

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <b>NI-173-08-3</b>	
1 FROM (Agency or establishment) <b>Federal Communications Commission</b>		Date Received <b>12/19/07</b>	
2 MAJOR SUB DIVISION <b>Office of Engineering and Technology</b>		NOTIFICATION TO AGENCY	
3 MINOR SUB DIVISION <b>Laboratory Division</b>		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 <b>Shoko B. Hair</b>		5 TELEPHONE <b>(202)418-1379</b>	DATE <b>8-28-08</b>
6 <b>AGENCY CERTIFICATION</b> 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.		ARCHIVIST OF THE UNITED STATES <i>Adrienne C. Thomas</i>	
<input checked="" type="checkbox"/> is not required		<input type="checkbox"/> is attached, or	
<input type="checkbox"/> has been requested			
DATE <b>12/12/07</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Shoko B. Hair</i>	TITLE <b>Records Officer</b>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.		

*At 9/2/08 copies sent to Agency / NWRMC*

## Office of Engineering and Technology (OET) - Laboratory Division

**Laboratory Technical Reports (2002) – This schedule supersedes job citation NN-172-145, item 4, Laboratory Division Technical Reports.**

This system serves two main purposes (1) Electronic documentation of technical reports prepared in support of research performed to support Commission initiatives; and (2) electronic documentation of reports of analysis of sample testing in support of the equipment authorization and enforcement program.

~~A. Input/Source Records: Records are keyed directly into the system.~~

B. Master File. The system contains reports that document testing and analysis of RF devices that are marketed, or proposed for marketing, or are the subject of a Commission research initiative. Reports are manually assigned sequential numbers and files are named based on the report subject.

**Temporary.** Delete when records are 3 years old, or no longer needed for administrative purposes, whichever is later.

~~C. Output/Reports. Detailed reports documenting test results and analysis of testing.~~

~~**Temporary.** Delete when two years old or when reports are no longer needed for administrative purposes, whichever is later.~~

~~D. Documentation: Includes internal user manuals, external user manuals, system documentation, internal user documentation, tip sheets, system specifications and file specifications with corresponding instructions~~

~~**Temporary.** Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.~~