

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-173-08-9	
1. FROM (Agency or establishment) Federal Communications Commission		Date Received 2/4/08	
2. MAJOR SUB DIVISION Media Bureau		NOTIFICATION TO AGENCY	
3. MINOR SUB DIVISION Engineering 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 4-7-09
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>5</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 Thomas</i>	
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		DATE January 29, 2008	
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 GRS OR SUPERSEDED JOB CITATION	10.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 attachment.		

Cable Operations and Licensing System (COALS)

Cable Operations and Licensing System (COALS) is an Internet based system, which permits electronic filing of Multichannel Video Programming (MVDD) (including cable operators) forms with the Federal Communications Commission (FCC). The FCC allows filers to obtain COALS system log-ins to submit cable community registrations, to make operator information change, and to file annual signal leakage reports and aeronautical frequency notifications. The public can also conduct search of the cable and Cable Television Relay Service (CARS) databases.

This schedule supersedes the following schedules: N1-173-86-2, item 24(c); NC1-173-75-1, item 16; N1-173-86-2, item 34; N1-173-86-2, items 26-29.

A. Input/Source Records

“Note: Prior to February 1, 2005, filings were still accepted on paper and were entered into the system by FCC staff. After February 1, 2005 electronic filings were mandatory, done electronically via the COALS website and were not duplicated on paper. Historical data was imported into the system.”

Basic Signal Leakage Performance Report (FCC Form 320) – is filed annually by cable operators at the community unit identification (CUID) level and by non-cable Multichannel Video Programming Distributors (MPVDs) at the system level. Cable television system operators and MPVDs are required to file a Cumulative Signal Leakage Index or the results of airspace measurements. This filing must include a description of the method by which compliance with basic signal leakage criteria is achieved and the method of calibrating the measurement equipment. The information is used to ensure the safe operation of aeronautical and marine radio services and to monitor for compliance of cable aeronautical usage in order to minimize future interference to the safety of life services. The form is filed via the COALS website.

Item 1a: Paper Filings:

~~Disposition: Temporary. Destroy immediately upon approval of this schedule.~~

GRS 20, Item 2a(4)

Item 1b: Electronic Filings:

~~Disposition: Temporary. Destroy ten years after notification that the system has ceased operation.~~

GRS 20, Item 2b

Aeronautical Frequency Notification (FCC Form 321) – is used by multichannel video programming distributors to obtain authority to commence operation of a system on frequencies used by aeronautical services. Notifications made to the Commission prior to use of aeronautical frequencies by a cable system. Constitutes authorization to operate on those frequencies. Provides a record of use should interference occur. Previously filed by letter. The information is used to protect aeronautical radio communications from interference.

Item 2a: Paper Filings.

~~Disposition: Temporary. Destroy immediately upon approval of this schedule.~~

GRS 20, Item 2a(4)

Item 2b: Electronic Filings.

~~Disposition: Temporary. Destroy ten years after notification that the system has ceased operation.~~

GRS 20, Item 2b

Cable Community Registration (FCC Form 322) – Cable operators are required to file FCC Form 322 with the Commission prior to commencing operation of a community unit. FCC Form 322 identifies information about the system as well as a list of broadcast channels carried on the system. Mandatory electronic filing commenced on February 1, 2005. Paper versions of FCC Form 322 will not be accepted for filing unless accompanied by a request for waiver of the electronic filing requirement.

Item 3a: Paper Filings.

~~Disposition: Temporary. Destroy immediately upon approval of this schedule or after data is input into system.~~

GRS 20, Item 2a(4)

Item 3b: Electronic Filings.

~~Disposition: Temporary. Destroy ten years after notification that the system has ceased operation.~~

GRS 20, Item 2b

Cable Operator, Mail Address, and Operational Status Changes (FCC Form 324) – Cable operators must notify the Commission of changes in ownership information or operating status within 30 days of such change. FCC Form 324 is used to update information filed with the Commission concerning the Cable Community Registration. The information is the basic operational information on operator name, mailing address, community served and system identification. FCC Form 324 covers a variety of changes related to cable operators. The form is filed electronically.

Item 4a: Paper Filings.

