analysis documents.**

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**

#### Disposition Instruction

Cutoff Instruction **Cutoff at the end of fiscal year after final action or analysis.**

Retention Period **Destroy 3 year(s) after research is completed, but longer retention is authorized if required for business use.**

#### Additional Information

GAO Approval **Not Required**

#### Labs Records

##### Lab Network Policy Records

Disposition Authority Number **DAA-0417-2018-0002-0042**

**Records related to the Lab Network policies, programs, and objectives, including internal policy documents, correspondence, memoranda, reports, and reference publications.**

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**

#### Disposition Instruction

Retention Period **Maintain for life of system and destroy when no longer needed for operational purposes.**

#### Additional Information

5.6

5.6.1

5.6.2	<div>GAO Approval</div> <div>Not Required</div> <div>Lab Construction and Layout Records</div> <div>Disposition Authority Number</div> <div>DAA-0417-2018-0002-0043</div> <div>Records related to the construction and layout of the Lab, including Lab RF cable measurements, RF diagrams, RF shielded enclosure test reports, and other related documents.</div> <div>Final Disposition</div> <div>Temporary</div> <div>Item Status</div> <div>Active</div> <div>Is this item media neutral?</div> <div>Yes</div> <div>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</div> <div>No</div> <div>Disposition Instruction</div> <div>Cutoff Instruction</div> <div>Cutoff after superseded, or when transferred to new owner, or when destroyed, or when structure is removed from Federal inventory, as appropriate.</div> <div>Retention Period</div> <div>Destroy 5 years after cutoff, but longer retention is authorized if required for business use.</div> <div>Additional Information</div> <div>GAO Approval</div> <div>Not Required</div>
5.6.3	<div>Testing Records</div> <div>Disposition Authority Number</div> <div>DAA-0417-2018-0002-0044</div> <div>Include, but not limited to: (1) Test Process Records; (2) Test Script Files; (3) Acceptance/Quality Assurance Testing, which include quality assurance reviews and test plans, data, and results; and (4) Feature Testing Records.</div> <div>Final Disposition</div> <div>Temporary</div> <div>Item Status</div> <div>Active</div> <div>Is this item media neutral?</div> <div>Yes</div> <div>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</div> <div>Yes</div> <div>Do any of the records covered by this item exist as structured electronic data?</div> <div>No</div> <div>Disposition Instruction</div>

5.6.4	Cutoff Instruction	Cutoff at the end of fiscal year after final action or analysis.
	Retention Period	Destroy 5 years after cut off.
	Additional Information	
	GAO Approval	Not Required
	<b>Network Architecture Diagram Records</b>	
	Disposition Authority Number	DAA-0417-2018-0002-0045
	Records identifying the IT systems and networks required to perform the agency's mission and the transitional processes required to implement comprehensive programs to support that mission. Records may include technical reference models, diagrams, graphics, models, and narratives that describe the agency's baseline architecture, target architecture, and related sequencing plans.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
6	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off when superseded by a new iteration of the enterprise architecture.
	Retention Period	Destroy/delete 7 years after cutoff or when no longer needed, whichever is longer.
	Additional Information	
	GAO Approval	Not Required
	<b>Chief Counsel Records</b>	
	<b>Legal Advice Files</b>	
	<b>Routine Advice and Formal Opinions</b>	
	Disposition Authority Number	DAA-0417-2018-0002-0046
6.1	Documents related to legal advice and guidance issued by Office of Chief Counsel (OCC) attorneys to FirstNet programs regarding various general law legal issues such as budget, contracts, procurement, employment and labor, FOIA, Privacy Act, data exchange agreements, concerns of FirstNet Staff and Board, and Congressional concerns. These documents can be legal opinions, memoranda, comments, mark-ups, and related documents.	
6.1.1		

6.1.2	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
	Disposition Instruction	
	Cutoff Instruction	Cut off case file at conclusion of case or matter.
	Retention Period	Destroy 15 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Correspondence Files	
	Disposition Authority Number	DAA-0417-2018-0002-0047
	Letters, memoranda, reports, related materials, and other correspondence from the Office of Chief Counsel (OCC) that reflects the policies, procedures, functions, and major activities of FirstNet programs.	
	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
	Disposition Instruction	
	Cutoff Instruction	Cutoff files at the end of the calendar year.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 2013 To 2013
	How frequently will your agency transfer these records to the National Archives?	Every 12 Months

