

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 data-bbox="349 414 873 446">Connect America Fund Program Files</p> <p data-bbox="349 463 1133 495">Disposition Authority Number DAA-0173-2017-0001-0001</p> <p data-bbox="349 517 1458 661">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 data-bbox="349 683 911 715">Final Disposition Temporary</p> <p data-bbox="349 736 846 768">Item Status Active</p> <p data-bbox="349 789 813 821">Is this item media neutral? Yes</p> <p data-bbox="349 842 813 966">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 data-bbox="349 987 813 1072">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="349 1108 662 1140">Disposition Instruction</p> <p data-bbox="349 1161 1482 1236">Cutoff Instruction Cut off at the end of the calendar year from date filed or prepared.</p> <p data-bbox="349 1257 1442 1353">Retention Period Destroy 10 year(s) after cut off, or when no longer needed for business or audit purposes, whichever comes later.</p> <p data-bbox="349 1395 659 1427">Additional Information</p> <p data-bbox="349 1449 1081 1481">GAO Approval Required and Received</p>
2	<p data-bbox="349 1510 854 1542">Lifeline (Low Income) Program Files</p> <p data-bbox="349 1559 1138 1591">Disposition Authority Number DAA-0173-2017-0001-0002</p> <p data-bbox="349 1613 1455 1757">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 data-bbox="349 1779 911 1810">Final Disposition Temporary</p> <p data-bbox="349 1832 846 1864">Item Status Active</p> <p data-bbox="349 1885 813 1917">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	

4

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

5

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**

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**

7

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