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OFFICE OF THE SECRETARY - IMMEDIATE OFFICE

~~1. Certification Forms: For certain classes of applications filed with the Commission, Congress has authorized the use of lotteries in lieu of comparative hearings to randomly select successful applicants. The Office of the Secretary is responsible for administering lottery procedures and overseeing each selection. The Secretary has been designated the Lottery Officer and is required to complete and sign a certification form documenting the fairness and integrity with which the drawing was held. Furthermore, a video tape of the proceeding will be made to provide a visual record. Forms A-444 Low Power Television, A-454 Multichannel Multipoint Distribution, A-445 Common Carrier Services, and A-446 Private Radio Services.~~

Destroy 2 years after the drawing.

2. Operating Budget -- These files consist of budget preparation for Stenographic Services and Federal Register Accounts. Included are working papers on budget estimates, memos for obligation and deobligation of funds, and federal register monthly estimates. The official data and final budget drafts are on file in the Financial Management Division.

Destroy two (2) years after close of fiscal year covered by budget or when no longer needed, whichever is sooner.

4. General Correspondence Files -- These files consist of original correspondence from the public, Members of Congress, or from other government agencies. The correspondence covers a wide range of subject matters from such things as suggestions to general inquiries.

Destroy when three (3) years old.

5. Memorandum and Subject Files -- These files consist of memorandum, reports, and bulletins relating to the functions and operation of the Office. They are primarily of administrative value.

Destroy when three (3) years old.

6. Backup Filings -- These are duplicates of time critical feeable filings such as broadcast and common carrier applications. The originals are filed at Mellon Bank, Pittsburgh, PA and then forwarded to the appropriate office in Washington, D.C. Disposition of originals are scheduled by appropriate office. Duplicate copies are accepted in the Secretary's Office as "insurance" against lost or late filings.

Destroy when one (1) year old.

PUBLICATIONS BRANCH

The Publications Branch is responsible for the dissemination and publication of Commission decisions, including the release of daily texts, the compilation of the bi-weekly FCC Record, the publication of Commission documents in the Federal Register and the update and publication of the FCC Rules and Regulations.

7. FCC Record is a comprehensive compilation of Commission's Decisions, Reports, certain public notices, etc. Published bi-weekly. Replaced the FCC Reports.

Maintain in office.

Destroy only with express written permission of the Secretary of the FCC, when no longer needed for administrative purposes.

8. FCC Reports consists of items that (1) set precedential legal significance or historic value, (2) established or clarified a new policy or rule or, (3) constituted a significant deviation from past policy or rules. Collection includes: First Series - 45 Volumes, Second Series - 104 Volumes, and seven cumulative indexes. Discontinued in 1986.

Maintain in office.

Destroy ONLY with express written permission of the Secretary of the FCC, when no longer needed for administrative purposes.

9. Register of Assignment of Delegated Authority Numbers - bearing notations of type of document, adoption/release dates, case name, docket no., Bureau, telephone number, no. of requested copies, and indication of release status.

Destroy yearly registers as they become two years old.

10. Rules History and associated background file arranged by rule number, 1939 to present. Automated in 1985.

Maintain in office.

Destroy only with express written permission of the Secretary of the FCC, when no longer needed for administrative purposes.

11. Commission's Rules and Regulations - Automated in 1986. Updates performed bi-monthly.

Maintain in office.

Destroy only with express written permission of the Secretary of the FCC, when no longer needed for administrative purposes.

12. Rule Section Cards - Index to actions by the Commission filed by rule section number, and bears notations referring to minute number, docket number, date of action, effective date; Federal Register issue and page number, amendment number and remarks. No longer updated but used for legal research and reference.

Maintain in office.

Destroy only with express written permission of the Secretary of the FCC, when no longer needed for administrative purposes.

13. Docket Cards (FCC Reports) - 5"x 7" cards filed by docket number and includes the subject matter, FCC number, adoption date, and Reports citation.

Maintain in office.

Destroy only with the written permission of the Secretary of the FCC, when no longer needed for administrative purposes.

14. Dockets Cards (Rules) - 5"x 7" cards filed by docket number and includes the subject matter rule number part, date of action, FCC no., type of document, Federal Register citation and publication date.

Maintain in office.

Destroy only with the written permission of the Secretary of the FCC, when no longer needed for administrative purposes.

15. Subject File of discontinued Administrative Board and Rules Committee, with copies of actions taken, together with background material.

Maintain in office.

Destroy only with the written permission of the Secretary of the FCC, when no longer needed for administrative purposes.

16. Rules Material prior to 1939, including Federal Radio Commission.

Maintain in office.

Destroy only with the written permission of the Secretary of the FCC, when no longer needed for administrative purposes.

AGENDA BRANCH

The Agenda Branch is responsible for all phases of the Commission's meetings and must ensure that the proceedings are carried out in accordance with all legal and administrative requirements. These responsibilities consist of administrative, clerical, agency-wide coordination, and associated Commission program activities related to agenda processing functions.

