

**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.	
Date 7-28-75	<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 5 6/27/75</i> <i>gfw</i></p>	

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	<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>		

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	<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>	

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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>	

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(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>		

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(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>		

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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>		

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(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>		

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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>		

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	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>PROGRAM FILES</u> (cont'd)</p>		
22	<p>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><i>Rec'd #15 4/1/55</i></p>	
23	<p>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>		
24	<p>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>		

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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>	

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(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>REVIEW in 1977 for final disposition have been met, whichever is earlier. Disposal not authorized at this time. <i>DESTROY in 1985 or when administrative needs met, whichever is earlier.</i> <i>HJW IRS 6/27/75</i></p> <p>B. Cross Reference Cards which index franchises by name of franchisee.</p> <p>REVIEW in 1977 for final disposition. Disposal not authorized at this time. <i>Same standard as 27A. HJW IRS 6/27/75</i></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>REVIEW in 1977 for final disposition have been met, whichever is earlier. Disposal not authorized at this time. <i>DESTROY in 1985 or when administrative needs met, whichever is earlier.</i> <i>HJW IRS 6/27/75</i></p>		

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	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>CARD FILES</u> (cont'd)</p>		
29	<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>	

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	<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>1/17/75</i></p> <p><i>6/27/75</i></p>	