

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Rec'd HCO 7 Aug 79

LEAVE BLANK

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

D. .D	JOB NO.
07 AUG 1979	NO1-173-79-3

- FROM (AGENCY OR ESTABLISHMENT)
Federal Communications Commission
- MAJOR SUBDIVISION
Broadcast Bureau
- MINOR SUBDIVISION

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.

- | | |
|--|---------------------------------|
| 4. NAME OF PERSON WITH WHOM TO CONFER
Rex Marshall / Henry Schauer | 5. TEL. EXT.
632-7533 |
| 6. CERTIFICATE OF AGENCY REPRESENTATIVE: | |

9-21-81 *[Signature]*
(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 25 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

August 1, 1979 *Rex Marshall* Chief, Records Management Division
Date (Signature of Agency Representative) (Title)

*All changes approved
8/27/81
H. Schauer
Acting Chief, RMB-FCC*

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	RECORDS CONTROL SCHEDULE FOR BROADCAST BUREAU 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: (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. (b) Processes petitions in broadcast matters (protests and orders of designation) not specified in 0.171. (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. (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.		

115 items

MASS DATA CHGE ATTACHED

Closed Out: 11-24-81; K.T.D.

*Copy to NWD NNS, Agency
AMR/2 NARC/2 AINK/2*

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>BROADCAST BUREAU Records Schedule</p> <p><u>GENERAL ADMINISTRATIVE FILES</u></p> <p>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><u>Destroy</u> 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><u>Destroy</u> when one (1) year old.</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
3	<p>Memoranda and Subject Files--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><u>Destroy when three (3) years old.</u></p>		
4	<p>Agenda Materials--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><u>Destroy when six (6) months old.</u></p>		
5	<p>Policy and Precedential Files--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>		WITHDRAWN
6	<p>Advisory Committee Files--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>		WITHDRAWN

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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
	<u>OFFICE OF NETWORK STUDY</u>		
7	<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><u>Destroy</u> when final order in docket case has been issued.</p>		
8	<p><u>Network Affiliation Agreement</u>--This file consists of affiliation contracts and related correspondence of broadcast licensees with networks. Those agreements are filed with the Commission pursuant to Section 1.613 of the Rules.</p> <p><u>Destroy</u> 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><u>Destroy</u> obsoleted or superceded cards after annual review by Office Chief.</p>		
	<u>BROADCAST FACILITIES DIVISION</u>		
	<u>Educational Broadcasting Branch</u>		
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><u>Destroy</u> superceded and obsoleted material after periodic review.</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
11	<p><u>Files of Research Project-Suggested by Branch--</u>These files are used for reference purposes primarily by Branch Personnel. They contain suggestions which are accepted as well as those rejected.</p> <p>Maintain in office until material is no longer needed, then destroy.</p>		
12	<p><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.</p> <p>Destroy material when two (2) years old or after project is completed or obsolete, whichever is later.</p>		
13	<p><u>Instructional 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. Two (2) reports per year, arranged chronologically. Reports are no longer being compiled. One (1) cubic foot accumulated.</p> <p>Permanent. Offer original set to National Archives at end of FY84. Maintain copy in office for reference purposes until no longer needed.</p>		
14	<p><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.</p> <p>Review periodically and return unneeded material to HEW.</p>		

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15	<p>Speech File--This file contains original copies of speeches given by Branch Staff at conventions and conferences.</p> <p>Destroy two (2) years after Branch Chief's term has ended. Those speeches of policy or precedential nature, see Item #5 of this schedule.</p> <p><u>Technical and Allocations Branch</u></p>		
16	<p><u>Historical Records of Negotiations for International Agreements (AM/FM/TV)</u> - These files contain historical documents and copies of agreements, including the North American Regional Broadcasting Agreement (NARBA). Other agreements include unilateral U.S. - Mexico, Pre-Sunrise Agreement, and Bilateral TV, FM agreements with Canada and Mexico. Although the volume is static, the file is actively referenced. Sections (a), (c), (f), (g), and (h) of Part 0.71 of the Commission's Rules apply.</p> <p><i>Permanent. Transfer to FARC 10 years after supersession of NARBA. Maintain in office. Review file every 5 years and destroy material which is no longer needed. Offer to National Archives 20 years after supersession.</i></p>		
17	<p><u>Transcripts of discussions of Interference Problems</u> - These files include past and continuing discussions with countries world wide, including North and South America. Sections (a), (c), (f), (g), and (h) of Part 0.71 of the Commission's Rules apply.</p> <p><i>Permanent. Transfer to FARC 10 years after supersession of</i></p> <p>a. Continuing, active discussions. NARBA. Offer to National Archives 20 years after supersession.</p> <p>Maintain in office for reference purposes until no longer needed, then destroy.</p> <p>b. Past discussions, filed by station.</p> <p>Maintain in office for reference purpose until no longer needed, then destroy.</p>		
18	Frequency Coordination (CLASSIFIED) -		WITHDRAWN

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19	<p><u>Card Files of Historical Records (AM) Broadcast</u> - This file consists of various size cards, filed by frequency, which contain historical information of notifications of Commission action on authorizations to the following countries: United States, Mexico, Canada, Cuba, Dominican Republic, the Bahamas, and Haiti. Sections (a), (c), (f), (g), and (h) of Part 0.71 of the Commission's Rules apply.</p> <p>a. <u>Notification of basic information, 8-1/2" x 11"</u>. (U.S. only - 1960 to present)</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</p> <p>b. <u>Notification of basic information, (U.S. and all other countries), 5" x 8"</u>. (U.S. consists of 1934 to 1959; for 1960 to present, see item 4. a. above.) All other countries consist of 1934 to present. Filed by frequency.</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</p> <p>c. <u>Notification of supplementary information, 5" x 8"</u>.</p> <p><u>Maintain</u> in office for reference until converted to computer data base.</p> <p><u>Destroy</u> when converted to data base.</p> <p>d. <u>Notification of Pre-Sunrise Operations, 5" x 8"</u>.</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</p> <p>e. <u>Record of Transmittals of U.S. Notifications to the Interamerican Radio Office of Pan-American Union. 5" x 8"</u>. This file was maintained in Havana, Cuba prior to 1961. Subsequent to 1960, the files were transported to the U.S. Filed by Change List Number.</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</p> <p>f. <u>Cross-index to files in item 4., excluding the "Record of Transmittals" listed in item 4.e.</u> Filed by call letters and location. 5" x 8".</p>		

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Con't 19	<p><u>Destroy</u> individual cards when obsoleted.</p> <p>g. <u>Historical record of international foreign stations. 5" x 8".</u> These cards contain comments of concern, reservations, objections, or any comment other than acceptance. The correspondence is located in Change List correspondence file, item 8.c. This file assists in preparing for negotiations.</p> <p><u>Maintain</u> in office until no longer needed for reference, then <u>destroy</u>.</p>		
20	<p><u>Card file of Interference and Frequency Deviation, 5" x 8" (AM).</u> (U.S. excluded). Filed by frequency and then by Field Operations Bureau Monitoring Station location.</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</p>		
21	<p><u>Subject File of Interference Problems.</u> (North and Central American countries, including U.S.). This file consists of complaints by foreign stations of U.S. interference and complaints by the U.S. of interference by foreign stations.</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</p>		
22	<p><u>Sunrise/Sunset Time Calculations (AM).</u> These calculations are sent to U.S. Stations. Filed by state, then by city. This record series, is neither superseded nor deleted. Part 73.23 and 73.79 of the Commission's Rules apply.</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</p>		

