

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-173-87-3	DATE RECEIVED 3-18-87
1. FROM (Agency or establishment) Federal Communications Commission		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Field Operations Bureau		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Steve Milline	5 TELEPHONE EXT 632-7513	DATE 7-10-87	ARCHIVIST OF THE UNITED STATES <i>Frank S. Burke</i>
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 4 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 3/11/87	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Larry D. Johnson</i>	D TITLE Chief, Information Resources Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>Addendums/Revisions to Records Control Schedule for: <u>Field Operations Bureau</u></p> <p>Reference is made to NCI-173-83-4 dated June 30, 1983 and NCI-173-85-3 dated March 5, 1985.</p> <p>Inspections and Investigative Case Reports, including FO-950 and 951, ship and other station inspection reports associated forms and correspondence.</p> <p><u>Destroy</u> one (1) year after closure if a discrepancy notification was not issued. Otherwise, see Item 3. Maintain on site.</p>	NCI-173-83-4 Item 1 Dated: 6/30/83	

Copies to agency, NWF
7-13-87
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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
2.	<p>Monitoring Files - All Services. This series includes all correspondence, rough and finished reports, and related papers pertaining to monitoring activities to ascertain that the Communications Act of 1934, as amended, is being complied with by all parties transmitting energy or messages by radio.</p> <p><u>Destroy</u> one (1) year after closure, if a discrepancy notification was not issued. Otherwise see Item 3. Maintain on site.</p>	<p>NC1-173 -83-4 Item 5 Dated: 6/30/83</p>	
3.	<p>Discrepancy Notifications, including Violation Notices with associated forms and correspondence - all services.</p> <p>a. Field Facilities only. Break and purge files annually.</p> <p><u>Destroy</u> two (2) years following issuance of notice. Maintain on site.</p> <p>b. Headquarters files - No longer required.</p> <p><u>Destroy</u> immediately.</p>	<p>NC1-173 -83-4 Item 3 Dated: 6/30/83</p>	
4.	<p>Notices of Apparent Liability (NAL), including associated forms and correspondence - all services.</p> <p><u>Destroy</u> five (5) years after closing the file. Maintain on site.</p>		

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5.	<p>Radio Operator Services Series</p> <p>a. Applications</p> <p>(1) Applications for a Restricted Radiotelephone Operator Permit, FCC Forms 753 and 755, under Section 13.4(b) of the FCC Rules, these Licenses and permits are issued for the lifetime of the holder. These forms are processed by the Private Radio Bureau in Gettysburg who is also responsible for the physical transfer of these applications to the FCC. Filed by grant date, then alphabetically by name.</p> <p><u>Transfer</u> to the Federal Records Center when six (6) months old.</p> <p><u>Destroy</u> when seventy-five (75) years old.</p> <p>(2) Applications for a General Radiotelephone Operator License, FCC Form 756. The General Radiotelephone license now replaces Radiotelephone 1st and 2nd class Operator Licenses and is now issued for the lifetime of the holder. Processed by the Field Operations Bureau. Start a new alphabetical file at the beginning of each year.</p> <p><u>Transfer</u> to the Federal Records Center when five (5) years old.</p> <p><u>Destroy</u> when seventy-five (75) years old.</p> <p>(3) Applications for Commercial Radio Operator License or Permit, FCC Form 756, other than General Radiotelephone Operator License. These licenses are renewable every five (5) years. Start a new alphabetical file at the beginning of each year.</p> <p><u>Transfer</u> to Federal Records Center when six (6) years old.</p> <p><u>Destroy</u> when eleven (11) years old.</p>	<p>NC1-173 -85-3 Item: 1a(1) Dated: 3/5/85</p> <p>NC1-173 -85-3 Item: 1a(3) Dated: 3/5/85</p> <p>NC1-173 -85-3 Item: 1a(4) dtd. 3/5/85</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>b. Card Files</p> <p>(1) Amateur Record Card, FCC Form 763. These card files containing information on licensed amateur radio operators are filed in field offices</p> <p><u>Destroy</u> when eleven (11) years old.</p>	<p>NC1-173 -85-3 Item: 1b(2) Dated: 3/5/85</p>	
	<p>c. Examination Papers. Commercial Radio Operators and Amateur Radio Operators, who have either passed or failed the test.</p> <p><u>Destroy</u> when ninety 90 days old.</p>	<p>NC1-173 -78-3 Item: 17(c) Dated: 8/3/78</p>	