

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 N1-173-08-1	
1 FROM (Agency or establishment) Federal Communications Commission		Date Received 11/5/07	
2 MAJOR SUB DIVISION WIRELESS TELECOMMUNICATIONS BUREAU		NOTIFICATION TO AGENCY	
3 MINOR SUB DIVISION SPECTRUM MANAGEMENT RESOURCES & TECHNOLOGIES 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 6 April 10
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>34</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,		ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
<input checked="" type="checkbox"/> is not required		<input type="checkbox"/> is attached, or	
<input type="checkbox"/> has been requested			
DATE October 26, 2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Attachment.		

**WIRELESS TELECOMMUNICATIONS
BUREAU**

SPECTRUM MANAGEMENT RESOURCES & TECHNOLOGIES DIVISION

UNIVERSAL LICENSING SYSTEM

This schedule covers paper and electronic records for the Universal Licensing System. Included under this schedule are various types of applications, licenses, correspondence, and case files associated with regulation of two-way radio communication (including Public Safety and Homeland Security), Antenna Structure Registration, Tower Construction Notification and Nationwide Programmatic Agreement systems. Please see attached for Input/Source Records, Master Files, Output Records and Systems Documentation. This request replaces Job No. N1-173-94-2 approved July 13, 1995, Job No. N1-173-98-6 approved June 2, 1999, NC1-173-84-4 Items 10A, B, C, D. Portions of Job No. N1-173-75-1, Job No. N1-173-75-1, N1-173-90-1 & Job No. N1-173-86-2

A. Universal Licensing System (ULS)- Application Records

1. FCC Form 601 – These are original applications for the Wireless Telecommunications Bureau (WTB) auctionable radio services and/or Public Safety and Homeland Security Bureau (PSHSB) submitted to operate radio stations, amend pending applications, modify existing licenses, and perform a variety of other miscellaneous transactions. Radio services include Public Mobile Services, Personal Communications Services, General Wireless Communications services, Private Land Mobile Radio Services, Broadcast Auxiliary Services, Broadband Radio Services, Educational Broadband Services Fixed Microwave Services, Maritime Services (excluding ships), and Aviation Services (excluding Aircraft). The application includes the FCC Form 601 and any attachments submitted with the form (i.e. letters, supplemental statements, other forms). Applications may be filed electronically or manually. Manually filed applications are entered into ULS and an electronic record is created. The electronic record includes the application as well as administrative information (e.g. comments) and historical information (e.g. application history). Licenses are renewable every ten (10) or fifteen (15) years.

This application replaces:

- Construction Permit Files (FCC Form 402) Job No. N1-173-75-1
Item 15.
- Microwave Application and License Files (FCC Forms 402 & 402-S) Job No. NC1-173-84-4
Item 10A. Paper Records
Item 10B. Microfiche Records
Item 10C. Computer Printouts Generated from Microwave Database
Item 10D. Magnetic Tapes
- Construction Permit Application Files (FCC Form 330-P) Job No. N1-173-86-2
Item 23.
- Auxiliary Broadcast Services File (FCC Form 313) (Aural Microwave TV Microwave, and Remote Pickup/Low Power Auxiliary) Job No. N1-173-86-2
Item 61.
- Auxiliary Broadcast Station Renewal Application Files (FCC Form 313-R) Job No. N1-173-86-2
Item 63.
- Transmittal Sheet for Cellular Applications for Unserved Areas (FCC Form 464) & Transmittal Sheet for Phase 2 Cellular Applications for Unserved Areas (FCC Form 464-A) Job No. N1-173-90-1
Item 52.
- FCC Form 574 or Equivalent Job No. N1-173-94-2
{Interactive Video and Data Service (IVDS)}
Item 5A. Paper Records
Item 5B. Microfiche Records
- Private Operational Fixed Microwave (Part 94) Job N. N1-173-94-2
Item 9A. Original License

Item 9B. Applications, Copies of Licenses, and Other Contents of Station Files
Item 9C. Special Temporary Authority (STA) Applications and Authorizations

