

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0173-2021-0022

Status: APPROVED
Date Approved: 08/24/2023

General Information

Agency or Establishment	Federal Communications Commission
Record/Scheduling Group	0173 - Records of the Federal Communications Commission
Records Schedule Applies To	Agency-wide
Schedule Subject	Emergency Broadband Benefit Program (EBB Program)/Affordable Connectivity Program (ACP)
Additional Schedule Information	<p>On February 5, 2021, the Commission adopted the rules and policies creating and governing the Emergency Broadband Benefit (EBB) Program. The Consolidated Appropriations Act of 2021 directed the Commission to create a new \$3.2 billion EBB Program, which reimburses participating companies for providing discounted broadband service and connected devices to eligible households during the COVID-19 pandemic.</p> <p>On November 15, 2021, the Infrastructure Investment and Jobs Act (Infrastructure Act) became law. The Infrastructure Act provides \$14.2 billion to modify and extend the EBB Program to a longer-term broadband affordability program called the Affordable Connectivity Program (ACP). For households fully enrolled in the EBB Program as of December 31, 2021, the Infrastructure Act provided a transition period from the EBB Program to the ACP from December 31, 2021 and ending on March 1, 2022.</p> <p>The Universal Service Administrative Company (USAC) is responsible for administering the EBB Program and ACP, including: reviewing provider election notices, determining consumer eligibility, administering the claims process; and preparing disbursements in, coordination with the FCC, from Congressional appropriations.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0173-2021-0022

Item #	Title	Disposition
0001	Emergency Broadband Benefit Program (EBB Program)/Affordable Connectivity Program (ACP)	Temporary
0002	Audit Plan Records	Temporary

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Records Schedule Items

DAA-0173-2021-0022-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Emergency Broadband Benefit Program (EBB Program)/Affordable Connectivity Program (ACP)	
Item Description	<p>These records contain filings and submissions for administering the EBB and ACP Programs established pursuant to the Consolidated Appropriations Act and the Infrastructure Act. The latter modified and extended the EBB Program to a longer-term program. Records include the certifications, applications, worksheets, and other documents used for: identity verification, eligibility verification, recertification, requests for funding, disbursement of funds, requests for reimbursement, recordkeeping, appeals, and reporting.</p> <p>The FCC Forms covered in this item include, but are not limited to: the Emergency Broadband Benefit Program Application Form No. 5638; the Emergency Broadband Benefit Program Household Worksheet Form No. 5639; the ACP Application Form No. 5645; the ACP Household Worksheet Form No. 5646; and the ACP Recertification Form No. 5648. Records are exclusively electronic, and may include database and audio file formats. Records may also contain PII.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	Section 904 of Division N, Title IX of the Consolidated Appropriations Act, 2021, Pub. L. No 116-260, 134 Stat. 1182.	
Manual Title	Consolidated Appropriations Act, 2021	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at the end of the calendar year from date filed or prepared.	

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Retention Period	Other: Destroy 10 years after cutoff, or when no longer needed for business or audit purposes, whichever comes later.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0173-2021-0022-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Audit Plan Records
Item Description	These records encompass the creation of an EBB Program Administration Audit plan in which USAC's program integrity review protocols are analyzed for effectiveness and compliance with program requirements. Also included are audit work papers, related documents and audit reports.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff once the final Audit Report is submitted.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	07/27/2021
Approve	Colleen Shogan	08/24/2023