

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

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

**JOB NO**  
NI-173-87-6  
**DATE RECEIVED**  
8-10-87

**1 FROM (Agency or establishment)**

Federal Communications Commission

NOTIFICATION TO AGENCY

**2 MAJOR SUBDIVISION**

Office of Managing Director

**3 MINOR SUBDIVISION**  
Audiovisual Office

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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


9-15-87

**9 REMOVED OR THE AGENCY IS NOT REQUIRED FOR APPROVAL OF PERMANENT PRESERVATION OF RECORDS**

**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 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

A GAO concurrence  is attached, or  is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
8/3/87		Chief, Information Resources Branch		

**8 DESCRIPTION OF ITEM**  
*(With Inclusive Dates or Retention Periods)*

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.

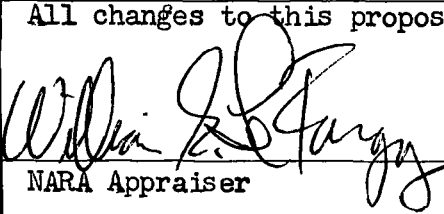
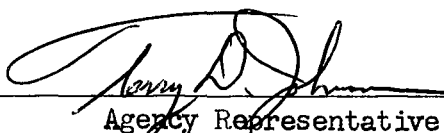
Recordings of Open and Closed Meetings with Associated Finding Aids.

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, NARF, NNS

All changes to this proposed schedule have been approved.

 NARA Appraiser  
 Agency Representative  
9/10/87

## Request for Records Disposition Authority - Continuation

JOB NO

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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. <u>Closed Meetings - Permanent.</u> 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.</p> <p>(1) <u>Videotapes.</u> Offer to Archives when fifteen (15) years old: The original or the earliest generation <del>of a duplicate</del>, plus a duplicate (if one exists).</p> <p>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</p> <p>(2) <u>Audiotapes</u> that are unique and not duplicated on videotape. Offer to Archives when fifteen (15) years old: The original or the earliest generation <del>of a duplicate</del>, plus a duplicate (if one exists).</p> <p>Volume on hand: One Hundred twenty six (126) 90 minute cassettes. Date: 1979 to present Annual accretion: Negligible</p> <p>c. <u>Open Meetings - Permanent.</u> Meetings that are open to the public for observation, such as Commissioners voting on rulemakings, agenda items, etc.</p> <p>(1) <u>Videotapes.</u> Offer to Archives when fifteen (15) years old: The original or the earliest generation <del>of a duplicate</del>, plus a duplicate (if one exists).</p> <p><del>Meetings are recorded on 3/4" videotape and when six (6) months old are transferred onto 1/2" videotape.</del></p> <p>Volume on hand: 11 cubic feet of 1/2" Videotape Date: 1979 to present Annual accretion: Three (3) cubic feet</p>	<p>NC1-173-82-2 Item:1b(1) Dated: 3/31/83</p> <p>NC1-173-82-2 Item:1b(2) Dated: 3/31/83</p> <p>NC1-173-82-2 Item:1c(1) Dated: 3/31/83</p>	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(2) <u>Audiotapes</u> that are unique and not duplicated on videotape. Offer to Archives when fifteen (15) years old: The original or the earliest generation <del>of a duplicate</del>, plus a duplicate (if one exists).</p> <p>Volume on hand: Six (6) cubic feet  Date: 1979 to present  Annual accretion: 1 cubic foot</p>	NC1-173- 82-2 Item: 1C(2) Dated: 3/31/83	