- Common Carrier Point-to-Point Microwave, Local Television Service and Digital Electronic Message Service (Part 21) Job No. N1-173-94-2
- Item 10A. Applications and Other Contents of Station Files
- Item 10B. Special Temporary Authority (STA) Applications
- Broadcast Auxiliary Services (Aural, TV STL, Remote Pickup, Low Power Auxiliary) – Active and Cancelled Station Files Job No. N1-173-94-2
- FCC Forms 574 or Equivalent Job No. N1-173-94-2 (Land Mobile Radio Services Application/License Files)
- Item 12A. Paper Records
- Item 12B. History/Frequency Index Cards
- Records Common to most Licensing Division Offices Job No. N1-173-94-2
- Item 13A. Undeliverable Licenses
- Item 13B. Contested Applications

1a. Electronic Record

~~Disposition: Temporary. If associated with a call sign, delete application record when the call sign is deleted from the system. If associated with multiple call signs (auction long form applications) delete when all associated call signs have been deleted. If not associated with any call sign, delete twelve (12) years after final action on the application.~~

GRS 20, Item 2b

1b. Paper Record

~~Disposition: Temporary.~~

~~Transfer to Federal Records Center after 1 year.~~

~~Destroy paper when twelve (12) years old.~~

Previously scheduled

2. FCC Form 602 – Application to collect ownership information pertaining to filers who have acquired licenses by participation in an auction or whom are applying for a license in a radio service which is subject to Part 1, Subpart Q of the Commission’s rules, or by common carrier licensees whether or not the service was originally subject to auction. The application includes the FCC Form 602 and any attachments submitted with the form (i.e. supplemental information, organizational charts). The application is subject to mandatory electronic filing, but may be filed manually with a waiver. Manually filed forms are entered into ULS and an electronic record is created.

2a. Electronic Record

~~Disposition: Temporary. Delete eighteen (18) years after record is changed to an “Archived” status.~~

GRS 20, Item 2b

April 8, 2009

2b. Paper Record

~~Disposition: Temporary.~~

~~Transfer to Federal Records Center after 1 year.~~

~~Destroy paper when twelve (12) years old.~~

GRS 20, Item 2a(4)

3. FCC Form 603 – This is a multipurpose form used to request approval for and Assignment of Authorization (Assignment) or Transfer of Control (Transfer) involving licensees in the Wireless and/or Public Safety Radio Services. The form is also used to provide notification of a consummated Assignment or Transfer. The application includes the FCC Form 603 and any attachments submitted with the form (i.e. letters, supplemental information, organizational charts). Applications may be filed electronically or manually. Manually filed applications are keyed into ULS and an electronic record is created. The electronic record includes the application as well as administrative information (e.g. comments) and historical information (e.g. application history).

3a. Electronic Record

~~Disposition: Temporary. Delete when all call signs listed on the application are deleted from the system.~~

GRS 20, Item 2b

3b. Paper Record

~~Disposition: Temporary.~~

~~Transfer to Federal Records Center after 1 year.~~

~~Destroy paper when twelve (12) years old.~~

GRS 20, Item 2a(4)

4. FCC Form 605 – This is a multipurpose form used to apply for an authorization to operate radio stations, amend pending applications, modify existing licenses, and perform a variety of other miscellaneous transactions in the WTB radio services. The WTB radio services include Ship Radio, Aircraft Radio, Amateur Radio, Restricted and Commercial Operator Radio, and the General Mobile Radio (GMRS) Services. The application includes the FCC Form 605 and any attachments submitted with the form (i.e. letters, supplemental information). Applications may be filed electronically or manually. Manually filed applications are keyed into ULS and an electronic record is created. The electronic record includes the application as well as administrative information (e.g. comments) and historical information (e.g. application history). Licenses are renewable every five (5) or ten (10) years except for the lifetime permits of which do not need to be renewed.

This application replaces:

- FCC Form 610 or Equivalent Job No. N1-173-94-2
 - Item 1A. Paper Records
 - Item 1B. Microfiche Records
 - Item 1C. Computer Printouts
- FCC Form 610B or Equivalent Job N. N1-173-94-2
 - Item 2A. Paper Records
 - Item 2B. History Index Cards
- FCC Form 574 or Equivalent Job No. N1-173-94-2
(General Mobile Radio Service)
 - Item 3A. Paper Records
 - Item 3B. Microfiche Records
- FCC Form 610-A or Equivalent Job No. N1-173-94-2
- Aviation and Marine License Files Job N1-173-94-2
 - Item 6A. Ship and Aircraft Applications
 - Item 6B. Microfiche Records
 - Item 6C. Printouts Generated by Ship and Aircraft Computer Systems
 - Item 6(2). Aircraft
- FCC Forms 753 and 755 or Equivalent Job No. N1-173-94-2
 - Item 7A. Paper Records
 - Item 7B. Microfiche Records
 - Item 7C Computer Printouts
 - Item 7D. Magnetic Tape
- FCC Form 756 or Equivalent Job No. N1-173-94-2
 - Item 8A. General Radiotelephone Operator Licenses
 - Item 8B. All Other Commercial Radio Operator Licenses or Permits
- Records Common to most Licensing Division Offices Job No. N1-173-94-2
 - Item 13A. Undeliverable Licenses
 - Item 13B. Contested Applications

4a. Electronic Record

~~Disposition: Temporary. If associated with a call sign, delete application record when the call sign is deleted from the system. If not associated with any call sign, delete **twelve (12)** years after final action on the application.~~

GRS 20, Item 2b

4b. Paper Record

~~Disposition: Temporary.
Transfer to Federal Records Center after 1 year.
Destroy paper when **twelve (12)** years old.~~

Previously scheduled

5. FCC Form 606 – Form is used to associate a licensee’s FCC Registration Number (FRN) to licensee’s WTB and/or PSHSB call signs and antenna structure registration numbers with the Federal Communications Commission. Call sign

association may be done interactively or an application may be filed manually. If filed manually, the FRN association is performed on the database. For both manual and electronic filings, a record of the FRN association is stored with each call sign associated.

5a. Electronic Record

~~Disposition: Temporary. Delete record when the associated call sign is deleted from the system.~~

GRS 20, Item 2b

5b. Paper Record

~~Disposition: Temporary.
Transfer to Federal Records Center after 1 year.
Destroy paper when twelve (12) years old.~~

GRS 20, Item 2a(4)

6. FCC Form 608 (formerly known as FCC Form 603-T) – This is a multi-purpose form used to provide required notification or request approval for any spectrum leasing arrangement entered into between an existing licensor in certain Wireless and/or Public Safety Radio Services and a spectrum leasee. This form is also required to notify or request approval for any spectrum subleasing arrangement. The form is also used to provide notification for any Private Commons Arrangements entered into between a Licensee, Lessee, or Sublessee and third party user. Eligible users are listed in Section 1.9005 of the Commission's rules and include the 218-219 MHz Service, Broadband Radio Service, Cellular Radiotelephone Service, Common Carrier Point-To-Point Microwave Service, Local Television Transmission Service, Millimeter Wave Service, Digital Electronic Message Service (both Common Carrier & Private), Land Mobile Radio Service (Including 902-928 MHz, Radiolocation & Intelligent Transportation System), Marine Coast Radio Service, Offshore Radiotelephone Service, Paging and Radiotelephone Service, Private Point-To-Point Microwave Service and Rural Radiotelephone Service. The application includes the FCC Form 608 and any attachments submitted with the form (i.e. letters, supplemental information). Lease applications may be filed manually or electronically. Manually filed applications are keyed into ULS and an electronic record is created. The electronic record includes the application as well as administrative information (e.g. comments) and historical information (e.g. application history). Leases/Subleases are renewable for the length of the call sign (every ten (10) or fifteen (15) years).

6a. Electronic Record –

~~Disposition: Temporary. Delete when all call signs listed on the application are deleted from the system.~~

GRS 20, Item 2b

~~6b. Paper Record~~

~~Disposition: Temporary.~~

~~Transfer to Federal Records Center after 1 year.~~

~~Destroy paper when twelve (12) years old.~~

GRS 20, Item 2a(4)

7. FCC Form 609 (formerly known as FCC Form 609-T) Paper Copy – This form is used by Designated Entities to request prior Commission approval for a “reportable eligibility event” pursuant to Section 1.2114 of the Commission’s Rules. The eligible Wireless radio services are included in the 218-219 MHz Service, Broadband Radio Service, Common Carrier Point-To-Point Microwave Service, Land Mobile Radio Service, Marine Coast Radio Service, Paging and Radiotelephone Service and Private Point-To-Point Microwave. The application includes the FCC Form 609 and any attachments submitted with the form (i.e. letters, supplemental information). These applications are subject to mandatory electronic filing, but may be filed manually with a waiver. Manually filed applications are keyed into ULS and an electronic record is created.

~~7a. Electronic Record~~

~~Disposition: Temporary. Delete when all call signs listed on the application are deleted from the system.~~

GRS 20, Item 2b

~~7b. Paper Record~~

~~Disposition: Temporary.~~

~~Transfer to Federal Records Center after 1 year.~~

~~Destroy paper when twelve (12) years old.~~

GRS 20, Item 2a(4)

8. FCC Form 611 (formerly known as FCC Form 611-T) – This form is used by Designated Entity licensees to file an annual report, pursuant to Section 1.2110(n) of the Commission’s Rules. The eligible wireless radio services include the 218-219 MHz Service, Broadband Radio Service, Common Carrier Point-To-Point Microwave Service, Land Mobile Radio Service, Marine Coast Radio Service, Paging and Radiotelephone Service and Private Point-To-Point Microwave Service. The application includes the FCC Form 611 and any attachments submitted with the form (i.e. letters, supplemental information). These applications are subject to mandatory electronic filing, but may be filed manually with a waiver. Manually filed applications are keyed into ULS and an electronic record is created.

~~8a. Electronic Record~~

~~Disposition: Temporary. Delete when all call signs listed on the application are deleted from the system.~~

GRS 20, Item 2b

8b. Paper Record

~~Disposition: Temporary.~~

~~Transfer to Federal Records Center after 1 year.~~

~~Destroy paper when twelve (12) years old.~~

GRS 20, Item 2a(4)

9. Pleadings/Correspondence - These are filings submitted by applicants, licensees, representatives of applicants or licensees, consulting parties, interested parties, or the general public outside of the application filing process concerning applications, contested applications, pleadings, petitions to deny, petitions for reconsideration or other matters pertaining to applications. Pleadings and correspondence may be filed manually or electronically associated with an application. Manual filings are uploaded into ULS. For both manual and electronic filings, an electronic record is created and associated with an application record.

9a. Electronic Record

~~Disposition: Temporary. Delete when associated application is deleted.~~

GRS 20, Item 2b

9b. Paper Record

~~Disposition: Temporary. Destroy when no longer needed.~~

GRS 20, Item 2a(4)

10. Letters (Outputs) - These are system generated outputs that provide information on the status of an application and/or action that needs to be taken on the application. The notice created from organized collection, processing, transmission, and dissemination of information in accordance with defined procedures. Electronic information is transmitted from the internal to the external unit of the computer to produce a hard copy which is sent to the applicant. An electronic record of the letter is associated with the application record.

Application Letters include:

- FCC 602-A – OWNERSHIP NOTIFICATION LETTER
- FCC 603-CD – APPLICATION DISMISSAL LETTER
- FCC 603-CR – NOTIFICATION OF CONSUMMATION REMINDER LETTER
- FCC 682 – APPLICATION NOTIFICATION LETTER

- FCC 690 – NOTICE OF APPLICATION RETURN FOR CANADIAN OBJECTIONS
- FCC 693 – NOTICE OF IMMEDIATE APPLICATION RETURN
- FCC 694 – NOTICE OF IMMEDIATE APPLICATION DISMISSAL
- FCC 698 – NOTICE OF APPLICATION RETURN
- FCC 699 – NOTICE OF APPLICATION DISMISSAL
- FCC 700 – NOTICE OF AUTHORIZATION GRANT-IN-PART
- FCC 1401 – APPLICATION DISMISSAL LETTER (PSHSB)
- FCC 1402 – NOTIFICATION OF CONSUMMATION REMINDER LETTER (PSHSB)
- FCC 1404 – APPLICATION NOTIFICATION LETTER (PSHSB)
- FCC 1408 – NOTICE OF APPLICATION RETURN FOR CANADIAN OBJECTIONS (PSHSB)
- FCC 1410 – NOTICE OF IMMEDIATE APPLICATION RETURN (PSHSB)
- FCC 1411 – NOTICE OF IMMEDIATE APPLICATION DISMISSAL (PSHSB)
- FCC 1414 – NOTICE OF APPLICATION RETURN (PSHSB)
- FCC 1415 – NOTICE OF APPLICATION DISMISSAL (PSHSB)
- FCC 1416 – NOTICE OF AUTHORIZATION GRANT-IN-PART (PSHSB)

Disposition: Temporary. Delete when the associated application is deleted.

GRS 20, Item 5

B. Universal Licensing System (ULS) – Master File

1. License Records for Auctionable Services (Master File) – Granted licenses and license information for auctionable Wireless Radio Services and Public Safety Radio Services. License records are stored electronically and contain technical information, administrative information (e.g. comments), and historical information (e.g. license history). Electronic information is used to produce a hard copy which is sent to the licensee. Records include active license information and archived license information.

Authorizations include:

- FCC 601-C - CELLULAR LICENSE – Grants for the Cellular Radio Service.
- FCC 601-CG – COAST & GROUND LICENSE – Grants for the Coast & Ground Radio Service.
- FCC 601-ED/BR – ED/BR AUTHORIZATION – Grants for the Educational Radio Service and Broadcast Radio Service.
- FCC 601-IQ – INTELLIGENT TRANSPORTATION LICENSE – PUBLIC SAFETY – Grants for the Intelligent Transportation Service.
- FCC 601-LM – LAND MOBILE LICENSE – Grants for the Land Mobile Radio Service.
- FCC 601-M – MICROWAVE LICENSE – Grants for the Microwave Radio Service.
- FCC 601-MB – MARKET-BASED LICENSE – Grants for a Market-Based Radio Services.
- FCC 601-MM – MILLIMETER WAVE SERVICE – Grants for the Millimeter Wave Radio Service.
- FCC 601-NN – 3650 – 3700 MHz SERVICE AUTHORIZATION – Grants for 3650 – 3700 MHz Radio Services.
- FCC 601-P – PAGING LICENSE – Grants for the Paging Radio Services.
- FCC 601-QQ – INTELLIGENT TRANSPORTATION LICENSE – NON-PUBLIC SAFETY – Grants for the Intelligent Transportation Service.
- FCC 601-SL – STATE LICENSE – Grants for the Public Safety 700 MHz Band Radio Service.
- FCC 601-SP – NATIONWIDE LICENSE AUTHORIZATION – PUBLIC SAFETY – Grants for the Nationwide licenses in the Public Safety and Homeland Security Bureau.
- FCC 601-ULSHS1 – LAND MOBILE LICENSE – PUBLIC SAFETY – Grants for the Land Mobile Radio Service.
- FCC 601-ULSHS3 – MICROWAVE LICENSE – PUBLIC SAFETY – Grants for the Microwave Radio Service.

Disposition: Temporary. Delete all active and archived electronic records twelve (12) years after call sign is no longer valid (canceled, terminated or expired).

2. License Records for Non-Auctionable Services (Master File) – Granted licenses and license information for non-auctionable Wireless Radio Services. License records are stored electronically and contain technical information, administrative information (e.g. comments), and historical information (e.g. license history). Electronic information is used to produce a hard copy which is sent to the licensee. Records include active license information and archived license information.

Authorizations include:

- FCC 605-A - AIRCRAFT LICENSE – Grants for the Aircraft Radio Service.
- FCC 605-FRC - COMMERCIAL RADIO LICENSE – Grants for the Commercial Radio Services.
- FCC 605-G - GMRS LICENSE – Grants for the General Mobile Radio Service.
- FCC 605-S - SHIP RADIO LICENSE – Grants for the Ship Radio Service.
- FCC 660 - AMATEUR RADIO LICENSE – Grants for the Amateur Radio Service.

Disposition: Temporary. Delete all active and archived electronic records twelve (12) years after call sign is no longer valid (canceled, terminated or expired). If license does not expire, delete after 75 years.

3. Registration/Leases (Master File) – Granted registrations and leases associated with licenses for auctionable Wireless Radio Services and Public Safety Radio Services. Registration and lease records are stored electronically and contain technical information, administrative information (e.g. comments), and historical information (e.g. lease history). Electronic information is used to produce a hard copy which is sent to the licensee, lessee and/or sublessee. Records include active and archived information.

Registrations/Leases Include:

- FCC 674 – 3650 – 3700 MHz SERVICE REGISTRATION ACKNOWLEDGEMENT NOTIFICATION
- FCC 677 – DEDICATED SHORT RANGE COMMUNICATIONS SERVICE/INTELLIGENT TRANSPORTATION SERVICE REGISTRATION ACKNOWLEDGEMENT NOTIFICATION

- FCC 678 – MILLIMETER WAVE 70/80/90 GHz SERVICE REGISTRATION ACKNOWLEDGEMENT NOTIFICATION
- FCC 812 – SPECTRUM LEASING ARRANGEMENT
- FCC 812-SL – SPECTRUM LEASING ARRANGEMENT – SUBLEASE
- FCC 1418 – DEDICATED SHORT RANGE COMMUNICATIONS SERVICE/INTELLIGENT TRANSPORTATION SERVICE REGISTRATION ACKNOWLEDGEMENT NOTIFICATION (PSHSB)

Disposition: Temporary. Delete all active and archived electronic records when the associated license call sign is deleted.

4 Letters (Outputs)- These are system generated outputs that provide information on the status of a license and/or action that needs to be taken on the license. The notice created from organized collection, processing, transmission, and dissemination of information in accordance with defined procedures. Electronic information is transmitted from the internal to the external unit of the computer to produce a hard copy which is sent to the licensee. An electronic record of the letter is associated with the license record.

Letters include:

- FCC 672 – CONSTRUCTION/COVERAGE DEADLINE NOTICE OF LICENSE TERMINATION PENDING STATUS
- FCC 679 – NOTICE OF CHANGE IN CONTACT
- FCC 683A – FRN ASSOCIATED WITH CALL SIGN
- FCC 683D – FRN REMOVED FROM CALL SIGN
- FCC 683R – FRN REPLACED ON CALL SIGN
- FCC 691 – CONSTRUCTION COVERAGE DEADLINE REMINDER NOTICE
- FCC 695 – RENEWAL REMINDER NOTICE
- FCC 695 INSERT - RENEWAL REMINDER NOTICE INSERT
- FCC 696-A – NOTICE OF AIRCRAFT RADIO STATION LICENSE TERMINATION
- FCC 696-S – NOTICE OF SHIP RADIO STATION LICENSE TERMINATION
- FCC 697 – NOTICE OF LICENSE CANCELLATION
- FCC 820A – EXEMPTION CERTIFICATE ISSUED UNDER THE PROVISIONS OF THE INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974 OR 1934 - RENEWAL REMINDER NOTICE
- FCC 979A – NOTICE OF CANCELLATION
- FCC 1403 – CONSTRUCTION/COVERAGE DEADLINE NOTICE OF LICENSE TERMINATION PENDING STATUS (PSHSB)
- FCC 1405 – FRN ASSOCIATED WITH CALL SIGN (PSHSB)
- FCC 1406 – FRN REMOVED FROM CALL SIGN (PSHSB)

- FCC 1407 – FRN REPLACED ON CALL SIGN (PSHSB)
- FCC 1409 – CONSTRUCTION COVERAGE DEADLINE REMINDER NOTICE (PSHSB)
- FCC 1412 – RENEWAL REMINDER NOTICE (PSHSB)
- FCC 1413 – NOTICE OF LICENSE CANCELLATION (PSHSB)
- FCC 1417 – SPECTRUM LEASING ARRANGEMENT (PSHSB)

~~Disposition: Temporary. Delete all active and archived electronic records when the associated license call sign is deleted.~~

GRS 20, Item 5

5. Pleadings/Correspondence - These are filings submitted by applicants, licensees, representatives of applicants or licensees, consulting parties, interested parties, or the general public concerning license, pleadings, petitions for reconsideration or other matters pertaining to licenses. Pleadings and correspondence may be filed manually or electronically associated with a license. Manual filings are uploaded into ULS. For both manual and electronic filings, an electronic record is created and associated with the license record.

5a. Electronic Record

~~Disposition: Temporary. Delete all active and archived electronic records when associated license call sign is deleted.~~

GRS 20, Item 2b

5b. Paper Record

~~Disposition: Temporary. Destroy when no longer needed.~~

GRS 20, Item 2a(4)

C. Spectrum Audit - Audit Records

1. When conducting a spectrum audit, ULS will generate letters to licensees in the Wireless or Public Safety Radio Services requesting information on the construction status of the license. License information that is used to generate the letters is stored in the spectrum audit module (copies of the actual letters are not retained). Licensees may use the module to provide the construction status information interactively or through a manual filing. If filed manually, the information is entered into spectrum audit module. An electronic record of the response is created for both electronic and manual filings.

1a. Electronic Record

~~Disposition: Temporary. Delete twelve (12) years after the audit is completed.~~

GRS 20, Item 2b

1b. Paper Record

~~Disposition: Temporary.
Transfer to Federal Records Center after 1 year.
Destroy paper when twelve (12) years old.~~

GRS 20, Item 2a(4)

D. Antenna Registration System (ASR) - Application Records

1. FCC Form 854 – These are original applications required to register structures used for wire and radio communication service in any area where radio services are regulated by the Commission; to make changes to existing registered structures or pending applications; or to notify the Commission of the completion of construction or dismantlement of structures, as required by Title 47 of the Code of Federal Regulations, Chapter 1, Part 17. The application includes the FCC Form 854 and any attachments submitted with the form (i.e. letters, structure drawings). Applications may be filed electronically or manually. Manually filed applications are entered into ULS and an electronic record is created. The electronic record includes the application as well as administrative information (e.g. comments, status).

This application replaces:

- FCC Form 854 Job No. N1-173-98-6 – Antenna Structure Registration Files

1a. Electronic Record

~~Disposition: Temporary. If associated with a granted registration, delete application record when the registration is deleted from the system. If not associated with a granted registration, delete twelve (12) years after final action on the application.~~ **GRS 20, Item 2b**

1b. Paper Record

~~Disposition: Temporary.
Transfer to Federal Records Center after 1 year.
Destroy paper when twelve (12) years old.~~ **Previously scheduled**

2. Letters - These are system generated outputs that provide information on the status of an application and/or action that needs to be taken on the application. The notice created from organized collection, processing, transmission, and dissemination of information in accordance with defined procedures. Electronic information is transmitted from the internal to the external unit of the computer to produce a hard copy which is sent to the applicant. An electronic record of the letter is associated with the application record.

Application Letters include:

- FCC 675 – ASR ACKNOWLEDGEMENT OF RECEIPT
- FCC 688 – NOTICE OF RETURN
- FCC 689 – NOTICE OF DISMISSAL

~~Disposition: Temporary. Delete when the associated application is deleted.~~

GRS 20, Item 5

April 8, 2009

E. Antenna Registration System (ASR) - Registration Records

1. FCC 854-R (Master File) – ANTENNA STRUCTURE REGISTRATION – Issued document and associated registration information for a granted Antenna Structure Registration. Registration records are stored electronically and contain technical information, administrative information (e.g. comments), and historical information (e.g. related applications). Electronic information is used to produce a hard copy which is sent to the licensee. Registrations do not expire, but can be cancelled, terminated or dismantled. Records include granted, archived, cancelled and dismantled registrations.

