

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-17B-87-4	DATE RECEIVED 4-6-87
1 FROM (Agency or establishment) Federal Communications Commission		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Engineering and Technology		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Office of Chief Engineer			
4 NAME OF PERSON WITH WHOM TO CONFER Steve W. Milline	5 TELEPHONE EXT 632-7513	DATE 9-14-87	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burt</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 21 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 1-14-87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Terry D. Johnson</i> Terry D. Johnson	D TITLE 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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>RECORDS CONTROL SCHEDULE FOR OFFICE OF ENGINEERING AND TECHNOLOGY</p> <p>0.31 FUNCTIONS OF THE OFFICE. The Office of Engineering and Technology has the following duties and responsibilities:</p> <p>a) Develop overall policies, objectives, and priorities for OET programs and activities; perform management functions for OET; and supervise the execution of these policies for OET.</p> <p>b) Plan and direct broad programs for development of information relative to communications techniques and equipment, radio-wave propagation, new uses for communications, and advise the Commission and staff offices in such matters.</p> <p>c) Represent the Commission at various national and international conferences and meetings developed to the progress of communications and the development of information and standards.</p>	<p>Changes Approved: <i>Terry D. Johnson</i> Terry D. Johnson</p> <p><i>William G. LeFurgy, NARA</i></p>	

Copies to agency, NCF, NWF, NNS
TRT 9-16-87

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

2 21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>d) Conduct engineering and technical studies in advanced phases of terrestrial and space communications, and special projects to obtain theoretical and experimental data on new or improved techniques.</p> <p>e) Advise the Commission and other bureaus and offices concerning spectrum management, technologies, technical standards, international, privacy and security matters involving in making or implementing policy or in resolving specific cases.</p> <p>f) Develop and implement procedures to acquire, store, and retrieve scientific and technical information required in the engineering work of the Commission.</p> <p>g) Advise and represent the Commission on frequency allocation and spectrum usage matters, including those covered by international agreements.</p> <p>h) Provide, in cooperation with the General Counsel and the Office of Plans and Policy, advice to the Commission, participate in and coordinate staff work with respect to general frequency allocation proceedings and other proceedings not within the jurisdiction of any single bureau, and provide assistance and advice with respect to rulemaking matters and proceedings affecting more than one bureau.</p> <p>i) Administer Parts 2, 5, 15, and 18, of the Commission's Rules and Regulations.</p> <p>j) Perform technical, engineering, and management functions of the Commission with respect to formulating rules and regulations, technical standards, and general policies for Parts 15 and 18, and for type acceptance, certification, notification, and verification of radio equipment for compliance with the rules.</p> <p>k) Maintain liaison with other agencies of government, technical experts representing foreign government, and members of the public and industry concerned with communications and frequency allocation and usage.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

3 21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>1) Calibrate and standardize technical equipment and installations used by the Commission.</p> <p>m) Respond to consumer complaints and requests under the Freedom of Information Act (FOIA) and the Privacy Act, and conduct an outreach consumer education program.</p> <p>n) Prepare recommendations for legislation, and review recommendations for rule changes and rulemaking proposal initiated by other offices affecting OET programs and operations.</p> <p>o) Review agenda items originating within OET and those initiated by other bureaus and offices for consistency with FCC technical objectives.</p> <p>p) Maintain catalogue of materials associated with multi- and bilateral meetings and agreements pertaining to matters under the jurisdiction of the Chief Engineer.</p> <p>OET Tracking System - Information pertaining to office and management projects, correspondence and agenda items.</p> <p>Input: Title, ID, category, date initiated, organizational unit, contact, etc.</p> <p>Outputs: Reports, generated from information contained in the database, of actions taken and pending and completed actions.</p> <p>Destroy data elements, outputs, and documentation when no longer required for administrative use.</p> <p>AUTHORIZATION AND EVALUATION DIVISION</p>		
2.	<p>GENERAL CORRESPONDENCE FILES - Include incoming correspondence incidental to the operation of the office. Included is correspondence from the public and government agencies.</p> <p>Maintain in office. Destroy when three (3) years old.</p>		

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

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

4 21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3.	<p>READING FILE - Includes copy of all outgoing correspondence. Filed chronologically. Break files annually.</p> <p>Maintain in office. Destroy when two (2) years old.</p>		
4.	<p>SUBJECT FILES - Include memoranda, reports, and bulletins dealing primarily with internal administrative matters (for example, Employee Information Bulletins, memoranda from the Managing Director).</p> <p>Maintain in office. Destroy when three (3) years old.</p>		
5.	<p>AGENDA MATERIALS - Memoranda and related documentation presenting items to the Commission for action.</p> <p>Maintain in office. Review annually and destroy as appropriate.</p> <p>Sampling and Measurement Branch</p>		
6.	<p>BRANCH FILES - Contain reports, bulletins, memoranda and correspondence incidental to the operation of the Branch.</p> <p>Maintain in office. Destroy when 3 years old.</p>		
7.	<p>SAMPLE EQUIPMENT FILES -Correspondence, memoranda, test data, notes, etc. relating to sample testing of equipment such as cordless telephones, computing devices and radiofrequency lighting sources.</p> <p>Maintain in office. Retain three (3) years after case closed; then destroy.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

5 21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
8.	COMMITTEE FILES - Minutes, correspondence, notes and technical reports, etc., dealing with work of scientific and engineering committees in which staff of the Branch participates. Committees include the Institute Electronics and Electronics Engineers (IEEE); the Electronics Institute Association (EIA), the American National Standards Institute (ANSI); and the International Special Committee on Radio Interference (CISPR). Maintain in office. Review annually; destroy when five (5) years old.	NN-172-145,74	GRS 16/12616
9.	RULEMAKING ACTIVITY FILES - Contain material relating to rulemaking matters, and allocation actions, in which the Branch is involved or which has initiated by the Branch. Maintain in office. Review annually; destroy when five (5) years old.	NN-172-145,82	
10.	CALIBRATION AND REPAIR FILES - Test data, repair notes, memoranda, etc. relating to repairs and calibration of test equipment such as field intensity meters, signal generators, power meters, etc. Maintain in office. Destroy after equipment is retired. Technical Standards Branch		
11.	MEASUREMENT STANDARDS FILES - Contain standards for measuring instruments and for procedures for measuring interference. Maintain in office. Destroy when obsolete or superseded.	NN-172-145,77	
12.	COMMITTEE FILES - Contain correspondence, memoranda, technical reports, etc. dealing with with committee scientific and engineering work. Maintain in office. Destroy when no longer needed for administrative purposes.	NN-172-145,74	GRS 16/12616

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

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

6 21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
13.	<p>Equipment Authorization Branch</p> <p>EQUIPMENT AUTHORIZATION APPLICATION - Computerized database of information pertaining to FCC Form 731 used in processing application. System is Plexus mainframe with external memory.</p> <p>Input: FCC Form 731.</p> <p>Outputs: Weekly FCC ID code list; authorization grants, and supplement.</p> <p>Destroy data elements, outputs, and documentation when no longer required for administrative use.</p>		
14.	<p>RADIO EQUIPMENT LIST - Computerizes listing of licensed transmitting equipment, including supplements used in studies of frequency band allocation matters.</p> <p>Input: Approved equipment authorizations, FCC Form 731A.</p> <p>Outputs: Green book, public notices, and semi-annual supplements.</p> <p>Destroy data elements, outputs, and documentation when no longer required for administrative use.</p>	<p>NA-172-145,81</p>	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7 21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
15.	<p>EQUIPMENT CERTIFICATION/APPLICATIONS/CERTIFICATION GRANTS - Contains application form [FCC Form 731] with descriptive information such as circuit diagrams, photographs, and device descriptions, reports of measurements, correspondence and copies of grants [FCC Forms 722-A or 731-A]</p> <p>A. TV, FM and combines FM/TV receivers, and low power [Part 15] walkie-talkies.</p> <p>Cut-off file every two (2) years and transfer to Federal Records Center.</p> <p>Destroy when four (4) years old.</p> <p>B. Other certified devices.</p> <p>Cut-off file every five (5) years and transfer to Federal Records Center.</p> <p>Destroy when eight (8) years old.</p>	<p>NCI-173-82-3, 1a-b</p>	
16.	<p>TYPE ACCEPTANCE FILE - Contains application form [FCC Form 731], photographs, descriptive information and circuit diagrams, measurement reports, correspondence, copy of grant [FCC Form 723-A or 731]. Data base is a published listing by transmitter manufacturer and type number, Commission rules pertaining to licensing eligibility, rated frequency range, rated power, specific restrictions or limitations, etc.</p> <p>A. Advance approvals of Pay-TV systems</p> <p>Cut-off file every five (5) years and transfer to Federal Records Center.</p> <p>Destroy when ten (10) years old.</p> <p>B. All other Type Acceptance files</p> <p>Cut-off file every five (5) years and transfer to Federal Records Center.</p> <p>Destroy when eight (8) years old.</p>	<p>NCI-173-82-3, 2a-b</p>	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

8 21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
17.	<p>APPLICATIONS-DENIED/DISMISSED Contains Equip- ment Certification, Type Acceptance, and Type Approval applications not resulting in a grant.</p> <p>Return application with all supporting documents to applicant.</p> <p>Destroy records of FCC action and correspondence when one (1) year old.</p> <p>If unable to return application:</p> <p>Destroy application, supporting documents, record of FCC action and correspondence when one (1) year old.</p>	<p>NCI-173- 82-3,3</p>	
18.	<p>TYPE APPROVAL FILE - Contains material pertinent to tests conducted to determine that equipment is capable of meeting technical operating standards.</p> <p>Microwave ovens, Class I TV devices</p> <p>Maintain in office. Destroy when four (4) years old.</p> <p>Marine and broadcast equipment</p> <p>Transfer to Federal Records Center when six (6) years old.</p> <p>Destroy when ten (10) years old.</p> <p>Other type approved devices</p> <p>Transfer to Federal Records Center when five (5) years old.</p> <p>Destroy when 8 years old.</p>	<p>NCI-173- 83-2, la-c</p>	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

9 21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
19.	<p>FCC IDENTIFIER CODE FILE - For official use only. Contains grantee's name, address, code number, and manufacturer's name, address and code number. Information used by FCC and U.S. Customs to identify equipment after authorization is granted, and subsequent equipment authorization applications.</p> <p>Maintain in office. Destroy when four (4) years old.</p> <p>Engineering Evaluation Branch</p>		
20.	<p>READING FILES - Contain copies of all outgoing correspondence filed chronologically; break files every three years.</p> <p>Maintain in office. Destroy when three (3) years old.</p>		
21.	<p>PROJECT FILES - Contain technical material of studies required during engineering measurements and evaluation of technical data. Also include: reports, bulletins, memoranda and correspondence relative to Branch activities.</p> <p><i>Volume: Approx. 15 ft. Annual Accumulation: Approx. 1 ft. Arranged by project</i></p> <p>Review annually. Destroy when no longer needed for administrative purposes.</p> <p><i>Permanent. Cut off inactive files annually and send to FRC. Transfer to the National Archives in 5 year blocks when 5 years old.</i></p> <p>SPECTRUM ENGINEERING DIVISION</p> <p>Frequency Allocations Branch</p>		
22.	<p>READING FILES - Contain copies of correspondence initiated in the Branch filed chronologically.</p> <p>Maintain in office. Destroy when 2 years old.</p>	<p><i>NN-172- 145,43</i></p>	

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

Request for Records Disposition Authority--Continuation

JOB NO

PAGE OF

10 21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
23.	<p>HISTORY FILE - Pertains to allocations and reallocation matters; transactions relating to Part 2 of the FCC Rules - Frequency Allocations Matters; General Rules and Regulations.</p> <p>Maintain in office. Destroy when no longer needed for administrative purposes.</p>	<p>NN-172- 145,44</p>	
24.	<p>ADMINISTRATIVE FILES - Contain administrative reports, bulletins, memoranda and correspondence incidental to the operation of the Branch.</p> <p>Review annually. Destroy when no longer needed for administrative purposes.</p>	<p>NN-172- 145,42</p>	
25.	<p>DOCKETS AND FCC PUBLICATIONS - Contain docket material (not readily accessible), FCC decisions, papers, public notices, etc., relating to allocation actions which the Branch has initiated or in which it is substantially involved. All information needs to be accessible for reference by branch personnel.</p> <p>Review every two (2) years. Destroy when no longer needed for administrative purposes.</p>	<p>NN-172- 145,10</p>	
26.	<p>REFERENCE MATERIAL - Contains information on various subjects relevant to frequency allocations; material deals with technical matters such as radio services, technologies and frequency bands.</p> <p>Review annually. Destroy when no longer needed for administrative purposes.</p>		<p>GRS23/6</p>

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

11 21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
27.	COMMITTEES/GOVERNMENT AND INDUSTRY COORDINATION - Contains information pertaining to committee work and government and industry activities related to frequency allocation matters, including development of positions for international conferences and meetings. Review annually. Destroy when no longer needed for administrative purposes.		GRS 16/12616
28.	READING FILE - Contains correspondence initiated in the Branch. Maintain in office. Destroy when two (2) years old.	NN-172-145,24	
29.	SUBJECT FILE - Contains material, filed alphabetically, of significant interest to the Branch. Maintain in office. Destroy obsolete/superseded documents.	NN-172-145,31	
30.	FREQUENCY COORDINATION RECORDS - Contains technical comments from other government agencies relative to frequency assignments. Review every 2 years. Destroy when no longer needed for administrative purposes.	NN-172-145,25	
31.	NONGOVERNMENT FREQUENCY ASSIGNMENT RECORDS - Contain classified and unclassified non-government license documents support by federal government contracts relating to national defense. Maintain in office. Destroy when ten (10) years old.	NN-172-145,28	

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

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
12

21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
32.	<p>FREQUENCY ASSIGNMENT LIST - Contains annually updated microfiche relating to the listings in frequency, service, and call sign sequence used to maintain the Master Nongovernment Frequency Record. Contains assignments for services except authorizations of aircraft, amateur, ship, and certain citizens stations.</p> <p>Maintain in office. Destroy when superseded or updated.</p>	<p>NW-172- 145,26</p>	
33.	<p>INTERDEPARTMENT RADIO ADVISORY COMMITTEE/ FREQUENCY ASSIGNMENT SUBCOMMITTEE/SPECTRUM PLANNING SUBCOMMITTEE - Contains material considered by IRAC/FAS/SPS and of interest to the Branch, including national and international policy documents along with frequency assignment actions processed through the FAS.</p> <p>Maintain in office. Destroy when no longer needed for administrative purposes.</p>	<p>NW-172- 145,29</p>	<p>GRS 16/1261b</p>
34.	<p>NATIONAL INTERFERENCE FILE - Contains case histories of interference between authorized facilities of the U.S. Government and U.S. licensees filed in order of frequency.</p> <p>Maintain in office. Destroy when two (2) years old.</p>	<p>NW-172- 145,30</p>	
35.	<p>IRAC AD HOC GROUPS TO STUDY SPECIAL SUBJECTS Contains material in chronological order.</p> <p>Maintain in office. Destroy obsolete or superseded material.</p>	<p>NW-172- 145,29</p>	<p>GRS 16/1261b</p>
36.	<p>APPLICATIONS - Submitted under Part 5. Authorization issued for basic research and development of new equipment for government and nongovernment use (forms as utilized). The authorization period although definite, is variable and must be renewed by FCC Form 405.</p> <p>Maintain in office. Destroy two (2) years after expiration.</p>	<p>NW-172- 145,69</p>	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
13

21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
37.	<p>Treaty Branch</p> <p>INTERNATIONAL RADIO INTERFERENCE FILE - .</p> <p>Correspondence between the Commission and foreign governments relating to resolution of cases of harmful international radio interference (Article 20, international Radio Regulations); a card file is maintained cross referenced by frequency.</p> <p>a. Correspondence file</p> <p>Review annually.</p> <p>Destroy material when no longer needed for administrative purposes.</p> <p>b. Cross referenced file</p> <p>Review annually.</p> <p>Destroy material not required.</p>	<p>NN-172- 145, 32</p>	

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

14 21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
38.	<p>INTERNATIONAL NOTIFICATION OF FREQUENCY ASSIGNMENTS - Contains official records of U.S. notification to the International Telecommunications Union of frequency usage and related data on government and nongovernment stations for inclusion in the various service documents published by ITU.</p> <p>a. Serial number reference.</p> <p>When five (5) years old, and upon review by designated official:</p> <p>1) Destroy obsolete or superseded documents.</p> <p>2) Transfer remaining (neither obsolete nor superseded) documents to Federal Records Center and destroy when thirty (30) years old.</p> <p>b. Frequency reference.</p> <p>1) Destroy obsolete or superseded documents.</p> <p>2) Transfer remaining (neither obsolete nor superseded) documents to Federal Records Center and destroy when thirty (30) years old.</p>	NW-172-145,27	
39.	<p>RECORD OF INTERNATIONAL INFRACTION - Compiled pursuant to Article 23 and Appendix 7 of the international Radio Regulations and the Safety of Life at Sea Convention; contains reports and correspondence relating to infraction of international conventions by foreign radio stations.</p> <p>Maintain in office. Destroy correspondence when five (5) years old.</p>	NW-172-145,33	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