~~17. Minute Folder File - This file consists of Minutes, agenda notations, items, Commission orders, background material and staff memoranda.~~

~~Disposition - Permanent.~~

~~Transfer to Federal Records Center when three years old.~~

~~Offer to National Archives in five year blocks when most current record in block is 20 years old.~~

~~Volume on hand - 45 cubic feet~~

~~Yearly accumulation - 14 cubic feet~~

18. Agenda Sheets and Notations filed chronologically by service, in ring binders, are of considerable value as a searching aid. 1938 to date.

Disposition - Maintain in office.

Destroy only with the written permission of the Secretary of the FCC, when no longer needed for administrative purposes.

~~19. Extra Copies of Commission Meeting Material (Agenda Items) - six (6) copies retained for three (3) months to provide copies where needed.~~

~~Destroy monthly segments as they become 3 months old.~~

~~20. Extra Copies of Minutes - approximately six (6) each, maintained to supply requests for copies.~~

~~Destroy when no longer needed for administrative purposes.~~

21. Register of Assignment of Minute Numbers - Notations as to agenda date, type of action, remarks; date of approval by Commission. Computerized in 1985.

Disposition - Maintain in office.

Destroy only with the written permission of the Secretary of the FCC, when no longer needed for administrative purposes.

DOCKETS BRANCH

The Dockets Branch collects and prepares the official record (public docket) of all hearing and rulemaking proceedings. Pleadings and comments in various proceedings are filed with the Commission, processed by the Dockets Branch, and inserted in appropriate docket binders on a daily basis. Docket binders are available to the public and staff for reference.

~~22. Original Formal Hearing Dockets. These are case files of the record of matters designated for formal hearing by the Commission. They contain the orders, pleadings, transcripts of hearing, exhibits, and other data usually associated in quasi-judicial proceedings.~~

~~Disposition - Permanent.~~

~~Transfer to the Federal Records Center SIX MONTHS after termination of proceeding.~~

~~Offer to National Archives 15 years after termination of proceedings.~~

~~Volume on hand - 1250 cubic feet~~

~~Yearly accumulation - 165 cubic feet~~

~~23. Duplicate Copies of Formal Hearing Dockets. These are identical to the original dockets and are for public use.~~

~~Destroy 6 months after termination of proceeding.~~

~~24. "Not for Public Inspection" Dockets. These dockets contain correspondence, copies of agenda items, inter-office memoranda, authority for issuing order to set case for hearing, and other material not intended for public use.~~

~~Transfer to Federal Records Center 6 months after termination of proceeding.~~

~~Destroy 20 years after termination of proceeding.~~

~~25. Rule-making proceedings (docketed and non-docketed). These include petitions and comments filed by the general public or orders initiated within the Commission designating rule changes or adoption of new rules. Some are set for hearing, others are not.~~

~~Transfer to Federal Records Center 6 months after termination of proceedings.~~

~~Destroy 20 years after termination of proceeding.~~

26. Docket History Cards - notates parties at issue, participants and the various procedural steps in docket matters. 1934 to date. Computerized in 1985.

Maintain in office.

~~Destroy~~ only with the written permission of the Secretary of the FCC, when no longer needed for administrative purposes.

~~27. Rule-making proceedings (docketed and non-docketed) designated as "Not for Public Inspection". These documents are non-decision making working papers associated with item 4. Therefore, they do not have to be retained for the duration of those records.~~

Yearly Accumulation

Approximately 1 cubic foot.

Disposition:

Destroy 2 years after termination of proceedings.

AUDIOVISUAL OFFICE

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.

~~28. Recordings of Open and Closed Meetings with Associated Finding Aids. Findings Aids for Open and Closed Meetings - Log sheets that indicate the title of the meeting, the date and applicable tape time frames.~~

~~Disposition - Permanent.
Maintain in office.
Offer to Archives when 15 years old.~~

~~Volume on hand: 10, 3" binders
Yearly accumulation: One (1) 1" binder~~

~~29. Closed Meetings-Videotapes - Meetings that are closed to the public because the information pertaining to the meeting discloses matters that are solely internal, i.e., personal rules, trade secrets, etc.~~

~~Disposition - Permanent.
Maintain in office.
Offer to Archives when 15 years old.~~

~~Volume on Hand - 10 cubic feet~~

~~30. Closed Meetings-Audiotapes that are unique and not duplicated on videotape.~~

~~Disposition - Permanent.
Maintain in office.
Offer to Archives when 15 years old.~~

~~Volume on hand - 185 cassettes~~

~~31. Open Meetings-Videotapes. Meetings that are open to the public for observation, such as Commissioners voting on rule makings, agenda items, etc.~~

~~Disposition - Permanent.
Maintain in office.
Offer to Archives when 15 years old.~~

~~Volume on hand - 28 cubic feet~~

~~32. Open Meetings-Audiotapes that are unique and not duplicated on videotape.~~

~~Destroy when 15 years old.~~

~~Volume on hand - 555 cassettes~~

~~33. Lottery-Video Tapes: Video tapes including a visible display of the time of day in hours, minutes, and seconds providing visible proof that the tapes have not been tampered with or edited and which ensure that the proceedings are fully recorded. 1985 to present.~~

~~Destroy two (2) years after drawing.~~