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23	<p>Notification Files Correspondence, with attachments. Sections (a), (c), (f), (g), and (h) of Part 0.71 of the Commission's Rules apply.</p> <p>a. <u>TV assignments and allocation actions</u> from the U.S. to foreign countries and from foreign countries to the U.S.</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</p> <p>b. <u>FM assignments and allocation actions</u> from the U.S. to foreign countries and from foreign countries to the U.S.</p> <p><u>Maintain</u> in the office for reference until no longer needed, then <u>destroy</u>.</p> <p>c. <u>Change Lists (AM)</u>. These lists pertain to <u>basic</u> data or <u>supplementary</u> data, as indicated.</p> <p>1. <u>U.S. only</u>. Consists of copies of Change Lists, transmittal letters, and replies. <u>Basic</u> data.</p> <p>(a) Notification from foreign countries to U.S. (Basic).</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</p> <p>(b) Notification from U.S. stations.</p> <p>(i) Without transmittal letters.</p> <p><u>Destroy</u> when material becomes obsolete or is superseded.</p> <p>(ii) With transmittal letters.</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</p> <p>2. <u>Foreign only</u>. Basic or supplementary, as indicated.</p> <p>(a) Canada, Mexico, Cuba, Dominican Republic (Basic).</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</p>		

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Con't 23	<p>(b) All Foreign (Supplementary).</p> <p><u>Destroy</u> when material becomes obsolete or is superseded.</p> <p>d. <u>Time Extension (AM)</u> - to U.S. and Foreign station concerning effective data of notification.</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</p> <p>e. <u>Pre-Sunrise Authorization Notifications</u>. Contains Notification Lists of Pre-Sunrise Operations, transmittal letters, replies, and worksheets.</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</p>		
24	<p><u>Frequency Coordination</u>, government and non-government. Contains material used in coordination for temporary use by government/non-government for broadcast frequencies (AM, FM, and TV). The authorizing bureau is Office of Science and Technology.</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</p>		
25	<p><u>Experimental Authorizations (AM, FM, TV)</u> - These files pertain to U.S. Stations' authorizations to transmit test signals only, pursuant to Parts 74(A), 74(B), and 74(c) of the Commission's Rules.</p> <p><u>Maintain</u> in office until no longer needed, then <u>destroy</u>.</p>		
26.	<p><u>Card File index (3" x 5")</u> of FM allocations for U.S. Stations. Filed by frequency. Sections (a), (c), (f), (g), and (h) of Part 0.71 of the Commission's Rules apply.</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</p>		

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27	<p><u>Computer Studies of Pre-Sunrise Operations, U.S. only.</u> This file consists of 11" x 14" computer sheets, 3 linear feet. This file is maintained pursuant to Part 73.99 of the Commission's Rules.</p> <p style="text-align: center;"><i>20 years old.</i></p> <p><u>Destroy when new computer program is completed.</u></p>		
28	<p><u>Change List File (AM).</u> This series consist of source documents, draft worksheets, and copies of Change Lists. Filed chronologically by change list. Section (a), (c), (f), (g), and (h) of Part 0.17 of the Commission's Rules apply.</p> <p>a. <u>U.S. only.</u></p> <p>Break file annually. <u>Transfer</u> to the Federal Records Center when 5 years old.</p> <p><u>Destroy</u> when 10 years old.</p> <p>b. <u>Foreign.</u> (Mexico, Canada, Bahamas, Dominican Republic and Cuba). The Source Document is the incoming Change List.</p> <p>Break file annually. <u>Transfer</u> to the Federal Records Center when 5 years old.</p> <p><u>Destroy</u> when 10 years old.</p>		
29	<p><u>Foreign Station Files (AM).</u> This file contains extra copies of radiation patterns and supplementary data, engineer worksheets and maps, and extra copies of pertinent correspondence on designated problem situations. Filed by Country and then by call letter. Sections (a), (c), (f), (g), and (h) of Part 0.71 of the Commission's Rules apply.</p> <p><u>Maintain</u> in office for reference until no longer needed, then <u>destroy</u>.</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
30	<p>U.S. and Foreign Pattern Files. Contains supplementary data. Filed by frequency. Sections (a), (c), (f), (g), and (h) of Part 0.71 of the Commission's Rules apply.</p> <p><u>Destroy</u> when material becomes obsolete or is superseded.</p>		
31	<p>Channel Studies (AM). Consists of engineering worksheets and computer printouts supporting nighttime interference studies. Sections (a), (c), (f), (g), and (h) of Part 0.71 of the Commission's Rules apply.</p> <p><i>Destroy when 20 years old.</i></p> <p>Maintain in office for reference until no longer needed, then <u>destroy</u>.</p>		
32	<p>Recapitulative Lists (AM). Consists of most current notification information from the U.S. to foreign countries. This list is generated every 6 months for the U.S. stations and at random for the foreign stations. These lists include from 1940 to present.</p> <p><u>Maintain</u> in office for reference purposes as long as needed, then <u>destroy</u>.</p>		
33	<p>International Broadcasting Stations. Pursuant to Part 73(F) of the Commission's Rules, these files contain five groups of information, each filed separately, including applications, station license files, historical information, propagation reports, and seasonal schedules. These files pertain to U.S. stations broadcasting in the shortwave spectrum to foreign countries.</p> <p>Maintain in office for reference purposes as long as needed, then <u>destroy</u>.</p>		
34	<p>Engineering Reports of Foreign Notifications (AM, FM, TV). This file contains engineers' statements of findings, conclusions, and recommendations concerning notifications. Filed by Change List number. Sections (a), (c), (f), (g), and (h) of Part 0.71 of the Commission's Rules apply.</p> <p><u>Maintain</u> in office for reference purposes as long as needed, then <u>destroy</u>.</p>		

*proposed
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35	<p><u>Card Files (5" x 8")</u>. Notifications, by frequency, of U.S., Canadian, and Mexican TV Channel Assignments (provided by Agreements). Sections (a), (c), (f), (g), and (h) of Part 0.71 of the Commission's Rules apply.</p> <p><u>Maintain in office for reference purposes as long as needed, then <u>destroy</u>.</u></p>		
36	<p><u>Recapitulative Listing of FM/TV Assignments and Allocations</u>. This is a computer printout reduced to 8-1/2" x 11". Contains notification from U.S. to foreign countries. Sections (a), (c), (f), (g), and (h) of Part 0.71 of the Commission's Rules apply.</p> <p><i>Destroy when 20 years old.</i> Maintain in office for reference purposes as long as needed, then <u>destroy</u>.</p>		
37	<p><u>Informal Coordination between U.S. and Foreign Countries (AM/FM/TV)</u>. This file contains maps, tables, letters, engineering reports, transmittal letters, and responses. These materials are not related to bilateral or multi-lateral agreements, either existing or proposed. Sections (a), (c), (f), (g), and (h) of Part 0.71 of the Commission's Rules apply.</p> <p><u>Maintain in office for reference purposes as long as needed, then <u>destroy</u>.</u></p>		
38	<p><u>AM Engineering Data Base</u>. This file is computer printout, reduced to 8-1/2" x 11". It consists of technical description of standard operations necessary for interference studies. Section (a), (c), (f), (g), and (h) of Part 0.71 of the Commission's Rules apply.</p> <p><i>Destroy when 10 years old.</i> Destroy when material becomes obsolete or is superseded.</p>		
39	<p><u>World Administrative Radio Conference (WARC) Files</u>. These files contain information, both historical and active, relating to preparation for the conference in 1979. Sections (a), (c), (f), (g), and (h) of Part 0.71 of the Commission's Rules apply.</p> <p><u>Destroy when materials are 5 years old (1984).</u></p>		

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	<p><u>COMPLAINTS AND COMPLIANCE DIVISION</u></p> <p><u>Office of the Chief, Complaints and Compliance Division</u></p> <p>40 <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><u>Transfer</u> to Federal Records Center five (5) years after forfeiture has been paid.</p> <p><u>Destroy</u> when 15 years old.</p> <p>41 <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><u>Maintain</u> in office for reference purposes until no longer needed, then <u>destroy</u>.</p> <p><u>Control Section</u></p> <p>42 <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><u>Transfer</u> to Federal Records Center when three (3) years old.</p> <p><u>Destroy</u> when 20 years old.</p>		

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43	<p><u>Oversize Station Complaint File</u>--These files serve the same purposes 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><u>Transfer</u> to Federal Records Center when three (3) years old.</p> <p><u>Destroy</u> when 20 years old.</p>		
44	<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><u>Transfer</u> to Federal Records Center after three (3) years.</p> <p><u>Destroy</u> when 20 years old.</p>		
45	<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><u>Destroy</u> when one (1) year old.</p>		
46	<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><u>Maintain</u> in office until no longer needed, then <u>destroy</u>.</p>		
47	<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><u>Destroy</u> when three (3) years old.</p>		
48	<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 National Archives when 40 years old. Annual accumulation is .05 cubic feet.</p> <p><i>Destroy when 5 years old.</i></p>		

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49	<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><u>Destroy</u> when 20 years old.</p>		
50	<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 correspondence. The file consists of cards recording the log number and subject of the correspondence.</p> <p><u>Destroy</u> when three (3) years old.</p> <p><u>Compliance Branch</u></p>		
51	<p><u>Investigatory Case File</u>--These files document investigations and complaints against broadcast stations, or violations of the Commission's Rules. The files consist of staff reports, notes, correspondence, exhibits, and other related materials.</p> <p>Break file when case is closed. <u>Transfer</u> closed cases annually to Federal Records Center. <u>Destroy</u> 20 years after case is closed.</p> <p><u>Fairness/Political Broadcasting Branch</u></p>		
52	<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 consists only of those inquiries where no official rulings are issued.</p> <p>Transfer to the Federal Records Center when three (3) years old.</p> <p><u>Destroy</u> when ⁴20 years old.</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.
53	<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><u>Transfer</u> to the Federal Records Center when one (1) year old.</p> <p><u>Destroy</u> when 20 years old.</p>		
54	<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><u>Transfer</u> to the Federal Records Center when one (1) year old.</p> <p><u>Destroy</u> when four (4) years old.</p>		
55	<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>a. All files <u>except</u> those of special significance.</p> <p><u>Transfer</u> to Federal Records Center when 5 years old.</p> <p><u>Destroy</u> when 10 years old.</p> <p>b. Special Significance Files. Arranged by subject. Annual accumulation is .5 cubic feet. (See Item #5 of this schedule).</p> <p><u>Permanent</u>. Break files every 5 years and transfer to Federal Records Center. Offer to National Archives when 20 years old, in 5-yr. blocks.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN.
56	<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><u>Transfer</u> to Federal Records Center when one (1) year old.</p> <p><u>Destroy</u> when four (4) years old.</p>		
57	<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> <p><u>Destroy</u> tapes when 4 years old.</p> <p><u>HEARING DIVISION</u></p>		
58	<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><u>Destroy</u> upon expiration of appeal period.</p>		
59	<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, applicant's counsel assigned to the case, location of hearing, action taken, and date of action.</p> <p><u>Destroy</u> when 20 years old.</p>		
60	<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><u>Destroy</u> when 20 years old.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
61	<p><u>BROADCAST LICENSE DIVISION</u></p> <p>Broadcast Station License Files (AM, FM, TV)--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><u>PERMANENT</u></p> <p>a. Files of Department of Commerce and Federal Radio Commission presently in Federal Records Center should be offered to National Archives now.</p> <p><u>PERMANENT</u></p> <p>b. Transfer inactive segments of active files to Federal Records Center every six (6) years. Offer to National Archives when 50 years old.</p>		
62	<p><u>Deleted Broadcast Station Files (AM, FM, TV, International, Developmental, 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><i>Permanent. Offer to National Archives in 10 yr segments when 1 year after deletion. Offer to National Archives in 10 yr segments when 10 years after deletion. (i.e. 1971-80 to be offered in 1990)</i></p> <p>Destroy five (5) years after station is deleted.</p>		
63	<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><i>Transfer to FARC 3 months after application is dismissed.</i></p> <p><u>Destroy two (2) years after application is dismissed.</u></p>		
64	<p><i>International, Developmental, and</i> <u>Experimental, Auxiliary, Special Broadcast, and Other</u> <u>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><i>Service Files.</i></p> <p>A. Transfer auxiliary service files to FARC three months after deletion. Destroy 2 years after deletion.</p> <p>B. All other service files. Transfer to FARC three months after deletion. Destroy 5 years after deletion.</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
65	<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><i>Transfer to FARC 3 months after authorization expires.</i> Destroy two (2) years after authorization expires. <i>Destroy 2 years after authorization expires.</i></p>		
66	<p><u>Broadcast Station History Cards (AM, FM, TV)</u>--These cards contain the history of applications filed and actions taken on stations. Cards are maintained in active and deleted section.</p> <p>a. Active stations. Maintain in office until deleted.</p> <p>b. Deleted Stations.</p> <p><i>(in 10 yr. segments)</i> Permanent. Send cards of deleted stations to Federal Records Center 10 years after station is deleted. Offer to National Archives 10 years after <i>(in 10 yr. segments)</i> deletion. * Arranged by service and then by call letters. Annual accretion of deleted station cards is less than one (1) linear inch. * I.E., offer cards for 1971-80 in 1990.</p>		
67	<p><u>Broadcast Station History Cards (Other than AM, FM, TV)</u>--Those cards contain the history of applications filed and actions taken on stations.</p> <p><u>Destroy five (5) years</u> after station has been deleted.</p>		
68	<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>a. <u>Destroy</u> original construction permit cards five (5) years after final action.</p> <p>b. <u>Destroy</u> other cards three (3) years after final action.</p>		

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69	<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>a. <u>Destroy</u> original construction permit cards 10 years after final action.</p> <p>b. <u>Destroy</u> other cards five (5) years after final action.</p>		
70	<p><u>Station Renewal Folders (AM, FM, TV)--</u>These files contain copies of authorizations issued to a station.</p> <p><u>Destroy</u> five years after station is deleted.</p>		
71	<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, RMP, BL, BZ, BR, etc.</p> <p><u>Destroy</u> five (5) years after number is assigned.</p>		
72	<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><i>Transfer to FARC 3 months after expiration date.</i> <u>Destroy</u> three (3) years after expiration date.</p> <p><u>RENEWAL AND TRANSFER DIVISION</u></p>		
73	<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><u>Transfer</u> to Federal Records Center when seven (7) years old.</p> <p><u>Destroy</u> when 10 years old.</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
74	<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><u>Maintain</u> in office for six years and <u>destroy</u> if file is not reactivated.</p>		
75	<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><u>Destroy</u> when six (6) years old.</p>		
76	<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><u>Maintain</u> in office for reference purposes until no longer needed, then <u>destroy</u>.</p>		
77	<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. 73 above).</p>		
78	<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><u>Maintain</u> in office until no longer needed, then <u>destroy</u>.</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
79	<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><u>Destroy</u> when three (3) years old.</p>		
80	<p><u>Call Letter Change Notices</u>--This file contains telegrams from the Chief Scientist'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><u>Destroy</u> when three (3) years old.</p>		
81	<p><u>Interest of Individuals and Holding Companies in Broadcast Stations (3" x 5" card file)</u>--Covers the period 1932 to 1965. Contains an extract of data from FCC Form 323 (See Item #83, this schedule). In 1965 - 1966 the card file system was inactivated and the continuing program of extracting information from the Form 323 was changed to include inputing data directly into a computer data base. The card file was then microfilmed on 16mm cartridges. This file is inactive; reference utilization is nil. Item #84, this schedule, performs the same function as this item did (prior to the implementation of the computer data base.) Total volume is 23 cartridges.</p> <p>a. <i>Card file. Destroy immediately.</i></p> <p>b. <i>16 MM Cartridges. Destroy immediately.</i></p> <p>c. <i>Machine readable records. Destroy after 45 years.</i></p>		
82	<p><u>Company Record Cards (FCC Form 606)</u>--These cards contained an extract of Form 323 (See Item #83, this schedule) and reflected current stock ownership, capitalization, and officers or directors of broadcast licensees and permittees. In 1965 - 1966 this card file system was inactivated and the continuing program of extracting information from the Form 323 was changed to include inputing data directly into a computer data base. The card file was then microfilmed on 16mm spools. This file is inactive; reference utilization is nil. Item #84, this schedule, performs the same function as this item did (prior to the implementation of the computer data base.) Total volume is 23 spools.</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
Con't 82	<p>a. Card file. Destroy immediately</p> <p>b. Spools. Destroy immediately.</p> <p>c. Machine readable records. Destroy after 45 years.</p>		
83	<p><u>Ownership Report</u>--This file (FCC Form 323) contains original documents of information reported pursuant to Part 1.613 and 1.615 of the Commission's Rules. The reports contain the ownership information maintained on licensees and permittees exclusive of that reported in applications sent to the Broadcast License Division. Annual accumulation is nine (9) cubic feet. Arranged by call sign. Renewal period is three (3) years.</p> <p>a. Active files. <u>Permanent</u>. Maintain current and preceding file segment in office.</p> <p><u>Transfer</u> inactive segments six (6) months following close of second succeeding renewal period to Federal Records Center.</p> <p><u>Offer</u> to National Archives 45 years after transfer.</p> <p>b. Deleted Station files.</p> <p><u>Permanent</u>. <u>Transfer</u> files of deleted stations to Federal Records Center one (1) year after deletion.</p> <p><u>Offer</u> to National Archives 45 years after transfer.</p> <p>c. Machine readable records: Destroy after 45 years.</p>		
84	<p><u>Ownership Print-Out Lists</u>--These lists are prepared every six to eight weeks by the Data Automation Division. Arranged alphabetically. Input data is from the FCC Form 323 and is provided by ENTREX input from the branch.</p> <p><u>Maintain</u> current and previous lists in office.</p> <p><u>Destroy</u> all other lists when superseded.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
85	<p><u>Annual Programming Report--Statistical data for commercial Television Stations (FCC Form 303-A), filed pursuant to Part 1.526 of the Commission's Rules. Focus is on amounts of non-entertainment programming. Break files annually. These files are transferred to this division from the Policy and Rules Division (see Item #88, this schedule) when one (1) year old.</u></p> <p>a. <u>Statistical data (FCC Form 303 A)</u> Destroy when five (5) years old. <i>Destroy when 5 yrs old.</i></p> <p>b. <u>Machine readable records:</u> <i>Destroy when 10 yrs old.</i></p> <p><u>POLICY AND RULES DIVISION</u></p> <p><u>Policy Analysis Branch</u></p>		
86	<p><u>Annual Financial Reports of Networks and Licensees of Broadcast Stations--This file series covers all classes, reported on FCC Form 324, pursuant to Part 1.612 of the Commission's Rules. Annual accretion is 8 cubic feet. Arranged by station, 1938 to present. Break files annually.</u></p> <p><u>Permanent. Transfer to Federal Records Center when three (3) years old.</u></p> <p><u>Offer to National Archives when 30 years old.</u></p>		
87	<p><u>Annual Employment Report--This file, for Broadcast Licensees, is reported on FCC Form 395, pursuant to Part 1.612 of the Commission's Rules. Arranged by Station. These reports are useful for data on minority categories and gender listings of employees.</u></p> <p><u>Break files annually.</u></p> <p><u>Transfer to Federal Records Center when three (3) years old.</u></p> <p><u>Destroy when seven (7) years old.</u></p>		
88	<p><u>Annual Programming Report--Statistical data for commercial Television Stations (FCC Form 303-A), filed pursuant to Part 1.526 of the Commission's Rules. Focus is on amounts of non-entertainment programming. Break files annually.</u></p> <p><u>Transfer to Computer Data Base when one (1) year old. The FCC Forms 303-A then are transferred to the Renewal and Transfer Division, Broadcast Bureau. (See Item #85, this Schedule.)</u></p>		