

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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:

LEAVE BLANK	
DATE RECEIVED MAR 4 1974	JOB NO. NC 174-154
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.	
<i>Wickham</i> <i>Returned to FCC</i> <i>20 March 1974</i> <i>J. J. W.</i>	
Date	Archivist of the United States

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

28 FEB 1974

Rex Marshall

Chief, Records Management Division

(Date)

(Signature of Agency Representative)

(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>Administrative-Files--Working files of the administrative assistant serving administrative housekeeping needs. Files consist of memoranda, bulletins, reports, employee and budget information, and other administrative matters. Filed alphabetically by subject.</p> <p align="center"><u>DESTROY</u> as administrative need is ended.</p>		

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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>2 Agenda Materials--Copies of agenda items consisting of documents prepared by the staff presenting matters to the Commission for appropriate action. Filed chronologically.</p> <p style="padding-left: 40px;"><u>DESTROY</u> as they become six months old.</p> <p>3 Catalogues describing communications equipment, technical journals, etc. Filed chronologically.</p> <p style="padding-left: 40px;"><u>DESTROY</u> as superseded.</p> <p>4 Committee Files containing minutes of committee meetings, memoranda, reports, and technical data related to the Committee's work. Filed by committee's name.</p> <p style="padding-left: 40px;">A. <u>RETAIN</u> files of active committees.</p> <p style="padding-left: 40px;">B. <u>DESTROY</u> inactive committee files after 3 years.</p> <p>5 General Correspondence Files:</p> <p style="padding-left: 20px;">A. Original letters received from the public and the official file copy of the Commission's reply. Filed chronologically.</p> <p style="padding-left: 40px;"><u>DESTROY</u> after 3 years.</p> <p style="padding-left: 20px;">B. Original letters received from Members of Congress and the official file copy of the Commission's reply. Filed chronologically.</p> <p style="padding-left: 40px;"><u>DESTROY</u> after 3 years.</p>		

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	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>ADMINISTRATIVE AND GENERAL FILES</u> (cont'd)</p>		
6	<p>Docket Materials--Copies of transcripts of hearings, exhibits, and work papers. Original materials are on file in the Dockets Branch. Filed chronologically.</p> <p><u>DESTROY</u> 1 year after final disposition.</p>		
7	<p>Public Notices--Public notices compiled by CATV Bureau. Filed chronologically.</p> <p><u>DESTROY</u> as they become 10 years old.</p>		
8	<p>Reports, Studies, and Directives, relative to the regulation of Cable Television Systems and Cable Television Relay Service.</p> <p><u>RETAIN</u></p> <p><u>PROGRAM FILES</u></p>		
9	<p>Certificate of Compliance Files--(original and 2 working copies). These are official files relating to applications for Certificate of Compliance for Cable Television Systems filed pursuant to Section 76.11 of the Rules. Files contain original applications for certification and related correspondences and amendments. Filed by state then numerically.</p> <p>A. <u>RETAIN</u> original.</p> <p>B. <u>DESTROY</u> working copies 5 years after issuance of Certificate of Compliance.</p>		

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	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>PROGRAM FILES</u> (cont'd)</p> <p>10 Special Relief Files--(original and working copies). Petitions for special relief and related correspondences and exhibits filed pursuant to Section 76.7 of the Rules. Filed by state then numerically.</p> <p>A. <u>RETAIN</u> original.</p> <p>B. <u>DESTROY</u> working copy 1 year after final dis- position.</p> <p>11 Show Cause Files--(original working and duplicate copies). Petitions for Show Cause Orders and related materials. Filed by state then numerically.</p> <p>A. <u>RETAIN</u> original.</p> <p>B. <u>DESTROY</u> duplicate and working copies 1 year after final disposition.</p> <p>12 Cross Ownership Files--(original and working copies). Petitions for release from Section 76.501 of the Com- mission's Rules with related correspondences, and ex- hibits. Filed numerically by CSR number.</p> <p>A. <u>RETAIN</u> original.</p> <p>B. <u>DESTROY</u> working copy 1 year after final dis- position.</p> <p>13 Tax Certificate (original and working copies). Request for issuance of tax certificate pursuant to Section 74.113(a) of the Rules. Files contain correspondences and Commission's Order relating to the requests. Filed numerically.</p> <p>A. <u>RETAIN</u> original.</p> <p>B. <u>DESTROY</u> working copy 1 year after final dis- position.</p>		

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	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>PROGRAM FILES</u> (cont'd)</p>		
14	<p>Franchise Files--Franchises for CATV Systems not in operation filed pursuant to FCC Order 70-269. Filed numerically by CTV number.</p> <p><u>RETAIN</u></p>		
15	<p>Construction Permits--(FCC Form 402) and related correspondences prior to licensing of a Cable Television Relay Station. Filed alphabetically by name of permittee.</p> <p>A. Construction Permit files are incorporated into the license file when the license is granted. (See Item 16 below)</p> <p>B. <u>TRANSFER</u> to Federal Records Center those files which have been denied, deleted or dismissed 1 year after action. <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. Filed alphabetically by name of licensee.</p> <p>A. <u>RETAIN</u> active license files.</p> <p>B. <u>TRANSFER</u> deleted or dismissed license files to Federal Records Center 1 year after final action. <u>DESTROY</u> 10 years later.</p>		

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17	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>PROGRAM FILES</u> (cont'd)</p> <p>1105 Notifications--Notifications prior to the Commencement of new service filed pursuant to Section 74.1105 of the Rules. These are original notices filed in the form of petitions or letters and 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 Certificate of Compliance Applications under Section 76.11 of the Rules. Filed by month and year.</p> <p><u>RETAIN</u></p>		
18	<p>1107 Petitions--Requirements for showing in evidentiary hearings and Commission approval in top 100 Television markets filed pursuant to Section 74.1107 of the Rules. These files contain original correspondences, statements, work papers, notes, and related materials. Because of the deletion of Section 74.1107 of the Rules, these files are no longer being compiled. Filed numerically.</p> <p>A. Where no hearing has been ordered but there has been some other final disposition:</p> <ol style="list-style-type: none">1. <u>TRANSFER</u> original to Federal Records Center 1 year after final disposition. <u>DESTROY</u> 10 years later.2. <u>DESTROY</u> duplicate copies 1 year after final disposition. <p>B. Where a hearing has been ordered:</p> <ol style="list-style-type: none">1. <u>DESTROY</u> working file 1 year after final disposition.2. Original and duplicate files go to Dockets Branch.		

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19	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>PROGRAM FILES</u> (cont'd)</p> <p>1109 Petitions—Petitions for waiver of the Rules, additional or different requirements, and rulings on complaints or disputes filed pursuant to Section 74.1109 of the Rules. These petitions contain original correspondences, affidavits, comments, and waivers. Because of the deletion of Section 74.1109 of the Rules, these files are no longer being compiled. Filed alphabetically by petitioner.</p> <p>A. <u>TRANSFER</u> original to Federal Records Center 1 year after final disposition. <u>DESTROY</u> 10 years later.</p> <p>B. <u>DESTROY</u> duplicate files 1 year after final disposition.</p>		
20	<p>Political Broadcasting (FCC Form 322). This form is filed in election years for Primary and General Elections. Filed by state then numerically.</p> <p><u>TRANSFER</u> to Federal Records Center after 8 years. Offer to the National Archives 10 years later.</p>		
21	<p>Annual Report of Cable Television Systems—(FCC Form 325). This form is filed in accordance with Part 76.401 of the Commission's Rules. Filed by state then numerically.</p> <p><u>TRANSFER</u> to Federal Records Center after 3 years. Offer to the National Archives 10 years later.</p>		
22	<p>Cable Television Annual Financial Report—(FCC Form 326). This form is filed in accordance with Section 76.405 of the Commission's Rules. Filed by state then numerically.</p> <p><u>TRANSFER</u> to Federal Records Center after 3 years. Offer to the National Archives 10 years later.</p>		

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	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>PROGRAM FILES</u> (cont'd)</p> <p>23 Computation of Cable Television Annual Fee--(FCC Form 326-A). This form is filed in accordance with Section 76.406 of the Commission's Rules. Filed by state then numerically.</p> <p><u>TRANSFER</u> to Federal Records Center after 3 years.</p> <p><u>DESTROY</u> 10 years later.</p> <p>24 Annual Employment Report (FCC Form 395 and 395N). This form is filed in accordance with Section 76.409 of the Commission's Rules. Filed by state then numerically.</p> <p><u>TRANSFER</u> to Federal Records Center after 3 years.</p> <p><u>DESTROY</u> 10 years later.</p> <p><u>CARD FILES</u></p> <p>25 Computer Cards--official mailing list relating to Cable Television Systems:</p> <p>A. List of all Cable Television Relay Stations. Filed by state then by code number.</p> <p><u>RETAIN</u></p> <p>B. List of all Cable Television Systems. Filed by state then by code number.</p> <p><u>RETAIN</u></p>		

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26	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>CARD FILES</u> (cont'd)</p> <p>Cable Television Relay Service:</p> <p>A. Pending Applications. Filed alphabetically by name of applicant.</p> <p><u>RETAIN.</u> Becomes part of history card when granted.</p> <p>B. History card for active and deleted stations. Filed alphabetically by name of licensee or permittee.</p> <p><u>RETAIN</u></p> <p>C. State Cards. Filed by state.</p> <p><u>RETAIN</u></p> <p>D. Location Cards. Filed by state and city.</p> <p><u>RETAIN</u></p> <p>E. Cross Reference. Filed alphabetically by call sign.</p> <p><u>RETAIN</u></p> <p>F. Cross Reference. Filed by file number.</p> <p><u>RETAIN</u></p>		

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27	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>CARD FILES</u> (cont'd)</p> <p>Certificate of Compliance:</p> <p>A. History Cards. Filed by state then by community. <u>RETAIN</u></p> <p>B. State Cards. Filed by state then by community. <u>RETAIN</u></p> <p>C. Cross Reference. Filed alphabetically by name of Cable Systems. <u>RETAIN</u></p>		
28	<p>Franchise:</p> <p>A. History Cards. Filed by state then by community. <u>RETAIN</u></p> <p>B. State Cards. Filed by state then by community. <u>RETAIN</u></p> <p>C. Cross Reference. Filed by name of franchisee. <u>RETAIN</u></p>		
29	<p>74.1105 Notifications. Filed by state then by community. <u>RETAIN</u></p>		
30	<p>74.1107 Petitions. Filed by state then numerically. <u>RETAIN</u></p>		

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31	<p>CABLE TELEVISION BUREAU Records Schedule</p> <p><u>CARD FILES</u> (cont'd)</p> <p>74.1109 Petitions:</p> <p>A. Active. Filed by state then by community.</p> <p><u>RETAIN</u></p> <p>B. Inactive. Filed by state then by community.</p> <p><u>RETAIN</u></p>		
32	<p>1105, 1107, and 1109 Petitions and Notifications:</p> <p>A. Cross Reference. Interfile by state then by community.</p> <p><u>RETAIN</u></p> <p>B. Cross Reference. Interfile alphabetically by name of Cable System.</p> <p><u>RETAIN</u></p>		
33	<p>Special Relief and Show Cause. Filed by state then by community. (Interfiled with Certificate of Compliance)</p> <p><u>RETAIN</u></p>		
34	<p>Cross Ownership History Cards. Filed numerically by CSR number.</p> <p><u>RETAIN</u></p>		
35	<p>Tax Certificates. Filed numerically.</p> <p><u>RETAIN</u></p>		