6.1.3

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	4 TB	
Paper		
Microform		
Hardcopy or Analog Special Media		

### Formal Final Opinions-Mission Support

Disposition Authority Number **DAA-0417-2018-0002-0048**

**Memorandum of law that contains legal advice and guidance provided to FirstNet staff that analyze legal issues.**

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**

### Disposition Instruction

Cutoff Instruction **Cutoff files the end of the calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2013 To 2013**

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	

Paper		
Microform		
Hardcopy or Analog Special Media		

6.2

### Legislation Case Files

Disposition Authority Number      **DAA-0417-2018-0002-0049**

Case file accumulated to document the progress and outcome of litigation cases of the Office of Chief Counsel (OCC), including case documents, depositions, and hearing transcripts.

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**

### Disposition Instruction

Cutoff Instruction      **Cutoff files at the conclusion of case or matter.**

Retention Period      **Destroy 15 year(s) after cutoff**

### Additional Information

GAO Approval      **Not Required**

6.3

### Environmental Records

6.3.1

### Environmental Impact Statement (EIS) Records; including Programmatic Environmental Impact Statement (PEIS) Records

Disposition Authority Number      **DAA-0417-2018-0002-0050**

Documentation related to FirstNet National Environmental Policy Act (NEPA) Environmental Impact Statements (EIS) project files for the Nationwide Public Safety Broadband Network (NPSBN), including but not limited to: Final EIS (FEIS); Record of Decision (ROD); and all documents used in drafting of the ROD. Also, includes supporting documents such as published Notices of Intent (NOI); Notices of Availability (NOA); official Draft EIS (DEIS) distributed to public for comment; source GIS files; maps; EIS comments; and all other documents used in the preparation of the DEIS including Individual Reports and comments from

Agency specialists, Interdisciplinary Team (IDT) meeting notes, EIS supplemental statements, Mitigation Action Plans (MAP) and other documentation used in the drafting of the DEIS. Exclusion: Excludes EIS records associated with rule making and FirstNet planning activities; such records are to be retained under other appropriate records retention categories.

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

#### Disposition Instruction

Cutoff Instruction When Record of Decision (ROD) has been issued.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2012 To 2012

How frequently will your agency transfer these records to the National Archives? Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	120 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

6.3.2

#### National Environmental Policy Act (NEPA) General

Disposition Authority Number DAA-0417-2018-0002-0051

Documentation related to FirstNet National Environmental Policy Act (NEPA) site-specific environmental reviews for the Nationwide Public Safety Broadband Network (NPSBN), including but not limited to: Environmental Assessments (EA) and Categorical Exclusion (CATEX) project files. Project files may include requests for and responses to public comment and involvement (to include comments from FirstNet personnel, Federal and State governments, and comments from any other source as appropriate), documentation of interagency cooperation and consultation, resolution of disagreements; scoping process and scoping determinations; findings of no significant impact (FONSI), Decision Memo (DM) mitigation action plans (MAP), reviews of public and external agency comments; feasibility analysis; cost benefit analysis; referrals to the Council of Environmental Quality (CEQ), proposals for legislation; external NEPA-related documentation received by the agency affecting lands, programs, or where the FirstNet is a cooperating agency. Exclusion: To avoid duplication of "recordkeeping copies" of records related to EA and CATEX review and approval, official records will be kept under the FirstNet Program Management Office's records management plan as they are related to the contract and represent deliverables under it.

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

#### Disposition Instruction

Cutoff Instruction When the project is completed.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2012 To 2012

How frequently will your agency transfer these records to the National Archives? Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 GB	
Paper		

6.3.3

Microform		
Hardcopy or Analog Special Media		

### National Environmental Policy Act (NEPA) Support Files

Disposition Authority Number **DAA-0417-2018-0002-0052**

Documentation related to FirstNet compliance with National Environmental Policy Act (NEPA) and/or other environmental statutes not directly related to the Nationwide Public Safety Broadband Network (NPSBN), including but not limited to: work completed for early-builder programs; work completed for BTOP projects; and other files documenting compliance with other environmental statutes associated/coordinated with the environmental program's NEPA process.

