<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<td>5.</td>
<td><strong>Congressional Correspondence Files</strong>: 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 OILA, Bureau/Office Chiefs, and staff members. (This system excludes Congressional correspondence addressed to individual Commissioners other than the Chairman, as they are filled 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</td>
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requests for the FCC, the Office of Legislative & Intergovernmental Affairs. Congressional correspondence for Bureau/Office Chiefs signatures are maintained by those offices in accordance with their respective records schedules.

A. Incoming and Outgoing Congressional Correspondence Signed by the Chairman.

These are substantive congressional correspondences signed by the Chairman on current issues at the FCC.

Filing Arrangement. Files are arranged alphabetically by House and Senate. Committee files are arranged by Member in alphabetical order.

Annual Accretion. Approximately 2 cubic feet.

Disposition. Permanent. Cut-off at end of each Congress.

Transfer to the National Archives one (1) year after cut-off.

B. Incoming Congressional Correspondence.

These are non-substantive correspondence signed by the Bureau/Office Chiefs for preparation and reply.

Disposition. Temporary.

Destroy when imaged into optical disk system and image is verified.

C. Optical Disk.

Disposition. Temporary.

Destroy when three (3) years old.
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<td>reports for the FCC, the Office of Legislative &amp; Intergovernmental Affairs. 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.</td>
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Disposition: Destroy when 2 years old.