

Request for Records Disposition Authority

Records Schedule Number: DAA-0173-2015-0006
 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 Managing Director
 Minor Subdivision: Financial Operations
 Schedule Subject: Telecommunications Relay Service (TRS)
 Internal agency concurrences will be provided: No

Background Information

Telecommunications Relay Service is a telephone service that allows persons with hearing or speech disabilities to place and receive telephone calls. TRS is available in all 50 states, the District of Columbia, Puerto Rico and the U.S. territories for local and/or long distance calls. TRS providers – generally telephone companies – are compensated for the costs of providing TRS from either a state or a federal fund. There is no cost to the TRS user.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0173-2015-0006

Sequence Number	
1	FCC FORM 431 - TRS Fund Worksheet Information Collection OMB 3060-0536 Disposition Authority Number: DAA-0173-2015-0006-0001
2	Service Provider Audits Disposition Authority Number: DAA-0173-2015-0006-0002
3	TRS Advisory Council Records Disposition Authority Number: DAA-0173-2015-0006-0003

Records Schedule Items

Sequence Number	
1	<p>FCC FORM 431 - TRS Fund Worksheet Information Collection OMB 3060-0536</p> <p>Disposition Authority Number DAA-0173-2015-0006-0001</p> <p>OMB Approved TRS Fund Worksheet for Calculating and Filing Carrier Contributions to fund Interstate Telecommunications Relay Service (ITRS) including Correspondence and Monthly Account Reconciliations</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year.</p> <p>Transfer to Inactive Storage Store onsite for 5 years and then transfer to offsite storage for an additional 5 years.</p> <p>Retention Period Destroy 10 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Service Provider Audits</p> <p>Disposition Authority Number DAA-0173-2015-0006-0002</p> <p>All records related to service provider audits including the RFP, responses and evaluation of responses; PBCs and responses; correspondence including email; workpapers, questionnaires and evaluations; draft reports, final reports and responses to both summaries of findings and observations and corrective action plans.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

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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 at the end of the calendar year.

Transfer to Inactive Storage

Store onsite for 5 years and then transfer to offsite storage for an additional 5 years.

Retention Period

Destroy 10 year(s) after cut off.

Additional Information

GAO Approval

Not Required

TRS Advisory Council Records

Disposition Authority Number

DAA-0173-2015-0006-0003

Advisory Council Meeting minutes and supporting documentation including membership and appointment correspondence, semiannual meeting agendas, formal presentations, meeting expense records, resolutions or other formal correspondence, and subcommittee monthly conference call agendas.

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

Cut off at the end of the calendar year.

Transfer to Inactive Storage

Store onsite for 5 years and then transfer to offsite storage for an additional 5 years.

Retention Period

Destroy 10 year(s) after cutoff.

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
08/04/2015	Certify	Vanessa Lamb	Supervisory Program Analyst	Office of Managing Director - Performance Evaluation and Records Management
01/05/2016	Submit for Concurrence	Meredith Scheiber	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/07/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/07/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/08/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist