

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. N1-173-87-5	DATE RECEIVED 4-20-87
1. FROM (Agency or establishment) Federal Communications Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Common Carrier 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 W. Milline	5. TELEPHONE EXT 632-7513	DATE 12/2/87	ARCHIVIST OF THE UNITED STATES <i>Claudia Walker</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 9 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 4/17/87	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Terry D. Johnson</i> Terry D. Johnson	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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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>Common Carrier Bureau.</u></p> <p>Reference is made to NCI-173-80-2 dated June 2, 1983.² 1</p> <p><u>ENFORCEMENT DIVISION</u></p> <p><u>Formal Complaint Files.</u> Complaints filed against common carriers in accordance with Section 1.721 et seq. of the Commission's Rules. The files contain the original complaints and related correspondence, pleadings and Commission orders.</p> <p><u>Destroy one^{two}</u> (2) years after final action and all appeals exhausted.</p>	NCI-173-80-2 Item:6 Dated: 6/2/82	
2.	<p><u>Informal Complaint and Inquiry Files.</u> Complaints filed against common carriers in accordance with Section 1.716 et seq. of the Commission's Rules. The files contain the original complaints and related correspondence and carriers reports.</p> <p><u>Destroy two</u> (2) years after case closure.</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
3.	<p><u>Enforcement Action Case Files.</u> Investigations, mergers and requests for declaratory rulings pertaining to common carriers. The files contain correspondence, pleadings and Commission orders.</p> <p><u>Transfer</u> to Federal records Center two (2) years after case closure. <u>Destroy</u> five (5) years after case closure.</p>	<p>NC1-173- 80-2 Item 4</p>	
4.	<p><u>Pole Attachment Case Files.</u> These files contain correspondence, background materials and complaints on pole attachment matters (i.e., cable tv attachments to utility poles.)</p> <p><u>Transfer</u> to Federal Records Center two (2) years after case closure. <u>Destroy</u> five (5) years after case closure.</p>	<p>NC1-173- 80-2 Item:63 Dated: 6/2/82</p>	
5.	<p><u>Interlocking Directorate Files.</u> Applications filed pursuant to Part 62 of the Commission's Rules for Authority to hold interlocking directorates (i.e., position of director in more than one common carrier.) The files contain the original applications and related correspondence and Commission rulings.</p> <p><u>Destroy</u> upon cancellation of authorization.</p>	<p>NC1-173- 80-2 Item:5 Dated: 6/2/82</p>	
6.	<p><u>Working Files for Docketed Cases.</u> Docketed cases designated for hearing and rulemaking proceedings. The files contain copies of correspondence, pleadings and Commission orders, along with staff work papers. Temporary value as reference research data; official copies are filed in the Docket Branch.</p> <p><u>Destroy</u> three (3) years after case closure.</p>	<p>NC1-173- 80-2 Item:81 Dated: 6/2/82</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
7.	<p><u>Conference Staff</u></p> <p><u>Committee and Conference Files.</u> Copies of contributions, reports, notices, publications and work papers of inter-agency and international organizations such as CCITT (International Telegraph and Telephone Consultative Committee), a part of the ITU (International Telecommunication Union). The CCITT work is coordinated with the U.S. National Committee for CCITT, under the chairmanship and direction of the U.S. State Department.</p> <p>a. <u>CCITT Study Group Contributions and Meeting Reports</u>-Containing the ongoing information of the work within CCITT dealing with development of international telecommunications standards and recommendations. (Study Groups I through XVIII).</p> <p><u>Destroy</u> when no longer needed for current business and/or at the end of each CCITT Plenary Period (usually four (4) years). <i>Maintain on site.</i></p> <p>b. <u>CCITT Circular Letters, CCITT Collective Letters, ITU Operational Bulletins and Notifications</u> - Containing update material and current information relative to CCITT and ITU activities provided to Administrations.</p> <p><u>Destroy</u> when no longer needed for current business or obsoleted, whichever comes first. <i>Maintain on site.</i></p> <p>c. <u>CCITT Publications (Ship Station Lists, Coast Station List, CCITT Recommendations, etc.)</u>.</p> <p><u>Destroy</u> when no longer needed for current business and/or at the end of each CCITT Plenary Period (usually four (4) years). <i>Maintain on site.</i></p>	NCl-173-80-2 Item:7 Dated: 6/2/82	

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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
8.	<p>INTELSAT Related Materials. These files contain documents which relate to the International Telecommunications Satellite Organization (INTELSAT). The files consist of documents prepared within INTELSAT necessary for the overall management and administration of the organization. For example, technical reports, statistics, financial material. These are in sufficient detail for INTELSAT to take major decisions concerning matters involving organizations, procurement, rates and services, etc. The files also include documents which pertain to the U.S. Government oversight of COMSAT in the INTELSAT organization. These include materials related to matters under consideration by INTELSAT and consist of internal government memoranda, correspondence between government agencies and correspondence between government agencies and COMSAT. For example, the Department of State formally instructs COMSAT before each meeting of the INTELSAT Board of Governors concerning certain agenda items. State's letter of instruction is included in the file. Permanent documentation of this function is maintained by the Department of State.</p> <p>A file of COMSAT/INTELSAT documents has been established consisting of: Data Handbook, COMSAT Corporate R&D Programs and Project Reports, INTELSAT Data Handbook, INTELSAT Patent Portfolios, INTELSAT Tariff Manual, and INTELSAT Board of Governors documents and related materials. These documents have been made available in the Common Carrier Bureau Reference Room for public inspection and duplication.</p> <p>INTELSAT related reports, studies and statistics. Transfer to Federal Records Center when ten (10) years old. Destroy when twenty five (25) years old.</p>	<p>NC1 173 80-2 Item:8 Dated: 6/2/82</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
9.	<p>INMARSAT RELATED MATERIALS. These files contain documents which relate to the International Maritime Satellite Organization (INMARSAT). The files consist of documents prepared within INMARSAT necessary for the overall management and administration of the organization. For example, technical reports, statistics, financial material. These are in sufficient detail for INMARSAT to make major decisions concerning matters involving organizations, procurement, rates and services, etc. Permanent documentation of this function is maintained by the Department of State.</p> <p>A file of INMARSAT Council documents and related materials has been established in the Common Carrier Bureau Reference Room for public inspection and duplication.</p> <p><u>INMARSAT related reports, studies and statistics.</u> <u>Transfer</u> to Federal Records Center when ten (10) years old. <u>Destroy</u> when twenty-five (25) years old.</p> <p><u>POLICY AND PROGRAM PLANNING DIVISION</u></p>	<p>NC1-173-80-2 Item:9 Dated: 6/2/82</p>	
10.	<p><u>Project Case Files.</u> These files include working papers, notes, drafts and comments concerning such matters as petitions for declaratory rulings from common carriers, petitions for rulemaking, jurisdictional interpretations and decisions (including jurisdictional separations), legislative initiatives, rulemaking proceedings and investigations, entry and market structure policy and plans, policy objectives, integration and implementation, domestic and international plans and policies. Original filings, pleadings, comments, replies and applications should be filed with Dockets Branch or any other Official Office of Record.</p> <p><u>Destroy</u> final staff studies six (6) years after completion of project.</p> <p><u>Destroy</u> working papers, notes, drafts or comments when no longer needed for current business or obsoleted whichever comes first.</p>	<p>NC1-173-80-2 Item:12 Dated: 6/2/82</p>	

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ACCOUNTING AND AUDITS DIVISION

Audits Branch

11.

~~Audit Workpapers and Reports. Confidential reports and workpapers on audits and investigations of international record carriers, Western Union, and telephone companies. This information is located in the Branch's New York Field Office. and in the Washington, D.C. Office.~~

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~~Transfer to the Federal Records Center when three (3) years old.
Destroy when seven (7) years old.~~

Depreciation and Cost Allocation Branch

12.

Depreciation Rates Filings. Filings of proposed changes in depreciation rates in compliance with Section 43.43 of the Rules and its predecessor requirements, FCC Order #100. These filings, which are submitted by the larger FCC-subject local exchange carriers and AT&T on a three year rotating basis, are one page letters with two page attachments per state. The filings propose changes in depreciation rate for plant equipment and other long-term assets. The accounting entries derived will effect the asset account balances of all future financial statements. These records contribute to the financial history of the rate structures of the carriers.

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Maintain in office.
Destroy when obsolete or no longer required for current business or administrative purposes.

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13. Satellite Radio Branch
Special Temporary Authorizations. These files contain temporary authorizations for various communications satellite operations authorized by the Satellite Radio Branch. Temporary authorizations are issued for operations not intended to last longer than six months or for interim operations pending the issuance of a regular license. These files usually consist of working reference copies with the record copy maintained in NCI-173-80-2, Item 37, dated June 2, 1982 if a regular license is to be issued. These files are maintained alphabetically by licensee name.

Maintain in office:
Destroy one (1) year after temporary license has expired.

14. Other Non-routine Satellite Matters. These case files relate to authorizations under Title II and III of the Communications Act and Part 25 of the Commission's Rules. Matters in this category include, but are not limited to applications for earth station networks, petitions for declaratory ruling or other relief. These files consist of original filing, comments, final FCC Order and/or authorizations as appropriate.

Maintain in office:
Destroy five (5) years after final action.

INTERNATIONAL FACILITIES DIVISION

~~15. International Telecommunications Application Files (ITC). These files are for international telecommunications services under Section 214 of the Communications Act and Part 63 of the Commission's Rules. They contain applications for certificates; the official copies of authorizations or other actions taken on the applications; and related papers. Arrangement is by file number.~~

~~Cut off on decision date. Transfer to Federal Records Center when two (2) years. Destroy when seven (7) years old.~~

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INTERNATIONAL FACILITIES DIVISION—CONTINUED

16. Uniform Settlement Policy Case Files (USP). These files contain applications, FCC authorizations and related papers for waiver of the FCC's Uniform Settlements Policy.

Cut off on decision date. Transfer to Federal Records Center when two (2) years old. Destroy when five (5) years old.

~~17. International Satellite Space Stations. These case files contain applications, FCC authorizations and related papers for the construction and operation of international space stations under Title III of the Communications Act, the Communications Satellite Act, and Part 25 of the Commission's Rules. The file contents are similar to those of the Domestic Satellite Space Station Files, but are arranged by file number rather than call sign.~~

~~Maintain in office:
Current authorizations. Destroy twenty (20) years after authorization is granted or denied.~~

18. International Communications Satellite Earth Stations. These case files contain applications, FCC authorizations and related papers for the construction and operation of international earth stations, under Title III of the Communications Act and Part 25 of the Commission's Rules. Renewals are made every ten (10) years.

Maintain in office:
Break file if superseded or a major modification occurs.
Destroy when no longer required for current business.

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19.	<p><u>MOBILE SERVICES DIVISION</u></p> <p><u>Operations Branch</u></p> <p><u>Fixed Station License Files.</u> Records for both wire and non-wire carriers for domestic public-land and aeronautical mobile radio service, cellular, rural radio-telephone service, and offshore radio transmission service, as stipulated under Section 303 of the Communications Act and Part 22.9 of the Commission's Rules. Renewed every ten (10) years.</p> <p>Break file if superseded or a major modification occurs. <u>Transfer</u> to Federal Records Center when two (2) years old. <u>Destroy</u> when twenty (20) years old. Fixed renewal periods have been changed from five (5) years to ten (10) years.</p>	NC1-173-80-2 Item:49 Dated: 6/2/82	
20.	<p><u>ASSISTANT CHIEF, MANAGEMENT (Administrative Office)</u></p> <p><u>Management Information Files.</u> These files include copies of draft Congressional annual reports for the Bureau, input for major matters report, background on application processings and evaluation, and workload reports on docketed proceedings, petitions and Bureau projects. Some final reports are produced on major programs if requested by Bureau Chief.</p> <p>Maintain in office: <u>Destroy</u> final staff studies three (3) years after completion of project.</p> <p><u>Destroy</u> working papers, notes, drafts, or comments when no longer needed for current business or obsoleted, whichever comes first.</p>	NC1-173-80-2 Item:11 Dated: 6/2/82	