

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

TO **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO. **NI-173-86-2**  
DATE RECEIVED **8-13-86**

1 FROM (Agency or establishment)  
**Federal Communications Commission**

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION  
**Mass Media Bureau**

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

**Steve W. Milline**

**632-7513**

**3-27-87**

*Francis A. Bunker*

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE <b>8/11/86</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Terry D. Johnson</i>	D TITLE <b>Terry D. Johnson Chief, Information Resources Branch</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>18.0001 <u>Bureau Functions</u></p> <p>Develop, recommend and administer policies and programs for the regulation of services in the electronic mass media. Advise and recommend to the Commission, or act for the Commission under delegated authority, in matters pertaining to the regulation and development of electronic media services.</p> <p>a. Process applications for authorizations in electronic media services.</p> <p>b. Administer U.S. responsibilities under international agreements and treaty obligations pertaining to the electronic media.</p> <p>c. Process applications for renewal of AM, FM, Television, Direc Broadcast Satellite (DBS), Instructional Television Fixed Service (ITFS), cable relay and other licenses relating to electronic media services and for assignment or transfer of ownership interests in such licenses.</p> <p>d. Participate in hearings before the Administrative Law Judges, the Review Board and the Commission.</p>		<p>All changes to this proposed schedule have been approved by:</p> <p><i>Terry D. Johnson</i> Agency Representative</p> <p><i>William F. George</i> NARA Appraiser</p> <p><b>3/18/87</b></p>

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e. Plan and develop proposed rulemakings and conduct comprehensive studies and analyses (legal, engineering, social and economic) of various petitions for policy or rule changes suggested by the Bureau, the Commission, the industry and/or the public.

f. Investigate complaints and answer general inquiries from the public.

The Educational Broadcasting Branch, Broadcast Facilities Division, was disbanded in 1979.

POLICY AND RULES DIVISION

Office of the Division Chief

1. Rulemaking Proceeding Files - Rulemaking proceedings to amend the FM and TV Tables of Assignments. Consist of extra copies of orders, petitions, memoranda and other documents recommending a resolution of the proceeding. The Office of the Secretary is the official record holder for Rulemaking Proceeding Files.

Destroy six (6) months after final decision.

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2.	<p><u>Policy Analysis Branch</u></p> <p><u>Equal Employment Opportunity System (BEE)</u> This computerized database contains statistical information about broadcast station employees. The system is used to produce annual reports to evaluate fair employment practices. Data includes employment breakdowns by sex, minority groups, and job categories.</p> <p>Input: FCC form 395</p> <p>Outputs (all annual): Market Report--Percentages; Market Report--Totals; State Report--Percentages; State Report--Totals; EEO Trend Report.</p> <p><u>Destroy</u> data elements, outputs, and documentation when no longer required.</p> <p><u>International Staff</u></p>		
3.	<p><u>Broadcast International System (BIN)</u>. This computerized database contains information about proposed stations and is used for international reporting requirements. No operating stations are included. Data includes basic frequency, city, state and daytime indicator.</p> <p>Inputs (frequency): requirements list (on demand).</p> <p>Outputs (frequency): IFRB Inventory List of Proposed Stations (on demand); IFRB Inventory List of Notified Stations (on demand)</p> <p><u>Destroy</u> data elements, outputs, and documentation when no longer needed.</p>		

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4.	<p><u>Historical Records of Negotiations for International Agreements (AM, FM, TV):</u> These files contain historical documents of the bilateral and multilateral meetings where the various agreements were negotiated and finalized. This file contains records regarding the following Agreements: NARBA, Region 2 AM Broadcasting; U.S. &amp; Canadian AM, FM &amp; TV; and U.S. &amp; Mexico AM, FM &amp; TV. The files are the only records the Commission (possibly the U.S.) has regarding the negotiations that preceded a certain agreement. Section 0.61(b) of the Commission's Rules applies.</p> <p>Volume on Hand: <u>20 cubic ft.</u> Annual Accumulation: <u>1 cubic ft.</u> Arrangement: <u>By name of Agreement</u> Restrictions: <u>none</u></p> <p><u>Permanent.</u> Transfer records to Federal Records Center pertaining to a specific agreement ten (10) years after the agreement has expired or been superseded by a new agreement.</p> <p><u>Offer</u> to National Archives twenty (20) years after expiration or supersession.</p>	NC1-173 79-3, Item 16 dtd. 9/21/81	
5.	<p><u>AM, FM &amp; TV Notification Files Correspondence.</u> The records in this file are all U.S. notifications to foreign countries and for foreign notifications sent to the U.S. The files are kept in accordance with section 0.61(b) of the Commission's Rules.</p> <p>a. TV assignments and allocation actions of the U.S., Canada and Mexico.</p> <p><u>Maintain</u> in the office for reference purposes until no longer needed, then <u>destroy.</u></p> <p>b. FM assignments and allocation actions of the U.S., Canada and Mexico.</p> <p><u>Maintain</u> in office for reference purposes until no longer needed, then <u>destroy.</u></p>	NC1-173 79-3, Item 23 dtd. 9/21/81	

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	<p>c. <u>U.S. AM Change List Correspondence.</u></p> <p>These files contain all the correspondence between the U.S. and foreign governments regarding U.S. AM stations. The records are maintained in accordance with section 0.61(b) of the Commission's Rules.</p> <p><u>Maintain</u> in office for reference purposes until no longer needed, then <u>destroy</u>.</p>		
	<p>d. <u>Foreign AM Change List Correspondence</u></p> <p>These files contain all the correspondence between the U.S. and foreign governments regarding foreign AM stations. The records are maintained in accordance with section 0.61(b) of the Commission's Rules.</p> <p><u>Maintain</u> in office for reference purposes until no longer needed, then <u>destroy</u>.</p>		
6.	<p><u>Foreign Station Files (AM).</u> This file contains extra copies of radiation patterns and supplementary data, engineer worksheets and maps, and extra copies of pertinent correspondence on designated problem situations. Filed by country and then by call letter. Section 0.61(b) of the Commission's Rules applies.</p> <p><u>Maintain</u> in office for reference purposes until no longer needed, then <u>destroy</u>.</p>	NC1-173 79-3, Item 29, dtd. 9/21/81	31,34
7.	<p><u>U.S. and Foreign Pattern Files.</u> Contains supplementary data. Filed by frequency. Section 0.61(b) of the Commission's Rules applies.</p> <p><u>Maintain</u> in the office.</p> <p><u>Destroy</u> when twenty (20) years old.</p>	NC1-173 79e3, Item 30 dtd. 9/21/81	

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

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8.	<p><u>Recapitulative Listing of FM/TV Assignments and Allocations.</u> Maintained in microfiche form, contains all U.S. and foreign assignments and allocations. All paper records have been destroyed.</p> <p><u>Maintain</u> in office for reference purposes until no longer needed, then <u>destroy.</u></p>	NC1-173 79-3, Item 36 dtd. 9/21/81	
9.	<p><u>Region 2 AM Broadcast Administrative Radio Conference (RARC) Files.</u> These files contain information, both historical and active, relating to preparation for and participation in the 1981 Regional AM Broadcast Conference.</p> <p><u>Maintain</u> in office for reference purposes until no longer needed, then <u>destroy.</u></p>		

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10.	<p><u><b>ENFORCEMENT DIVISION</b></u></p> <p><u><b>Complaints and Investigations Branch</b></u></p> <p><u><b>Station Complaint Files.</b></u> These files are the major series documenting complaints and comments about individual broadcast stations. Materials consist of original correspondence from the public and Members of Congress, the Commission's reply and notices of violation issued by the Commission's field offices. Also included are forfeiture documents for actions taken from 1980 on which consists of the notice of apparent liability, correspondence, the Commission's final order, and a copy of the check, if any, remitted in payment of the fine. All earlier forfeiture actions sent to Federal Records Center in September 1983.</p> <p><b>a. <u>TV Files</u></b></p> <p>Cut off files every five years (end of license period) according to State or Territory.</p> <p><u>Transfer</u> to Federal Records Center when latest document in files is one year old.</p> <p><u>Destroy</u> when latest document in files is 20 years old.</p> <p><b>b. <u>AM/FM Files</u></b></p> <p>Cut off files every seven (7) years (end of license period) according to State or Territory.</p> <p><u>Transfer</u> to Federal Records Center when latest document in files is one (1) year old.</p> <p><u>Destroy</u> when latest document in files is twenty (20) years old.</p>	NC1-173-79-3, Items 40 & 42 dtd. 9-21-81	
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11.	<p><u>Deleted Station Complaint Files.</u> These files contain the same material as the station complaint files and consist of complaints and comments about individual broadcast stations. A public notice is issued when stations are deleted.</p> <p><u>Transfer</u> to Federal Records Center one (1) year after deletion.</p> <p><u>Destroy</u> twenty (20) years after deletion.</p>		
12.	<p><u>Oversize Station Complaint Files.</u> These files serve the same purposes as the station complaint file in documenting complaints and comments about broadcast stations. These files contain legal sized documents and other materials too bulky to fit into the station file.</p> <p>a. <u>TV Files</u></p> <p>Cut off files every five (5) years (end of license period) according to state or Territory.</p> <p><u>Transfer</u> to Federal Records Center when latest document in files is one year old.</p> <p><u>Destroy</u> when latest document in files is twenty (20) years old.</p> <p>b. <u>AM/EM Files</u></p> <p>Cut off files every seven (7) years (end of license period) according to State or Territory.</p> <p><u>Transfer</u> to Federal Records Center when latest document in files is one (1) year old.</p> <p><u>Destroy</u> when latest document in files is twenty (20) years old.</p>	<p>NC1-173 79-3, Item 43 dtd. 9/21/81</p>	

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13.	<p><u>Log Book (Form BC 806)</u>. This book serves as the main control and log for all Division mail. It records: log number of the correspondence writer, writer's location, call letter of station, subject of letter, person to whom correspondence is assigned for reply, action taken and date of action.</p> <p><u>Maintain</u> in office: Destroy when ten (10) years old.</p>	NC1-173 79-3, Item 49 dtd. 9/24/84	
14.	<p><u>Investigatory Case Files</u>. These files document investigations and complaints against broadcast stations or violations of the Commission's Rules. The files consist of staff reports, notes, correspondence, exhibits, and other related materials.</p> <p><u>Transfer</u> closed cases to Federal Records Center three (3) years after closing.</p> <p><u>Destroy</u> twenty (20) years after case is closed.</p>	NC1-173 79-3, Item 51 dtd. 9/21/81	
15.	<p><u>Network Complaint File</u>. This file contains complaints by the Bureau concerning political broadcasting and the Commission's Fairness Doctrine as it is related to network Broadcasts</p> <p><u>Transfer</u> to the Federal Records Center when three (3) years old</p> <p><u>Destroy</u> when twenty (20) years old.</p>	NC1e173 79-3, Item 53 dtd. 9/24/84	

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16.	<p><u>Enforcement Division</u></p> <p><u>Enforcement Database (BVD)</u>e. This computerized database is an on-line system that provides tracking of enforcement actions initiated by the Mass Media Bureau against broadcast stations.</p> <p><u>Inputs:</u> (frequency)e: Enforcement Activity Notifications (weekly)</p> <p><u>Outputs:</u> (frequency)e: Major Matter Report (on demand)e: Activity Summaries (quarterly)e: Quarterly Report (quarterly)</p> <p><u>Destroy</u> data, elements, outputs, and documentation when no longer needed for administrative use.</p>		

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17.	<p><u>VIDEO SERVICES DIVISION</u></p> <p><u>OFFICE OF THE DIVISION CHIEF</u></p> <p><u>Call Sign Unit</u></p> <p><u>History Cards of Call Signs (AM, FM, TV and Commercial Ships.</u> This is a 3" x 5" card file documenting the history of each call sign. The history card for AM, FM and TV indicates date of original grant, to whom the call sign was assigned, location of station and type of station. If call sign was changed the history card shows date of change and from what call sign, name of licensee, location of station and type of station. History cards for commercial ships indicate call signs assigned to ships, date of assignment, name of ship, documented number and owner. It may show deletion of radio or date of cancellation of the call sign by coast guard or change to a 2 letter 4 digit call sign. Call sign cards range from KAAA through KZZZ and WAAA through WZZZ. AM, FM and TV history cards also include 3 letter call signs which were assigned prior to the 4-letter. Volume on hand: 2 1/2 cubic feet, Annual accretion: 0, Inclusive dates: 1927-Present, Arrangement: By call letters, Restrictions: None</p> <p>A. <u>Paper Records.</u> Permanent. Break file every 3 years. Microfiche file breaks. Transfer original records to the National Archives after fiche is verified.</p> <p>B. <u>Microfiche.</u> Maintain in office until superseded, then destroy.</p>	OK j...	P- 13
18.	<p><u>Call Signs Correspondence Files.</u> Contains copies of telegrams sent to call sign licensees granting authorizations to change call signs. Original is filed in Official Broadcast License File in Public Reference Room.</p> <p><u>Destroy</u> when three (3) years old.</p>		
19.	<p><u>Public Notice File.</u> Copies of all Public Notices issued by Office of Public Affairs for call sign requests received and granted.</p> <p><u>Destroy</u> when three (3) years old.</p>		

