

Request for Records Disposition Authority

Records Schedule Number DAA-0173-2015-0001
Schedule Status Approved

Agency or Establishment Federal Communications Commission
Record Group / Scheduling Group Records of the Federal Communications Commission
Records Schedule applies to Major Subdivision
Major Subdivision Office of Media Relations
Schedule Subject Social Media
Internal agency concurrences will be provided No

Background Information Social media tools are web-based applications that promote communication among registered users, such as: social bookmarking, social networking, and online photo and video sharing. Sites are hosted on public servers and include, but are not limited to, websites such as Facebook, Twitter, YouTube, and Flickr. These sites are used to provide information to registered users and may also be used to promote collaboration among those users.

These external sites are hosted by third parties, and not by the FCC. The Commission only manages the content posted to the FCC's pages by official agency personnel. The Commission also manages logs maintained in FCC record keeping systems related to the content prepared for posting to third party sites.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0173-2015-0001

Sequence Number

1

Social Media

Disposition Authority Number: DAA-0173-2015-0001-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="360 421 542 449">Social Media</p> <p data-bbox="360 474 1141 502">Disposition Authority Number DAA-0173-2015-0001-0001</p> <p data-bbox="360 527 1489 708">Information posted by agency staff via official agency accounts on social media vendor websites. The types of content posted to the FCC's social media sites may include, but is not limited to: announcements promoting Commission events or policies; links to recently released FCC press releases; and photos and videos from agency events.</p> <p data-bbox="360 729 919 757">Final Disposition Temporary</p> <p data-bbox="360 783 854 810">Item Status Active</p> <p data-bbox="360 836 821 863">Is this item media neutral? Yes</p> <p data-bbox="360 889 821 1006">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="360 1027 805 1112">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="360 1155 667 1183">Disposition Instruction</p> <p data-bbox="360 1208 1292 1236">Cutoff Instruction Cut off at the end of the calendar year.</p> <p data-bbox="360 1261 1479 1336">Retention Period Delete/Destroy 1 year after cutoff or when no longer needed, whichever is later.</p> <p data-bbox="360 1378 667 1406">Additional Information</p> <p data-bbox="360 1432 951 1459">GAO Approval Not Required</p>

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
10/30/2014	Certify	Vanessa Lamb	Supervisory Program Analyst	Office of Managing Director - Performance Evaluation and Records Management
02/25/2015	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/02/2015	Submit For Certification	Vanessa Lamb	Supervisory Program Analyst	Office of Managing Director - Performance Evaluation and Records Management
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04/08/2015	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services

04/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/10/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist