

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 1 FEB 1978 NCI 178 78 1	JOB NO. 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.	
WITHDRAWN 8/9/79	
(Date)	Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Federal Communications Commission

2. MAJOR SUBDIVISION
Broadcast 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 17 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1/30/78 *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
	<p>RECORDS CONTROL SCHEDULE FOR BROADCAST BUREAU</p> <p>0.71 FUNCTIONS OF THE BUREAU. The Broadcast Bureau assists, advises, and makes recommendations to the Commission with respect to the development of a regulatory program for the broadcast services and is responsible for the performance of any work, function, or activities to carry out that program in accordance with applicable statutes, international agreements, rules and regulations, and policies of the Commission. The Bureau performs the following functions:</p> <p>(a) Receives, examines, files, indexes, records and processes applications in the broadcast services, makes recommendations to the Commission thereon and issues authorizations in accordance with Commission instructions and directions.</p> <p>(b) Processes petitions in broadcast matters (protests and orders of designation) not specified in 0.171.</p> <p>(c) By notification in accordance with the procedures set forth in the North American Regional Broadcasting Agreement establishes priorities for United States stations under this and associated agreements. Receives and examines notifications of assignments in other North American countries, and resolves conflicts by negotiation.</p> <p>(d) Participates in hearings involving applications, rule making, and other matters which pertain to the radio broadcast services, including proceedings pursuant to sections 312 and 316 of the Communications Act of 1934, as amended.</p>		<p>WITHDRAWN</p> <p><i>69 Items</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>(e) Makes recommendations to the Commission concerning the promulgation of rules and standards in the broadcast services.</p> <p>(f) Participates in international conferences with respect to broadcast services, and in implementation of international broadcast agreements.</p> <p>(g) Studies frequency requirements in the broadcast services and makes recommendations with respect to the allocation of frequencies and the drafting of frequency assignment plans in such services.</p> <p>(h) Confers with government and industry groups interested in the problems of broadcast services.</p> <p>(i) Studies and establishes technical requirements for equipment in the broadcast services in accordance with standards established by the Commission.</p> <p>(j) Exercises such authority as may be assigned or referred by the Commission pursuant to section 5(d) of the Communications Act of 1934, as amended.</p> <p><u>BROADCAST BUREAU</u> Records Schedule</p> <p><u>GENERAL AND ADMINISTRATIVE FILES</u></p> <p>L 1 <u>Budget Proposals</u>--These files consist of budget preparation and presentation data at the Bureau level. Included are working papers on such statistical materials as data on average employment, personnel requirements, man-hour statistics, forecasts, etc. (See GRS #5-Item 4.) The official data and final budget drafts are on file in the Financial Management Division. (See Item #9, Archives Job No. 11-NNA-2586, February 20, 1958.)</p> <p>Destroy two (2) years after close of fiscal year covered by budget.</p> <p>2 <u>General Correspondence Files</u>--These files consist of original correspondence from the public, Members of Congress, or from other government agencies. The correspondence covers a wide range of subject matters from such things as inquiries to clarification of FCC rulings. Normally, the official copy of the reply is also included in this file.</p> <p>Destroy when one (1) year old.</p>		

