REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER N1-417-10-1

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received 11/30-09

1 FROM (Agency or establishment) **Department of Commerce**	

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION **National Telecommunications & Information Administration (NTIA)**

In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER **Daniel J. Rooney**	5 TELEPHONE NUMBER **202-482-0517**

DATE Oct 7, 2011

ARCHIVIST OF THE UNITED STATES

6 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 on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required   ☐ is attached, or   ☐ has been requested

DATE 9/30/09	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE DOC RECORDS OFFICER

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

This Records Schedule updates the National Telecommunications and Information Administration's (NTIA) Records Schedule issued in January of 1981 under the National Archives and Records Administration's (NARA) disposition authority NC1-417-79-1, items 1-96, and 175-382. Additional organizational information can be obtained from NTIA's website at www ntia doc gov

ASSISTANT SECRETARY FOR COMMUNICATIONS AND INFORMATION

Office of the Assistant Secretary and Deputy Assistant Secretary

[old item 1] 1 Assistant Secretary Program Subject File- This file reflects the Assistant Secretary's responsibility in the development, implementation, and executive direction of NTIA programs and operations The file contains record copies of documentation relating to such activities Arranged alphabetically by subject

> **Permanent.** Start a new file every 2 years Bring forward active materials as needed. *Governed by NC1-417-79-1, Item 1,* Transfer to WNRC when 5 years old. Transfer to the National Archives when 20 years old

[old item 3] 2 Correspondence Files- Copies of all incoming and outgoing correspondence, memoranda and documents prepared for or signed by the Assistant Secretary or Deputy Assistant Secretary, and maintained in date order. These files also include copies of incoming and outgoing controlled correspondence received and tracked by the Department's Executive Secretariat Files kept in chronological order

> **Temporary.** Cut off files annually Destroy when 10 years old

Governed by NC1-417-79-1, Item 3

[NEW item] 3 Schedule Books and Calendars- Calendars, appointment books and schedules documenting meetings, appointments, trips, visits and other activities

> **Temporary.** Destroy 5 years after close of official's tenure in office.

[NEW item] 4. Invitations- Routine invitations to attend, participate, and/or speak at meetings, conferences, seminars, social gatherings, and similar events

a) Accepted invitations
Temporary: Destroy when 3 years old

b) Rejected invitations
Temporary: Destroy when 1 year old

Office of Legislative Affairs

[old item 57] 5 Congressional Correspondence File- Contains incoming and outgoing correspondence with Congressional officials or State Governors, arranged alphabetical by name

of official, as well as documentation relating to various Congressional Committee, arranged by name of Committee

Temporary. Dispose of when 6 years old.

GOVERNED by
NCI-417-79-1,
Item 54

Office of Public Affairs

[old item 58 & 59] 6 Press Releases and Speeches Files- Kept electronically on public agency website. Official paper copies of press releases are kept by Department of Commerce's Office of Public Affairs Official paper copies of speeches are kept by the originating office and those records are retained according to the relevant disposition

Temporary Delete when no longer needed for dissemination

[NEW item] 7. Agency Website- Fluid repository for agency information and publications Website serves information that changes frequently. Updates include revision, removal, and addition of information on an as needed basis. Documents posted on the website are retained according to the relevant record series by the originating office.

a) Web content:
   i Pages containing copies of agency issuances
   Temporary. Destroy when superseded, obsolete, or no longer needed for the conduct of agency business

   ii Website archive--Monthly snapshot of web content
   Temporary. Destroy/delete when 2 yrs old.

   iii. All other pages
   Temporary. Destroy when 1 yr old of when related web content records are destroyed, whichever is later

b) Web management and operations records
   Temporary. Destroy when 2 yrs old or when related web content records are destroyed, whichever is later

c) Web design records
   Temporary. Destroy/delete when 5 years old

Office of Policy Coordination and Management

The Office of Policy Coordination and Management (OPCM) provides analysis and assistance for NTIA's Administrator toward developing or improving the management systems of the office It also assists and advises the Administrator on administrative management and support functions OPCM is comprised of the Budget Division and the Management Division OPCM's records are mostly covered by NARA's General Record Schedules (GRS) or under the *Records*

Common to Multiple NTIA Offices section of this document.

Budget Division

[NEW item] 8. Budget Office Correspondence File- Correspondence, reports, studies, analyses, response to audits, and other records which document budget policy and procedures, reflect policy decision that relate to the budget, and document decisions affecting program expenditures Files kept chronologically

> **Temporary.** Break files annually Destroy when no longer needed or when 7 years old, whichever is earlier.

[old item 35] 9. Budget Formulation Files- Subject files containing ruling, legislation, directives, agreements, contracts, and other authoritative papers pertaining to the formulation and presentation of the budget Arranged alphabetically.

> **Temporary.** Destroy when no longer needed or when 5 years old, whichever is sooner

[old item 37] 10. Budget Submissions- Copies of budget submissions prepared or consolidated at NTIA containing appropriation language sheets, narrative statements, and related budget schedules. Copies maintained by fiscal year.

> **Temporary.** Break files at the end of each fiscal year and transfer to the WNRC when 3 years old. Dispose when 10 years old.

[NEW item] 11 Execution Files- Files supporting execution of budget such as apportionments, financial statements, agreements, outlays, financial status, budget execution, and personnel benefits Files maintained by fiscal year

> **Temporary.** Destroy 7 years after fiscal year covered by budget.

[NEW item] 12. Financial Statements- Files containing back-up documentation for financial statements prepared by the National Institute of Standards and Technology (NIST) and copies of management report letters to the Department of Commerce (DOC) These files are maintained for reference purpose only. NIST develops and maintains record copies

> **Temporary.** Destroy when 7 yrs old

[NEW item] 13 Interagency Agreements- Files containing Memorandums of Understanding, Reimbursable Agreements and related documents between NTIA and other Federal agencies, and other public and private agencies. Files maintained by fiscal year.

> **Temporary.** Close files at the end of the fiscal year in which agreement expires and transfer to WNRC. Destroy 5 years after closure.

RECORDS COMMON TO MULTIPLE NTIA OFFICES

Any records listed below which are described elsewhere in the NTIA schedule under a particular organizational unit or under a specific Program Records Schedule, the disposition and retention period provided there shall prevail

[NEW item] 14. Program Subject Files- Letters, memoranda, reports, briefing materials, talking points, working papers, and other correspondence maintained by NTIA Offices, Office Directors, and individual staff members that reflect their functions and activities in support of NTIA and Departmental programs Arranged by subject.

> **Temporary.** Move active files forward Break files annually and transfer to the WNRC when 5 years old. Destroy when 7 years old or when no longer needed, whichever is later.

[NEW item] 15 Correspondence Files- Contains incoming and outgoing correspondence, reports, and related documents prepared in support of office's activities and responsibilities These files also include copies of incoming and outgoing controlled correspondence received and tracked by the Department's Executive Secretariat Files kept in chronological order.

> **Temporary.** Cut-off annually Destroy when 5 years old or when no longer needed, whichever is earlier

[old item 379] 16 Chronological Files- Contains extra copies of documents prepared or signed in the office kept for convenient reference and maintained in date order.

> **Temporary.** Dispose when 3 years old.

[old item 54F] 17. Publications- NTIA publications formally coordinated, prepared, and printed by the Government Printing Office (GPO), private contractors, or the agency itself including but not limited to annual reports to Congress and the Secretary of Commerce, special project studies and reports that are conducted by NTIA or under contract to NTIA, journals, technical reviews, and other scientific and technical publications prepared by NTIA

> a) Official Record copy (maintained by originating office)
> **Permanent.** Cut off files annually and transfer to the WNRC when 5 years   Transfer to the National Archives when 10 years old.

> b) All other copies of publications maintained by all NTIA operating units and divisions for convenience or reference
> **Temporary.** Destroy when no longer needed for current agency business

<u>[NEW item] 18 Speeches and Testimonies of NTIA High-level Officials-</u>

a) Agendas speeches and notes, and testimonies of NTIA officials (i e.: Associate Administrators, Deputy Associate Administrators, Directors, Special Assistants, and Political Appointees)
Permanent. Cut off files annually Retire to WNRC 4 years after cutoff. Transfer to the National Archives 10 years after cutoff.

b) Working papers; canceled/unaccepted speaking invitations
Temporary. Destroy when 1 year old

<u>[NEW item] 19. Schedule Books and Calendars-</u> Calendars, appointment books and schedules documenting meetings, appointments, trips, visits and other activities of NTIA's high-level official other than the Assistant Secretary and Deputy Assistant Secretary (i.e : Associate Administrators, Deputy Associate Administrators, Directors, Special Assistants, Political Appointees)

Temporary. Destroy 3 years after close of official's tenure in office.

<u>[NEW item] 20 Staff Working Papers and Reference Files-</u> Records associated with ongoing projects, tasks, and work assignments of the staff. The records may include documentation that are collected and used by NTIA staff to develop reports, publications, briefing papers, talking points, correspondence, and other products, as well as information that is compiled in response to special assignments

Temporary Destroy when no longer needed.

<u>[Old item 377] 21. National Security Classified Documents-</u> Documents withheld from any unauthorized inspection because they contain information that must be protected to maintain the national security. These documents are filed in locked safes separate from open papers, if there are any that relate to the same function or matter

a) Documents security classified by the Department
    i   Copy maintained in office with original classification authority
    Temporary. Dispose in accordance with retention period prescribed for the open file in which it would have been filed if it had not been classified.

    ii.   Information and supporting action copies in all other offices or units.
    Temporary. Shred when the transaction is closed, or when the need to know has been satisfied, whichever is the case.

b) Documents classified by and received from other government agencies
    i.   Documents on which the Department took significant substantive action(s)
    Temporary. Dispose in accordance with the retention period prescribed for open file, described herein, with which they would have been filed if it had not been classified.

    ii.   Documents on which the Department took significant substantive action, but under agreement with sponsoring agency.
Temporary. Return classified material to sponsoring agency

    iii.   Information Copies
Temporary. Shred when no longer needed.

GOVERNED BY
NCI-417-79-1;
Item 377

OFFICE OF CHIEF COUNSEL

[old item 14] 22. Legal Program Subject File- Documentation maintained for the Office covering letters, memorandum, opinions, reports, administrative filings and other materials related to legal aspects of the telecommunication program. Included are such subjects as· digital television transition, Federal Communications Commission (FCC) and spectrum related filings, Internet Corporation for Assigned Names and Numbers (ICANN), legislation, planning, program, privacy, Public Safety Interoperable Communications program, speeches, and Warn Act. This file provides the basic documentation for NTIA policy matters involving legal interpretations and activities Arranged alphabetically by subject

    Permanent. Break file every year Bring forward active materials as needed Transfer to the WNRC 3 years later Transfer to the National Archives when 20 years old

GOVERNED BY
NCI-407-79-1,
Item 14

[NEW item] 23. Tracking Records- Consists of logs or tracking records that document the status of cases or assignments, in paper and/or electronic format

    Temporary: Destroy when 3 years old

[NEW item] 24. Freedom of Information Act (FOIA)- Files created to requests for information under the FOIA, consisting of the original request, a copy of the reply thereto, and all related supporting filed including a copy of the official file copy of requested record or copy thereof, and FOIA appeal flies This includes copies of the documentation which are the subject of the request. [Covered under GRS 14 but disposition partly revised]

    a) Request not appealed.
        Temporary: Destroy 6 years after date of reply This includes released and withheld documents

    b) Request appealed
        Temporary: For documents withheld from disclosure, destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later. For released documents, destroy 6 years after the time in which a requester could file suit or after final adjudication by the courts, whichever is later

GOVERNED by GRS 14, Item (3)(a)

[NEW item] 25 Litigation Case Files- Pleadings and correspondence regarding all litigation to which NTIA is a party

Temporary: Destroy 4 years after litigation is resolved.

[NEW item] 26. Agreements and Memoranda of Understanding- Copies of interagency agreements and memoranda of understanding maintained for reference purposes Original copy maintained in NTIA's Budget Division

Temporary: Destroy after program obligations end.

OFFICE OF POLICY ANALYSIS AND DEVELOPMENT

The Office of Policy Analysis and Development is headed by an Associate Administrator and supports NTIA's role as principal adviser to the President, Vice President, and Secretary of Commerce on telecommunications and information policies.

Office records are covered under the *Records Common to Multiple NTIA Offices* section of this document or NARA's General Record Schedules.

OFFICE OF INTERNATIONAL AFFAIRS

The Office of International Affairs is headed by an Associate Administrator and provides the NTIA Administrator with broad overview and advice on international telecommunications and information affairs.

Most office records are covered under the *Records Common to Multiple NTIA Offices* section of this document or NARA's General Record Schedules.

[old item 26] 27. International Committees or Organizations Files- Contain records pertaining to NTIA relations with and participation in meetings, conferences, symposia, or special projects with international organizations and group, summit meetings, special international task forces, and international or regional bodies such as the International Telecommunication Union (ITU), Organisation for Economic Co-operation and Development (OECD), Inter-American Telecommunication Commission (CITEL), Internet Corporation for Assigned Names and Numbers (ICANN), and similar groups

Temporary. Transfer to WNRC when 5 years old Dispose of when 7 years old.

NOTE. The following section updates NTIA's Records Schedule section titled Office of Telecommunication Applications, items 54-74. NTIA's Office of Telecommunication Applications was renamed the Office of Telecommunications and Information Applications effective December 2, 1993 (DOC DOO 25-7 Amendment 1).

OFFICE OF TELECOMMUNICATIONS AND INFORMATION APPLICATIONS

Office of the Associate Administrator

[Old item 64] 28 Applications Program Subject Files- Reflect the various programs under the purview of the office, maintained by the Associate Administrator Included in these files are both general correspondence type records and records reflecting various projects carried out under the programs

> **Temporary.** Dispose of when superseded or when 5 years old, whichever is sooner *Governed by NC1-417-79-1, Item 64*

[Old item 66] 29. Committee Files- Consist of documentation pertaining to various interagency committees, subcommittees, working groups, and the like, upon which the Associate Administrator or Program Officers serve as representative of NTIA, or may serve as Chairperson Arranged by Committee or Subgroup and by meetings thereunder

   a) Record copies of the NTIA sponsored committees or for which NTIA serves as secretariat
   Permanent Retire when committee is terminated, transfer to WNRC 2 years later. Transfer to National Archives when 20 years old

   b) All Other Committee Records
   Temporary. Destroy when 3 years old or when no longer needed for reference *Governed by NC-417-79-1, Item 66*

Records of Various Federal Assistance Programs

[NEW item] 30. Grant Case Files- Consist of pending, deferred, active, and completed case files involving applications received from public broadcasting and other eligible telecommunication facilities for federal grants to assist in the establishment or operation of a facility.

> **Temporary.** Retire cases when no longer needed for current business. Dispose 3 years after final payment has been made or federal interest has expired, whichever is later

[NEW item] 31. Program Administration Files- Contain correspondence and/or subject files reflecting the policies and procedures involved in administering the grant program. Files are arranged by subject and may included titles such as. monitoring file, construction reports, and financial reports

> **Temporary.** Destroy when 3 years old.

[NEW item] 32 Conferences/Workshops/Public Meetings Files- Consist of documentation pertaining to events relating to grant program Arranged chronologically

> **Temporary.** Destroy when 3 years old or when no longer needed for reference.

Electronic records

[NEW item] 33 Grant Tracking Database- Databases containing information on grants Contains grant amounts, grant numbers, proposal numbers, project officer name, and grant recipient Databases are used as a grant administration management tool and are not used to initiate payments or revocations

a) Input Documents Staff input data directly into database from hard copy grant applications or from other sources, including grants gov
    i   Hard copy applications
Temporary. Destroy one year after data have been entered into database and verified.

Governed by GRS 20, Item 2(4)

    ii   Database Entries Database records maintained within the database on an online system and regularly backed up to digital media
Temporary. Delete 3 years after last grant payment made or federal interest expires, whichever is later

b) Outputs. Convenience and reference reports. Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution
Temporary. Destroy when no longer needed

Governed by GRS 20, Item 6

[NEW item] 34 Program Website- Fluid repository of program information Web site serves information that changes frequently Updates include revision, removal, and addition of information on an as needed basis Documents posted on the website are retained according to the relevant record series by the originating program office

    Temporary. Delete when information is no longer useful or relevant

[New item] 35. Grant Application Monitoring and Processing System (GRAMPS)

A web-based system used to monitor, track, process and administer grants and applications The system provides a backend solution for the Public Telecommunications Facilities Program to receive and track application data to assist with award decisions, and it allows recipients to submit performance reports and amendments to the program Grant records are usually active for up to three years and moved to an archive file when grant's 10 year federal interest period expires

a) Inputs Grant recipients that include public telecommunications entities and nonprofits input data directly into system; program staff input data directly into system, upon verification of data, system administrator uploads application data from other sources, including grants gov and electronic forms database, into system
    i   Hard copy applications.

