

Request for Records Disposition Authority

Records Schedule Number DAA-0173-2020-0003

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 Enforcement Bureau

Schedule Subject EEO Audits

Internal agency concurrences will be provided No

Background Information

The FCC has Equal Employment Opportunity (EEO) rules and policies for radio and TV broadcasters and multichannel video programming distributors (MVPDs), such as cable TV and satellite TV operators. The rules prohibit discrimination in hiring on the basis of race, color, religion, national origin or gender by broadcasters and MVPDs. For MVPDs, the rules also prohibit discrimination in hiring on the basis of age. The EEO rules require broadcasters employing five or more full-time employees, and MVPDs employing six or more full-time employees, to maintain an EEO recruitment program. The recruitment rules include requirements to provide notice of job vacancies and to undertake additional outreach measures to all qualified job candidates, such as holding job fairs and establishing scholarship programs (pursuant to Section 76.1802 of the Commission's rules).

The FCC reviews broadcasters' compliance with EEO rules:

At the time of a broadcaster's license renewal.

At mid-term during the license period for television stations with five or more full-time employees and for radio stations with 11 or more full-time employees.

Through random audits. More specifically, MVPD units with six or more full-time staff are required to file Form 396-C with the commission, in CDBS. Several hundred units generally file. Then the following year in September, the FCC uses the CDBS database to chose units randomly to be audited in that year.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0173-2020-0003

Sequence Number

1	EEO Audit Disposition Authority Number: DAA-0173-2020-0003-0001
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Records Schedule Items

Sequence Number		
1	<p>EEO Audit</p> <p>Disposition Authority Number DAA-0173-2020-0003-0001</p> <p>Audit files from a random selection of Television and Radio Broadcast stations, as well as Cable Stations for audit of their Equal Employment Opportunity (EEO) Programs</p>	
	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 after the final clearance letter is issued, or final payment of the NAL or Forfeiture order is made.
	Retention Period	Destroy 3 year(s) after final clearance letter is issued or 4 year(s) after issuance of NAL if violations are found occurs, whichever is later
	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
03/18/2020	Certify	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
10/07/2020	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
12/22/2020	Submit For Certification	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
12/22/2020	Certify	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
04/06/2021	Submit for Concurrence	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
04/16/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/16/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
04/19/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist