

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="365 421 542 453">Social Media</p> <p data-bbox="365 474 1141 506">Disposition Authority Number DAA-0173-2015-0001-0001</p> <p data-bbox="365 527 1481 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="365 729 919 761">Final Disposition Temporary</p> <p data-bbox="365 783 854 815">Item Status Active</p> <p data-bbox="365 836 824 868">Is this item media neutral? Yes</p> <p data-bbox="365 889 824 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="365 1027 812 1112">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="365 1155 670 1187">Disposition Instruction</p> <p data-bbox="365 1208 1295 1240">Cutoff Instruction Cut off at the end of the calendar year.</p> <p data-bbox="365 1261 1481 1336">Retention Period Delete/Destroy 1 year after cutoff or when no longer needed, whichever is later.</p> <p data-bbox="365 1378 670 1410">Additional Information</p> <p data-bbox="365 1432 951 1464">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
03/02/2015	Certify	Vanessa Lamb	Supervisory Program Analyst	Office of Managing Director - Performance Evaluation and Records Management
03/02/2015	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
03/02/2015	Certify	Vanessa Lamb	Supervisory Program Analyst	Office of Managing Director - Performance Evaluation and Records Management
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