

**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-173-88-1**

DATE RECEIVED  
**12-15-87**

1 FROM (Agency or establishment)  
**Federal Communications Commission**

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION  
**Chairman's Office - Mark Fowler**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
**3/17/89** ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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 1 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 <b>12/8/87</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D TITLE <b>Chief, Information Resources Branch</b>
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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><b>Addendums/Revisions to Records Control Schedule for:</b>  <u>Office of Public Affairs</u>  <u>News Media Division</u></p> <p>Reference is made to NCI-173-81-4, dated June 7, 1984. Amendment to Item #12A.</p> <p><u>News Media Division</u></p> <p>This material is seldom, if ever, used by the Office of Public Affairs. Moreover, this same material is retained within the bureaus and offices where it is readily available if needed. Sending it to the FRC every 2 yrs. would resolve this office's space problem and lessen the chance of its being lost in storage. Change retention and disposition as follows.</p> <p>From: <u>Temporary</u> - Break file at end of each year.  <u>Transfer</u> to FRC when 10 years old.  <u>Destroy</u> when 20 years old.</p> <p>To: <u>Temporary</u> - Break file at end of each year.  <u>Transfer</u> to FRC when 2 years old.  <u>Destroy</u> when 15 years old.</p>	<p>173-81-4                      Item: 12A                      Dtd.                      6/7/84</p>	