

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO

NI-173-87-2

DATE RECEIVED

3-18-87

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Federal Communications Commission

2 MAJOR SUBDIVISION

Office of Managing Director

3. MINOR SUBDIVISION

Financial Management Division

In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4 NAME OF PERSON WITH WHOM TO CONFER

Steve Milline

5 TELEPHONE EXT

632-7513

DATE

2-10-87

ARCHIVIST OF THE UNITED STATES

*Frank S. Banks*

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 2 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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
3/11/87	<i>Terry D. Johnson</i>	Chief, Information Resources Branch

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>OFFICE OF MANAGING DIRECTOR</p> <p><u>Financial Management Division</u></p> <p>This Division plans, organizes, implements and administers the Commission's financial management program including budget planning, formulation, presentation and execution. Review and recommend fund allocations and program priorities. Issue personnel ceilings and fund allocations. Administer the Commission's Resource Management System and maintain accounting and fiscal records. Develop and implement systems for the control of funds, obligations and outlays. Provide program review and advice on the financial aspects of all Commission programs. Administer the Commission's International Telecommunications Settlement Program. Exercise technical control over the Commission's fee and forfeiture collection programs. Maintain liaison with the Office of Management and Budget and the Congressional Appropriation Committees on all budgetary and related matters.</p>		

*copies to agency, NNF*

*2-13-87*

*TRT*

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF  
2 2 pag

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>Budget Branch</u></p> <p><u>Budget Estimates and Justifications Files.</u> a) Copies of budget estimates and justifications prepared or consolidated in formally organized budget offices at the bureau (or equivalent) or higher organizational level. Included are appropriation language sheets, narrative statements, and related schedules and data.</p> <p>On Hand Volume: <u>10 cu.ft.</u> Annual Accretion: <u>2 cu.ft.</u></p> <p>Maintain in office for ten (10) years, then destroy.</p> <p><del>b) Working papers detailing the process of formulating the Commission annual budget requests to the Office of Management and Budget and the Congress. Also, procedural documentation on formulating the annual budget request.</del></p> <p>On Hand Volume: <u>3 cu.ft.</u> Annual Accretion: <u>2 cu.ft.</u></p> <p><del>Destroy one (1) year after the close of the fiscal year covered by the budget.</del></p>	GRS 5, Item 2	