Disposition: Temporary. Delete electronic record twelve (12) years after registration is no longer valid (canceled, terminated or dismantled).

2. Letters - These are system generated outputs that provide information on the status of a granted registration and/or action that needs to be taken on the granted registration. The notice created from organized collection, processing, transmission, and dissemination of information in accordance with defined procedures. Electronic information is transmitted from the internal to the external unit of the computer to produce a hard copy which is sent to the applicant. An electronic record of the letter is associated with the registration record.

Registration Letters include:

- FCC 676A – FRN ASSOCIATED FOR ASR
- FCC 676D – FRN REMOVED FOR ASR
- FCC 676R – FRN REPLACED FOR ASR
- FCC 684 – NOTICE OF ANTENNA STRUCTURE REGISTRATION CHANGE OF OWNERSHIP
- FCC 685 – ANTENNA STRUCTURE REGISTRATION CONSTRUCTION REMINDER
- FCC 686 – NOTICE OF ANTENNA STRUCTURE REGISTRATION CANCELLATION
- FCC 687 – NOTICE OF ANTENNA STRUCTURE REGISTRATION TERMINATION

Disposition: ~~Temporary. Delete when the associated registration record is deleted.~~ **GRS 20/5**

F. Tower Construction Notification

1. Tower Construction Notification System (TCNS) - System to assist in notification of proposed constructions of communications facilities to federally-recognized Indian Tribes and Native Hawaiian Organizations (NHOs) in the context of review required by Section 106 of the National Historic Preservation Act (NHPA). Companies may use these systems to voluntarily submit notifications to the FCC which are subsequently provided to Tribes and NHOs. It provides Tribes/NHOs with early notification of proposed towers in order to facilitate compliance with the Commission's rules, and streamline the review process for construction of towers and other Commission undertakings. The electronic record includes tower information submitted by the filer, automated letters sent to the Tribes/NHOs and filers, tribal responses, and uploaded documentation related to the review process.

Automated Letters Include:

- FCC 680 – NOTICE OF ORGANIZATION(S) WHICH WERE SENT PROPOSED TOWER CONSTRUCTION NOTIFICATION INFORMATION
- FCC 681 – WEEKLY NOTICE OF TOWER CONSTRUCTION NOTIFICATION SYSTEM FILINGS
- FCC 810 - PROPOSED CONSTRUCTION OF COMMUNICATIONS FACILITIES NOTIFICATION OF FINAL CONTACTS
- FCC 924 - PROPOSED CONSTRUCTION OF COMMUNICATIONS FACILITIES FINAL REQUEST FOR INDICATION OF INTEREST

Withdrawn Description does not reflect that federally-recognized Indian Tribes and Native Hawaiian Organizations E-106 forms are forwarded to item 2 below.

Disposition: Temporary. Delete electronic record twelve (12) years after the notification is abandoned or constructed.

2. Electronic Section 106 System (E-106) - System to assist in notification of proposed constructions of communications facilities to State Historic Preservation Officers (SHPOs) in the context of review required by Section 106 of the National Historic Preservation Act (NHPA). Companies may use these systems to voluntarily submit notifications to the FCC which are subsequently provided to SHPOs. It provides SHPOs with early notification of proposed towers in order to facilitate compliance with the Commission's rules, and streamline the review process for construction of towers and other Commission undertakings. The electronic record includes tower information submitted on electronically filed Forms 620 and 621 applications, automated FCC 813 letters (Weekly Notice of NEPA/Section 106 System Filings), Memorandum of Agreement, and uploaded documentation related to the review process.

Withdrawn Description does not reflect that federally-recognized Indian Tribes and Native Hawaiian Organizations E-106 forms are included as part of the description of this item.

Disposition: Permanent

G. System Documentation

1. Recorded information required to plan, develop, operate, maintain, and use electronic WTB electronic systems. Included are user guides, tip sheets, manufacturer's manuals, system specifications and file specifications with corresponding instructions.

~~Disposition: Temporary. Delete or destroy when updated or no longer needed.~~

GRS 20, Item 11a(1)