REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
    8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1 FROM (Agency or establishment)
Federal Communications Commission

2 MAJOR SUB DIVISION
Office of Engineering and Technology

3 MINOR SUB DIVISION
Laboratory Division

4 NAME OF PERSON WITH WHOM TO CONFER
Shoko B. Hair

5 TELEPHONE
(202)418-1379

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 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,

is not required
is attached, or
has been requested

DATE
12/12/07

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
Records Officer

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See attached page.

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN
(NARA USE ONLY)

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-173-08-5

Date Received
12/19/07

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments is approved

except for items that may be marked "disposition not approved" or "withdrawn" in column 10

ADDRESS

DATE
ARCHIVIST OF THE UNITED STATES
7/11/08

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
PRESCRIBED BY NARA 36 CFR 1228
Laboratory Sample Tracking - This schedule supersedes job number N1-173-87-4, item 7, Sample Equipment Files

The Laboratory Sample Tracking system serves two main purposes: (1) document receipt of samples at the Laboratory, including information related to return and disposal of samples; and (2) document disposal of received samples. The system contains data on samples received and disposed of at the OET Laboratory. Data covers 1993 to present.

1. Input/Source Records. Sample data as documented on paper records by manufacturer or other individual/business responsible for providing the sample.

   Disposition: Temporary. Data is verified and stored in the database. Destroy three years after the authorization is issued.

   GRS 20, Item 2

2. Master Data File. Sample tracking data files consist of information related to the receipt and disposal of samples received for testing at the Laboratory. The samples may be obtained from the manufacturer or may be purchased by the Commission as part of a pre-grant or post-grant investigation, or as part of an investigation coordinated with the Enforcement Bureau.

   Disposition: Temporary. Delete 10 years after the authorization is issued.

3. Output/Reports. Detailed reports documenting samples at the Laboratory, and disposition of samples that are no longer needed for testing. Output includes sample control sheet, samples returned report, pre-filled shipping labels, samples not returned report, etc.

   Disposition: Temporary. Destroy when no longer needed for administrative purposes.

   GRS 20, Item 5


   Disposition: Temporary. Destroy when updated or no longer needed, whichever is later.

   GRS 20, Item 11