

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>N1-173-63-2</i>	
1. FROM (Agency or establishment) Federal Communications Commission		Date Received <i>5/23/03</i>	
2. MAJOR SUB DIVISION Office of Legislative Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUB DIVISION		In accordance with the provisions of 44 U.S.C 3303a, the disposition request, including amendments is approved	
4. NAME OF PERSON WITH WHOM TO CONFER Shoko B. Hair		5. TELEPHONE (202) 418-1379	DATE <i>12/7/03</i>
		ARCHIVIST OF THE UNITED STATES <i>Allen Wainman</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 <u> 1 </u> page(s) are not needed now 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 May 14, 2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Shoko B. Hair</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached page.		

RA 12/14/05 copies sent to Agency, Newark, N.J.

**REVISION TO RECORDS CONTROL SCHEDULE FOR
OFFICE OF LEGISLATIVE AFFAIRS**

Amendment to Item #5

Job No. N1-173-96-1, dated 12/16/96

OFFICE OF LEGISLATIVE AFFAIRS

5. Congressional Correspondence Files: These files contain all tracked Congressional-related correspondence, stored electronically, from the House of Representatives, the Senate, the White House, and the Office of the Vice President, addressed to the Chairman, the Director of OLA, Bureau/Office Chiefs, and staff members. (This system excludes Congressional correspondence addressed to individual Commissioners other than the Chairman, as they are filed and maintained in their individual offices). These files are kept as reference/research material for preparation of Congressional testimony by the Chairman or a Commission designee, at Congressional hearings; and for reports for the FCC, the Office of Legislative Affairs. Final disposition of Congressional correspondence for Bureau/Office Chief's signature is determined by those offices in accordance with their respective records schedules.

A. Incoming correspondence and Outgoing Congressional Correspondence Signed by the Chairman.

This is substantive congressional correspondence signed by the Chairman on current issues at the FCC.

1. Incoming Congressional Correspondence - **Paper Copy**

Disposition: Temporary. Cut off at end of each calendar year.
Destroy three years after cut-off imaging and verification.

2. Database of Incoming and Outgoing Congressional Correspondence Signed by Chairman – **Electronic Version**. Outgoing Congressional Correspondence Signed by the Chairman (**Paper Copy**) is scanned into database, and then the original, signed correspondence is mailed to recipient.

Filing Arrangement. Files are stored electronically and are accessible through various search and retrieval modules.

Annual Accretion. Approximately 192 MB of space.

Disposition. Permanent. Cut-off at end of each calendar year. Transfer on electronic media to the National Archives three (3) years after cut-off.

[Note: Electronic media will comply with NARA regulations for transferring permanent electronic records in place at time of transfer].

B. Incoming and Outgoing Congressional Correspondence Signed by the Bureau/Office Chiefs on issues of interest to Congressional constituents.

1. Incoming Congressional Correspondence to be responded by Bureau/Office Chiefs – **Paper copy.**

Disposition – Temporary. Scan into database. Destroy immediately after verification that document has been scanned properly into database.

2. Incoming and Outgoing Congressional Correspondence Signed – **Electronic Version**

Filing Arrangement. Files are stored electronically and are accessible through various search and retrieval modules.

Disposition. Temporary. Cut off at end of each calendar year. Destroy when three (3) years old.