

Request for Records Disposition Authority

Records Schedule Number DAA-0173-2017-0001
Schedule Status Approved
Agency or Establishment Federal Communications Commission
Record Group / Scheduling Group Records of the Federal Communications Commission
Records Schedule applies to Agency-wide
Schedule Subject Universal Service
Internal agency concurrences will be provided No

Background Information

Universal Service is the principle that all Americans should have access to communications services. Universal Service is also the name of a fund and the category of FCC programs and policies to implement this principle. Universal Service is a cornerstone of the law that established the FCC, the Communications Act of 1934. Since that time, Universal Service policies have helped make telephone service ubiquitous, even in remote rural areas. Today, the FCC recognizes high-speed Internet as the 21st Century's essential communications technology, and is working to make broadband as ubiquitous as voice, while continuing to support voice service.

The Telecommunications Act of 1996 expanded the traditional goal of Universal Service to include increased access to both telecommunications and advanced services – such as high-speed Internet – for all consumers at just, reasonable and affordable rates. The Act established principles for universal service that specifically focused on increasing access to evolving services for consumers living in rural and insular areas, and for consumers with low-incomes. Additional principles called for increased access to high-speed Internet in the nation's schools, libraries and rural health care facilities. The FCC established four programs within the Universal Service Fund to implement the statute. The four programs are:

- # Connect America Fund (formally known as High-Cost Support) for rural areas
- # Lifeline (for low-income consumers), including initiatives to expand phone service for residents of Tribal lands
- # Schools and Libraries (E-rate)
- # Rural Health Care

The Universal Service Fund is paid for by contributions from providers of telecommunications based of an assessment on their interstate and international end-user revenues. Examples of entities that

contribute to the Fund are telecommunications carriers, including wireline and wireless companies, and interconnected Voice over Internet Protocol (VoIP) providers, including cable companies that provide voice service. The Universal Service Administrative Company, or USAC, administers the four programs and collects monies for the Universal Service Fund under the direction of the FCC. The FCC's annual monitoring report tracks contributions and disbursements.

The FCC is reforming, streamlining, and modernizing all its universal service programs to drive further investment in and access to 21st century broadband and voice services. These efforts are focused on targeting support for broadband expansion and adoption as well as improving efficiency and eliminating waste in the programs.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	0	7	0

GAO Approval

0001, 0002, 0003, 0004, 0005, 0006, 0007

Outline of Records Schedule Items for DAA-0173-2017-0001

Sequence Number	
1	Connect America Fund Program Files Disposition Authority Number: DAA-0173-2017-0001-0001
2	Lifeline (Low Income) Program Files Disposition Authority Number: DAA-0173-2017-0001-0002
3	E-Rate (Schools & Libraries) Program Files Disposition Authority Number: DAA-0173-2017-0001-0003
4	Rural Health Care Program Files Disposition Authority Number: DAA-0173-2017-0001-0004
5	Universal Service Administration Oversight Disposition Authority Number: DAA-0173-2017-0001-0005
6	Universal Service Programs Public Feedback Disposition Authority Number: DAA-0173-2017-0001-0006
7	Contributions Support Mechanism Files Disposition Authority Number: DAA-0173-2017-0001-0007

Records Schedule Items

Sequence Number	
1	<p>Connect America Fund Program Files</p> <p>Disposition Authority Number DAA-0173-2017-0001-0001</p> <p>These records contain filings and submissions for administering the Universal Service High Cost/Connect America Fund Program. Included are the FCC forms and related documents used for the disbursements of funds, appeals, audits, and reports.</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 from date filed or prepared.</p> <p>Retention Period Destroy 10 year(s) after cut off, or when no longer needed for business or audit purposes, whichever comes later.</p> <p>Additional Information</p> <p>GAO Approval Required and Received</p>
2	<p>Lifeline (Low Income) Program Files</p> <p>Disposition Authority Number DAA-0173-2017-0001-0002</p> <p>These records contain filings and submissions for administering the Universal Service Lifeline (Low Income) Program. Included are the FCC forms and related documents used for eligibility verifications and recertification, identity verification, the disbursements of funds, appeals, audits, and reports.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

	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 from the date filed or prepared.
	Retention Period	Destroy 10 year(s) after cut off, or when no longer needed for business or audit purposes, whichever comes later.
	Additional Information	
	GAO Approval	Required and Received
3	E-Rate (Schools & Libraries) Program Files	
	Disposition Authority Number	DAA-0173-2017-0001-0003
	These records contain filings and submissions for administering the Schools and Libraries Universal Service Support (E-Rate) Program. Included are the FCC forms and related documents used for the disbursement of funds, appeals, audits, and reports.	
	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 from the date filed or prepared.
	Retention Period	Destroy 10 year(s) after cut off, or when no longer needed for business or audit purposes, whichever comes later.
	Additional Information	

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GAO Approval Required and Received

Rural Health Care Program Files

Disposition Authority Number DAA-0173-2017-0001-0004

These records contain filings and submissions for administering the Rural Health Care (RHC) program. Included are the FCC forms and related documents used for the disbursements of funds, appeals, audits, and reports.

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 from the date filed or prepared.

Retention Period Destroy 10 year(s) after cut off, or when no longer needed for business or audit purposes, whichever comes later.

Additional Information

GAO Approval Required and Received

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Universal Service Administration Oversight

Disposition Authority Number DAA-0173-2017-0001-0005

These records contain filings and submissions for administration and oversight of the Universal Service programs. Included are the FCC forms and related documents for administration of the Universal Service programs, appeals, audits, and reports.

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

6	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 from the date filed or prepared.
	Retention Period	Destroy 7 year(s) after cut off or when no longer needed for business or audit purposes, whichever comes later.
	Additional Information	
	GAO Approval	Required and Received
	Universal Service Programs Public Feedback	
	Disposition Authority Number	DAA-0173-2017-0001-0006
	These records contain filings to obtain public feedback for various aspects of the Universal Service programs, including methodological testing, surveys, focus groups, and discussion groups.	
	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	
7	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year from the date filed or prepared.
	Retention Period	Destroy 7 year(s) after cut off or when no longer needed for business or audit purposes, whichever comes later.
	Additional Information	
	GAO Approval	Required and Received
	Contributions Support Mechanism Files	
	Disposition Authority Number	DAA-0173-2017-0001-0007

These records contain filings and submissions for billing, collecting, and disbursing funds for the Universal Service programs. Included are the FCC forms and related documents used for the billing, collecting, and disbursing funds, appeals, audits, and reports.

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 from the date filed or prepared.

Retention Period Destroy 7 year(s) after cut off, or when no longer needed for business or audit purposes, whichever comes later.

Additional Information

GAO Approval Required and Received

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
08/22/2017	Certify	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
05/16/2018	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
05/30/2018	Submit For Certification	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
05/30/2018	Certify	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
07/09/2018	Submit for Concurrence	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
07/10/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/10/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/14/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist