REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

FROM (Agency or establishment)
Federal Communications Commission

MAJOR SUBDIVISION
Office of Managing Director

MINOR SUBDIVISION
Audiovisual Office

NAME OF PERSON WITH WHOM TO CONFER
Steve Milline

TELEPHONE EXT DATE
632-7513 9-18-87

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 3 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.

GAO concurrence

DATE TAKEN
8-10-87

DESCRIPTION OF ITEM
Addendums/Revisions to Records Control Schedule for:

Office of the Managing Director
Audiovisual Office

Reference is made to NCI-173-82-2, dated March 31, 1983.

Provide audio and visual support services for the commission including recording and filming Commission meetings, reproduction and distribution of the tapes as required, and the production of video presentations for internal and external use. There is a continuing administrative use for these tapes.

Recordings of Open and Closed Meetings with Associated Finding Aids.

a. Finding Aids for Open and Closed Meetings - Permanent. Log sheets that indicate the title of the meeting, the date, and applicable tape time frames to NARA in conjunction with related audio/visual records.

Volume on hand: Four (4) 3" binders
Date: 1979 to present
Annual accretion: One (1) 1" binder

copies to agency, NNC, NNS

LEAVE BLANK

JOB NO
N1-173-87-6

DATE RECEIVED
8-10-87

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

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

6 CERTIFICATE OF AGENCY REPRESENTATIVE

Steve Milline

632-7513

9 GS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN

STANDARD FORM 115 (REV 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4
### Request for Records Disposition Authority—Continuation

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#### b. Closed Meetings—Permanent
Meetings that are closed to the public because the information pertaining to the meeting discloses matters that are solely internal, i.e., personnel rules, trade secrets, etc.

1. **Videotapes.** Offer to Archives when fifteen (15) years old: The original or the earliest generation of a duplicate, plus a duplicate (if one exists).

   - Volume on hand: Four (4) cubic feet of 3/4" tape.
   - Five (5) cubic feet of 1/2" tape.
   - Date: 1979 to present
   - Annual accretion: 1 cubic foot

2. **Audiotapes** that are unique and not duplicated on videotape. Offer to Archives when fifteen (15) years old: The original or the earliest generation of a duplicate, plus a duplicate (if one exists).

   - Volume on hand: One Hundred twenty six (126) 90 minute cassettes.
   - Date: 1979 to present
   - Annual accretion: Negligible

#### c. Open Meetings—Permanent
Meetings that are open to the public for observation, such as Commissioners voting on rulemakings, agenda items, etc.

1. **Videotapes.** Offer to Archives when fifteen (15) years old: The original or the earliest generation of a duplicate, plus a duplicate (if one exists).

   - Meetings are recorded on 3/4" videotape and when six (6) months old are transferred onto 1/2" videotape.

   - Volume on hand: 11 cubic feet of 1/2" Videotape
   - Date: 1979 to present
   - Annual accretion: Three (3) cubic feet
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<td>(2) Audiotapes that are unique and not duplicated on videotape. Offer to Archives when fifteen (15) years old: The original or the earliest generation of a duplicate, plus a duplicate (if one exists).</td>
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Volume on hand: Six (6) cubic feet  
Date: 1979 to present  
Annual accretion: 1 cubic foot