

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED APR 17 1975	JOB NO. NC-173-75-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
7-28-75 Date	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Federal Communications Commission

2. MAJOR SUBDIVISION
Cable Television Bureau

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Rex Marshall

5. TEL. EXT.
632-7533

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 14 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

March 28, 1975
(Date)

Henry R. Schauer
(Signature of Agency Representative)

Chief, Records Management Division
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">RECORDS CONTROL SCHEDULE FOR THE CABLE TELEVISION BUREAU</p> <p>0.84 FUNCTIONS OF THE BUREAU. The Cable Television Bureau develops, recommends, and administers policies and programs with respect to the regulation of cable television systems and related private microwave radio facilities. The bureau implements the Commission's cable television regulatory program, and performs the work and activities involved in the licensing and regulation of cable television relay stations, in coordination with the Broadcast Bureau.</p> <p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>ADMINISTRATIVE AND GENERAL FILES</u></p> <p><u>Administrative Files:</u></p> <p>A. Budget preparation and presentation data at Bureau level, including rough drafts of descriptive material outlining activities such as: data on average employment, personnel requirements, man-hour statistics, forecasts, etc. All record data and final drafts are in the official files in the Financial Management Division, Office of Executive Director.</p> <p><u>DESTROY</u> two years after close of fiscal year involved.</p> <p><i>Copies to Agency + NCW 7-30-75</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(Cont'd 1)	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>ADMINISTRATIVE AND GENERAL FILES</u> (cont'd)</p> <p>B. Subject Files consisting of memoranda, reports, and bulletins, which deal with employee information, training, supplies, and other administrative housekeeping matters.</p> <p><u>DESTROY</u> as administrative need is ended, <i>or as they files become 5 years old, whichever is earlier.</i></p> <p>2 Agenda Materials--files of agenda items for Commission meetings which consist of memoranda or other documents prepared by the staff presenting matters to the Commission for action; files are arranged chronologically. The official record copies of all Commission agenda are on file in the Minute and Rules Branch, Office of the Secretary.</p> <p><u>DESTROY</u> as they become six months old.</p> <p>3 Files of the Cable Television Advisory Committee on Federal/State-Local Relations--The committee advises the Commission on problems concerning the allocation of regulatory responsibility among federal, state, and local government. It examines the procedural aspects of cable franchising and regulation as they are developing under recent regulations, identifies specific problems being experienced and likely to be encountered, and recommends solutions thereof. The committee consists of representatives of state and municipal entities, the cable television industry, public interest groups, and members of the Commission's staff. The files consist of correspondences, minutes of meetings, memoranda, and reports.</p> <p><u>PERMANENT</u>: Transfer to the Federal Records Center one year after the committee becomes inactive or when current administrative need is ended.</p> <p><u>OFFER</u> to the National Archives 10 years later.</p>	<p><i>PR 6/27/75</i> <i>gfw</i></p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>ADMINISTRATIVE AND GENERAL FILES</u> (cont'd)</p> <p>4 Files of the Technical Advisory Committee--The Committee accumulates data for the formulation of technical standards for carrying cable originated programs, two-way communications, and various other cable services. The Committee is composed of representatives of state and municipal entities, the cable television industry, the electronics industry, public interest groups, and members of the Commission's staff. The files consist of correspondences, minutes of committee meetings, memoranda, and reports.</p> <p><u>PERMANENT</u>: Transfer to the Federal Records Center one year after the Committee becomes inactive or when current administrative need is ended.</p> <p><u>OFFER</u> to the National Archives 10 years later.</p> <p>5 General Correspondence File--original correspondence from the public or Members of Congress and the official file copy of the Commission reply. This correspondence consists of inquiries, requests for information, clarification of the Rules, and complaints which relate to Cable Television. Files are arranged chronologically.</p> <p><u>DESTROY</u> as they become three years old.</p> <p>6 Docket Materials--These are copies of transcripts of hearings, exhibits, and work papers. They serve as reference and working materials for the staff. The official record copy of docketed case files are on file in the Dockets Branch, Office of the Secretary.</p> <p><u>DESTROY</u> as administrative need is ended, but not to exceed one year after docket has been formally closed.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>CABLE TELEVISION BUREAU Records Schedule</p>		
7	<p><u>ADMINISTRATIVE AND GENERAL FILES</u> (cont'd)</p> <p>Public Notices--Public notices issued by the Cable Television Bureau. These notices announce filings of applications for certificates of compliance, licenses, major amendments to applications, and other important matters of the Bureau. Files are arranged chronologically.</p> <p><u>DESTROY</u> as they become 10 years old.</p>		
8	<p>Reports and Studies relative to the cable television industry or the operations of the Cable Television Bureau. Such studies include compilations and analyses of cable television annual reports and other reports required by the Commission.</p> <p><u>PERMANENT</u>. Offer for transfer to National Archives 5 years intervals, commencing in 1977.</p>		
9	<p><u>PROGRAM FILES</u></p> <p>Certificate of Compliance Files--This file contains the official "Cable Television Certificate of Compliance" (FCC Form 370) which is required of all Cable Television Systems prior to commencement of service and pursuant to Section 76.11 of the Rules. Also included in the files are the related applications and amendments, copies of the state of local franchise to construct and operate a cable television system, and other filings required pursuant to Section 76.18 of the Rules. Files are arranged by state then numerically.</p> <p>A. Where the Certificate of Compliance has expired or is deleted.</p> <p>One year after action, <u>SEGREGATE</u> sample files from remainder of files and <u>TRANSFER</u> both sets to Federal Records Center. (Retention standards, together with procedures for selection of sample files, are given on Page 15 of this disposal job.) <i>4a after 7/23/75</i></p> <p>B. Where the Certificate of Compliance is renewed, create a new Certificate of Compliance.</p> <p><u>INCORPORATE</u> previous Certificate of Compliance</p>	<p><i>HRS 2/15/75 [Signature]</i></p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
Cont'd 9	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>PROGRAM FILES</u> (cont'd)</p> <p>authorization into the new file.</p> <p>One year after renewal and removal of previous Certificate of Compliance authorization, <u>SEGREGATE</u> sample files from remainder of files and <u>TRANSFER</u> both sets of files to Federal Records Center. (Retention standards, together with procedures for selection of sample files, are given below on page 15 of this disposal job.)</p> <p>A and B. Procedures for Selection of Sample Files.</p> <p>The Chief or his designee of the Cable Television will select annually a sample of not more than one (1) percent of the Certificate of Compliance files for permanent retention. The designation of permanent will be given to sample cases evaluated as "significant" in terms of one or more of the following criteria: a) effect upon administrative procedures of the Cable Television Bureau; b) intensity of public interest in the proceedings; c) impact on the operations of the cable television industry.</p> <p>At the time of their selection the sample files will be conspicuously flagged or marked to facilitate their later segregation at the time of transfer to the Federal Records Center.</p> <p>1. Sample Certificate of Compliance Files.</p> <p><u>PERMANENT</u>. <u>OFFER</u> to the National Archives 20 years after transfer to Federal Records Center.</p> <p>2. Other Certificate of Compliance Files.</p> <p><u>DESTROY</u> 20 years after transfer to Federal Records Center.</p>	<p>TRG 7/3/75 [Signature]</p> <p>[Signature] 7/23/75</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(Cont'd 9)	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>PROGRAM FILES</u> (cont'd)</p> <p>B. Where the Certificate of Compliance is renewed, create a new Certificate of Compliance File.</p> <p><u>INCORPORATE</u> previous Certificate of Compliance authorization into the new file.</p> <p><u>TRANSFER</u> all other materials to the Federal Records Center one year after renewal.</p> <p>Except for sample files to be selected for accession to the National Archives, <u>DESTROY</u> 20 years later.</p>		
10	<p>Special Relief Files--petitions for waivers of provisions of the Commission's Rules, imposing additional or different requirements, or issuing a ruling on a complaint or disputed question. These petitions are filed pursuant to Section 76.7 of the Rules. The files consist of the original petition and related correspondences and exhibits. Files are arranged by state then numerically.</p> <p>A. <u>TRANSFER</u> original to Federal Records Center two years after final action.</p> <p><u>DESTROY</u> 8 years later.</p> <p>B. <u>DESTROY</u> duplicate copies two years after final action.</p>		
11	<p>Show Cause Files--petitions for show cause orders requesting that the Commission revoke a license or permit, or issue a cease and desist order pursuant to Section 312 of the Communications Act. Files consist of original petitions and related correspondences and exhibits. Files are arranged by state then numerically.</p> <p>A. Where a hearing has been ordered:</p> <p>Original and duplicate files go to Dockets Branch, Office of the Secretary, where they become part of official docketed proceedings.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(Cont'd 11)	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>PROGRAM FILES</u> (cont'd)</p> <p>B. Where no hearing has been ordered.</p> <p><u>TRANSFER</u> original to Federal Records Center two years after final action.</p> <p><u>DESTROY</u> 8 years later.</p> <p><u>DESTROY</u> duplicate copies two years after final action.</p>		
12	<p>Grandfathered Cross Ownership Files--petitions for release from Section 76.501 of the Rules which prohibit cable television systems from carrying the signal of any television broadcast station if such system directly or indirectly owns, operates, controls, or has an interest in: a national television network; a television broadcast station whose predicted Grade B contour overlaps in whole or in part the service area of such system; or a television translator station licensed to the community of such system. These petitions were granted under grandfathering provisions of the Rules. Files consist of original petition, correspondences, and exhibits. Files are arranged numerically.</p> <p>A. <u>TRANSFER</u> original to Federal Records Center two years after final action.</p> <p><u>DESTROY</u> 8 years later.</p> <p>B. <u>DESTROY</u> duplicate copies two years after final action.</p>		
13	<p>Tax Certificate Files--Requests for the issuance of a tax certificate which relate to the divestiture of property by cable television systems to effectuate Commission policy (See Section 76.501 of the Rules), and pursuant to Section 1071 of the Internal Revenue Code of 1954. Files are arranged numerically.</p> <p><u>DESTROY</u> original 5 years after final action.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
14	<p>CABLE TELEVISION Records Schedule</p> <p><u>PROGRAM FILES</u> (cont'd)</p> <p>Franchise Files--These files contain the local ordinance, permit, or license by which a granting municipal or state authority authorizes the construction and operation of a cable television system or the use of public streets and ways for connection therewith. These franchises are for systems not already in operation and are filed pursuant to FCC Order 70-369. Files are arranged numerically.</p> <p>A. <u>INCORPORATE</u> into Certificate of Compliance File when the system applies for the Certificate of Compliance.</p> <p>B. <u>DESTROY</u> franchises for cable systems which are never activated five years after expiration of the franchise.</p>		
15	<p>Construction Permit Files--This file contains FCC Form 402, Application for Microwave Station Authorization, and related correspondences prior to licensing of a Cable Television Relay Station. Files are arranged alphabetically by name of permittee.</p> <p>A. <u>INCORPORATE</u> construction permit files into the license file when the license is granted. (See Item 16.)</p> <p>B. <u>TRANSFER</u> to Federal Records Center those files which have been denied or dismissed one year after action.</p> <p><u>DESTROY</u> 5 years later.</p>		
16	<p>License Files--Official files relating to the licensing of cable television relay stations. These files contain correspondences, construction permits, station assignments, modifications, transfer of control, renewals, special temporary authority, amendments, and petitions. Files are arranged alphabetically by name of licensee.</p> <p>A. Where the license of a Cable Television Relay Station has expired or is deleted.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(Cont'd 16)	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>PROGRAM FILES</u> (cont'd)</p> <p><u>TRANSFER</u> entire file to the Federal Records Center one year after action.</p> <p>Except for sample files to be selected for accession to the National Archives, DESTROY 20 years later.</p> <p>B. Where the License of a Cable Television Relay Station is renewed.</p> <p><u>DESTROY</u> staff working papers (left hand side of folder) as they become ten years old.</p>	<p><i>4/21/75</i> <i>MS</i> <i>4/21/75</i></p>	
17	<p>1105 Notification Files--notifications by a cable television system to commence operations which are filed prior to commencement of service and pursuant to Section 74.1105 of the Rules. They consist of original notices in the form of petitions or letters which contain the name and address of the system, identification of the community to be served, television signals to be distributed, and estimated time operations will begin. These records are being superseded by the Certificate of Compliance applications under Section 76.11 of the Rules. All Cable Television systems will have filed applications for the Certificate of Compliance by 1977. Files are arranged chronologically.</p> <p><u>TRANSFER</u> to Federal Records Center by 1980.</p> <p>REVIEW in 1977 to determine final disposition</p> <p><u>DESTROY 5 years after date of transfer.</u></p> <p>Disposal not authorized at this time.</p>	<p><i>4/21/75</i> <i>MS</i> <i>4/21/75</i></p>	
18	<p>1107 Petition Files--petitions to extend the signal of a television broadcast station beyond the Grade B contour of that station in the top 100 television markets. These petitions are filed pursuant to Section 74.1107 of the Rules. The files contain original correspondences, statements, work papers, notes, and other related materials. Section 74.1107 of the Rules has been deleted and these files are no longer being accumulated. Files are arranged numerically.</p> <p><u>TRANSFER</u> original to Federal Records Center two years after final action.</p> <p><u>DESTROY</u> 8 years later.</p> <p><u>DESTROY</u> duplicate copy 2 years after final action.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
19	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>PROGRAM FILES</u> (cont'd)</p> <p>1109 Petition Files--petitions for waiving provisions of the Rules, imposing additional or different requirements, or issuing a ruling on a complaint or disputed question. These petitions are filed pursuant to Section 74.1109 of the Rules. They contain original correspondences, affidavits, comments, exhibits, and waivers. Section 74.1109 of the Rules has been deleted and these files are no longer being accumulated. Files are arranged alphabetically by name of petitioner.</p> <p>A. <u>TRANSFER</u> original to Federal Records Center two years after final action.</p> <p><u>DESTROY</u> 8 years later.</p> <p>B. <u>DESTROY</u> duplicate files two years after final action.</p>		
20	<p>Political Cablecasting Report Files--FCC Form 322, which requests information on the use of the facilities of cable television systems for originating political programming by or on behalf of candidates for political office during primary and general elections. Files are arranged by state, then numerically.</p> <p><u>TRANSFER</u> to Federal Records Center after 8 years.</p> <p><u>DESTROY</u> 10 years later.</p>		
21	<p>Annual Report of Cable Television Systems--(FCC Form 325) This report consists of certain information on cable television services, and ownership. It is required of all cable television systems pursuant to Section 76.401 of the Rules. Files are arranged by state then numerically.</p> <p><u>TRANSFER</u> to Federal Records Center after 3 years.</p> <p><u>DESTROY</u> <u>OFFER</u> to the National Archives 10 years later.</p> <p><i>Handwritten:</i> 4/27/75</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>PROGRAM FILES</u> (cont'd)</p> <p>22 Cable Television Annual Financial Report (FCC Form 326)-- This report consists of certain information on cable television revenues and expenses, income, tangible and intangible property, and non-recurring telephone company charges. It is required of all cable television systems pursuant to Section 76.405 of the Rules. Files are ar- ranged by state then numerically.</p> <p><u>TRANSFER</u> to Federal Records Center after 3 years. DESTROY OFFER to the National Archives 10 years later.</p> <p>23 Computation of Cable Television Annual Fee (FCC Form 326-A)--This form is filed pursuant to Section 76.406 of the Rules and accompnys the payment of the annual fee required of cable television systems pursuant to Section 1.1116(b) of the Rules. Files are arranged by state then numerically.</p> <p><u>TRANSFER</u> to Federal Records Center after 3 years. <u>DESTROY</u> 10 years later.</p> <p>24 Annual Employment Report (FCC Form 395 or 395N)--These forms are filed by all cable television systems in ful- fillment of the equal employment opportunity provision of the Rules. (See Section 76.311 and 76.411 of the Rules.) Files are arranged by state, then numerically.</p> <p><u>TRANSFER</u> to Federal Records Center after 3 years. <u>DESTROY</u> 10 years later.</p>	<p><i>Handwritten:</i> #Pew #RS 4/1/55</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
25	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>CARD FILES</u></p> <p>Cable Television Relay Service Card Files--These cards index pertinent information relating to cable television relay stations and are reference aids in utilizing the cable television relay service license files. (See Item No. 16.). These files consist of the following series:</p> <p>A. History cards for active and deleted cable relay station, which are arranged alphabetically by name of licensee. PERMANENT <i>DESTROY 5 years after CATV system ceases to exist.</i></p> <p>B. Location cards which index cable relay stations alphabetically by state then by city. PERMANENT <i>Same standard as 25A.</i></p> <p>C. Cross Reference Cards which list cable relay stations alphabetically by call sign. PERMANENT <i>Same standard as 25A.</i></p> <p>D. Cross Reference Cards which list cable relay stations by file numbers. PERMANENT <i>Same standard as 25A.</i></p>	<p><i>HR 6/27/75</i></p> <p><i>HR 6/27/75</i></p> <p><i>HR 6/21/75</i></p> <p><i>HR 4/27/75</i></p>	
