Records Schedule: DAA-0173-2016-0003

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 Subdivsion	
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Number of Total Disposition Items			Number of Withdrawn Disposition Items
2	0	2	0

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GAO Approval

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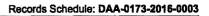
Outline of Records Schedule Items for DAA-0173-2016-0003

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

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Records Schedule Items

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	GRS or Superseded Authority Citation	N1-173-08-002 / 1		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

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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

Action	Ву	Title	Organization
Certify	Carolyn Conyers	Agency Records Off icer	Office of Managing Director - PERM
Return for Revisio n	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Serivces
Submit For Certific ation	Vanessa Lamb	Supervisory Progra m Analyst	Office of Managing Director - Performance Evaluation and Records Management
Certify	Vanessa Lamb	Supervisory Progra m Analyst	Office of Managing Director - Performance Evaluation and Records Management
Return for Revisio n	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Serivces
Submit For Certific ation	Vanessa Lamb	Supervisory Progra m Analyst	Office of Managing Director - Performance Evaluation and Records Management
Certify	Vanessa Lamb	Supervisory Progra m Analyst	Office of Managing Director - Performance Evaluation and Records Management
Submit for Concur rence	Lisa Clavelli	Supervisor, ACNR A ppraisal Team 2	National Archives and Records Administration - Records Management Services
Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
	CertifyReturn for Revisio nSubmit For Certific ationCertifyReturn for Revisio nReturn for Certific ationSubmit For Certific ationCertifySubmit For Certific ationSubmit for Concur rence	CertifyCarolyn ConyersReturn for Revisio nAnn GilletteSubmit For Certific ationVanessa LambCertifyVanessa LambReturn for Revisio nAnn GilletteReturn for Revisio nAnn GilletteSubmit For Certific ationVanessa LambSubmit For Certific ationVanessa LambSubmit for Cortific ationVanessa LambCertifyVanessa LambSubmit for Cortific ationVanessa LambSubmit for Concur renceLisa ClavelliConcurMargaret	CertifyCarolyn ConyersAgency Records Off icerReturn for Revisio nAnn GilletteAppraisal ArchivistSubmit For Certific ationVanessa LambSupervisory Progra m AnalystCertifyVanessa LambSupervisory Progra m AnalystReturn for Revisio nAnn GilletteAppraisal ArchivistReturn for Revisio nAnn GilletteAppraisal ArchivistSubmit For Certific nVanessa LambSupervisory Progra m AnalystSubmit For Certific nVanessa LambSupervisory Progra m AnalystSubmit For Certific ationVanessa LambSupervisory Progra m AnalystSubmit For Certific ationVanessa LambSupervisory Progra m AnalystSubmit for Concur renceLisa ClavelliSupervisory Progra m AnalystSubmit for Concur renceLisa ClavelliSupervisor, ACNR A praisal Team 2ConcurMargaret HawkinsDirector of Records Management Servic





NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

08/11/2016	Concur	Laurence Brewer	ecords Management Program	National Archives and Records Administration - National Records Management Program
08/12/2016	Approve	David Ferriero	1	Office of the Archivist - Office of the Archivist