

Revised 3 Jun 80 H

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Federal Communications Commission

2. MAJOR SUBDIVISION

Office of Administrative Law Judges

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	JOB NO
1-3-80	NC1-173-80-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10	
4-22-80	James P. O'Neil
(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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

Dec. 26, 1979

Rex Marshall

(Signature of Agency Representative)

Chief, Records Management Branch

(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 OFFICE OF ADMINISTRATIVE LAW JUDGES</p> <p>0.151 FUNCTIONS OF THE OFFICE. The Office of Administrative Law Judges consists of a Chief Administrative Law Judge, an Assistant Chief Administrative Law Judge, and as many other Administrative Law Judges qualified and appointed pursuant to the requirements of section 11 of the Administrative Procedure Act as the Commission may find necessary. It is responsible for hearing and conducting all adjudicatory cases designated for any evidentiary adjudicatory hearing other than those designated to be heard by the Commission en banc or by one or more members of the Commission, and for such other hearings as the Commission may assign.</p>		

Copy to NNP, agency. (Classified) (A/24/80)

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

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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
1	<p><u>Field Hearing Courtroom File</u> - This file contains requests and confirmations for field hearing site reservations for use by the administrative law judges. The file may also include optional inspection reports conducted by the nearest Field Operations Bureau Office. A copy of the Notice of Place of Hearing (issued by the Dockets Branch within the Office of the Secretary) is included in the file.</p> <p><u>Destroy</u> six (6) months after final hearing.</p>		
2	<p><u>Workload Statistics Report</u> - This report is issued monthly. The original goes to MSB with a copy kept in this file. The report contains, in tabular form, a statistical accounting of proceedings on hand or assigned, initial decisions issued, hearings and conferences scheduled, hearings continued indefinitely, dismissals, and terminations. Break files annually.</p> <p><u>Destroy</u> when three (3) years old.</p>		