

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-173-99-2

DATE RECEIVED

3-24-99

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

6-29-99

J. W. Carl

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 204081. FROM (Agency or establishment)  
Federal Communications Commission2. MAJOR SUBDIVISION  
Financial Analysis and Compliance Division

3. MINOR SUBDIVISION

Cable Services Bureau

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Kathy Abbate

418-0216

## 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 1 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

3/22/99

Judy E. Bailey

Team Leader, AMD-PERM

7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
SUPERSEDED  
JOB CITATION10. ACTION  
TAKEN (NARA  
USE ONLY)

1. Case file for cable operator's rate filings and consumer rate complaints. These files contain the original documents and copies submitted by cable operators, Local Franchise Authorities, and subscribers in reference to cable rate complaints and cable rate justifications.
- a. Official File.
- Disposition: Temporary  
Transfer to the Federal Records Center when three (3) months old.  
Destroy when two-and-a half (2 1/2) years old.
- b. Electronic version of records created by the electronic mail and word processing applications.
- Delete when file copy is generated or when no longer needed for reference or updating.

SEE REVISED  
SCHEDULE

7/18/99  
Copies to NWMD, NWM and Agency

**Job No. N1-173-99-2**  
Schedule revisions: May 27, 1999

**1. Cable Operator Rate Filings and Consumer Complaint Case Files.**

Case files containing both original documents and photocopies submitted by cable operators, Local Franchise Authorities, and subscribers regarding cable rate complaints. The files consist of a subscriber complaint (FCC Form 329, or equivalent), materials submitted to the FCC by the cable operator to justify CATV rates, analyses and reviews by FCC staff, findings, refund plans, review and/or reconsideration petitions, petitions to stay, and similar records created and maintained which document cable TV subscriber complaints. FCC's rate complaint program was discontinued on March 31, 1999, and will terminate on June 30, 1999.

- a. Official file (paper): Temporary. Close files after all decisions and actions are completed. Transfer to the FRC 3 months after closure. Destroy 3 years after closure.
- b. Electronic version of records created by e-mail and word processing applications: Temporary. Delete when file copy is generated, or when no longer needed for reference or updating.