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3	<p><u>Memoranda and Subject Files</u>--These files consist of memoranda, reports, and bulletins relating to the functions and operations of the Bureau. They are primarily of administrative value.</p> <p>Destroy when three (3) years old.</p>		
4	<p><u>Agenda Materials</u>--These files consist of memoranda or other documents prepared by the staff presenting matters to the Commission for action. The official record copies of all Commission agenda are on file in the Minute and Rules Branch. (See Item #3, Archives Job No. II-NNA-2586, February 20, 1958.)</p> <p>Destroy when six (6) months old.</p>		
5	<p><u>Policy and Precedential Files</u>--These files contain record copies of papers documenting bureau decisions on policies, programs, and activities. Included in these files are procedural issuances, regulations, orders, speeches, organization charts, etc.</p> <p>Permanent. Break files every five (5) years and transfer to Federal Records Center. Offer to National Archives when 20 years old.</p> <p>Arranged by subject. Annual accumulation .5 cubic feet. Files date back to 1952.</p>		
6	<p><u>Advisory Committee Files</u>--These files contain agenda, minutes, work papers and reports of various committees on which Broadcast Bureau personnel serve. Most of these committees deal with the World Administrative Radio Conference (WARC) to be held in 1979.</p> <p>Permanent. Transfer to the Federal Records Center one (1) year after the Committee becomes inactive. Offer to National Archives when 10 years old.</p> <p>Arranged by Committee. Annual accumulation .5 cubic feet. Twenty-five cubic feet accumulated to date. Files date back to 1960.</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
7	<p><u>Office of Network Study</u></p> <p><u>Docket Materials</u>--These files contain copies of formal hearing docket materials. These materials consist of transcripts of hearings, exhibits, pleadings, petitions, etc. Official dockets are filed in the Dockets Branch, Secretary's Office.</p> <p>Destroy when final order in docket case has been issued.</p>		
8	<p><u>Network Affiliation Agreement</u>--This file consist of affiliation contracts and related correspondence of broadcast licensees with networks. These agreements are filed with the Commission pursuant to Section 1.613 of the Rules.</p> <p>Destroy two years after termination of contract.</p>		
9	<p><u>Network Affiliation Card Files</u>--These card files serve as a cross reference to the network affiliation contracts. The cards record station locations, call signs, network affiliation, terms of affiliations, and counsels for the stations.</p> <p>Destroy annually after review by Office Chief.</p>		
<p><u>BROADCAST FACILITIES DIVISION</u></p>			
<p><u>Educational Broadcasting Branch</u></p>			
10	<p><u>Educational Rulemaking File</u>--This file is used primarily for reference purposes. It includes copies of docketed petitions relating to educational broadcasting, notices of inquiry, reports and orders, comments from the public, and additional materials relating specifically to the petitions.</p> <p>Review periodically and destroy obsolete materials.</p>		
11	<p><u>Files of Research Projects-Suggested by Branch</u>--These files are used for reference purposes primarily by Branch Personnel. They contain suggestions which are accepted</p>		

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Cont 11	as well as those rejected. Maintain in office until material is no longer needed, then destroy.		
12	<u>Files of Educational TV Stations</u> --These files contain materials relating to the development of educational TV stations other than complaints, renewals, and similar materials in other FCC files. (Example): Plans from TV stations relating to their interest in satellites would be included. (Destroy material after two (2) years if activity is completed or obsolete.)		
13	<u>International Television Fixed Service (ITFS) Committee Minutes</u> --Transcripts of meetings of the ITFS Committee from 1965 through 1974 when the Committee was disbanded. The Committee was an Advisory Committee on the development of the NTFS which is a microwave system providing instructional channels on the local level. Offer original to Archives when 10 years old. Maintain copy in office for reference purposes until no longer needed.		
14	<u>Educational Technology Subcommittee, Federal Interagency Committee On Education</u> --The Branch Chief was appointed chairperson of this Committee by Assistant Secretary of HEW with concurrence of the Chairman of FCC. The Committee coordinates activities and serves as an information exchange among federal agencies with educational technology responsibilities. Review periodically and return unneeded material to HEW.		
15	<u>Speech File</u> --This file contains original copies of speeches given by Branch Staff at conventions and conferences. Destroy two (2) years after Branch Chief's term has ended. Those speeches of policy or precedential nature, see Item #5 of this schedule.		

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	<u>Technical and Allocations Branch</u>		
16	<p><u>Foreign Station Files</u>--Individual files on foreign standard broadcast stations. Foreign countries included in the files are mostly those countries participating in the NARBA agreement though Mexico and other countries have station files included. The files contain correspondence, technical and interference studies, work papers, and antenna description sheets. Files date back to 1937. (See Item #53, Archives Job No. 11-NNA-2586, February 20, 1958.)</p> <p>Review files annually and destroy obsolete material.</p>		
17	<p><u>International Broadcasting Technical Files</u>--These files contain handbooks of ionospheric predictions, information interferences, frequency deviations, IFRB propagation curves, technical reports and zone maps. (See Item #48, Archives Job No. 11-NNA-2586, February 20, 1958.)</p> <p>Review file annually and destroy obsolete material.</p>		
18	<p><u>Canadian Miscellaneous Subject File</u>--This file contains a variety of information relating to Canadian Broadcasting Stations including U.S. and Canada ground conductivity information, emergency operations, Canadian extension lists, Canadian Broadcasting Act, Canadian Broadcasting Corporation, Canada Armed Force Radio Agreement, Canada Change List 1931-1940, and Canada Station List.</p> <p>Review file annually and destroy obsolete material.</p>		
19	<p><u>NARBA And Domestic Allocation Subject Files</u>--These files contain information on propagation studies for sunrise/sunset operations, conductivity maps, listing of broadcast stations, by state, power, and wave length, international treaties, rebroadcast rules, NARBA notification procedures, and other related subjects.</p> <p>Review file every five (5) years and destroy obsolete material.</p>		
20	<p><u>Foreign Station Subject Files</u>--These files contain files of countries not a part to NARBA. Included are</p>		

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Cont 20	<p>engineering reports, and original correspondences with South American and European countries who may affect Broadcast facilities in the U.S. (See Item #61, Archives Job No. 11-NNA-2586, February 20, 1958.)</p> <p>Review file annually and destroy obsolete material.</p>		
21	<p><u>Canada - U.S., TV and FM Agreement Files</u>--These files contain public notices and agenda items relating to Canadian/U.S. assignments and changes in assignments for FM and TV Broadcast Stations. The files also contain Canadian Broadcasting Rules and Regulations, remote pick-up, and other subject categories.</p> <p>Transfer material to Records Center every five (5) years and destroy when 10 years old.</p>		
22	<p><u>Mexico-U.S., FM and TV Agreement File</u>--This file contains information on negotiation of the agreement, including U.S. and Mexican assignment, changes under the agreement, conference materials, and correspondence.</p> <p>Transfer material to Records Center every five (5) years and destroy when 10 years old.</p>		
23	<p><u>Frequency Coordination Files</u>--These files contain general information on frequency coordination and working materials related to coordination of government and non-government use of Broadcast Frequencies, and IRAC referrals.</p> <p>Destroy when five (5) years old.</p>		
24	<p><u>NARBA Historical Files</u>--These files consist of Senate hearings, committee meetings, conference reports, correspondences and minutes relating to the establishment of the North American Regional Broadcasting agreement. (See Item #56, Archives Job No. 11-NNA-2586, February 20, 1958.)</p> <p>Permanent. Transfer to Records Center when five (5) years old. Offer to Archives when 10 years old. Arranged by country. Annual accumulation one cubic foot. Forty-five cubic feet accumulated to date.</p>		

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Cont 24	Files date from 1951 to present.		
	<p><u>Complaints and Compliance Division</u></p>		
25	<p><u>Forfeiture Case Files</u>--These files document forfeiture action taken on Broadcast stations pursuant to Section 503(b) of the Communications Act. The files consist of the notice of apparent liability, correspondence, the Commission's final order, and a copy of the check, if any, remitted in payment of the fine.</p> <p>Transfer to Federal Records Center five (5) years after forfeiture has been paid. Destroy when 15 years old.</p>		
26	<p><u>Forfeiture Record File</u>--This is a 5" X 8" record card file of all forfeiture actions taken pursuant to Section 503(b) of the Communications Act. The card records: name of licensee, station location, summary of the case, and fine remitted.</p> <p>Maintain in office for reference purposes until no longer needed, then destroy.</p>		
27	<p><u>Station Complaint File</u>--This file is the major series documenting complaints and comments about individual broadcast stations. Materials consist of original correspondences from the public and Members of Congress, the Commission's reply, and notices of violation issued by the Commission's Field Offices.</p> <p>Transfer to Federal Records Center when three (3) years old. Destroy when 20 years old.</p>		
28	<p><u>Obese Station Complaint Files</u>--These files serve the same purpose as the station complaint file in documenting complaints and comments about broadcast stations. These files contain legal sized documents and other materials too bulky to fit into the station file.</p> <p>Transfer to Federal Records Center when three (3) years old. Destroy when 20 years old.</p>		

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29	<p><u>Network Complaint Files</u>--These files document complaints and comments from the public and Members of Congress regarding networks, and network broadcasting. The files consist of the incoming letters and the Commission's reply.</p> <p>Transfer to Federal Records Center after three (3) years. Destroy when 20 years old.</p>		
30	<p><u>General Complaint Files</u>--These files contain complaints and comments about broadcasting which do not relate to specific broadcast stations or networks. The files consist of incoming letters and the Commission's reply.</p> <p>Destroy when one (1) year old.</p>		
1 31	<p><u>Special Petitions and Bulk Mailing</u>--This file consists of petitions from the public and bulk mailings which relate to a particular issue.</p> <p>Maintain in office until no longer needed, then destroy.</p>		
32	<p><u>Monthly Programming Complaint Report</u>--This report records the monthly volume and types of programming complaints received by the Commission on broadcast matters. The file consists of Forms BC 809, and 810 which are the original monthly report and monthly report worksheet respectively.</p> <p>Destroy when three (3) years old.</p>		
33	<p><u>Annual Programming Complaint Report</u>--This record series documents the number of complaints, comments, and inquiries received by the Commission on broadcast matters for the fiscal year. The file consists of the report and related work papers. This report is presented to the Commission annually in the form of an agenda item.</p> <p>Permanent. Offer to Archives when 40 years old. Arranged chronologically. Annual accumulation is .05 cubic feet.</p>		

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34	<p><u>Log Book (Form BC 806)</u>--This book serves as the main control and log for all Division mail. It records: log number of the correspondence writer, writer's location, call letter of station, subject of letter, person to whom correspondence is assigned for reply, action taken and date of action.</p> <p>Destroy when 20 years old.</p>		
35	<p><u>Mail Control Subject Sheet (Form BC 802)</u>--This form is a record of all mail received by the Division. It serves as a cross reference for locating correspondences. The file consists of cards recording the log number and subject of the correspondence.</p> <p>Destroy when three (3) years old.</p> <p><u>Compliance Branch</u></p>		
36	<p><u>Investigatory Case Files</u>--These files document investigations and complaints against broadcast stations, or violations of the Commission's Rules. The files consist of staff reports, notes, correspondences, exhibits, and other related materials.</p> <p>Transfer to the Federal Records Center annually for cases which have been closed. Destroy 20 years after case is closed.</p> <p><u>Fairness/Political Broadcasting Branch</u></p>		
37	<p><u>Station Files</u>--These files consist of correspondences alleging violations of the Commission's Rules concerning political broadcasting and the Commission's Fairness Doctrine. They also contain materials related to the Commission's inquiry into the allegation. These files consist only of those inquiries where no official rulings are issued.</p> <p>Transfer to the Federal Records Center when three (3) years old. Destroy when 20 years old.</p>		

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38	<p><u>Network Complaint File</u>--This file contains complaints by the Bureau concerning political broadcasting, and the Commission's Fairness Doctrine as it related to networks and network broadcasts.</p> <p>Transfer to the Federal Records Center when one (1) year old. Destroy when 20 years old.</p>		
39	<p><u>General Complaint File</u>--This file documents complaints about broadcasting related to political broadcasting or the Commission's Fairness Doctrine. The file consists of original correspondence and the Commission's reply.</p> <p>Transfer to the Federal Records Center when one (1) year old. Destroy when four (4) years old.</p>		
40	<p><u>Fairness/Political Broadcasting Case Ruling Files</u>--These files document the Commission's rulings on complaints concerning violations of the Rules relating to political broadcasting and the Commission's Fairness Doctrine. The files consist of correspondences and other materials concerning inquiries into alleged violations and the final ruling issued in each case.</p> <p>Beginning in Calendar Year 1975 and every five (5) years thereafter, review all files which are five (5) years old or older. Except for files of special significance identified and selected by the Agency, transfer to the Federal Records Center and destroy files when 10 years old. Those files of special significance, see Item #5 of this schedule.</p>		
41	<p><u>Special Complaint File</u>--This file contains petitions or mass mailing of correspondence which related to a particular issue concerning the Commission's Fairness Doctrine or political broadcasting.</p> <p>Transfer to Federal Records Center when one (1) year old. Destroy when four (4) years old.</p>		
42	<p><u>Recording Tapes</u>--These are received from the public to document complaints involving the Commission's Fairness Doctrine or political broadcasting and miscellaneous tapes from the Compliance Branch and the Complaints Branch.</p>		

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Cont 42	<p>Destroy tapes when three (3) years old.</p> <p><u>Hearing Division</u></p>		
43	<p><u>Hearing Data</u>--This file consists of exhibits, work papers, pleadings, proposal findings, and various Commission orders, all relating to formal hearings and the participation of the Division therein. (See Item No. 32, Archives Job. No. 11-NNA-2586, February 20, 1958.)</p> <p>Destroy upon expiration of appeal period.</p>		
44	<p><u>History Cards on Hearing Cases</u>--These cards record pertinent information on hearing cases including name of applicant, location, call letters, file number, frequency power of station, Commission counsel, administrative law judge, applicants counsel assigned to the case, location of hearing, action taken, and date of action.</p> <p>Destroy when 20 years old.</p>		
45	<p><u>Card Index File</u>--This file serves as a cross reference file to the history card file. It records docket number, file number, date case designated for hearing and applicant's name. (See Item No. 37, Archives Job No. 11-NNA-2586, February 20, 1958.)</p> <p>Destroy when 20 years old.</p>		
46	<p><u>Broadcast License Division</u></p> <p><u>Broadcast Station License Files (AM, FM, TV)</u>--These are the official record files documenting all activities of the station. They contain the correspondence, applications and supporting data for constructing licenses, renewals, assignments and transfers. Also contained in the files are the authorizations relating to the various requests.</p> <p>Files of Department of Commerce and Federal Radio Commission presently in Federal Records Center should be offered to National Archives now.</p>		

ACTIVE RECORDS

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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
Cont 46	Send license files to Records Center every six (6) years and offer to National Archives when 50 years old.		
47	<p><u>Deleted Broadcast Station Files (AM, FM, TV, International, Development, and Experimental TV)</u>--These files contain the official correspondence, applications and supporting data and authorizations on stations which have been authorized and subsequently deleted.</p> <p>Destroy five (5) years after station is deleted.</p>		
48	<p><u>Dismissed Broadcast Applications</u>--These files contain the official correspondence, applications and supporting data for new stations which have been dismissed.</p> <p>Destroy two (2) years after application is dismissed.</p>		
49	<p><u>Experimental, Auxiliary, Special Broadcast, and Other Television Program Distribution Service Files</u>--These are the official record files for the various services authorized pursuant to Part 74 of the Commission's Rules. These files contain correspondence, applications and supporting data and authorizations relating to the various requests.</p> <p>Destroy the International, Developmental and Experimental TV files five (5) years after the station is deleted. Destroy the other files one (1) year after station is deleted.</p>		
50	<p><u>Foreign Program Authorization Files</u>--These files contain applications, authorizations and correspondence relating to transmission of program material to Canada and/or Mexico.</p> <p>Destroy two (2) years after authorization expires.</p>		
51	<p><u>Broadcast Station History Cards (AM, FM, TV)</u>--These cards contain the history of applications filed and actions taken on stations.</p> <p>Permanent. Send cards to Federal Records Center</p>		

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Cont 51	<p>five (5) years after station is deleted. Offer to Archives 10 years after deletion.</p> <p>Arranged by radio service and then call letters.</p>		
52	<p><u>Broadcast Station History Cards (Other than AM, FM, TV)--</u> These cards contain the history of applications filed and actions taken on stations.</p> <p>Destroy five (5) years after station has been deleted.</p>		
53	<p><u>Transfer Record Cards--</u>These cards reflect the office location of pending applications and the action taken on applications for AM, FM, and TV Stations.</p> <p>Destroy original construction permit cards five (5) years after final action. Destroy other cards three (3) years after final action.</p>		
54	<p><u>Station Location and Frequency/Channel Cards (AM, FM, TV)--</u>These cards reflect applications which have been filed for a particular city and frequency.</p> <p>Destroy original construction permit cards 10 years after final action. Destroy other cards five (5) years after final action.</p>		
55	<p><u>Station Renewal Folders (AM, FM, TV)--</u>These files contain copies of authorizations issued to a station.</p> <p>Destroy five years after station is deleted.</p>		
56	<p><u>File Number Books--</u>These books are used to record the file numbers assigned to an application. A separate number sequence is kept for each type of file number assigned such as: BP, BMP, BL, BZ, BR, etc.</p> <p>Destroy five (5) years after number is assigned.</p>		

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57	<p><u>Auxiliary Broadcast Station Renewal Application File</u>--This file contains the card type (FCC Form 313-R) renewal applications for auxiliary broadcast stations.</p> <p>Destroy three (3) years after expiration date.</p> <p><u>Renewal and Transfer Division</u></p>		
58	<p><u>Station Correspondence Renewal Files</u>--These files contain copies of outgoing correspondence, inter-office memoranda, staff reports and renewal processing worksheets (BC Forms 604, 615 and 617). It is used as a reference file in processing renewal, assignment and transfer of control applications. (See Item No. 105, Archives Job No. 11-NNA-2586.)</p> <p>Transfer to Federal Records Center when seven (7) years old. Destroy when 17 years old.</p>		
59	<p><u>Station Assignment/Transfer File</u>--This file contains copies of correspondence and staff write-ups on assignments and transfer of control applications over the past six years (FCC Form 106).</p> <p>Maintain in office for six years and destroy if file is not reactivated.</p>		
60	<p><u>Assignment/Transfer Control Card File</u>--This is a 3" X 5" card file used to indicate receipt, disposition and status of assignment and transfer of control applications being processed by the Division.</p> <p>Destroy when six (6) years old.</p>		
61	<p><u>Station KARDEX Files</u>--These are historical card files (8" X 5") maintained after a station has been granted a license and is subject to renewal. They reflect pertinent data on a licensee that may affect his status on a renewal, assignment or transfer of control application.</p> <p>Maintain in office for reference purposes until no longer needed, then destroy.</p>		

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62	<p><u>Renewal Deferred Card File</u>--This is a 3" X 5" card file which indicates deferred status, disposition and staff assignments on renewals under deferred processing. It is used to control the processing and action on deferred cases.</p> <p>Send to Records Center in the Station Correspondence Renewal Files (No. 58 above).</p>		
63	<p><u>Statistical Report Files</u>--These files contain the statistical summaries on the receipt, disposition and status of renewal, assignment and transfer of control applications processed within the division. The information is maintained in many profiles in order to prepare management reports, i.e., budget, fiscal year, and MacFarland type reports.</p> <p>Maintain in office until no longer needed, then destroy.</p>		
64	<p><u>Broadcast Action Files</u>--These files contain all the public notices of broadcast actions. It is used to maintain and supplement the historical data on the Kardex Records and to verify filing and acceptance dates on renewal, assignments and transfer of control applications.</p> <p>Destroy when three (3) years old.</p>		
65	<p><u>Call Letter Change Notices</u>--This file contains telegrams from the Chief Engineer's Office authorizing a station to change call signs. It is used to update Kardex Records and to verify call sign changes appearing in the public notices.</p> <p>Destroy when three (3) years old.</p>		
66	<p><u>Ownership Print-Out List</u>--This file prepared by the Data Processing Division is arranged and by call sign and name of individual. It is updated approximately every six weeks.</p> <p>Destroy after two (2) consecutive lists. Maintain tapes until no longer needed, then destroy.</p>		

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67	<p><u>Ownership Report (Form 323) File</u>--This file contains original documents of information reported pursuant to Section 1.613 and 1.615 of the Rules. The reports contain the ownership information maintained on licensees and permittees exclusive of that reported in applications.</p> <p>Permanent. Offer to Archives when 50 years old.</p>		
68	<p><u>Annual Programming Reports (Form 303-A)</u>--This file contains the annual programming statistical data supplied by all commercial television stations describing prime time and programming devoted to news and public affairs.</p> <p>Destroy when five (5) years old.</p>		
69	<p><u>Equal Opportunity Employment Report (FCC Form 395)</u>--This file contains the annual report filed by broadcast and television stations concerning the employment of women and minorities. (See GRS No. 1, Item No. 26(f), March 30, 1977.)</p> <p>Destroy when five (5) years old.</p>		