

Request for Records Disposition Authority

Records Schedule Number DAA-0173-2021-0002

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 Public Safety & Homeland Security Bureau

Minor Subdivision Policy & Licensing

Schedule Subject Deployment of Text-to-911

Internal agency concurrences will be provided No

Background Information On August 13, 2014, the Commission released the Order, FCC 14-118, published at 79 FR 55367, September 16, 2014, adopting final rules containing information collection requirements to enable the Commission to implement text-to-911 service pursuant to the Second Report and Order, FCC 14-118, released August 13, 2014. The Second Report and Order adopts new rules to commence the implementation of text-to-911 service with an initial deadline of December 13, 2014 for all covered text providers to be capable of supporting text-to-911 service.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0173-2021-0002

Sequence Number	
1	Text-to-911 Registry Disposition Authority Number: DAA-0173-2021-0002-0001
2	Public Safety Answering Point (PSAP) Readiness and Certification Form Disposition Authority Number: DAA-0173-2021-0002-0002

Records Schedule Items

Sequence Number	
1	<p>Text-to-911 Registry</p> <p>Disposition Authority Number DAA-0173-2021-0002-0001</p> <p>The Text-to-911 Registry is a centralized database that is used to facilitate requests by public safety answering points (PSAPs) to receive 911 communications via text messages. Once a PSAP Readiness and Certification Form is received by the FCC, the data is entered into the database and triggers the obligation for the PSAP to begin delivering 911 communications in the requested format within six months.</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 Cutoff annually.</p> <p>Retention Period Destroy 7 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Public Safety Answering Point (PSAP) Readiness and Certification Form</p> <p>Disposition Authority Number DAA-0173-2021-0002-0002</p> <p>The Public Safety Answering Point (PSAP) Readiness and Certification form is used by 911 authorities and PSAPs to enter information in the Text-to-911 Registry for each PSAP that is requesting text-to-911 or RTT-to-911 service. The form provides space for the PSAP to indicate they are ready to accept text and/or RTT communications, as well as to provide point-of-contact and other information necessary for coordination with service providers. Completed forms are emailed to the FCC.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

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	Cutoff annually.
Retention Period	Destroy 7 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

Date	Action	By	Title	Organization
12/22/2020	Certify	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
01/06/2021	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/23/2021	Submit For Certification	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
03/23/2021	Certify	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
06/01/2021	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
06/03/2022	Submit For Certification	Darice Lee	Records and Information Management Specialist	Office of Managing Director - Performance Evaluation Management
06/03/2022	Certify	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
08/25/2022	Return for Revision	Jennifer Namsiriwan-Crabb	Archives Specialist	AC - AC
09/19/2022	Submit For Certification	Darice Lee	Records and Information Management Specialist	Office of Managing Director - Performance

				Evaluation Management
10/06/2022	Certify	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
12/14/2022	Submit for Concurrence	Jennifer Namsiriwan-Crabb	Archives Specialist	AC - AC
01/04/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/04/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/11/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office