~~Temporary. Destroy one year after data~~ have been entered into database and verified *Governed by GRS 20, Item 2 (4)*
~~ii Electronic applications~~

Governed by GRS 20, Item 2 (4)(b)

Temporary. Delete/destroy 15 years after final payment on grant ~~has been made.~~

b) Master File: The system maintains grant application and award data submitted by application and recipients   The system also maintains program analysis, comments, and approvals pertaining to submissions inputted by staff. System is backed-up regularly

Temporary. Delete/destroy 15 years after final payment on grant has been made

c) Outputs· Reports and electronic messages that can occur on a daily basis   Data is currently not transferred to other systems

Temporary. Delete/destroy when no longer needed for current business

Public Telecommunications Facilities Program

~~[old item 69]~~ 36. Public Telecommunications Facilities Grant Case Files- Consist of pending, deferred, ~~active, and~~ completed case files involving applications received from public broadcasting and other ~~eligible telecommunication~~ facilities for federal grants to assist in the establishment or operation of a facility ~~The Federal~~ interest in the facility, by law remains 10 years after final payment of the approved grant.

Temporary. Retire cases after completion of the Federal interest in the facility. ~~Transfer~~ to WNRC 2 years later Dispose of 15 years after final payment has been made. *Governed by NCI-417-79-1, Item 69*

~~[old item 70]~~ 37 Public Telecommunications Facilities Program Subject Files- Consist of documentation of ~~a non-case~~ file nature reflecting the policies and procedures involved in administering the public ~~telecommunications~~ facilities program grants concerning NTIA and predecessor agencies

Temporary. Break file every 5 years Bring forward active materials as ~~needed~~ Retire 5 *Governed by NCI-417-79-1, Item 70* years later and transfer to WNRC Dispose of when 25 years old

~~[old item 73]~~ 38. Processing Books- Contain summary forms reflecting each proposed application ~~received~~ for Federal grants and copies of pertinent applicable procedures and policies governing processing ~~such grants~~ The records are maintained in 3-ring binders which are arranged in date order, one binder per ~~year, and~~ serve as an excellent summary of the grant program operations for the year.

Permanent. Retire when no longer needed for current business for ~~transfer to WNRC~~ *Governed by NCI-417-79-1, Item 73* Transfer to the National Archives 20 years thereafter

NOTE The following section updates NTIA's Records Schedule section titled Institute for Telecommunications Sciences (ITS), items 175-376. Additional organizational information can be obtained from ITS's website at www its bldrdoc.gov.

INSTITUTE FOR TELECOMMUNICATION SCIENCES

The Institute for Telecommunication Sciences (ITS) is the research and engineering laboratory of the National Telecommunications and Information Administration (NTIA) ITS supports such NTIA telecommunications objectives as promotion of advanced telecommunications and information infrastructure development in the United States, enhancement of domestic competitiveness, improvement of foreign trade opportunities for U.S telecommunications firms, and facilitation of more efficient and effective use of the radio spectrum.

ITS also serves as a principal Federal resource for solving the telecommunications concerns of other Federal agencies, state and local Governments, private corporations and associations, and international organizations. Cooperative research agreements based upon the Federal Technology Transfer Act of 1986 are the principal means of aiding the private sector.

ITS is organized into four Divisions managed by a Director's Office, each with a separate specialization area The divisions are: Telecommunications and Information Technology Planning Division; Telecommunications Engineering, Analysis, and Modeling Division; Telecommunications Theory Division; and, the Spectrum and Propagation Measurements Division Records are maintained according to a decentralized file plan and kept by each division.

Office of the Director

[old item #175] 39. Correspondence/Memoranda- Consist of miscellaneous correspondence and memoranda generated in the operation of ITS Contains mission related records covering policy and procedure, and administrative records covering housekeeping functions These records are both electronic and on paper

> **Temporary.** Dispose 3 years after the close of the fiscal year of the project *Governed as a permanent item in NARA job NC1-417-79 item 175*

[NEW item] 40 ITS History- Records consist of the agency history of ITS and its previous incarnations. This includes agency descriptions, photographs, historic documents, brochures or books These records are primarily paper and photographic. They also include some books and articles on the agency and its history.

> **Permanent.** Cut-off annually Transfer to FRC in 5-year blocks Transfer to National Archives 25 years from cutoff

[NEW item] 41. Cooperative Research and Development Agreements (CRADAs)- Agreements between ITS and another entity for detailing joint research on a specific topic. Unsuccessful CRADAs are not retained

a) Electronic/paper records The basic records detailing the joint research project are electronic and they are stored in the ITS web portal The signed copies of the authorizing paperwork are physical and they are stored in the files of the ITS Executive Officer

Temporary. Delete/Destroy 10 years after agreement expires

[NEW item] 42 Patent Records- Consist of patent filings, both domestic and foreign and licensing agreements The basic records detailing the patent are electronic. The signed copies of the authorizing paperwork are physical

a) Preliminary licensing files
b) Licensed patent records
   Temporary. Destroy when 10 years old

c) Domestic patents
   i   Successful patent files
   Temporary. Destroy when 25 years old

   ii. Abandoned patent files
   iii Invention disclosure files
   Temporary. Destroy when 10 years old

d) Foreign Patents
   i   Successful patent files
   Temporary. Destroy when 25 years old

   ii. Abandoned patent files
   Temporary. Destroy when 10 years old

[NEW item] 43. Memorandum of Understanding (MOU)/License Agreements- Consist of memoranda and license agreements between ITS and other entities, including both the private sector and other government agencies. The basic records detailing the MOU/license are electronic. The signed copies of the authorizing paperwork are physical

Temporary. Destroy when 10 years old.

[NEW item] 44. Non-Disclosure Records- Consist of memoranda and license agreements between ITS and other entities to "not disclose" information or technology that they are involved with The basic records and signed copies of the authorizing paperwork are physical.

Temporary. Destroy 5 years after last date of service.

[NEW item] 45 Permanent Publications- Consist of permanent copies of all ITS research reports and studies issued publicly. These documents are primarily electronic, but a number of very old ones exist only as paper records The paper documents are being scanned and converted to electronic documents as time permits. Currently there are approximately 200 reports dating from 1984 to the present.

Permanent. ~~Transfer one copy~~ of each ~~report or publication to National Archives at the end of each calendar year, including finding aids or indexes, in accordance with NARA transfer standards in effect at time of transfer~~ *Upon Approval of this schedule, transfer A complete set of the Electronic publications accumulated to date to NARA. Cut off And transfer newly created or converted electronic publications to NARA every 5 years after the initial transfer at the end of the calendar year. Transfers will be in accordance with NARA transfer policies in effect at the time of transfer.*

Records Common to ITS Divisions

Most records created and maintained by ITS Divisions are covered by items listed under the Director's Office, NTIA's Records Schedule, or NARA's General Records Schedule

[old item #206] 46. Project Plans- Contain approved project final reports, studies and related documents This file is ~~permanently kept~~ *maintained* in electronic format Files are arranged by fiscal year and project number

yes ~ Agency Assessment

Temporary. Move to an inactive file when no longer needed for current business. Destroy 10 years thereafter

[NEW item] 47 Work Orders- Work order or equivalent that originates in technical units requesting services performed by another technical division These records are also used by all divisions requesting service from a support division

Temporary. Destroy 3 years after completion of work or service requested

NTIA Records Schedule (NARA's Authority NC1-417-79-1) Cross-Reference (old vs new schedule)

Item Title	Current Number	New Number	Change
Office of Assistant Secretary and Deputy Assistant Secretary			Name revised
Assistant Secretary Program File	1	1	Revised
Administrative Subject File	2		Covered in GRS 23 1
Correspondence File	3	2	Revised
Schedule Books and Calendar	n/a	3	NEW item
Invitations	n/a	4	NEW item
Office of Deputy Assistant Secretary			Deleted
Program Subject File of the Dep Asst Sec	4		Deleted
Administrative Subject File	5		Covered in GRS 23 1
Chonological File	6		Covered in GRS 23 1
Chief Scientist	7-9		Deleted
Office of Planning and Policy Coordination	10-13		Deleted
Office of Congressional and Public Affairs			Name Revised
Congressional & Public Information Files	55		Deleted
NTIA Publications File	56		Deleted
Congresssional Correspondence File	57	5	
Press Releases and Speeches File	58-59	6	Revised
Biographies	60		Deleted
Adm Files	61-63		Covered in GRS 23 1
NTIA website	n/a	7	NEW item
Office of Administration (now Office of Policy Coordination and Management)			Office name changed
Budget Office Correspondence File	n/a	8	NEW item
Budget Analyst section (Now--Budget Division)			Name changed
Budget Formulation Files	35	9	Revised
Operating Budget Papers	36		Deleted
Budget Submissions	37	10	Revised disposition
Preliminary Printouts	38		Covered in GRS
Execution Files	n/a	11	NEW item
Financial Statements	n/a	12	NEW item
Interagency Agreements	n/a	13	NEW item
Management Analysis section (Now-Management Division)			Name Revised
Administrative Management Subject File	31		Deleted
Administrative Management Subject File	32-34		Deleted
Reports and Management Transactions	39		Covered in GRS 23 1
Personnel Files	40-44		Covered in GRS 1
Security Subject File	45		Covered in GRS 18
Administrative Office Services Subject File	46		Covered in GRS 23
Procurement Log, Purchase Order and Related Papers	47		Covered in GRS 3
Printing Log, Requisitions and Related Papers	48		Covered in GRS 13 3
Travel and Token Log	49		Covered in GRS 9
Travel Folders	50		Covered in GRS 9 3