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**

### Disposition Instruction

Cutoff Instruction **When project is completed.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2012**

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	20 GB	
Paper		

6.3.4

Microform		
Hardcopy or Analog Special Media		

#### National Environmental Policy Act (NEPA) Project Files

Disposition Authority Number **DAA-0417-2018-0002-0053**

Documentation related to FirstNet compliance with Section 106 and tribal consultation, outside of the overall NEPA process. Project files may include, but are not limited to: consultation plans; agency and tribal correspondences; contacts lists; regulation registries; agency agreement documents; cultural resource reports, analyses, and studies; and approval and decision documents.

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**

#### Disposition Instruction

Cutoff Instruction **When project is completed.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.**

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2012**

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	20 GB	
Paper		

6.3.5

Microform		
Hardcopy or Analog Special Media		

### Environmental Program Support Files

Disposition Authority Number **DAA-0417-2018-0002-0054**

Project files associated with the management, administration, support, function, operation, and program activities for an environmental program. These records include, but are not limited to: the type of work performed; funding/budget documentation; program plans; approvals and implementation and coordinating program activities; statements of work; action plans; program development records; compliance to regulatory requirements; regulatory requirements registries; program decision documents; action justifications; project reviews or event documentation; permits; agency agreements; agency correspondences; organization structure; risk studies, registries, and correspondence; deliverables; reports and correspondence related to milestones, work identification, or progress; and other related documentation.

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**

### Disposition Instruction

Cutoff Instruction **At the completion of the project.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 years after cutoff, but early transfer is authorized upon program sunset.**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2012**

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	20 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

6.3.6

### Environmental Project Case Files

Disposition Authority Number      **DAA-0417-2018-0002-0055**

Records accumulated that relate to routine day-to-day administration and management of the environmental program rather than the mission-specific activities for which the office exists. Records include: • office-level administrative policies and procedures and files related to their development • minutes and correspondences related to routine, non-mission/program-specific administrative activities • calendars or schedules of daily activities • internal office activity and workload reports • studies, analyses, status reports, and registries of office administrative functions and activities • draft documents that do not include mission-specific decisional information • reference documents not associated with decisional studies or documents • non-mission related management reviews and surveys.

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**

### Disposition Instruction

Cutoff Instruction      **At the end of the calendar year.**

Retention Period      **Destroy when no longer needed**

### 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
11/29/2018	Certify	Kristy Newsome	Records Officer	First Responder Network Authority - First Responder Network Authority
06/14/2019	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/12/2019	Submit For Certification	Kristy Newsome	Records Officer	First Responder Network Authority - First Responder Network Authority
07/23/2019	Return to Submitter	Kristy Newsome	Records Officer	First Responder Network Authority - First Responder Network Authority
08/02/2019	Submit For Certification	Kristy Newsome	Records Officer	First Responder Network Authority - First Responder Network Authority
08/02/2019	Certify	Kristy Newsome	Records Officer	First Responder Network Authority - First Responder Network Authority
10/03/2019	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
10/11/2019	Submit For Certification	Kristy Newsome	Records Officer	First Responder Network Authority - First Responder Network Authority
10/11/2019	Certify	Kristy Newsome	Records Officer	First Responder Network Authority

				- First Responder Network Authority
10/24/2019	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
10/25/2019	Submit For Certification	Kristy Newsome	Records Officer	First Responder Network Authority - First Responder Network Authority
10/25/2019	Certify	Kristy Newsome	Records Officer	First Responder Network Authority - First Responder Network Authority
03/03/2020	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
03/13/2020	Submit For Certification	Kristy Newsome	Records Officer	First Responder Network Authority - First Responder Network Authority
03/13/2020	Certify	Kristy Newsome	Records Officer	First Responder Network Authority - First Responder Network Authority
08/05/2020	Submit for Concurrence	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
08/12/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/14/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/17/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist