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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>N1-173-00-1</i> | |
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | DATE RECEIVED <i>03/01/00</i> | |
| 1. FROM (Agency or establishment) Federal Communications Commission (FCC) 445 12th Street, SW Washington, D.C. 20554 | | NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 2. MAJOR SUBDIVISION Office of the Managing Director | | | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Kathy Abbate | 5. TELEPHONE (202) 418-0216 | DATE <i>4-17-01</i> | ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i> |
| 6. 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 on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE <i>2/25/00</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathy Abbate</i> | TITLE <i>Management Analyst</i> | |
| 7. Item No. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| 1 | See Attached <i>N1-173-00-1</i> <i>6/15/01 per K. Abbate</i> <i>FRN# is being changed to:</i> <i>CORES ID#</i> <i>rme</i> <i>(Nina said OK to pencil in no need to re-submit Sched)</i> | | |

SM 4/30/01 Sent to Agency & NwME

OFFICE OF THE MANAGING DIRECTOR

FINANCIAL OPERATIONS

1. Commission Registration System (CORES). (2000 thereafter). CORES is a centralized database required by the FCC to collect entity name, address, official contact, telephone number and tax identification number (TIN). CORES will assist in bringing the Commission into compliance with the Debt Collection Act of 1996, which requires the collecting of TIN information to improve Federal collections. CORES assigns a FCC Registration Number (FRN) that will be required for all registrants with the Commission. CORES will register a new entity, update registration data, retrieve registration information, validate FRNs, and conduct FRN searches. The Commission wide registration process and data repository will be available through the functionality of CORES. The collections of CORES data will provide a central repository that all licensing/filing system will be able to access. CORES is a step towards a more effective method of identifying entities doing business with the Commission.

A. Input/Source Records. Form 160 (CORES) Registration Form. This form serves as the official document to register with the Commission Registration System (CORES) electronically and manually. The FCC Registration Number will be required for all registrants doing business with the Commission and will be assigned by CORES. The information on this form is collected to maintain an official mailing address, to ensure proper credit for fee payments, to ensure entities receive any refund due, to service public inquires, and to comply with the Debt Collection Improvement Act of 1996. Form 161 (CORES) Change Request (Changes and Updates). This form collects changes and updates to entities name, address, telephone number, fax umber, e-mail, entity contact representative, contact address, telephone number, fax and e-mail. Form 162 (CORES) Certification Form. The FCC Registration Number will affect approximately 60 applications forms and will require the forms to change. During the transition period the FCC Form 162 will be utilized until all forms have been updated. The information will be used by the FCC for the purpose of collecting and reporting on any delinquent amounts arising out of such person's relationship with the Government. For businesses, the FCC Registration Number (FRN) is its Federal Communication Commission-issued FCC Registration Number. This number will be used by the FCC as the unique business account number for identification purposes only.

(1) Paper Forms. Temporary.

Destroy three (3) months after data is entered into the system and verified.

(2) Electronic Forms. Temporary.

Destroy three (3) months after data is entered into the system and verified.

RKH

A.B. Master Data File. Data extracted from Forms 160, 161 and 162.

Permanent. Download copy of the data annually at the end of the calendar year. Transfer immediately to the National Archives.
~~Temporary. Delete when data is updated, superseded or obsolete.~~

RKH

B.C. Output/Reports. Textual reports needed for verification purposes.

Temporary. Destroy when report(s) are verified.

RKH

D.O. Documentation. Includes system specifications and file specifications with corresponding instructions.

~~Temporary. Destroy when updated or no longer needed, whichever is sooner.~~

Permanent. Transfer annually to the National Archives with the Master Data File.

* All changes approved by FCC records officer via e-mail, 1/12/2001. RKH