

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-173-92-2</i>	DATE RECEIVED <i>7-20-92</i>
1. FROM (Agency or establishment) Federal Communications Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Legislative Affairs		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Eileen Chaney	5. TELEPHONE 632-7513	DATE <i>11/12/92</i>	ARCHIVIST OF THE UNITED STATES <i>James W. Moore</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>7/10/92</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William A. Cline</i>	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The Office of Legislative Affairs is directly responsible to the Commission. The office is responsible for advising and making recommendations to the Commission with respect to legislation proposed by members of Congress or the Executive Branch, coordinating the preparation of Commission views for submission to Congress or the Executive Branch, assisting in the preparation of the annual report to Congress, the Commission budget, and appropriations legislation to Congress. Coordinates the annual commission legislation program and staff responses to inquiries by individual members of Congress, congressional committees and staffs.</p>		

**RECORD RETENTION SCHEDULE FOR LEGISLATIVE FILES -
OFFICE OF LEGISLATIVE AFFAIRS**

1. Legislative History Files:

The majority of these files include reference materials, in chronological progression, associated with a specific bill. Can include copies of the Senate and House bills, in their many forms; Committee reports; various memoranda, and finally Public Laws (if applicable). These files are arranged by a designated Congress (two Congressional years or sessions equals one full Congress) dating back to the 100th Congress.

Disposition: Maintain in Office. Destroy when no longer needed for reference. ~~purposes.~~

2. Congressional Hearing Files:

These files contain all materials associated with Congressional hearings at which the Chairman, Commissioners or Bureau Chiefs of the FCC have been asked to testify. Included are the testimony of the FCC witness; testimony of other witnesses; pre-hearing and/or post-hearing questions and answers, etc. Approximately 6-9 months after the hearing is concluded, all relevant materials are printed in a formal report and issued by the appropriate Committee.

Disposition: Destroy ^{the background material} when formal report is issued. Maintain formal report in Office for ^{at least} 10 years. Destroy when no longer needed for reference. ~~purposes.~~

3. Legislative Proposals:

These files contain reference materials (from FCC Bureaus/Offices) relating to legislative initiatives necessary to amend the Communications Act of 1934, for submission, and/or introduction on behalf of the FCC, to the appropriate House or Senate Committee.

Disposition: Destroy when no longer needed for reference. ~~purposes.~~

4. Legislative Referral Files:

These files are made up of correspondence, usually transmitted by letter or fax from OMB, containing other agencies' comments, etc., on proposed legislation that could impact the FCC. Files include FCC's comments on these proposals.

Disposition: Destroy when 4 years old.

5. Congressional Correspondence Files:

These files contain all tracked Congressional-related correspondence, kept in chronological order, from the House of Representatives, the Senate, the White House, and the Office of the Vice President, addressed to the Chairman, the Director of OLA, Bureau/Office Chiefs, and staff members. (This system excludes Congressional correspondence addressed to individual Commissioners other than the Chairman, as they are filed and maintained in their individual offices.) These files are kept as reference/research material for preparation of Congressional testimony by the Chairman or a Commission designee, at Congressional hearings; and for reports for the FCC, the Office of Legislative Affairs and the Chairman's Office. They contain correspondence signed by the Chairman covering two full sessions of Congress. Congressional correspondence for Bureau/Office Chiefs signatures are maintained by those offices in accordance with their respective records schedules.

Disposition: Destroy when 5 years old.

RECORDS COMMON TO MOST OFFICES

~~6. Administrative Files:~~

~~Records accumulated that relate to the internal administrative or housekeeping activities of the office rather than the functions for which the office exists. In general, the records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress; statistical, and narrative reports which are prepared in the office and forwarded to higher levels) and other materials that do not serve as official documentation of the programs of the office. Note: This item is not applicable to the record copies of organization charts, functional statements, and related records that document the essential organization, staffing, and procedures of the agency.~~

~~Disposition: Destroy when 2 years old or when no longer needed, whichever is sooner. GRS 23/1~~

7. Management by Objective Standards (MBOs)

These files contain OLA's Management-By-Objective standards and accomplishments, maintained by fiscal quarter. ^{These records} ~~Files are~~ duplicate, and ^{the} ~~officially~~ maintained by the Office of Managing Director. _{files are}

Disposition: Destroy when 2 years old.

8. Budget:

These files contain working papers, background material, duplicate copies of budget estimates and justifications, cost statements, rough data accumulated in the preparation of annual budget estimates and copies of reports submitted to budget offices.

GRS 5/2

Disposition: Maintained by fiscal year, and can be destroyed 1 year after the close of the fiscal year covered by the budget.

9. Agenda:

These files are duplicates of official agenda items maintained in the Agenda Branch, Office of the Secretary/OMD; they contain OLA's copy of the monthly agenda items for Commission meetings which consist of memoranda or other documents prepared by the staff presenting matters to the Commission for action.

Disposition: Destroy after one year.

10. Personnel:

These files are the supervisor's personnel files containing correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the official files which are maintained in the Personnel Operations Branch, Human Resources Management Division/OMD.

GRS 18/1a

Disposition: Review annually and destroy superseded or obsolete documents. Destroy all documents relating to an employee one year after separation or transfer.

11. Time and Attendance Reports:

Copies of Optional Form 1130 or equivalent.

Destroy one year after the end of the pay period. GRS 2/3

12. Automated Database for Congressional Correspondence

Automated Database used to track congressional correspondence files in item 5 above. See GRS 23/8

Disposition: Destroy when no longer needed.