

WITHDRAWN RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0173-2016-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0173-2016-0001
Schedule Status Returned Without Action

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 the Chairman/Commissioner
Schedule Subject Functions of the Chairman/Commissioner
Internal agency concurrences will be provided No

Background Information The FCC is directed by five Commissioners appointed by the President and confirmed by the Senate for staggered five-year terms. No more than three can be members of the same political party. The president designates one of the Commissioners to serve as Chairman.

The Commissioners hold regular agenda meetings and special meetings. They also may act between meetings by "circulation," a procedure whereby a document is submitted to each Commissioner individually for official action.

The Chairman presides over all FCC meetings. The Chairman coordinates and organizes the work of the Commission and represents the agency in legislative matters and in relations with other government departments and agencies.
This schedule will supersede N1-173-98-8.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	8

GAO Approval

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Records Schedule: DAA-0173-2016-0001

Outline of Records Schedule Items for DAA-0173-2016-0001

Sequence Number	
1	Substantive Correspondence Disposition Authority Number: DAA-0173-2016-0001-0001
2	Routine Correspondence Disposition Authority Number: DAA-0173-2016-0001-0002
3	Calendar Disposition Authority Number: DAA-0173-2016-0001-0003
4	Travel Schedules Disposition Authority Number: DAA-0173-2016-0001-0004
5	Working Files and Similar Material Disposition Authority Number: DAA-0173-2016-0001-0005
6	Biography and Photograph File Disposition Authority Number: DAA-0173-2016-0001-0006
7	Information Activities Records Disposition Authority Number: DAA-0173-2016-0001-0007
8	Blogs Disposition Authority Number: DAA-0173-2016-0001-0008

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Records Schedule Items

Sequence Number	
1	<p data-bbox="373 417 771 449">Substantive Correspondence</p> <p data-bbox="373 470 1149 502">Disposition Authority Number DAA-0173-2016-0001-0001</p> <p data-bbox="373 523 1502 704">These files contain op-eds, articles, letters, memoranda, and other documents prescribing the Commission's policies, programs and objectives prepared by the Office of the Chairman/Commissioner or by other Offices for the Chairman/Commissioner signature. Files are arranged by subject matter and material therein is filed chronologically. Personal files are separately maintained.</p> <p data-bbox="373 725 930 757">Final Disposition Permanent</p> <p data-bbox="373 778 922 810">Item Status Withdrawn</p> <p data-bbox="373 832 833 863">Is this item media neutral? Yes</p> <p data-bbox="373 885 816 1002">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="373 1034 678 1066">Disposition Instruction</p> <p data-bbox="373 1098 1295 1129">Cutoff Instruction Cutoff at the end of the calendar year.</p> <p data-bbox="373 1151 1474 1247">Transfer to the National Archives for Accessioning Transfer to the Archives when fifteen (15) years old or after termination of Chairman/Commissioner service.</p> <p data-bbox="373 1289 678 1321">Additional Information</p> <p data-bbox="373 1353 1328 1427">What will be the date span of the initial transfer of records to the National Archives? Unknown This schedule supersedes N1-173-98-8.</p> <p data-bbox="373 1459 1474 1598">How frequently will your agency transfer these records to the National Archives? Unknown Transfer to the Archives when fifteen (15) years old or after termination of Chairman/Commissioner service. This is how they will be transferred.</p>
2	<p data-bbox="373 1693 722 1725">Routine Correspondence</p> <p data-bbox="373 1747 1157 1779">Disposition Authority Number DAA-0173-2016-0001-0002</p> <p data-bbox="373 1800 1474 1874">These files contain routine correspondence such as reference material, courtesy copies of letters, memos, etc., and invitations.</p> <p data-bbox="373 1896 930 1927">Final Disposition Temporary</p>

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Item Status	Withdrawn
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?	No
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the calendar year.
Retention Period	Destroy when no longer needed or after termination of service.
Additional Information	
GAO Approval	Not Required
Calendar	
Disposition Authority Number	DAA-0173-2016-0001-0003
These files contain appointments and meetings. These files were accumulated in the conduct of public business by the Chairman/Commissioner during his/her appointment to the FCC. They do not include any personal files.	
Final Disposition	Permanent
Item Status	Withdrawn
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?	No
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the calendar year.
Transfer to the National Archives for Accessioning	Transfer to the Archives when fifteen (15) years old or after termination of Chairman/Commissioner service.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown This schedule supersedes N1-173-98-8.
How frequently will your agency transfer these records to the National Archives?	Unknown Transfer to the Archives when fifteen (15) years old or after termination of Chairman/Commissioner

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service. This is the transfer instruction for the records.

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Travel Schedules

Disposition Authority Number DAA-0173-2016-0001-0004

These files contain schedules, itineraries of trip and visits. These files were accumulated in the conduct of public business by the Chairman/Commissioner during his/her appointment to the FCC.

Final Disposition Temporary

Item Status Withdrawn

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? No

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy when no longer needed or after termination of Chairman/Commissioner service. Official file is located in the Office of the Managing Director.

Additional Information

GAO Approval Not Required

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Working Files and Similar Material

Disposition Authority Number DAA-0173-2016-0001-0005

These files contain preliminary drafts, copies of decision making documents, and other similar material.

Final Disposition Temporary

Item Status Withdrawn

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? No

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

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6	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required
	Biography and Photograph File	
	Disposition Authority Number	DAA-0173-2016-0001-0006
	These files contain biographic resumes, and photographs.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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?	No
Disposition Instruction		
Cutoff Instruction	Cutoff at the end of the calendar year.	
Retention Period	Destroy when no longer needed. Official copy is kept in the Office of the Managing Director and the Office of Media Relations.	
Additional Information		
GAO Approval	Not Required	
7	Information Activities Records	
	Disposition Authority Number	DAA-0173-2016-0001-0007
	These files contain statements, news release statements, speeches, news releases, and testimonies.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year.
	Transfer to the National Archives for Accessioning	Any statements, news release statements, speeches, news releases, and testimonies, not submitted to

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the Office of Media Relations to be included in the Daily Digest. Transfer to the Archives when fifteen (15) years old or after termination of Chairman/Commissioner service.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown
This schedule supersedes N1-173-98-8.

How frequently will your agency transfer these records to the National Archives?

Unknown
Transfer to the Archives when fifteen (15) years old or after termination of Chairman/Commissioner service. This is the transfer instruction for the records.

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Blogs

Disposition Authority Number DAA-0173-2016-0001-0008

These files are intended to communicate with the public about the work of the Federal Communications Commission

Final Disposition Temporary

Item Status Withdrawn

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? No

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy when no longer needed or after termination of Commissioner's service. Official file is located in the Office of the Managing Director.

Additional Information

GAO Approval Not Required

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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
10/21/2015	Certify	Carolyn Conyers	Agency Records Officer	Office of Managing Director - PERM
10/25/2016	Return Without Action	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services