

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 NI-173-08-6	
1 FROM (Agency or establishment) Federal Communications Commission		Date Received 12/19/07	
2 MAJOR SUB DIVISION Office of Engineering and Technology		NOTIFICATION TO AGENCY	
3 MINOR SUB DIVISION Laboratory 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 8-28-08
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,		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 12/12/07	
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.		

SA 9/2/08 copies sent to Agency, NWMW

Office of Engineering and Technology
Laboratory Violations Database (1991)

The Laboratory Violations Database serves two main purposes: (1) retain data related to violations cases for which the Laboratory is responsible and; (2) document status of Laboratory violation cases. The system contains data on violation cases opened and closed by the OET Laboratory.

~~Item 1: Input/Source Records. Violations data documented on paper records by other Commission B/O's, manufacturer or other responsible individual/business.~~

~~Disposition: Temporary. Data is verified and stored in the database. Cut off annually. Destroy three years after cutoff or three years after the case is closed, whichever is later.~~

GRS 20, Item 2

Item 2: Master Data File. The Violations Database tracks the receipt and disposition of information related to cases opened in support of enforcement with the equipment authorization regulations. The information tracked includes the case status, coordinating bureaus/offices, and other case information.

Disposition: Temporary. Delete 10 years after violation has been closed.

~~Item 3: Output/Reports. Detailed reports documenting violation cases for which the Laboratory is responsible, including status of cases, closed compliance cases, monthly violations reports, etc.~~

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

GRS 20, Item 5

Item 4: System Documentation. Includes users guides, tip sheets, manufacturer's manuals, system specifications and file specifications with corresponding instructions.

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

GRS 20, Item 11