Item Title	Current Number	New Number	Change
Imprest Fund Cashiers Papers	51-52		Deleted
Interdivisional & GSA Work Orders	53		Covered in GRS 11
Contract Files	54		Covered in GRS 3 3
Technical Library	54A-54F		Deleted
Records Common to Multiple NTIA Offices			New Section
Program Subject File	n/a	14	NEW item
Correspondence File		15	NEW item
Chronological File	379	16	
Publications	54F	17	Revised
Speeches & Testimonies of NTIA High-level Officials	n/a	18	NEW item
Schedule Books & Calendars	n/a	19	NEW item
Staff Working Papers & Reference Files	n/a	20	NEW item
National Security Classified Documents	377	21	
Office of Chief Counsel			
Legal Program Subject Files	14	22	
Attorney's Working Files	15		Deleted
Administrative Subject File	16		Covered in GRS 23 1
Chronological File	17		Covered in GRS 23 1
Tracking Records	n/a	23	NEW item
Freedom of Informaiton Act (FOIA)	n/a	24	NEW item and disposition
Litigation Case Files	n/a	25	NEW item
Agreements and Memoranda of Understanding	n/a	26	NEW item
Office of International Affairs			
Intl Program Subject Files	18		Deleted
Adm Files	19-20		Covered in GRS 23 1
State Dept Cablegrams	21-23		Deleted
COMSAT Files	24		Deleted, old disposition remains
IMARSAT Files	25		Deleted, old disposition remains
Intl Committees or Organization Files	26	27	Revised
Contract Files	27-30		Deleted
Office of Telecommunications Applications			Name Revised
Applications program subject files	64	28	
Video tape programs	65		Deleted
Committee Files	66	29	
Adm Files	67-68		Covered in GRS 23 1
Common Records of Various Grant Programs	n/a		NEW entry
Grant Case File	n/a	30	NEW item
Program Administration File	n/a	31	NEW item
Conference/Workshop/Public Meetings File	n/a	32	NEW item
Electronic Records	n/a		NEW entry
Grant Tracking Database	n/a	33	NEW item
Program Website	n/a	34	NEW item

Item Title	Current Number	New Number	Change
Grant Application Monitoring & Processing System	n/a	35	NEW item
PTFP			
Grant Case Files	69	36	
Subject Files	70	37	Revised
Adm Files	71-72		Covered in GRS 23 1
Processing books	73	38	
Working files of specialists	74		Deleted
Office of Policy Analysis & Development			
Program subject files	75-81		Deleted
Adm Files	82-83		Covered in GRS 23 1
Boulder Office Records	84-96		Deleted
Office of Federal Systems & Spectrum Management (Now Office of Spectrum Management-OSM)	97-174		Separate SF115 submitted to NARA on 8/18/09
Institute for Telecommunications Sciences (ITS)			
Director's Office			
Correspondence/Memoranda	175	39	Revised
ITS History	n/a	40	NEW item
CRADAs	n/a	41	NEW item
Patent Records	n/a	42	NEW item
MOU/License Agreements	n/a	43	NEW item
Non-disclosure Agreements	n/a	44	NEW item
Permanent Publications	176	45	Revised
Various	177-205		Deleted Covered under GRS or obsolete
Records Common to ITS Divisions			New section
Project Case Folders	206	46	Revised
Work Orders	n/a	47	NEW item
Various titles	207-376		Deleted Covered under GRS or obsolete
ALL UNITS			Deleted
National Security Classified Documents Control Log	378-380		Covered under GRS 18
Directives	381		Covered in GRS 16 1
Shorthand Notebooks, Dictation Tapes, Belts or Discs	382		Deleted