15

21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
40.	<p>COORDINATION OF INTERNATIONAL FREQUENCIES - Telegrams, reports of meeting and correspondence, filed chronologically by date of action, on coordination of frequencies with foreign governments; card file also maintained.</p> <p>Maintain in office. Review every ten (10) years. Destroy material no longer needed for administrative purposes.</p>	NW-172-145,34	
41.	<p>INTERNATIONAL FREQUENCY LIST QUERY (EIF) - This magnetic tape database contains information regarding frequency assignments which have been registered with the International Frequency Registration Board for obtainment of international recognition. Information is used to determine what frequencies are in use and countries with which potential U.S. use would have to be coordinated. Data includes frequency identifier, country registering use, and technical information concerning the assignment. This database satisfies on-going treaty obligations.</p> <p>Input: International Frequency List (magnetic tape from Geneva).</p> <p>Outputs: Query reports as requested.</p> <p>Update database semiannually. Destroy data elements, outputs, and documentation when no longer required for administrative use.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

16 21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
42.	<p>MONITORING OBSERVATION SYSTEM (EMT) - This computerized database contains spectrum usage data obtained by FCC and private monitoring facilities, and is used to provide data to the International Frequency Registration Board/Geneva, which in turn publishes a report of frequency usage for worldwide dissemination. Data includes monitoring record information (frequency band, date, time call sign is heard, emission, and reception point).</p> <p>Input: Form 995 (Monitoring Observation Report).</p> <p>Outputs: Validation Report (monthly); Geneva Report (monthly), and Database Listing (quarterly).</p> <p>Maintain database by updating monthly with monitoring observations. Destroy data elements, outputs, and documentation when no longer required for administrative use.</p>		
43.	<p>INTERNATIONAL MONITORING RECORDS - Data contributed to International Telecommunication Union, International Frequency Registration Board.</p> <p>Maintain in office. Review every ten (10) years. Destroy material when superseded or no longer needed for administrative purposes.</p>	<p>NN-172-145,35</p>	
44.	<p>TECHNICAL FILE - Consists of technical material required in Branch's daily operations.</p> <p>Maintain in office. Review annually. Destroy material when obsolete or superseded.</p>	<p>NN-172-145,37</p>	

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

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
17

21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
45.	<p>ITU CONFERENCE AND TREATY DOCUMENTS/PUBLICATIONS - Master copy retained by Branch referring to treaties and conferences in force.</p> <p>a. Treaties in force.</p> <p>Maintain one (1) copy of all publications and documents.</p> <p>b. Treaties not in force.</p> <p>Destroy documents and publications after ten (10) years.</p>	<p>NN-172-145, 30</p>	
46.	<p>INTERNATIONAL INFORMATION FILE - Contains State Department dispatches regarding international telecommunication, foreign service reports and foreign government reports regarding international telecommunications and treaty matters.</p> <p>Maintain in office.</p> <p>Destroy obsolete/superseded material.</p>	<p>NN-172-145, 39</p>	
47.	<p>TREATY AND CONFERENCE RECORDS - Master record of international treaties and conferences maintained by the Branch, including U.S. proposals, conference minutes/reports.</p> <p>A. Transfer treaty/conference material relating to treaties no longer in force to Federal Records Center upon abrogation of treaty.</p> <p>Permanent records - offer to National Archives twenty (20) years after transfer to Federal Records Center. <i>abrogation of treaty.</i></p> <p>Data filed chronologically. Volume on hand: 258 cubic feet Annual accumulation: 9.5 cubic feet</p> <p>B. Card Record</p> <p><i>Permanent.</i> ^ Review periodically, <i>and cut off inactive segments.</i> not required after ten (10) years. <i>Transfer to the National Archives 10 years after cut off.</i></p> <p>Data filed chronologically. Volume on hand: 14 cubic feet. Annual accumulation: .5 cubic feet.</p>	<p>NN-172-145, 40</p>	

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

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

18

21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
48.	<p>FINAL ACTS AND DELEGATION REPORTS FILE - Contains copies digest, delegation reports required by law, and final acts of treaties and conferences [documentary results of treaties/conference].</p> <p>Permanent - transfer to Federal Records Center when treaty not in force <i>is abrogated.</i></p> <p>Offer to Archives twenty (20) years after transfer to Federal Records Center <i>treaty is abrogated.</i></p>	<p><i>NN-172-145,41</i></p>	
49.	<p>SPACE/EARTH STATION NOTIFICATION - Contains official copy of all U.S. and foreign information supplied for advance publication, coordination and notification pursuant to Articles 11 and 13 of the international Radio Regulations; associated intra-U.S. documents are included.</p> <p>Maintain in office. Destroy obsolete or superseded material.</p> <p>Telecommunications Analysis Branch</p>		
50.	<p>SPECTRUM ENGINEERING ENVIRONMENT INFORMATION FILE - Contains engineering data and engineering models and statistical reports derived mainly from the Master Nongovernment Frequency List Data Base.</p> <p>Maintain in office. Destroy when obsolete or superseded.</p>		
51.	<p>MICROWAVE ENGINEERING ANALYSIS SYSTEM - Contains statistical reports and engineering data generated from the Commission's Microwave Application Processing System.</p> <p>Maintain in office. Destroy when obsolete or superseded.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

19 21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
52.	<p>MICROWAVE ENGINEERING ANALYSIS SYSTEM (EMW). Computerized database contains electromagnetic microwave environment information. The system is used to produce reports on frequency utilization and to perform interference analysis. Data includes transmitter and technical parameters and topographic information.</p> <p>Input: Microwave equipment file, topographic file, license applications, microwave application processing system.</p> <p>Outputs: Boolean retrieval reports, statistics reports.</p> <p>Maintain database by periodically updating with license information. Review need for system every three years.</p> <p>Destroy data elements, outputs, and documentation when no longer required for spectrum engineering use.</p>		
53.	<p>ENGINEERING REPORTS AND STUDIES - Various elements of the Commission issue reports and studies which become basis for an engineering background for derivation of the Commission's Rules; also include reports and studies from other agencies or "engineering" sources and pertinent technical journal. Portion of the file is maintained in hard copy and a portion in microfiche form, and serves as a technical reference library for Commission staffs accessible through the Technical Documents Location System (TDL) computer program.</p> <p>Review annually. Destroy obsolete or unused items after two (2) years.</p>		GRS 23/6

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

20 21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
54.	<p>Propagation Analysis Branch</p> <p>FIELD STRENGTH SURVEY AND MEASUREMENTS FILE - Contains field strength records and surveys, data tabulations, worksheets and analyses submitted by radio station and consulting engineers or resulting from efforts of Commission personnel.</p> <p>a. All material (except New York UHF-TV project and chart rolls).</p> <p>Cut off file and transfer to Federal Records Center after analyses are completed.</p> <p><i>when latest document in file is</i> Destroy five (5) years after analyses are completed. <i>old.</i></p> <p>b. New York UHF Project - consists of computer cards and standard sheets.</p> <p>Maintain in office. Destroy when no longer needed for administrative purposes.</p> <p>c. Chart Rolls - recordings are relative to MF, VHF, UHF measurements and sunspot cycle recordings. Files are now at the Federal Records Center.</p> <p>Destroy September 30, 1990.</p>	<i>NN-172-145,52</i>	
55.	<p>TECHNICAL AND ADVISORY COMMITTEE FILES</p> <p>Minutes, correspondence and technical reports of CCIR (International Radio Consultative Committee), URSI (International Scientific Radio Union), PSAC (Propagation Standards Advisory Committee (an inter-agency), IRAC (International Radio Advisory Committee), and EMRAE (Electromagnetic Radio Advisory Committee).</p> <p>Study questions, reports, recommendations, and publications.</p> <p>Maintain in office.</p> <p>Destroy when no longer needed for administrative purposes.</p>	<i>NN-172-145,53</i>	<i>GRS 16/12616</i>

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

21

21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
56.	GROUND CONDUCTIVITY MAPS - Consists of physical studies, compiled primarily by the Branch, concerning interference between radio stations. Destroy when no longer needed for administrative purposes. <i>Maintain on site.</i>	NN-172- 145, 52	