

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-417-11-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/2/11</i>	
1 FROM (Agency or establishment) <b>Department of Commerce</b>		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION <b>National Telecommunications &amp; Information Administration (NTIA)</b>			
3 MINOR SUBDIVISION National Telecommunications and Information Administration (NTIA)			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Anthony Calza</b>	5 TELEPHONE NUMBER <b>202-482-2196</b>	DATE <i>9/17/11</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>8/12/11</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Anthony J. Calza</i>		TITLE NTIA 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	<i>ITEM 2 Supersedes NCP-417-79-1 ITEM 175</i>	

## **OFFICE OF CHIEF COUNSEL**

**Item 1 Legal Program Subject File-** Documentation maintained from 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.** Cut off files at the end of the fiscal year. Bring forward active materials as needed. Transfer to WNRC 3 years after cut off. Transfer to NARA 20 years after cut off.

## **INSTITUTE FOR TELECOMMUNICATIONS SCIENCES (ITS)**

### **Office of the Director**

**Item 2 ITS Housekeeping Correspondence/Memoranda-** Consist of miscellaneous housekeeping correspondence and memoranda generated in the operation of ITS. Contains administrative records covering ITS functions. *This item supersedes NCI-417-79-1, item 175*

**TEMPORARY.** Cut off files at the end of the fiscal year. Destroy 3 years after the cut off, or until the project ends, whichever is later.