26	<p>Certificate of Compliance Card Files--These cards index pertinent information relating to cable television systems, and are reference aids in utilizing the Certificate of Compliance files. (See Item No. 9). These files consist of the following series:</p> <p>A. History Cards which list the filings and actions taken on cable television systems, which are arranged alphabetically by state then by community. PERMANENT <i>DESTROY 5 years after CATV system ceases to exist.</i></p>	<p><i>HR 6/27/75</i></p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(Cont'd 26)	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>CARD FILES</u> (cont'd)</p> <p>B. Certificate of Compliance cards, arranged by city and state--Cards on show cause and special relief filings are interfiled in this series on color coded cards next to their related Certificate of Compliance card: Certificate of Compliance card=white; Show Cause card=orange; Special Relief card=blue.</p> <p>PERMANENT Same standard as 26A. <i>HJW IRS 6/21/75</i></p> <p>C. Cross Reference Cards which index cable television systems alphabetically by name of system.</p> <p>PERMANENT Same standard as 26A. <i>HJW IRS 6/27/75</i></p>		
27	<p>Franchise Card Files--These cards index state and local franchises and are aids for referencing the franchise files. (See Item No. 14). The files consist of the following series:</p> <p>A. State Cards which index franchises alphabetically by state then community.</p> <p>DESTROY in 1985 or when administrative needs <i>HJW IRS 6/27/75</i> REVIEW in 1977 for final disposition have been met, whichever is earlier. Disposal not authorized at this time.</p> <p>B. Cross Reference Cards which index franchises by name of franchisee.</p> <p>Same standard as 27A. <i>HJW IRS 6/27/75</i> REVIEW in 1977 for final disposition Disposal not authorized at this time.</p>		
28	<p>74.1105 Notification Card Files which serve as an index and reference aid for 74.1105 Notification Files. (See Item No. 17). Arranged by state then alphabetically by community.</p> <p>DESTROY in 1985 or when administrative needs <i>HJW IRS 6/27/75</i> REVIEW in 1977 for final disposition have been met, whichever is earlier Disposal not authorized at this time.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
29	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>CARD FILES</u> (cont'd)</p> <p>74.1107 Petitions Card Files which serve as an index and reference aid for 74.1107 petitions files. (See Item No. 18). Cards are arranged alphabetically by state then numerically.</p> <p><u>DESTROY 10 years after date of final action or REVIEW in 1977 for final disposition in 1982, whichever is earlier.</u> Disposal not authorized at this time.</p>	<p><i>filed</i> <i>IRS</i> <i>6/21/75</i></p>	
30	<p>74.1109 Petitions Card Files which serve as an index and reference aid for 74.1109 petition files. (See Item No. 19). Cards are arranged by state then by community for active and inactive petitions.</p> <p><u>DESTROY 10 years after date of final action or REVIEW in 1977 for final disposition in 1982, whichever is earlier.</u> Disposal not authorized at this time.</p>	<p><i>filed</i> <i>IRS</i> <i>6/21/75</i></p>	
31	<p>Pre 3-31-72 Filings by cable television systems--These serve as a cross reference for 74.1105, 74.1107, 74.1109 and other filings prior to the adoption of new rules covering cable television systems. The File consists of the following series:</p> <p>A. Cross Reference alphabetically by state then by community. <u>DESTROY in 1985 or when administrative needs have been met, whichever is earlier.</u> REVIEW in 1977 for final disposition. Disposal not authorized at this time.</p> <p>B. Cross Reference alphabetically by name of cable television system. <u>Same standard as FIA.</u> REVIEW in 1977 for final disposition. Disposal not authorized at this time.</p>	<p><i>filed</i></p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>CARD FILES</u> (cont'd)</p> <p>32 Cross Ownership History Card Files--This card lists filings and actions taken on petitions for cross ownership, and serves as a reference aid for utilizing cross ownership files. (See Item No. 12). Cards are arranged numerically.</p> <p><i>DESTROY 10 years after date of final action. 1/17/75</i></p> <p>REVIEW in 1977 for final disposition.</p> <p>Disposal not authorized at this time.</p> <p>33 Tax Certificate Card Files--These cards index filings of petitions for tax certificates, and serve as a reference aid for utilizing the tax certificate files. (See Item No. 13). Files are arranged numerically.</p> <p><u>DESTROY</u> five years after final action granting or denying tax certificate.</p>	<p><i>6/27/75</i></p>	

APPRAISAL REPORT
Disposal Job No. NC-173-75-1

Approved for Disposal:

The items for which disposal authority is requested are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

Approved for Permanent Retention:

Items scheduled for permanent retention are 3, 4, 8, 9A (sample), and 9B (sample). These items have been appraised by the National Archives and Records Service as having historical or archival value because they document the history and management of The Federal Communications Commission's Cable Television Bureau.

The FCC will offer permanent items for transfer to the National Archives according to the retention periods cited in the records control schedule.

Appraiser: Henry J. Wolfinger 23 July '75
HENRY J. WOLFINGER Date

Approval Recommended: Thomas W. Wadlow 7/24/75
THOMAS W. WADLOW Date
Director
Records Disposition Division

Approval Recommended: For Meyer H. Fishbein 28 July 1975
MEYER H. FISHBEIN Date
Director
Records Appraisal Staff

The Development of the Cable Television Industry and Its Regulation
by the Federal Communications Commission

Cable television (CATV) made its appearance in 1949 in small, remote communities in Oregon and Pennsylvania that were distant from TV stations or where television reception was hindered by mountaineous countryside or man-made obstructions. By 1950 there were 70 CATV systems in operation in similar areas, serving some 14,000 subscribers. During the following years, the CATV industry continued to grow at a rapid rate. This growth continued not only in those out-of-the-way communities where good television reception was unavailable, but also spread into centers where the advantages of CATV, such as a very sharp picture (especially for color TV), a varied program offering, and the availability of special services, made it attractive. By 1974 the number of CATV systems had increased to 3,070, serving over 8 million homes in some 6,150 communities across the nation.

The question of whether CATV systems were subject to the regulatory jurisdiction of Federal Communications Commission (FCC) was first raised in 1949, but it was not until 1962 that FCC, under pressure from TV stations and networks, asserted limited jurisdiction over CATV. In 1965 FCC issued its first rules governing CATV, but only for those systems that received signals via microwave, a medium that has always been licensed by FCC. In 1966 FCC issued its first general rules applicable to all CATV systems. On 10 June 1968 the Supreme Court in the United States vs. Southwestern Cable sustained FCC regulatory jurisdiction over CATV to the extent that the regulation was "reasonable ancillary to the effect performance of the Commission's various responsibilities for the regulation of television broadcasting." The last comprehensive revision of FCC rules for CATV occurred in February 1972. The final scope, nature, and form of FCC regulation, however, is not yet known. Indeed, at the present time, as a result of the urging of the exponents of CATV and a study by the White House Office of Telecommunications, FCC is considering major changes in its present regulatory policy, which, if adopted, would make a climate much more favorable to the development of the CATV industry, especially in those urban areas where its greatest potential lies. Furthermore, Congress is considering legislation that, if passed, may profoundly affect the future development of CATV.

In 1966, shortly after the issuance of its first general rules for CATV, FCC established a Cable TV Task Force to administer them. By January 1970 the rapid growth of the CATV industry and the broadening of FCC regulations necessitated the creation of new administrative unit, The Bureau of Cable Television. It consists of an Office of the Chief of

the Bureau and of Certificates of Compliance, Special Relief and Microwave, Policy Review and Development, and Research and Development Divisions. The Bureau is charged with administering and enforcing rules, gathering information about the CATV industry, and advising the Commission on matters relating to CATV. The Bureau is also responsible for licensing of stations in the Community Antenna Relay Service (CARS), a group of private microwave facilities, used to relay TV and other signals to CATV systems.



JERRY L. WALLACE
May 1975

June 30, 1975

Subject: Disposal Job No. NC-173-75-1.

Handwritten signature
7/9/75

Director
Records Disposition Division

The Federal Communications Commission (FCC) requests authority to establish retention standards for the records of its Cable Television Bureau, which is responsible for the regulation of the cable television (CATV) industry. The Cable Television Bureau was created in 1970, replacing the FCC's Cable TV Task Force. The scope of the FCC's regulatory authority over CATV has broadened greatly within the past decade, and the agency issued a comprehensive revision of its rules for CATV in 1972. The proposed schedule covers not only program records created under the current regulations, but also obsolete program records accumulated under superseded regulations. It is a revision of Disposal Job No. NC-174-154, which was withdrawn by the agency without receiving the Archivist's signature.

The proposed schedule has been modified since its submission to this office. The FCC had not furnished retention standards for a number of items, requesting instead that the items be reviewed for disposition at a later date. I have succeeded in convincing the agency to schedule the records at this time. As a result, retention standards based on "disposal not authorized" provisions have been eliminated from the proposed schedule. In addition, the agency at our request has added provisions specifying the manner in which certain program records will be sampled. The provisions include criteria for the selection of the sample.

Item Nos. 1-8 of the proposed schedule cover the administrative and general files of the Cable Television Bureau. Item Nos. 3 ($\frac{1}{2}$ cu. ft. per yr.), 4 (1 cu. ft. per year), and 8 ($\frac{1}{2}$ cu. ft. per yr.) are designated permanent. These series are clearly archival in terms of standards that we apply to various Federal agencies. Item No. 7 is designated temporary, since it supplements a series of press releases (issued by the FCC's Office of Information) and involves only listings of routine administrative actions. The press releases cover the activities of each of the Commission's bureaus, including the Cable Television Bureau.

Current agency regulations result in the creation and accumulation of program files described by Item Nos. 9-13 and 15-16 of the proposed schedule. Item No. 9 is the basic program file relating to the establishment of individual CATV systems. A CATV system must secure a certificate of compliance before commencing operation; the certificate remains valid for a term not exceeding 15 years and is renewable. The certificate of compliance file contains not only the certificate, but also the CATV's application, comments of interested CATV systems and broadcast stations, and documentation of the Cable Television Bureau's actions. The Bureau reports that it is processing roughly 2,000 applications per year and the rate of accumulation for these files is approximately 80 lin. ft. per year. The Bureau proposes to select for permanent retention those files that have been evaluated as "significant" in terms of the establishment of administrative procedures, degree of public interest, and impact on the CATV industry, the sample not to exceed one percent of the total


number of files created annually (ca. 2 cu. ft. per year).

Item Nos. 10-13, designated temporary, supplement the certificate of compliance files. Item Nos. 15-16 relate to the licensing of cable television relay stations. The granting of authorizations for the operation of relay stations is rarely a matter of controversy, and the files consist chiefly of technical data designed to demonstrate that the proposed stations meet FCC engineering requirements. These items are designated temporary. Item Nos. 25-26 and 32-33 are card files that serve as reference aids to the certificate of compliance and relay station license files.

Item Nos. 14 and 17-19 are obsolete program records accumulated under superseded FCC regulations, and Item Nos. 27-31 are card files that serve as reference aids to these records. A majority of the franchise and notification files (Item Nos. 14 and 17) are being incorporated into the certificate of compliance files (Item No. 9), and only the files for CATV systems that fail to apply for certificates of compliance under current regulations are covered by Item Nos. 14 and 17. The incorporation of a majority of the franchise and notification files into the certificate of compliance files, a sample of which is designated permanent, will insure the permanent retention of an evidential sample of the obsolete franchise and notification files.

Item Nos. 20-24 are form reports submitted annually by CATV systems in accordance with FCC regulations. NARS previously has accessioned annual financial reports filed by broadcast stations and communications common carriers, but such reports have not been available for research or public inspection. The Cable Television Bureau receives reports from some 7,000 systems annually. These do not have sufficient value to warrant permanent retention, given the permanent retention of studies that include compilations and analyses of CATV system annual reports (Item No. 8).

I recommend that we approve this disposal job.



HENRY C. WOLFINGER
Records Disposition Division

P.S. The proposed schedule has been discussed with both NNFS and NNA.

**GENERAL SERVICES ADMINISTRATION
ROUTING SLIP**

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORRESPONDENCE SYMBOL					
1.	Jane T. Smith					NCD					
2.	Henry J. Wolfinger					NCD					
3.											
4.											
5.											

- | | | |
|---|---|--|
| <input type="checkbox"/> ALLOTMENT SYMBOL | <input type="checkbox"/> HANDLE DIRECT | <input type="checkbox"/> READ AND DESTROY |
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> IMMEDIATE ACTION | <input type="checkbox"/> RECOMMENDATION |
| <input type="checkbox"/> AS REQUESTED | <input type="checkbox"/> INITIALS | <input type="checkbox"/> SEE ME |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> NECESSARY ACTION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> CORRECTION | <input type="checkbox"/> NOTE AND RETURN | <input checked="" type="checkbox"/> YOUR COMMENT |
| <input type="checkbox"/> FILING | <input type="checkbox"/> PER OUR CONVERSATION | <input type="checkbox"/> YOUR INFORMATION |
| <input type="checkbox"/> FULL REPORT | <input type="checkbox"/> PER TELEPHONE CONVERSATION | <input type="checkbox"/> |
| <input type="checkbox"/> ANSWER OR ACKNOWLEDGE ON OR BEFORE _____ | | |
| <input type="checkbox"/> PREPARE REPLY FOR THE SIGNATURE OF _____ | | |

173-

REMARKS Disposal Job No. NC-114-75-1. Fed'l Communications Commission. Please return with comment by 23 July 75.

Please see attached memo 9 Jul 7-16-75

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORR. SYMBOL			BUILDING, ROOM, ETC.		
Henry J Wolfinger						NCD			I-0 Bldg		
						TELEPHONE			DATE		
						x24951			9 July 75		

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICES

PAGE
____ OF ____ PAGES

INTRASERVICE MEMORANDUM AND ENDORSEMENT

SUBJECT OR TRANSACTION
Comments on Disposal Job No. NC-~~124~~¹²³-75-1

FROM	TO	DATE AND MESSAGE
NNF (Wolfinger)	NCD	7-16-75. NNF concurs in NCD's recommendation that this disposal job be approved. The permanent retention of the basic cable television reports and studies (item 8), which include compilations and analyses of cable television annual reports etc., seems to obviate the necessity of retaining the actual reports submitted annually by some 7000 systems, none of which have ever been available for research in any case.
		Item 9 as it now stands takes care of questions raised earlier by NNFS. The criteria for selecting sample certificate of compliance files for permanent retention appear to be satisfactory. Furthermore, as most franchise and notification files are being incorporated into the certificate of compliance files, the sample of the letter (designated permanent) will include an adequate sample of the now obsolete franchise and notification files.
		<i>Jane F. Smith</i>
		JANE F. SMITH
		Director
		Civil Archives Division


(Over)

July 23, 1975

Subject: Disposal Job No. NC-173-75-1.

Memorandum for the File.

NNFS in an oral discussion of this job called my attention to several small problems in the wording of Item No. 9 (pp. 4, 4a, and 5). These involved two mistaken references to a page in the schedule and the repetition of a portion of the retention standards for Item No. 9B on page 5. These were errors of typing, and Henry R. Schauer of the FCC Records Management Division authorized NCD orally to correct them. The corrections have been made and initialed under today's date.



HENRY J. WOLFINGER
Records Disposition Division