
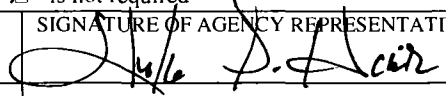


REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only) NI-173-11-7	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER 10/5/11	
1 FROM (Agency or establishment) Federal Communications Commission		Date Received	
2 MAJOR SUB DIVISION International Bureau		NOTIFICATION TO AGENCY	
3 MINOR SUB DIVISION Office of the Bureau Chief		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 20/11/2013
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>13</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 	
<input checked="" type="checkbox"/> is not required		<input type="checkbox"/> is attached, or	
<input type="checkbox"/> has been requested			
DATE 9/30/11	SIGNATURE OF AGENCY REPRESENTATIVE 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

**Federal Communications Commission
International Bureau (IB)**

International Bureau Filing System (IBFS) or Equivalent

The proposed disposition instructions for the following record series apply to records in all media and formats.

International Bureau Filing System (IBFS) is a consolidated licensing system that tracks application processing. It allows for electronic filing of various applications and provides users with a variety of query and reporting options – to improve the speed and quality of service to applicants, researchers, and the general public.

The majority of applications and related documents are filed electronically via a web interface by the customers. Applicants fill in the forms available on the IBFS website. In addition to data entry fields, filers are able to attach a variety of documents to their applications or actions. There are a few instances in which IB continues to receive paper filings. These applications and notifications are entered into data entry screens on the internal side of IBFS by IB staff. Currently, newly filed paper-filed documents are scanned and uploaded into the database through the internal interface.

All records in IBFS contain common data elements including demographic information (FRN of applicant, Applicant and contact names, addresses, phone numbers, e-mail addresses); filing and action history, notes which appear once on a PN as well as internal processing notices, attachments (pdf of the application form, all attachments to the application form and other documents) conditions of grant (used mostly for each stations and 325c applications/ authorizations), Other filings associated with the record (pleadings, comments, action documents – stored in QFS with links in IBFS). Public notices are stored and linked to the appropriate record. In addition, certification information is stored for each record including responses to certification questions specific to the application/record and signature, title and date signed.

1. Inputs

All applications filed prior to 1998 were filed on paper. Optional electronic filing began in 1998 with some applicants choosing to continue paper filing. Electronic filing became mandatory in 2004 for most application processes. Some of these paper filings have been scanned and preserved as attachments to the electronic record created by the staff. Data from paper-filed applications is entered by staff into IBFS rather than uploaded from an applicant-filled e-form and is stored in the database.

This item applies to legacy records which have not been or have only partially been scanned/entered into IBFS and which have no previous disposition authority/are unscheduled.

a. Recognized Operating Authority

Applications submitted by companies that provide enhanced services that believe that by obtaining RPOA status will be beneficial in persuading foreign governments to allow them to conduct business abroad

Disposition: **Temporary.** Cut off by calendar year when RPOA status is superseded, revoked or becomes obsolete Destroy/Delete 3 years after cut off

b. International Accounting Rate Change

Carriers who provide services on U.S -international routes that are subject to the international settlements policy must submit notification of rate changes

Disposition **Temporary.** Cut off by calendar year in which filed
Destroy/Delete 7 years after cut off.

c. Foreign Carrier Affiliation Notification

Carriers who are authorized to provide service between the United States and a particular foreign destination market and it becomes, or seeks to become, affiliated with a foreign carrier that is authorized to operate in that market is required to notify the Commission of that affiliation

Disposition **Temporary.** Cut off by calendar year in which filed.
Destroy/Delete 7 years after cut off

d. International Signal Point Code

International carriers file an application with the FCC for an international signaling point code (ISPC) which is a unique, seven-digit code synonymous with a telephone number used to identify each international carrier The ISPC has a unique format that is used at the international level for signaling message routing and identification of signaling points

Disposition **Temporary.** Cut off in calendar year revoked, suspended, deactivated or no longer needed for administrative purposes Destroy/Delete 3 years after cut off

e. Request for Assignment of Data Network Identification Code

Operators of public data networks file an application with the FCC for a data network identification code (DNIC) which is a unique, four-digit number that provides discrete identification of individual public data networks. The DNIC is intended to identify and permit automated switching of data traffic to particular networks.

Disposition: **Temporary.** Cut off in calendar year in which inactive, suspended or revoked. Destroy 3 years after cut off.

2. Master file

a. Draft Applications – Applications that are entered in the system by a user, but are never finished and/or formally submitted

Disposition **Temporary**. Cut off at end of calendar year Destroy/Delete 1 year after cut off

b. Satellite Earth Station, FCC Form 312 and Schedule B or Form 312 EZ and Schedule B (New Applications) – Applicants for new earth station authorizations complete a FCC Form 312 or 312EZ and Schedule B via MyIBFS When submitted for filing the information in both the form and the schedule is uploaded and stored in the appropriate data tables These requirements relate to applications under Title III of the Communications Act and Part 25 of the Commissions' Rules, for earth stations to transmit and/or receive traffic from communications satellites The files include applications to construct, modify or operate earth stations, amendments, FCC authorizations or other actions, and related documents

Disposition **Temporary**. Cut off in calendar year when station is no longer in service. Destroy/Delete 15 years after cut off.
[Supersedes N1-173-90-1, item 40]

c. Satellite Earth Station – FCC Form 312R (Renewal of Authorization) – Applicants for the renewal of their licensed earth station facilities complete a FCC Form 312R The files also include authorizations and related documents

Disposition **Temporary**. Cut off in calendar year when station is no longer in service Destroy/Delete 15 years after cut off
[Supersedes N1-173-90-1, item 40]

d. Satellite Earth and Space Station – Transfer of control/assignments of authorization – FCC Form 312 Schedule A
Used by an applicant to seek Commission consent when a licensee proposes a 50% or greater change in ownership of the licensee or transfer of ownership of an authorization to a new entity

Disposition: **Temporary**. Cut off by calendar year in which authorization is granted Destroy/Delete 7 years after cut off.
[Supersedes N1-173-90-1, item 40]

e. Satellite Earth and Space Station – Special Temporary Authority – FCC Form 312 – Applicants requesting Special Temporary Authority complete a FCC Form 312 These files contain temporary authorizations for various communications satellite operations authorized b the IB Temporary authorizations are issued for operations not intended to last longer than six months

or for interim operations pending the issuance of a regular license. These files consist of working or reference copies with the record copy maintained. Files are maintained by licensee name.

Disposition **Temporary**. Cut off in calendar year temporary license expires
Destroy/Delete three years after cut off
[Supersedes N1-173-90-1, item 41]

f. Satellite Space Stations – FCC Form 312 and Schedule S – These requirements relate to authorizations under Title III of the Communications Act and Part 25 of the Commission’s Rules to transmit and/or receive domestic and/or international traffic with earth stations via communications satellite space stations. The files include applications to construct, modify, launch and operate such stations/ FCC authorizations or other actions; and related papers. Applicants for new satellite space station authorizations complete a FCC Form 312 and attached Schedule S containing all of the technical parameters of the proposed/authorized Space station to the FCC Form. The master data file also contains the type of file/space station, service, list of attachments, certification questions and answers, and some technical data about the space station and its operation, including service, type of satellite, frequency bands in use, and more.

(i) Current Authorizations:

Disposition **Temporary**. Cut off in calendar year when satellite is de-orbited
Destroy/Delete 15 years after cut off
[Supersedes NC1-173-80-2, items 37a and 37b]

(ii) Vacated Authorizations:

Disposition **Temporary**. Cut off in calendar year when authorization is vacated or application denied. Destroy/Delete 2 years after cut off
[Supersedes NC1-173-80-2, items 37a and 37b]

g. International Telecommunications - Section 214 Applications - These records are for international telecommunications services under Section 214 of the Communications Act and Part 63 of the Commission’s rules. They contain applications for authorization; the official copy of the actions taken, public notice, other actions taken on the applications and related papers. Applicants for new Section 214 authorizations complete an online form and attach supporting documentation to the form.

Disposition **Temporary**. Cut off by calendar year in which authorization is granted. Destroy/Delete 7 years after cut off
[Supersedes NC1-173-80-2, items 40 and 41]

h. International Telecommunications – Transfer of control/assignments of authorization

Under Section 310 of the Communications Act and Part 1 of the Commission's Rules, an applicant must seek Commission consent when a licensee proposes a 50% or greater change in ownership of the licensee or transfer of ownership of an authorization to a new entity via an application for transfer of control or assignment of authorization. Applicants applying for transfer of control or assignment of a 214 authorization complete FCC Form 214TC online via MyIBFS. FCC Form 214TC is used to apply for consent to assign or transfer control of an international section 214 authorization. The application includes legal information of applicant, transferee/assignee and transferor/assignor, including FRNs, and, if appropriate, legal representative/contact information. The application includes a narrative attachment outlining the transaction which is stored as an attachment in the database.

Disposition **Temporary**. Cut off by calendar year in which authorization is granted. Destroy/Delete 7 years after cut off.

~~**i. Submarine Cable Landing License – Filed 1955 to the present** - These licenses are for landing international submarine cables under the Submarine Cable Landing License Act of 1921. Included are applications to land cables, FCC authorizations, and transfer of ownership. These records relate to the establishment of important communications links involving foreign countries.~~

~~Disposition **Temporary**. Cut off by calendar year authorization is vacated. Destroy/Delete twenty years after cut off.~~

Pen and Ink Change

j. Recognized Operating Authority – Applicants for Recognized Operating Authority (RPOA) complete a brief form online, with optional attachments. RPOA is a voluntary application process for use by companies that provide enhanced services that believe that by obtaining RPOA status will be beneficial in persuading foreign governments to allow them to conduct business abroad. Entities wishing to obtain such a designation must submit an application containing pertinent information about the provider and the services it proposes to provide and a pledge by the provider that it will abide by all international obligations to which the U.S. is a signatory. The case file includes the public notice and any comments received, recommendation made to the State Department to grant or deny a request. RPOA designations do not have expiration dates. They continue indefinitely unless revoked for cause.

Disposition **Temporary**. Cut off by calendar year when RPOA status is superseded, revoked or becomes obsolete. Destroy/Delete 3 years after cut off.

k. International Accounting Rate Change – Applicants for International Accounting Rate Change complete a brief form online, with optional attachments. Carriers who provide services on U.S.-international routes that are subject to the international settlements policy, those that provide certain Part 63 services, and carriers that seek to add a U.S. international route to the list of routes that are exempt from the international settlements policy must file a modification.

request pursuant to 47 CFR 64 1001(e) The modification request must contain the following (1) the applicable international service; (2) the name of the foreign telecommunications administration, (3) the present accounting rate; (4) the new accounting rate, (5) the effective date, (6) the division of the accounting rate, and (7) an explanation of any proposed modifications in the operating agreement with the foreign correspondent All modification requests will be subject to a 21 day pleading period for objections or comments. Modifications that are opposed must await formal action by the IB before the proposed modification can be implemented Data in master data file also includes place of incorporation, destination country, and foreign carrier affiliation

Disposition **Temporary.** Cut off by calendar year in which filed
Destroy/Delete 7 years after cut off

l. Foreign Carrier Affiliation Notification – Applicants for foreign carrier affiliation notification complete a brief form online, with optional attachments Carriers who are authorized to provide service between the United States and a particular foreign destination market and it becomes, or seeks to become, affiliated with a foreign carrier that is authorized to operate in that market, it is required to notify the Commission of that affiliation pursuant to 47 CFR 63.11. The notification shall certify, among other things, the name of the newly affiliated foreign carrier and the countries in which it is authorized to provide telecommunications services to the public, which, if any, of those countries is a Member of the World Trade Organization, what services the authorized carrier is authorized to provide to each named country and the FCC file numbers under which each authorization is granted, etc The Commission will issue a Public Notice of the submission

Disposition **Temporary.** Cut off by calendar year in which filed
Destroy/Delete 7 years after cut off

m. International Signal Point Code – Applicants filing for an International Signal Point Code complete a brief form online, with optional attachments International carriers file an application with the FCC for an international signaling point code (ISPC) which is a unique, seven-digit code synonymous with a telephone number used to identify each international carrier The ISPC has a unique format that is used at the international level for signaling message routing and identification of signaling points After receipt of the ISPC application, the FCC assigns the ISPC code to each applicant free of charge on a first come, first served basis The Commission then informs the International Telecommunications Union (ITU) of its assignment of ISPCs to international carriers on an ongoing basis Applicants are required to notify the Commission when the code assignment has not been implemented within 12 months of assignment and when the ISPC is no longer required and returned for activation

Disposition **Temporary.** Cut off in calendar year revoked, suspended, deactivated or no longer needed for administrative purposes Destroy/Delete 3 years after cut off.

n. Request for Assignment of Data Network Identification Code – Applicants filing for Request for Assignment of Data Network Identification Code complete a brief form online, with optional attachments Operators of public data networks file an application with the FCC for a data network identification code (DNIC) which is a unique, four-digit number that provides discrete identification of individual public data networks The DNIC is intended to identify and permit automated switching of data traffic to particular networks The DNIC is obtained free of charge on a one-time only basis unless there is a change in ownership or the owner chooses to relinquish the codes to the FCC

Disposition: **Temporary.** Cut off in calendar year in which inactive, suspended or revoked. Destroy/Delete 3 years after cut off

3. Output/Reports

Reports (weekly, monthly, quarterly, etc) of case receipts generated for the public, Congress and internal use

Disposition **Temporary.** Destroy/delete when reports are three years old and no longer needed for administrative purposes