~~Disposition: Temporary. Destroy immediately upon approval of this schedule.~~

GRS 20, Item 2a(4)

Item 4b: Electronic Filings.

~~Disposition: Temporary. Destroy when information is updated or becomes obsolete.~~

GRS 20, Item 2b

Annual Cable Operator Report (FCC Form 325) – solicits basic operational information from the cable television industry. The information requested includes: the operator's name and address, system-wide capacity and frequency information, channel usage, and number of subscribers. The purpose of the form is to require operational cable television systems to verify,

correct and/or furnish the Commission with the most current information on their responsive cable systems. Applicants are required to file the information electronically.

Item 5a: Paper Filings.

~~Disposition: Temporary. Destroy immediately upon approval of this schedule.~~

GRS 20, Item 2a(4)

Item 5b: Electronic Filings.

~~Disposition: Temporary. Destroy ten years after data capture period.~~

GRS 20, Item 2b

Application for Cable Television Relay Service Station Authorization (FCC Form 327) - is used to apply for initial authorizations, modifications to existing authorizations, amendments to pending applications, and renewals of station authorizations. FCC Form 327 is also used to apply for Commission consent to assignments of existing CARS authorizations and to apply for Commission consent to the transfer of control of entities holding CARS authorizations.

Item 6a: Paper Filings.

~~Disposition: Temporary. Destroy immediately upon approval of this schedule or after data is input into system.~~

GRS 20, Item 2a(4)

Item 6b: Electronic Filings.

~~Disposition: Temporary. Destroy seven years after license expires or is surrendered, whichever is later.~~

GRS 20, Item 2b

B. Master File

Item 7: Basic Signal Leakage Performance Report (FCC Form 320).

Communities, aeronautical frequencies used, leakage measurements and calculation of CLI. Information is stored at a community level (CUID) per year.

Disposition: Temporary. Destroy ten years after notification the system has ceased operation.

Item 8: Aeronautical Frequency Notification (FCC Form 321).

Communities, aeronautical frequencies used. Information is stored by community (CUID).

Disposition: Temporary. Destroy ten years after notification the system has ceased operation.

Item 9: Cable Community Registration (FCC Form 322).

Community, operator information, TV channels carried. A community unit id is created for each filing and is the key unit.

Disposition: Temporary. Destroy ten years after notification the system has ceased operation.

Item 10: Cable Operator, Mail Address, and Operational Status Changes (FCC Form 324).
Operator Information that is stored on a CUID level.

Disposition: Temporary. Destroy when information is updated or becomes obsolete.

Item 11: Annual Cable Operator Report (FCC Form 325).

Physical information on cable systems such as number of subscribers and amount of plant, capacity, technologies, deployed, etc. The primary key is the physical system ID (PSID) and the filing year.

Disposition: Temporary. Destroy ten years after data capture period.

Item 12: Application for Cable Television Relay Service Station Authorization (FCC Form 327).

Technical parameters, licensee information, license terms, assignment and transfer information, etc. File number – one record per file number.

Disposition: Temporary. Destroy seven years after license expires or is surrendered, whichever is later.

C. Outputs

Item 13: Basic Signal Leakage Performance Report (FCC Form 320). Specific requests.

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

GRS 20, Item 16

Item 14: Aeronautical Frequency Notification (FCC Form 321). Specific requests.

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

GRS 20, Item 16

Item 15: Cable Community Registration (FCC Form 322). Specific requests.

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

GRS 20, Item 16

Item 16: Cable Operator, Mail Address, and Operational Status Changes (FCC Form 324). Specific requests.

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

GRS 20, Item 16

Item 17: Annual Cable Operator Report (FCC Form 325). Specific requests.

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

GRS 20, Item 16

Item 18a: Application for Cable Television Relay Service Station Authorization (FCC Form 327). Specific requests.

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

GRS 20, Item 16

Item 18b: Acceptance and grant public notices.

Disposition: ~~Temporary. See N1-173-81-4, Item 12.A.~~

Item 18c: Licenses, Assignments and Transfer Consents.

Disposition: Temporary. Destroy seven years after license expires or is surrendered.

D. System Documentation

Item 19: COALS User's Manual.

The SUS software has a list of tables and filed in the COALS database as well as descriptions of the data types.

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

GRS 20, Item 11