

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	N1-173-98-8
1. FROM (Agency or establishment) Federal Communications Commission		DATE RECEIVED	3-13-98
2. MAJOR SUBDIVISION Office of the Chairman/Commissioners		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of the Chairman/Commissioners		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Kathy Abbate	418-0216	7-31-00	<i>[Signature]</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 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, 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/10/98	<i>Judith E. Baley</i>	Team Leader, AMD-PERM

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p style="text-align: center;">OFFICE OF CHAIRMAN/COMMISSIONERS</p> <p>FUNCTIONS OF THE CHAIRMAN/COMMISSIONERS. The FCC is directed by five Commissioners appointed by the President and confirmed by the Senate for staggered five-year terms. No more than three can be members of the same political party. The President designates one of the Commissioners to serve as Chairman.</p> <p>The Commissioners hold regular agenda meetings and special meetings. They also may act between meetings by "circulation," a procedure whereby a document is submitted to each Commissioner individually for official action.</p> <p>The Chairman presides over all FCC meetings. The Chairman coordinates and organizes the work of the Commission and represents the agency in legislative matters and in relations with other government departments and agencies.</p>		

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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)
1.	<p><u>OFFICE OF THE CHAIRMAN</u></p> <p><u>Chairman's Chronological Files.</u></p> <p>a. <u>Substantive Correspondence.</u></p> <p>These files contain letters, memoranda, and other documents prescribing the Commission's policies, programs and objectives prepared by the Office of the Chairman or by other Offices for the Chairman's signature.</p> <p>Files are arranged by subject matter and material therein is filed chronologically. Personal files are separately maintained.</p> <p><u>Disposition.</u> PERMANENT. <u>Vol.</u> 1 cubic ft. annually.</p> <p><u>Transfer</u> to the Archives when five (5) years old or after termination of Chairman's service.</p> <p>b. <u>Routine Correspondence.</u></p> <p>These files contain routine correspondence such as reference material, courtesy copies of letters, memos, etc. and invitations.</p> <p><u>Disposition.</u> TEMPORARY.</p> <p><u>Destroy</u> when no longer needed or after termination of service.</p>		
2.	<p><u>Calendars.</u> These files contain appointments and meetings. These files were accumulated in the conduct of public business by the Chairman during his/her appointment to the FCC. They do not include any personal files.</p> <p>a. Chairman.</p> <p><u>Disposition.</u> PERMANENT. <u>Vol.</u> .5 cubic ft. annually.</p> <p><u>Transfer</u> to the Archives when after termination of Commissioner's service.</p>		
	<p>b. Chairman's staff.</p> <p><u>Disposition.</u> TEMPORARY.</p>	GRS 23, item 5b	

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	<p>Destroy when no longer needed or after termination of service.</p>		
3.	<p><u>Travel Schedules.</u> These files contain schedules, itineraries of trip and visits. These files were accumulated in the conduct of public business by the Chairman during his/her appointment to the FCC. They <u>do not</u> include any personal files.</p> <p><u>Disposition.</u> TEMPORARY.</p> <p><u>Destroy</u> when no longer needed or after termination of Chairman's service. Official file is located in the Office of the Managing Director.</p>		
4.	<p><u>Working Files and Similar Material.</u> These files contain preliminary drafts, copies of decision making documents, and other similar material.</p> <p><u>Disposition.</u> TEMPORARY. Destroy when no longer needed.</p>		
5.	<p><u>Biography and Photograph File.</u> These files contain biographic resumes, speeches, and photographic prints.</p> <p><u>Disposition.</u> TEMPORARY. Destroy when no longer needed. Official copy is kept in the Office of the Managing Director and the Office of Public Affairs.</p> <p><u>OFFICE OF THE COMMISSIONERS</u></p>		
6.	<p><u>Commissioners Subject Files.</u> These files contain official business correspondence, speeches and articles by the Commissioners. Files are arranged by subject matter. Personal files are separately maintained.</p> <p><u>Disposition.</u> PERMANENT. <u>Vol.</u> 1 cubic ft. annually.</p> <p><u>Transfer</u> to the Archives when five (5) years old or after termination of Commissioner's service.</p>		
7.	<p><u>Calendars.</u> These files contain appointments and meetings. These files were accumulated in the conduct of public business by the Commissioners during his/her appointment to the FCC. They do not include any personal files.</p>		

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	<p>a. Commissioners.</p> <p><u>Disposition.</u> PERMANENT. Vol. .5 cubic ft. annually.</p> <p><u>Transfer</u> to the Archives when after termination of Commissioner's service.</p>		
	<p>b. Commissioner's staff.</p> <p><u>Disposition.</u> TEMPORARY</p> <p><u>Destroy</u> when no longer needed or after termination of service.</p>	GRS 23, item 5b	
8.	<p><u>Travel Schedules.</u> These files contain schedules, itineraries of trip and visits. These files were accumulated in the conduct of public business by the Chairman during his/her appointment to the FCC. They <u>do not</u> include any personal files.</p> <p><u>Disposition.</u> TEMPORARY.</p> <p><u>Destroy</u> when no longer needed or after termination of Chairman's service. Official file is located in the Office of the Managing Director.</p>		
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