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20.	<p><u>Ownership Staff</u></p> <p><u>Ownership Report.</u> This file (FCC Form 323) contains original documents of information reported pursuant to sections 73.3613 and 73.3615 of the Commission's Rules. The reports contain the ownership information maintained on licensees and permittees exclusive of that reported in applications sent to the Mass Media Bureau. It also includes related contracts to sell the station, Stock Options, Trust Agreements, and the like, which are required to be filed pursuant to section 73.3613 of the Commission's Rules.</p> <p>a. <u>Active Files</u></p> <p>Volume on Hand: <u>273 cubic feet</u>  Annual Accumulation: <u>12 cubic feet</u>  Arrangement: <u>Alphabetically by</u>  <u>Station call letters.</u></p> <p><u>Permanent</u></p> <p><u>Transfer</u> inactive segments (i.e. 1<sup>st</sup> years or older) to Federal Records Center every two (2) years.</p> <p><u>Offer</u> to National Archives forty-five (45) years after transfer.</p> <p>b. <u>Deleted Station Files</u></p> <p>Volume on Hand: <u>5 cubic feet</u>  Annual Accumulation: <u>2 cubic feet</u>  Arrangement: <u>Alphabetically by</u>  <u>Station call letters.</u></p> <p><u>Permanent.</u></p> <p><u>Transfer</u> files of deleted stations to Federal Records Center three (3) years after deletion.</p> <p><u>Offer</u> to National Archives forty-five (45) years after transfer.</p>	NC1-173 79-3, Item 83 dtd. 9/21/81	

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	<p>c. <u>Closed Files</u></p> <p>Volume on Hand <u>1.5 cubic feet</u>                      Annual Accumulation <u>6 cubic feet</u>                      Arrangement <u>Alphabetically by</u>  <u>Station call letters</u>  <u>Permanent</u></p> <p><u>Transfer</u> files to Federal Records Center                      after one full renewal period (5 or 7 years)                      following closures.</p> <p><u>Offer</u> to National Archives forty-five (45)                      years after transfer.</p>		

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21.	<p><u>Television Branch.</u></p> <p>A. <u>Routine Control Files.</u></p> <p>(1) <u>Deferred Renewal File</u>—This is a 3" x 5" card file which indicates the status, the reasons therefor, staff assignments, and the disposition of TV renewal applications where action was not taken prior to the station's scheduled license expiration date. It is used to control the processing and action on such deferred renewals.</p> <p><u>Destroy</u> one (1) year after final Commission action with respect to the subject renewal application.</p> <p>(2) <u>Assignment/Transfer Card File</u>—This is a 3" x 5" card file which indicates the receipt, status, staff assignment and transfer of control applications involving television broadcast stations. It is used to control the processing and action on such applications.</p> <p><u>Destroy</u> one (1) year after final Commission action with respect to the subject assignment or transfer.</p> <p>B. <u>Reference Files.</u></p> <p>(1) <u>TV Engineering Files</u>—This file contains duplicate copies of the technical portions of the applications and various engineering submissions filed by the applicant/licensee; duplicate copies of Commission authorizations, telegrams and other correspondence regarding the station's technical operations; and assorted internal office memoranda and staff engineer reports, analyses, and processing worksheets. These materials are retained strictly for internal reference and informational purposes.</p> <p><u>Destroy</u> two (2) years after final Commission action deleting the station.</p>	<p>NC1-173-79-3, Item 77 dtd. 9-21-81</p> <p>NC1-173-79a3, Item 75 dtd. 9-21-81</p>	

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	<p>(2) <u>TV Renewal Correspondence File</u> This file contains duplicate copies of commission actions and correspondence regarding the station's renewal applications. It also includes internal office memoranda and staff reports, analyses and renewal processing worksheets (BC Forms 604, 615 and 617). These materials are related strictly for internal reference and informational purposes.</p> <p><u>Maintain</u> in Office: <u>Destroy</u> when materials are ten (10) years old.</p> <p>(3) <u>TV Assignment/Transfer File</u> This file contains duplicate copies of Commission correspondence regarding the subject application and the staff's analyses and write-ups with respect to the assignment or transfer (FCC Form A-378)e These materials are retained strictly for internal reference and informational purposes.</p> <p><u>Maintain</u> in office: <u>Destroy</u> when materials are ten (10) years old.</p> <p>C. <u>Operational Files</u></p> <p>(1) <u>TV Broadcast Action File</u> This file contains all the public notices of broadcast actions. It is used to maintain and supplement historical data and to verify filing and acceptance dates with respect to construction permit, renewal, assignment of license and transfer of control applications for TV stations.</p> <p><u>Maintain</u> in officee <u>Destroy</u> when materials are three (3) years old.</p> <p>(2) <u>TV Call Letters Change File</u> This file contains telegrams from the Managing Director's Office authorizing a TV station to change its call signe It is used to update historical data and to verify call sign changes appearing in the public notices.</p> <p><u>Maintain</u> in officee <u>Destroy</u> when materials are three (3) years old.</p>	<p>NC1-173 79-3, Item 73 dtd. 9/21/81</p> <p>NC1-173 79-3e Item 74 dtd. 9/21/81</p> <p>NC1-173 79-3, Item 79 dtd. 9/21/81</p> <p>NC1-173 79-3, Item 80 dtd. 9/21/81</p>	

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22.	<p><u>TV Branch</u></p> <p><u>TV Data Base Update System (BTM)</u>. This data base maintains and validates the TV engineering data base. The data base contains technical data for existing stations, proposed stations, TV management, rulemaking petitions/proposals, foreign stations, TV translators and LPTV operations.</p> <p><u>Input</u> : FCC Public Notices; Applications, Grants</p> <p><u>Output</u> (all weekly) : Data Base Listing; Transaction Listing; Critical Error Listing; Non-Critical Error List; Pointer List; Call Sign List; City Names List; TV Engineering Data List by State; TV Engineering Data List by State, City, Channel; TV Engineering Data List by State, Channel, Call Sign.</p> <p><u>Destroy</u> data elements, outputs and documentations when no longer required</p>		

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23.	<p><u>Distribution Services Branch</u></p> <p>A. <u>Reference Files</u></p> <p>(1) <u>Construction Permit Application Files</u>--This file contains the original of the ITFS application (FCC Form 330-P), as well as all amendments and subsequent submissions by the applicant and copies of all Commission correspondence relating thereto. It also contains staff analyses, application worksheets, and a copy of the Commission construction permit authorization (FCC Form 355). Upon filing, the permittee's license application (FCC Form 330-L) and all related materials are associated in this file.</p> <p>Upon licensing of the station, the originals of the construction permit and license applications are transferred to the <u>ITFS Station File</u>. Duplicate copies of those applications with associated correspondence are incorporated into the <u>ITFS Engineering File</u>.</p> <p>(2) <u>ITFS Engineering Files</u>--This file contains duplicate copies of the technical portions of the applications and various submissions filed by the applicant/licensee; duplicate copies of all Commission authorizations, telegrams and other correspondence regarding the applicant/licensee and its filings; and assorted internal office memoranda and staff reports, analyses, and processing worksheets. These materials are retained strictly for internal reference and informational purposes.</p> <p><u>Destroy</u> two (2) years after final Commission action deleting the station.</p>		
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	<p>B. <u>Operational Files</u></p> <p>(1) <u>ITFS Station Files</u>—This file is the "official" Commission record file maintained with respect to that ITFS station. It contains the originals of the construction permit, license, renewal, assignment and transfer of control applications filed for the station and copies of all Commission authorizations, telegrams and other correspondence relating to the applicant/licensee or the ITFS station. Volume on Hand: 15 cubic feet, Volume Accumulated Annually 1 1/2 cubic feet, Arrangements By call letters; Restrictions None, Inclusive Dates: 1960–Present</p> <p><del>Permanent</del></p> <p><u>Transfer</u> to Federal Records Center when materials are twenty (20) years old, retiring materials in 5-year <sup>blocks</sup> segments. <del>Offer to National Archives when fifty (50) years old.</del></p> <p><u>Destroy</u> when latest document in file is 50 years old.</p>		— see for D n B

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24.	<p>CATV System Files This is a historical, consolidated file for each operational cable television system. Files are arranged by state then numerically. Files contain 1105 notifications, franchise materials, certificates of compliance (prior to 1978), registration statements, special relief petitions and show cause petitions.</p> <p><del>a. <u>1105 Notifications</u></del></p> <p><del><u>Destroyed in 1985</u></del></p> <p>b. <u>Original and duplicates of Show Cause Files where an evidentiary hearing has been ordered.</u></p> <p>Transfer original and duplicate files to the Dockets Branch, Office of the Secretary, where they become part of official docketed proceedings.</p> <p>c. <u>Originals of Registration Statements, Certificate of Compliance, Special Relief Files and Show Cause Files (where no evidentiary hearing has been ordered).</u></p> <p>Transfer originals to Federal Records Center one (1) year after CATV system ceases operation.</p> <p>Destroy when latest document in file is 9 years old</p>	NC1-178 75-1, Items 9, 10, 11 14 & 17 dtd. 7/28/75	

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25.	<p><u>Cross Ownership Waiver Files</u> Petitions for release from Section 76.501 of the Rules which prohibits cable television systems from carrying the signal of any television broadcast station if such system directly or indirectly owns, operates, controls, or has an interest in: a national television network; or a television broadcast station whose predicted Grade B contour overlaps in whole or in part the service area of such system. These petitions were filed under grandfathering provisions of the Rules. Files consist of original petition, correspondence, and exhibits. Files are arranged numerically.</p> <p style="margin-left: 40px;">a. <u>Transfer</u> original to Federal Records Center one (1) year after CATV system ceases operation. <u>Destroy</u> when latest document in file is 9 years old.</p> <p style="margin-left: 40px;">b. <u>Destroy</u> duplicate copies two (2) years after CATV system ceases operation.</p>	NC1-173 75-1, Item 12 dtd. 7/28/85	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
26.	<p><u>Cable Television Branch</u></p> <p><u>Community Unit Processing System (ACC)</u> This data base contains Geographic, Statistical, Ownership, Franchise and Annual filing data about every Cable Community reported to the FCC.</p> <p><u>Input</u> : FCC Form 325, Schedule 1 (semi-weekly)</p> <p><u>Output</u> : Cable Community Full Record Report (semi-weekly) TV-Station Authorization Report (semi-weekly)</p> <p><u>Destroy</u> data elements, outputs and documentation when no longer required.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
27.	<p><u>Cable TV Branch</u></p> <p><u>Address Processing System (AAD)</u> This data base contains address data items for mailing purposes. The system is used to provide addressing data to be utilized by all Mass Media Bureau data bases requiring addressing information.</p> <p><u>Input</u> : FCC Form 325, Schedule 1 (weekly)</p> <p><u>Outputs</u> : Mailing Address Records (weekly)</p> <p><u>Destroy</u> data elements, outputs and documentation when no longer required.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
28a	<p><u>Cable TV Branch</u></p> <p><u>TV - Station Processing System (ATV)</u> This computerized data base contains information about TV station call signs, TV broadcast stations and selected translators. Data includes city and state of license; channel number; network code; and effective and termination date of the authorization and the new call sign, if required.</p> <p><u>Input</u> : New Call Signs (weekly); TV Authorization (weekly)</p> <p><u>Output</u> : TV - Station Call Signs (weekly)</p> <p><u>Destroy</u>; data elements, output and documentation when no longer needed</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention-Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
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29.

Cable TV Branch

Physical System Processing System (Trunk) (ATR)  
 This data base provides technical information about the services provided to the cable communities. Provides signal carriage information indicating call sign carrier frequency, method of reception, signal type, cable communities served, and hours of special services.

Input : Form 325 Schedule II - Annual Report of Cable Television Systems (weekly)

Output : Physical System Full Record Print (weekly)  
 Signal Carriage Distribution Report (weekly)

Destroy data elements, outputs and documentation when no longer required

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
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30.

CARD FILES

Cable Television Relay Service Card Files--These cards index pertinent information relating to cable television relay stations and are reference aids in utilizing the cable television relay service license files. These files consist of the following series:

- a. History cards for active and deleted cable relay stations, which are arranged alphabetically by name of licensee.

Destroy upon retirement of CARS License File to Federal Records Center.

- b. Location cards which index cable relay stations alphabetically by state then by city.

Destroy upon retirement of CARS License File to Federal Records Center.

- c. Cross Reference Cards which list cable relay stations alphabetically by call sign.

Destroy upon retirement of CARS License File to Federal Records Center.

- d. Cross Reference Cards which list cable relay stations by file numbers.

Destroy upon retirement of CARS License File to Federal Records Center.

Note: The CARS License File is scheduled under NCI-173-75-1, items 16a-b.

NCI-173-75-1,  
Item 25  
dtd.  
7-28-75

7. ITEM NO	8. DESCRIPTION OF ITEM <small>(With Inclusive Dates or Retention Periods)</small>	9. SAMPLE OR JOB NO	10 ACTION TAKEN
31.	<p><u>Certificate of Compliance Cards Files</u>—These cards index pertinent information relating to cable television systems, and are reference aids in utilizing the Certificate of Compliance Files. These files consist of the following series:</p> <p>a. History cards which list the filings and actions taken on cable television systems, which are arranged alphabetically by state then by community.</p> <p><u>Destroy</u> upon retirement of CATV System File to Federal Records Center.</p> <p>b. Certificate of Compliance cards, arranged by city and state--Cards on show cause and special relief filings are interfiled in this series on color coded cards next to their related Certificate of Compliance card: Certificate of Compliance card-white; Show Cause card-orange; Special Relief card-blue.</p> <p><u>Destroy</u> upon retirement of CATV System File to Federal Records Center.</p> <p>c. Cross Reference cards which index cable television systems alphabetically by name of system.</p> <p><u>Destroy</u> upon retirement of CATV System File to Federal Records Center.</p>	NC1-173-75-1, Item 26 dtd. 7-28-75	
32.	<p><u>Franchise Card Files</u>—These cards index state and local franchises and are aids for referencing the franchise files. The files consist of the following series:</p> <p>a. State cards which index franchises alphabetically by state then community.</p> <p><u>Destroy</u> upon retirement of CATV System File to Federal Records Center.</p> <p>b. Cross reference cards which index franchises by name of franchisee.</p> <p><u>Destroy</u> upon retirement of CATV System File to Federal Records Center.</p> <p>Note: The CATV System File is scheduled under item 24c, this Job.</p>	NC1-173-75-1, Item 27 dtd. 7-28-75	

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
33.	<p><u>Cross Ownership Waiver Card Files</u> These cards list filings and actions taken on petitions for cross ownership, and serves as a reference aid for utilizing cross ownership files. Cards are arranged numerically.</p> <p><u>Destroy</u> upon retirement of Cross Ownership Waiver File to Federal Records Center.</p> <p><i>Note. Cross Ownership Waiver Files are scheduled under item 25a, this Job.</i></p>	NC1-173 75-1 Item 32 dtd. 7/28/75	

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34.

Cable TV Branch

Cable System Authorization (AFP) This data base provides an automated system for entering maintaining and accessing cable TV applications for the use of frequencies within the bands 108-136 MHz and 225-400 MHz, and analyzes these frequencies for possible conflicts with frequencies in use by nearby aeronautical stations. Data includes applicant name, location, filing date, frequencies requested/ approved and other technical data.

Input : Applications filed by cable TV companies for authorization to use certain mid and super-band frequencies (daily) and tapes of current FCC frequency assignments for aeronautical stations (monthly)

Output : Letters notifying applicants of approved/ disapproved frequency requests (daily)  
Statistical Reports (as required)

Destroy data elements, outputs and documentation when no longer required

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
35 a	<p><u>Cable TV Branch</u></p> <p><u>Employment Processing System (AEE)</u> This data base contains employment statistics for cable system operators based on sex, ethnic type and job classification divisions for full time, part-time and on-the-job training employees. The filing date of the Form 395-A is also attached.</p> <p><u>Input</u> : Form 395-A - Annual Report of EEO Employment Statistics of Cable TV System (monthly)</p> <p><u>Output</u> : Employment File Full Record Print (monthly) EEO Statistics Reports (monthly)</p> <p><u>Destroy</u> data elements, outputs and documentation when no longer required.</p>		

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36.	<p><u>Low Power Television Branch</u></p> <p>A. <u>Routine Control Files</u></p> <p>(1) <u>Application Card File</u>--This is a 3" x 5" card file (Form BC-335) which identifies the applicant and describes the facilities requested. It also indicates the status and the disposition of the LPTV or TV translator application. It is used to control the processing and action on such applications.</p> <p><u>Destroy</u> ten (10) years after final Commission action with respect to the subject application.</p> <p>B. <u>Reference Files</u></p> <p>(1) <u>Application File Number Logbooks</u>--This file system consists of several logbooks identifying the applicant by name, describing the application by receipt date, channel requested, or station call sign; and listing the file number assigned to the particular application. All LPTV and TV translator construction permit, license renewal, assignment and transfer of control applications are included in these listings. These materials are retained strictly for internal reference and informational purposes.</p> <p><u>Destroy</u> when no longer needed for reference purposes.</p> <p>(2) <u>Call Sign Card File</u>--This is a 3" x 5" card file which identified the LPTV or TV translator licensee by name, describes the station's location in terms of community and state, and lists the call sign assigned to that station. These materials are retained strictly for internal reference and informational purposes.</p> <p><u>Destroy</u> when no longer needed for reference purposes.</p>		

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	<p>(3) <u>Construction Permit Application File</u>--This file contains the original of the LPTV or TV translator application (FCC Form 346) and all amendments and subsequent submissions by the applicant and copies of all Commission correspondence relating thereto. It also includes staff analyses, application worksheets, the computer generated interference study pertaining to the application, and a copy of the Commission's construction permit authorization (FCC Form 364). Upon filing, the permittee's license application (FCC Form 347) and all related materials are associated in this file.</p> <p>Upon licensing of the station, the originals of the construction permit and license applications are transferred to the Low Power Television Station Files. The remaining materials are incorporated into the <u>LPTV Engineering File</u>.</p> <p>(4) <u>LPTV Engineering File</u>--This file contains duplicate copies of the technical portions of the applications and various submissions filed by the applicant/licensee; duplicate copies of Commission authorizations, telegrams and other correspondence regarding the applicant/licensee and its filings; and assorted internal office memoranda and staff reports, analyses, and processing worksheets. These materials are retained strictly for internal reference and informational purposes.</p> <p><u>Destroy</u> two (2) years after final Commission action deleting the station.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(5) <u>Dismissed Application Files</u>—This file contains the original of the LPTV, or TV translator construction permit applications (FCC Form 346) that have been dismissed by the Commission for various reasons (e.g., unsuccessful lottery participant). It also includes any internal memoranda, staff analyses and processing worksheets, and copies of all Commission correspondence pertaining to the subject application. These materials are retained strictly for internal reference and informational purposes.</p> <p><u>Destroy</u> three (3) years after final Commission action dismissing the subject application.</p>		

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37.	<p><u>Low Power Television Branch</u></p> <p><u>Low Power Television Lottery System (BLP)</u> This data base provides a method of tracking an application for a low power television station through the lottery process. It contains applicant name, address, call sign, file number, preference factors, facilities, facility location, lottery date, number, time and winners</p> <p><u>Input</u> : LPTV Application (daily) &amp; Form 346 (daily)</p> <p><u>Output</u> : Full Record Report (on-request); Internal Preference (B) List (on-request); Public Notice of Lottery Date &amp; Associated Preference (B) List (on-request); Public Notice of Amended Lottery Date &amp; Associated Corrected Preference (B) List (on-request); Public Notice of Tentative Winner (on-request); Public Notice of Final Winner (on-request)</p> <p><u>Destroy</u> data elements, outputs and documentation when no longer required.</p>		
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38a	<p><b><u>AUDIO SERVICES DIVISION</u></b></p> <p><b><u>Engineering File Room</u></b></p> <p><b><u>Broadcast Station Engineering Files (AM, FM).</u></b> Contains engineering data essential to the processing of applications. File consists of graphs, maps, field intensity measurements and engineering exhibits. This data duplicates, to some extent, the material contained in the official broadcast license file.</p> <p>a. <b><u>Active Stations.</u></b>  Maintain in office until deleted.</p> <p>b. <b><u>Deleted Stations.</u></b>  <b><u>Destroy</u></b> two (2) years after deletion, if no applications are pending specifying the deleted facilities.</p>		
39.	<p><b><u>Station Renewal, Assignment/Transfer and Facilities Correspondence Files (AM, FM).</u></b> These files contain renewal processing worksheets (BC Forms 604, 615 and 617), copies of correspondence and staff write-ups on assignments, transfer of control and facilities applications (FCC Form A-378) and copies of outgoing correspondence, inter-office memoranda, etc. relating to the renewal, assignment/transfer and facilities authorizations.</p> <p>a. <b><u>Active Stations.</u></b>  Maintain in office until deleted.</p> <p>b. <b><u>Deleted Stations.</u></b>  <b><u>Destroy</u></b> two (2) years after deletion.</p>	NC1-173 79-3, Items 73 & 74 dtd. 9-21-81	

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
40.	<p><u>Public Reference Room</u></p> <p><u>Broadcast Station License Files (AM, FM, TV).</u> These are official record files documenting all activities of the station. They contain the correspondence, applications and supporting data for construction permits, licenses, renewals, assignments and transfers. Also contained in the files are the authorizations relating to the various requests.</p> <p><u>Public Files</u></p> <p>Volume on Hand: <u>100 cubic feet</u> Annual Accumulation: <u>10 cubic feet</u> Arrangement: <u>Call Sign - by Services</u></p> <p><u>Permanent</u></p> <p>a. <u>Transfer</u> station files for the period July 1, 1976 to June 30, 1983 to Federal Records Center when latest file is one (1) year and six (6) months old.</p> <p><u>Offer</u> to the National Archives when 20 years old (calendar year 2003)e</p> <p>b. Break subsequent files every 3 years e <u>Transfer</u> closed files to FRC when latest document in file is 3 years old.</p> <p><u>Offer</u> to the National Archives in 10 year blocks when latest document in file is 20 years old e</p> <p><u>Non-Public Files</u></p> <p>Volume on Hand: <u>100 cubic feet</u> Annual Accumulation: <u>3 cubic feet</u> Arrangement: <u>Call Sign - by Services</u></p> <p><u>Permanent</u></p> <p>c. In calendar year 1987, transfer materials for the period 1934 through June 30, 1976 to FRC.</p> <p><u>Offer</u> to the National Archives when 20 years old (calendar year 1996)e</p>	NC1-173 79e3, Item 61 dtd. (/21/81	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>d. <u>Break</u> subsequent files every 10 years.</p> <p><u>Transfer</u> closed files to FRC in 10 year blocks when latest document in file is 15 years old.</p> <p><u>Offer</u> to the National Archives in 10 year blocks when latest document in file is <del>50</del> 20 years old.</p> <p>Note any records covered by items 40a-d that the National Archives chooses not to accession are to be retained in the FRC until the latest document in the file is 50 years old.</p>	<p>JL</p>	<p>M.E.T.</p>

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
41.	<p><u>AM/FM/TV/AUX Branch</u></p> <p><u>Broadcast Applications Processing System (BAPS)</u> This data base contains information detailing the identity and status of facilities and of pending applications. Data includes location and parameters of facilities (city, street, state and zip code), filing date of applications and status of data entry.</p> <p><u>Input</u> : Forms 301, 302, 303, 309, 310, 311, 313, 314, 316, 318, 321, 330, 340, 341, 342, 345, 346, 347, 348, 349, and 701 -Broadcast applications (daily)</p> <p><u>Output</u> : Notice of Receipt (daily) a Public Notice (daily) a Broadcast Actions (daily) a Renewal Reminder (monthly); Applications Status Report (daily) a Transaction List (daily) a Folder Labels (daily) a Address Lists (on request)</p> <p><del>Destroy data elements, outputs and documentation when no longer required.</del></p> <p>A. Copy of database on magnetic tape and copy of documentation <u>Permanent</u>. Transfer to the National Archives immediately. Transfer updated version of database on magnetic tape and documentation to the National Archives once every 3 years.</p> <p>B. All other copies of documentation and data elements a destroy when no longer needed a</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
42.	<p><u>AM/FM/TV BRANCH</u></p> <p><u>Broadcast Special Studies (BXX)</u> This data base contains source and/or object images, as appropriate for engineering programs/studies for new applications or petitions in the AM, FM and TV services.</p> <p><u>Input</u> : FM Engineering data base; TV Engineering data base; AM Engineering data base (all as required)</p> <p><u>Output</u> : AM Radiation Patterns; Descriptions of Coverage Areas of AM, FM or TV Stations; Lists of FM or TV Allocations; Applications and Operating Stations (all on demand)</p> <p><u>Destroy</u> data elements, outputs, and documentations when no longer required</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
43.	<p><u>Deleted Broadcast Station Files (AM, FM, TV)</u>e. These files contain the official correspondence, applications and supporting data and authorizations on stations which have been authorized and subsequently deleted.</p> <p>Volume on Hand <u>2 cubic feet</u> Annual Accumulation <u>2 cubic feet</u> Arrangement <u>By Call Letters</u></p> <p><u>Permanent</u></p> <p><u>Retire</u> to Federal Records Center one (1) year <i>after</i> deletion.</p> <p><u>Offer</u> to National Archives in 10 year <i>blocks</i> <del>segments</del>, 20 years after deletion (i.e. 1971-1980 to be offered in 1990)e.</p>	NC1-173 79-3, Item 62 dtd. 9/21/81	
44.	<p><u>Dismissed Broadcast Applications.</u> These files contain the official correspondence, applications and supporting data for new stations which have been dismissed</p> <p><u>Destroy</u> one (1) year after application is dismissed unless appellate action is pending</p>	NC1-173 79-3, Item 63 dtd. 9/21/81	
45.	<p><u>Broadcast Station History Cards (AM, FM, TV).</u> These cards contain the history of applications filed and actions taken on stations. Cards are maintained in active and deleted section.</p> <p>a. <u>Active Stations</u></p> <p>Maintain in office until deleted.</p> <p>b. <u>Deleted Stations</u></p> <p>Volume on Hand: <u>Approx. 20 linear inches</u> Annual Accumulation: <u>Less than one (1) linear inch.</u> Arrangement: <u>By Service</u> then by <u>Call Letters.</u></p> <p><u>Permanent</u></p> <p><i>blue</i> Send cards of deleted stations (in 10 year <del>segments</del>) to Federal Records Center ten (10) years after station is deleted.</p>	NC1-173 79-3, Item 66 dtd. 9/21/81	

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
46.	<p><u>Offer to National Archives (in 10 year <del>segments</del> <sup>blocks</sup>) 20 years after deletion.</u></p> <p><u>Station Location and Frequency Channel Cards (AM, FM, TV).</u> These cards reflect applications which have been filed for a particular city and frequency. <del>Since these cards are rarely used and no longer updated, suggest they no longer be maintained.</del></p> <p><del>Destroy all cards immediately.</del></p> <p>A. Cards arranged by state or city: <u>Permanent.</u> Offer to the National Archives immediately</p> <p>B. Cards arranged by frequency: <u>Destroy</u> immediately.</p>	<p>NC1-173 79-3 Item 69 dtd. 9/21/81</p>	<p>OIC pm LDE</p>

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
47.	<p><u>Foreign Program Authorization Files.</u> These files contain applications, authorizations and correspondence relating to transmission of program material to Canada and/or Mexico.</p> <p><u>Destroy</u> two (2) years after authorization expires.</p>	NC1-173-79-3, Item 65 dated 9-21-81	
48.	<p><u>Authorization Files (AM, FM).</u> Transferred to the Public Reference Room by the AM and FM Branches, these files contain extra copies of authorizations issued to a station. The original granted authorization is located in the Official Broadcast License Folder (also located in the Public Reference Room). Used strictly as an extra convenience copy.</p> <p><u>Destroy</u> when no longer required for reference purposes.</p>	NC1-173-79-3, Item 70 dated 9-21-81	
49.	<p><u>Low Power Television Station Files.</u> This file is the "official" Commission record file maintained with respect to that LPTV station. It contains the originals of the construction permit, license, renewal, assignment and transfer of control applications filed for the station and copies of all Commission authorizations, telegrams and other correspondence relating to the applicant/licensee or the LPTV station.</p> <p><del>Permanent.</del></p> <p>Volume on Hand <u>202</u> cubic feet  Annual Accumulation: <u>22</u> cubic feet  Arrangement <u>Alphabetically by Call Sign</u></p> <p>When Transfer to FRC? <u>See Attached</u>  <del>When Offer to Archives? See Attached</del></p> <p><u>Transfer</u> inactive files to FRC once a year.</p> <p><u>Destroy</u> when latest document in file is 50 years old.</p>		

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50.	<p><u>AM Branch</u></p> <p><u>AM Data Base Update (BAM)</u> The update system is designed and maintained to update the AM Engineering data base, which is used to support the AM channed studies. Data is maintained for all AM stations by frequency, location, latitude and longitude.</p> <p><u>Input</u> : Form 301 - Application for Broadcast Facility (daily)</p> <p><u>Output</u> : Update Report (weekly); Data Base Listing (weekly); Update Transactions List (weekly)</p> <p><u>Destroy</u> data elements, outputs, and documentation when no longer requirede</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
51.	<p><u>FM Branch</u></p> <p><u>FM Data Base Update System (BFM)</u> This data base contains FM radio technical data for existing stations, proposed stations, FM allocations, rulemaking stations/proposals, foreign stations and allocations (Canada and Mexico) and FM translatorse</p> <p><u>Input</u> : FCC Public Notice (daily)</p> <p><u>Output</u> : Data Base Listing (weekly); Transaction Listing (weekly); Critical Error Listing (weekly); Non-Critical Error Listing (weekly); FM Engineering Data List by State (weekly); FM Engineering Data List by Frequency (weekly)</p> <p><u>Destroy</u> data elements, outputs and documentation when no longer required</p>		

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52.

Audio Services/Video Services

Workforce Data Base (BWD) This data base contains staffing and activity reporting data for Audio and Video Services Divisions' employees.

Input : Activity reporting form data (bi-monthly)

Output : Persons, Positions and Hours Workload Reports (bi-monthly) Workload Breakdown Report (bi-monthly) Activity Summary Report (bi-monthly)

Destroy data elements, outputs and documentation when on longer required.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
53.	<p><u>Transfer Record Cards (AM)</u><sup>a</sup> These cards reflect the office location of pending construction permits, modifications of construction permits and license applications and the action taken on applications for AM stations (3" x 5" cards).</p> <p><u>Destroy</u> two (2) years after final action</p>	NC1-173 79-3, Item 68 dtd. 9-21-81	
54.	<p><u>Authorization Files (Formerly Station Renewal Folders)</u>. Files contain copies of authorizations issued to a station. These files have all been transferred to the Public Reference Room to be associated with the Official Broadcast License Folders for reference purposes only. Starting with the next renewal (1988)<sup>a</sup> the branch will be maintaining working files only.</p> <p>Once authorization is granted, <u>transfer</u> working file to Public Reference Room to be associated with Official Broadcast License Folder.</p> <p>Public Reference Room will destroy when no longer required for reference purposes<sup>a</sup></p>	NC1-173 79-3, Item 70 dtd. 9-21-81	
55.	<p><u>Assignment/Transfer Control Card File (AM)</u>. This is a 3" x 5" card file used to indicate receipt, disposition and status of assignment and transfer of control applications being processed by the Branch. Records the purchasing and selling of AM stations.</p> <p><u>Destroy</u> when two (2) years old.</p>	NC1-173 79-3, Item 75 dtd. 9-21-81	
56.	<p><u>Returned Application File (AM)</u>. This file contains a copy of the letter that is returned along with the application when there is some problem prohibiting the application from being fully processed.</p> <p><u>Destroy</u> when one (1) year old.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 46 49
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<u>FM Branch</u>		
57.	<p><u>Construction Permit Record Cards (FM)</u>. These cards reflect the office location of pending applications and the action taken on the applications for FM stations.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p>	NC1-173 79-3, Item 68 dtd. 9-21-81	
58.	<p><u>Authorization Files (Formerly Station Renewal Folders)</u>. Files contain copies of authorizations issued to a station. These files have all been transferred to the Public Reference Room to be associated with the Official Broadcast License Folders for reference purposes only. Starting with the next renewal (1988) the branch will be maintaining working files only.</p> <p>Once authorization is granted, <u>transfer</u> working file to Public Reference Room to be associated with Official Broadcast License Folder.</p> <p>Public Reference Room will <u>destroy</u> when no longer required for reference purposes</p>	NC1-173 79-3, Item 70 dtd. 9-21-81	
59.	<p><u>Assignment/Transfer Control Card File (FM)</u><sup>a</sup> This is a 3" x 5" card file used to indicate receipt, disposition and status of assignment and transfer of control applications being processed by the Branch. Records purchasing and selling of stations.</p> <p><u>Destroy</u> when two (2) years old.</p>	NC1-173 79-3, Item 75 dtd. 9-21-81	
60.	<p><u>Returned Application File (FM)</u>. This file contains a copy of the letter that is returned along with the application when there is some problem prohibiting the application from being fully processed.</p> <p><u>Destroy</u> when six (6) months old.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
61.	<p><u>Auxiliary Services Branch</u></p> <p><u>Auxiliary Broadcast Services Files (Aural Microwave, TV Microwave, and Remote Pickup/Low Power Auxiliary)</u>e These are the official record files containing correspondence, applications, supporting data, staff analysis, and authorizations relating to the various applications filed for these servicese</p> <p><u>Permanent</u></p> <p>a. <u>Active and Deleted Stations</u></p> <p><u>Transfer</u> inactive segments (i.e., documents relating to superseded and deleted facilities) to the Federal Records Center once a year.</p> <p><u>Destroy</u> when latest document in file is 50 years olde</p> <p>Volume on Hand: <u>197 cubic feet</u> Annual Accumulation: <u>87 cubic feet</u> Arrangement: <u>Call Sign - By Service</u></p> <p>b. <u>Dismissed Auxiliary Broadcast Service Filese</u> These files contain the official correspondence, applications, supporting data, and staff analysis for new stations which have been dismissed</p> <p><u>Destroy</u> six months after dismissale</p>	<p>NC1-173 79-3, Items 63 &amp; 64 dtd. 9-21-81</p>	<p>OIC PM ALS.</p>
62.	<p><u>International, Developmental, FM Broadcast Translator and FM Broadcast Booster Station Files.</u> These are the official record files containing correspondence, applications, supporting data, staff analysis, and authorizations relating to the various applications filed for these servicese</p> <p>a. <u>Active Stations. Maintain</u> on site.</p> <p>b. <u>Deleted Stationse Destroy</u> after two (2) yearse</p> <p>c. <u>Dismissed Applications Files. Destroy</u> six (6) months after dismissale</p>	<p>NC1-173 79-3 Items 63 &amp; 64 dtd. 9-21-81</p>	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
63.	<p><u>Auxiliary Broadcast Station Renewal Application Files.</u>                      This file contains the card type (FCC Form 313-R) renewal applications for network entities, TV translators, educational entities or non-broadcast licenses which are not associated with a AM/FM/TV station.</p> <p><u>Destroy</u> three (3) years after expiration date.</p> <p><u>Various Bureau Staffs</u></p>	NC1-173 79-3 Item 72 dtd. 9-21-81	
64.	<p><u>Broadcast Project Management System.</u> This system contains an indexed sequential data base of all active Mass Media Bureau projects.</p> <p><u>Input</u> : Description, start dates, target dates, status, responsible person, etc. from various documents.</p> <p><u>Outputs:</u> Bureau Projects (as needed), Broadcast Docketed Proceeding (as needed), Broadcast Petitions Summary by Target Date (as needed), Summary by Organization (as needed).</p> <p><u>Destroy</u> data elements, outputs and documentation when no longer needed.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
65.	<p><u>OFFICE OF BUREAU CHIEF</u></p> <p><u>Administrative Office</u></p> <p><u>Mass Media Bureau Staffing and Personnel Tracking System (BSP)</u> This data base contains administrative data pertinent to staffing and personnel activities</p> <p><u>Input</u> : Administrative data such as position, grade, labor relations code, position description, etc. Form 50 (Notification of Personnel Action) and Form 52 (Request for Personnel Action) (daily)</p> <p><u>Outputs</u> Bureau Staffing Plan (monthly) a Personnel Action Report (weekly and on demand)</p> <p><u>Destroy</u> data elements outputs, and documentation when no longer required.</p>		