

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

LEAVE BLANK

JOB NO

N1-173-90-5

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

DATE RECEIVED  
5/14/90

1 FROM (Agency or establishment)

Federal Communications Commission

2 MAJOR SUBDIVISION

Office of Engineering and Technology

3 MINOR SUBDIVISION

Office of the Chief Engineer

4 NAME OF PERSON WITH WHOM TO CONFER

Eileen Chaney

5 TELEPHONE EXT

634-1535

DATE

11/14/90

ARCHIVIST OF THE UNITED STATES



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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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
4/27/90		Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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>Unscheduled records of the Federal Communications Commission, Office of the Chief Engineer, Program 5 CONELRAD Accession 173-60B0591, Boxes 21-30</p> <p><u>CONELRAD Subject File, 1951-1959</u> Boxes 21-23</p> <p>Consists of records that relate to the various aspects of CONELRAD, and the civilian defense effort. An average subject folder contains internal and external correspondence; manuals; statements of policy and procedures; newspaper and magazine articles; administrative reports; brochures; pamphlets; bulletins; issuances; and other information relating to the topic. Information was obtained from three sources: The Federal Communication Commission; The Department of Defense; and the communications industry.</p> <p>There are approximately fifty subject topics including: Antennas; civil air defense; censorship; government correspondence; legal papers; lines; jamming; and press releases.</p> <p>Closed series Volume: 3 cubic ft.</p> <p>Disposition: PERMANENT. Transfer immediately to the National Archives.</p>		

*Copies sent to agency, NAW, NNT, NCF 11/23/90*

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2.	<p><u>Tests of the CONELRAD broadcasting system, 1951-1956</u> Box 24</p> <p>Consists of line tests, radio tests, and local and national tests of the CONELRAD broadcasting system. Arranged by date of test, and thereunder by location of test. Radio stations were required to send to their zone supervisor forms relating to tests and drills of the CONELRAD system. These forms were tabulated and exist in that form in other records recommended for retention.</p> <p>Closed series Volume: 1 cubic ft.</p> <p>Disposition: <u>Destroy immediately.</u></p>		
3.	<p><u>Reports, Surveys, and Questionnaires, 1951-1958</u> Boxes 25, 26</p> <p>Consists of reports from radio stations to zone supervisors; reports from air defense commands to zone supervisors; surveys of air raid drills; and questionnaires from zone supervisors to radio stations concerning the effectiveness of CONELRAD. These are primarily field records, and aspects of these records are included in other series recommended for retention.</p> <p>Closed series Volume: 2 cubic ft.</p> <p>Disposition: <u>Destroy immediately.</u></p>		
4.	<p><u>Personnel folders, budget information, and travel vouchers, 1951-1958.</u> Boxes 27, 28</p> <p>Consists of a personnel folder for the FCC staff members, staffing patterns, budget information, and FCC form 40, travel authoriations with vouchers.</p> <p>*Note: 1 cubic ft. of personnel files and budget information was removed by the FCC on March 19, 1963 and never returned.</p> <p>Closed series Volume: 2 cubic ft.</p> <p>Disposition: <u>Destroy immediately.</u></p>		

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5.	<p><u>Directives and Actions of the Civil Defense Commissioner, 1951-1958. Boxes 29,30</u></p> <p>Consists of Directives, and Commission Actions, both arranged chronologically which document the administrative functions of the civil defense commissioner. There are statements of policy and procedure, and formal guidelines concerning the CONELRAD program.</p> <p>Closed series Volume: 1 cubic ft.</p> <p>Disposition: PERMANENT. Transfer immediately to the National Archives.</p>		
6.	<p><u>Printed materials relating to Electromagnetic Radiation, ca. 1945-1959. Various boxes</u></p> <p>Artificial collection of technical manuals, brochures, and pamphlets relating to the radio industry. These were produced by private companies who worked in the field of electromagnetic radiations. Selected companies include: General Electric; Motorola; and American Telephone and Telegraph company. Many of these items are represented in the subject file.</p> <p>Closed series Volume: 1 cubic ft.</p> <p>Disposition: <del>Destroy printed materials</del> in box 30 immediately. Destroy other materials found in permanent series during archival processing.</p>		