

Request for Records Disposition Authority

Records Schedule Number DAA-0173-2016-0012
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 International Bureau
Schedule Subject International Telecommunications Union (ITU) Records
Internal agency concurrences will be provided No

Background Information ITU is the United Nations specialized agency for information and communication technologies – ICTs.

They allocate global radio spectrum and satellite orbits, develop the technical standards that ensure networks and technologies seamlessly interconnect, and strive to improve access to ICTs to under-served communities worldwide.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0173-2016-0012

Sequence Number	
1	ITU Radio Communication Sector (ITU-R) World Radio Conference (WRC) files Disposition Authority Number: DAA-0173-2016-0012-0001
2	Plenipotentiary Conference Preparatory Files Disposition Authority Number: DAA-0173-2016-0012-0002
3	World Telecommunications Standardization Assembly (WTSA) Files Disposition Authority Number: DAA-0173-2016-0012-0003
4	ITU Development Sector (ITU-D) Conference and Symposium Preparatory Files Disposition Authority Number: DAA-0173-2016-0012-0004
5	ITU World Conference on International Telecommunications (WCIT) Preparatory Files Disposition Authority Number: DAA-0173-2016-0012-0005
6	Global Strategy and Negotiations Division ITU Files Disposition Authority Number: DAA-0173-2016-0012-0006

Records Schedule Items

Sequence Number	
1	<p>ITU Radio Communication Sector (ITU-R) World Radio Conference (WRC) files</p> <p>Disposition Authority Number DAA-0173-2016-0012-0001</p> <p>The International Telecommunication Union's World Radio Conference (WRC), a treaty level conference, is convened every three to four years. In preparation for the WRC, there are several years of various study group and other preparatory meetings held by the ITU Radio Communication Sector (ITU-R). Documents generated in these preparatory meetings are used to present the U.S. position at the Conference and other WRC preparatory meetings. Files associated with this preparatory work and the Conference include copies of discussions and drafts from prior meetings, used as reference material for current topics.</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? No</p> <p>GRS or Superseded Authority Citation NC1-173-79-003 / 39</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut-off at the end of the calendar year the meeting is held.</p> <p>Transfer to Inactive Storage Transfer to off-site storage 3 years after cut-off.</p> <p>Retention Period Destroy 15 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Plenipotentiary Conference Preparatory Files</p> <p>Disposition Authority Number DAA-0173-2016-0012-0002</p> <p>The International Telecommunication Union's Plenipotentiary Conference (Plenipot), a treaty level conference, is convened every four years to deal with the ITU's constitution and convention. Leading up to Plenipot, there are several years of various study groups and related preparatory meetings that FCC participates in. Documents generated in these meetings are used to present the U.S. position at the Conference. Files associated with this preparatory work and the Conference</p>

include copies of discussions and drafts from prior meetings, used as reference material for current topics. FCC also participates in the management of the ITU Council, and the documents related to this participation fall under the cycle of Plenipot.

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? No

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year the meeting is held.

Transfer to Inactive Storage Transfer to off-site storage 3 years after cut-off.

Retention Period Destroy 15 year(s) after cutoff

Additional Information

GAO Approval Not Required

World Telecommunications Standardization Assembly (WTSA) Files

Disposition Authority Number DAA-0173-2016-0012-0003

The International Telecommunication Union's World Telecommunications Standardization Assembly (WTSA) is convened every four years to determine the structure of and work plan for the ITU-T. In preparation for the WTSA, there are several years of study groups and preparatory meetings held, in which the FCC participates. The documents created in these study groups and preparatory meetings are used to present the U.S. position at the WTSA. Files associated with this preparatory work and the WTSA include copies of discussions and drafts from prior meetings, used as reference material for current topics.

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? No

GRS or Superseded Authority Citation N1-173-87-005 / 7

Disposition Instruction

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Cutoff Instruction Cut off at the end of the calendar year the meeting is held.

Transfer to Inactive Storage Transfer to off-site 3 years after cut-off.

Retention Period Destroy 15 year(s) after cut off

Additional Information

GAO Approval Not Required

ITU Development Sector (ITU-D) Conference and Symposium Preparatory Files

Disposition Authority Number DAA-0173-2016-0012-0004

Records related to the preparatory meetings held by the ITU Development Sector (ITU-D) used to develop recommendations and strategies, and to establish topics to be presented at the World Telecommunications Development Conference (WTDC) and the Global Symposium for Regulators (GSR). The documents created in these preparatory meetings are used to present the U.S. position at the WTDC and the GSR. Files associated with this item include copies of discussions and drafts from prior meetings, used as reference material for current topics.

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? No

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year the meeting is held.

Transfer to Inactive Storage Transfer 3 years after cut-off.

Retention Period Destroy 15 year(s) after cut off.

Additional Information

GAO Approval Not Required

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ITU World Conference on International Telecommunications (WCIT) Preparatory Files

Disposition Authority Number DAA-0173-2016-0012-0005

Records related to the preparatory work for the ITU's World Conference on International Telecommunications (WCIT). The WCIT is a treaty level conference, convened to review the international Telecommunications Regulations (ITRs), which serve as the binding global treaty designed to facilitate international

interconnection and interoperability of information and communication services, as well as ensuring their efficiency and widespread public usefulness and availability.

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? No

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year the meeting is held.

Transfer to Inactive Storage Transfer to off-site storage 3 years after cut-off.

Retention Period Destroy 15 year(s) after cut off.

Additional Information

GAO Approval Not Required

Global Strategy and Negotiations Division ITU Files

Disposition Authority Number DAA-0173-2016-0012-0006

Records of the Global Strategy and Negotiations Division in preparation for ITU meetings and conferences. The files include records related to: Bilateral meetings, Domestic Developments, Country Files, and Regional Organizations. The Bilateral Meetings files contain complete agenda, U.S. Government position papers on Telecom issues with specific country, background, and details of travel related to each meeting. The Domestic Developments files contain Reports and Orders, domestic carriers' position papers on domestic issues relevant to international discussions. The Country Files contain foreign documents pertaining to policy developments, new telecom laws, policy statements, consultant papers, and analyses. Lastly, the Regional Organizations files contain relevant background papers, position papers, internal memos on multilateral organizations and U.S. Government positions within each.

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? No

Disposition Instruction

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Cutoff Instruction	Cut off at the end of the calendar year the meeting is held.
Transfer to Inactive Storage	Transfer to off-site storage 3 years after cut-off.
Retention Period	Destroy 15 year(s) after cut-off
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
09/26/2016	Certify	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
12/13/2016	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
12/21/2016	Submit For Certification	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
12/21/2016	Certify	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
03/22/2017	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
03/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/27/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist