

Request for Records Disposition Authority

Records Schedule Number DAA-0173-2016-0003
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 Engineering and Technology
Minor Subdivision Experimental Licensing Branch
Schedule Subject Experimental Licensing System (ELS)
Internal agency concurrences will be provided No

Background Information The Experimental Licensing System allows the public to electronically file for licenses and authorizations for experimental radio testing and research. The Commission either disapproves and dismisses applications or approves applications and grants licenses. All new licenses and authorizations are assigned call signs. Subsequent licenses resulting from renewals and modification applications retain the same call sign. All applications, licenses, authorizations, exhibits, correspondences, notes, and reports are stored in the system whether the applications are dismissed or approved.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0173-2016-0003

Sequence Number	
1	Dismissed Experimental License and Authorization Applications Disposition Authority Number: DAA-0173-2016-0003-0001
2	Approved Experimental License and Authorization Applications Disposition Authority Number: DAA-0173-2016-0003-0002

Records Schedule Items

Sequence Number	
1	<p>Dismissed Experimental License and Authorization Applications</p> <p>Disposition Authority Number DAA-0173-2016-0003-0001</p> <p>Dismissed applications include related exhibits, correspondences and comments.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This media is electronic only.</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>GRS or Superseded Authority Citation N1-173-08-002 / 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff on the last day of the calendar year in which the application was dismissed.</p> <p>Retention Period Destroy 3 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Approved Experimental License and Authorization Applications</p> <p>Disposition Authority Number DAA-0173-2016-0003-0002</p> <p>Approved applications include related exhibits, correspondence, notes, reports and licenses.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation The media is electronic only.</p> <p>Do any of the records covered by this item currently exist in</p>

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation **N1-173-08-2 / 1**

Disposition Instruction

Cutoff Instruction **Cut off the last day of the calendar year in which the last granted license for a call sign expired.**

Retention Period **Destroy 3 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
10/27/2015	Certify	Carolyn Conyers	Agency Records Officer	Office of Managing Director - PERM
10/29/2015	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
05/18/2016	Submit For Certification	Vanessa Lamb	Supervisory Program Analyst	Office of Managing Director - Performance Evaluation and Records Management
05/18/2016	Certify	Vanessa Lamb	Supervisory Program Analyst	Office of Managing Director - Performance Evaluation and Records Management
07/28/2016	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
07/28/2016	Submit For Certification	Vanessa Lamb	Supervisory Program Analyst	Office of Managing Director - Performance Evaluation and Records Management
07/28/2016	Certify	Vanessa Lamb	Supervisory Program Analyst	Office of Managing Director - Performance Evaluation and Records Management
08/04/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
08/10/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

08/11/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/12/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist