

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-173-80-2	
DATE RECEIVED	
October 23, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-2-82 <i>Date</i>	<i>Debi M. Weyer</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT) Federal Communications Commission	
2. MAJOR SUBDIVISION Common Carrier Bureau	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Debi Mawyer	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 25 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>10/19/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Henry R. Schauer</i>	E. TITLE Acting Chief, Records Mgmt. Branch
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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>RECORDS CONTROL SCHEDULE FOR COMMON CARRIER BUREAU</p> <p>0.91 FUNCTIONS OF THE BUREAU. The Common Carrier Bureau develops, recommends and administers policies and programs for the regulation of the services, facilities, rates and practices of entities (excluding public coast stations in the maritime mobile service) which furnish interstate or foreign communications services for hire-whether by wire, radio, cable or satellite facilities-and of ancillary operations related to the provision or use of such services. The Bureau also licenses all radio facilities used for such services, including those dedicated entirely to intrastate use. The Bureau performs the following specific functions:</p> <p>(a) Advises and makes recommendations to the Commission, or acts for the Commission under delegated authority, in matters pertaining to the regulation and licensing of communications common carriers and ancillary operations. This includes: policy development and coordination; adjudicatory and rule making proceedings, including rate and service investigations, determinations regarding lawfulness of carrier tariffs;</p>		

ZRM
4-2-82
All changes agreed to April 2, 1982
HR Schauer

86 items

Mass Data Change Sheet Attached
Closed out: 8-2-82: CM
Copies to NNF, NNS, NNB, NCW & Agency

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	<p>action on applications for service, facility and radio authorizations; review of carrier performance; economic research and analysis; administration of Commission accounting and reporting requirements; compliance and enforcement activities.</p> <p>(b) Participates in all phases of international conferences concerning common carrier and related matters and in the implementation of international agreements.</p> <p>(c) Collaborates with representatives of state regulatory commissions and with the National Association of Regulatory Utility Commissioners in cooperative studies of common carrier and related matters.</p> <p>(d) Advises the Commission on policy and technical matters regarding the use of satellites and related facilities for both common carrier and ancillary communications services.</p> <p>(e) Advises and assists the public, other government agencies and industry groups on common carrier regulation and related matters.</p> <p>(f) Exercises such authority as may be assigned or referred to it by the Commission pursuant to Section 5(d) of the Communications Act of 1934, as amended.</p> <p>(g) Obtains from carriers and from persons directly or indirectly controlling or controlled by, or under direct or indirect common control with, such carriers full and complete information necessary to enable the Commission to perform the duties and carry out the objects for which it was created.</p> <p>(h) Carries out the functions of the Commission or the Telecommunications Committee under the Communications Act of 1934, as amended, except as reserved to Commission under §0.291.</p> <p>(i) Acts jointly with the Office of Science and Technology on applications for registration of equipment to be directly connected to the telephone network, and acts on complaints brought by any party concerning the registration or operation of such equipment.</p> <p>(j) Acts upon complaints involving cable television pole attachments, except for final action on complaints raising novel or unusual issues.</p>		

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	<u>ENFORCEMENT DIVISION</u>		
1.	<p><u>Subject Files.</u> These files contain staff papers, copies of orders and correspondence related to various dockets. Temporary value as reference/research data.</p> <p><u>Destroy</u> when three (3) years old.</p>		
2.	<p><u>Central Submission Files.</u> The files contain information from AT&T concerning investment datum and related material for the FDC-7 report required by the Cost Implementation Manual filed in accordance with Docket 18128. This material is basically used for reference/research work.</p> <p><u>Destroy</u> when two (2) years old.</p>		
3.	<p><u>COMSTAR System Utilization Files.</u> These files contain correspondence relating to the projected vs. actual utilization of circuits in COMSTAR satellite system.</p> <p><u>Destroy</u> when two (2) years old.</p>		
4.	<p><u>Project Case Files Such as Advanced Communications Systems, Exchange Network Facilities, COMSTAR System Utilization Files, Three-Year Moratorium Files (Docket 16495), GTE Telenet Merger Files, Southern/Southwestern Bell Files and Files Concerning Mobile Services Cases.</u> These files contain comments, applications, working papers, replies, staff summaries, pleadings, transcripts and negotiations relating to mergers, investigations, and various petitions filed by Common Carriers.</p> <p><u>Transfer</u> to Federal Records Center two (2) years after case closure. <u>Destroy</u> ten (10) years after case closure.</p>		
5.	<p><u>Interlocking Directorate Files.</u> An interlocking director shall mean a person who performs the duty of director in more than one carrier. Under Part 62 of the Commission's Rules carriers must submit applications to hold Interlocking Directorates. (These are issued permanently.)</p> <p><u>Destroy</u> upon cancellation of authorization. <i>a) Transfer to FRC not authorized</i></p>		
6.	<p><u>Formal Complaints.</u> Complaints submitted by Common Carriers, Corporations or the Public against other Common Carriers.</p>		

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	<p>Complaints are usually answered by an order.</p> <p><u>Destroy</u> two (2) years after final action.</p> <p><u>CONFERENCE STAFF</u></p>		Transfer to FRC Not authorized
7.	<p><u>Committee and Conference Files.</u> Copies of reports and work papers of interagency and international organizations such as CCITT (International Telegraph and Telephone Consultative Committee), a part of the ITU (International Telecommunications Union). The CCITT work is coordinated with the U.S. National Committee, directed by the State Department.</p> <p>a. <u>CCITT Study Group 1, U.S. Contributions</u> - That study group is concerned with international telegraph operations and tariffs.</p> <p><u>Destroy</u> when no longer needed for current business or obsolete, whichever comes first.</p> <p>b. <u>Other CCITT Study Groups</u> -</p> <p><u>Destroy</u> at the end of each Plenary Period (usually four (4) years).</p> <p>c. <u>Fixed Satellite Advisory Committee</u> - These files document the United States study of the impact of the recommendations by a 1977 World Administrative Radio Conference (WARC) for regulating fixed communications satellites. Deliberations of the committee, composed of industry and Governmental representatives, are included in the records. A report of the Committee's findings and recommendations is in Docket 20271 files and formed the basis for United States recommendations to the 1979 WARC.</p> <p><u>Transfer</u> to the Federal Records Center five (5) years after close of the 1979 WARC. <u>Destroy</u> fifteen (15) years after close of 1979 WARC.</p>		Transfer to FRC Not authorized. Transfer to FRC Not authorized
8.	<p><u>INTELSAT Related Materials.</u> These files contain documents which relate to the International Telecommunications Satellite Organization (INTELSAT). The files consist of documents prepared within INTELSAT necessary for the overall management and administration of the organization. For example, technical reports, statistics, financial material. These are in sufficient detail for INTELSAT</p>		

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	<p>to take major decisions concerning matters involving organization, procurement, rates and services, etc. The files also include documents prepared by COMSAT, which contain its intended actions at INTELSAT meetings, summary results of meetings, and correspondence originated by COMSAT. There are also documents which pertain to the U.S. government oversight of COMSAT in the INTELSAT organization. These include materials related to matters under consideration by INTELSAT and consist of internal government memoranda, correspondence between government agencies and correspondence between government agencies and COMSAT. For example, the Department of State formally instructs COMSAT before each meeting of the INTELSAT Board of Governors concerning certain agenda items. State's letter of instruction is included in the file.</p> <p>Permanent documentation of this function is maintained by the Department of State.</p> <p>Permanent. Maintained by State Department.</p> <p>✓ <u>Intelsat related reports, studies and statistics.</u> <u>Transfer to Federal Records Center when ten (10) years old. Destroy when twenty-five (25) years old.</u></p>		
9	<p><u>INMARSAT Related Materials.</u> These files contain documents which relate to the International Maritime Satellite Organization (INMARSAT). The files consist of documents prepared within INMARSAT necessary for the overall management and administration of the organization. For example, technical reports, statistics, financial material. These are in sufficient detail for INMARSAT to take major decisions concerning matters involving organization, procurement, rates and services, etc.</p> <p>Permanent documentation of this function is maintained by the Department of State.</p> <p>Permanent. Maintained by State Department.</p> <p>✓ <u>Inmarsat related reports, studies and statistics.</u> <u>Transfer to Federal Records Center when ten (10) years old. Destroy when twenty-five (25) years old.</u></p>		

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	<u>PROGRAM EVALUATION STAFF</u>		
10.	<p><u>Project Case Files.</u> These files include working papers, notes, drafts, comments and some final staff studies on such matters as Congressional annual inquiries, elg. questions/answers from appropriation hearings or oversight hearings, the policy research agenda, work statements for contractual procurement arrangements including intergovernmental, academic or ETIP (Experimental Technology Incentives Program) and contracts with private firms or individuals. Some final reports are produced on major programs if requested by Bureau Chiefs. For example: A Bureau Chief may request an evaluation of a program under his/her control with recommended solutions, etc.</p> <p><u>Destroy final staff studies six (6) years after completion of project.</u></p> <p><u>Destroy working papers, notes, drafts, or comments when no longer needed for current business or obsoleted, whichever comes first.</u></p>		Transfer to FRC not authorized
11.	<p><u>Management Information Files.</u> These files include copies of draft Congressional annual reports for the Bureau, input for major matters report, background on application processing and evaluation, and workload reports on docketed proceedings, petitions and Bureau projects. As in item #10 above some final reports are produced on major programs if requested by Bureau Chiefs.</p> <p><u>Destroy final staff studies six (6) years after completion of project.</u></p> <p><u>Destroy working papers, notes, drafts, or comments when no longer needed for current business or obsoleted, whichever comes first.</u></p>		Transfer to FRC not authorized
	<u>POLICY AND PROGRAM PLANNING DIVISION</u>		
12.	<p><u>Project Case Files.</u> These files include working papers, notes, drafts and comments concerning such matters as petitions for declaratory rulings from common carriers, introduction of new services and equipment, rulemaking (radio), jurisdictional interpretations and decisions, legislative initiatives, rulemaking proceedings and investigations, entry and market structure policy and plans, policy objectives, integration and implementation,</p>		

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domestic and international plans and policies. Original filings, pleadings, comments, replies and applications should be filed with Dockets Branch or any other Official Office of Record.

Destroy final staff studies six (6) years after completion of project.

Destroy working papers, notes, drafts or comments when no longer needed for current business or obsoleted which-ever comes first.

Transfer to FRC
Not authorized

ACCOUNTING AND AUDITS DIVISION

Audits Branch

13. Audit Work Papers and Reports. Audits and investigations of international record carriers of the telephone companies and Western Union authorized by Section 220 of the Communications Act to inspect carriers. These audits and final reports are performed as required and as resources permit. Audit accounting system of carriers. Used by various Divisions and on occasions submits these reports to Bureaus/Offices and the Commission. Examples of final reports are: IRC Investigation, Docket #20778 and Selective Audit of the IRCS which came out of Docket #20778.

Transfer to the Federal Records Center when three (3) years old. Destroy when seven (7) years old.

Accounting Branch

14. Uniform System of Accounts Files. In accordance with Parts 31, 33, 34, 35, 42, 43 and 64 of the Rules, official files relating to the Uniform System of Accounts and related rules and regulations, i.e.a, pension accrual data, disposition units, exchange of securities, acquisition of property, and carriers reports of amounts due or unpaid for communications services rendered candidates for Federal office.

~~Maintain in office until superseded or as administrative needs require.~~ Destroy when superseded or no longer required for current business.

Transfer to
FRC not authorized

15. Original Continuing Property Records. These are reports

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filed by carriers in accordance with Parts 31, 34, 35 and 64 of the Rules, together with associated correspondence, memoranda, work papers and reference data.

Review data and work papers every three years and destroy obsolete and superseded material.

Transfer to FRC not authorized

16.

Reports of Premature Destruction of Company Records.

These reports are filed by Common Carriers to the Commission when records are destroyed prematurely (before the expiration of the prescribed retention period). This report contains a certified statement listing, as far as may be determined, the records destroyed and describing the circumstances of accidental or other premature destruction.

Destroy three (3) years after report is issued.

Depreciation Rates Branch

17.

Depreciation Rates Subject File. Correspondence, memoranda and other data in connection with depreciation rate studies between FCC and communications common carriers; State Commissioners and others.

Transfer to the Federal Records Center when four (4) years old. Destroy when eleven (11) years old.

18.

Depreciation Rates Filings. Filings of proposed changes in depreciation rates in compliance with Section 43.43 of the Rules and its predecessor requirement, FCC Order #100.a These filings, which are submitted by the Bell System and several of the independent companies on a 3 year rotating basis, are one page letters with two pages of attachments per State. The filings propose changes in depreciation rate for plant equipment and other long-term assets; these filings are the only copies of the records available to the Government. The accounting entries derived will affect the asset account balances of all future financial statements; these records contribute to the financial history of the rate structures of the carriers. This material is not published by the carriers nor readily available to the public from the carriers. It is not requested by nor available from other government sources.

Destroy when obsolete or no longer required.

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19.	<p><u>Depreciation Studies.</u> Data furnished by telephone and telegraph companies at specific request in connection with procedure of prescribing depreciation rates and consists of future plans for the retirement of plant and future expected salvage and costs of removal of retired plant; also covering generally all outside plant classes, buildings, central office equipment, certain classes of private branch exchanges, motor vehicles, furniture and office equipment; historical data for plant classes for which mortality data are not available; data concerning gross salvage recoveries and cost incurred on removal from plants.</p> <p><u>Transfer to the Federal Records Center when four (4) years old. Destroy when ten (10) years old.</u></p>		
20.	<p><u>Salvage Data.</u> Work papers and other reference data underlying staff study of depreciation and prescription of rates for telephone and telegraph companies, determination of service lives of property by computer mortality turnover and other methods and analysis of historical salvage value and costs of removal.</p> <p><u>Destroy material as superseded.</u></p>		Transfer to FRC not authorized
21.	<p><u>Service Life Reference Material.</u> Reference material concerning the development of average service lives and consists of typical life tables applicable to physical properties, growth adjustment charts for turnover cycle studies, charts and textual material describing retirement rate methods of service life of equipment; descriptions of the application of the indicated survivor method of service life determination and graduation routines.</p> <p><u>Destroy material as superseded.</u></p>		Transfer to FRC not authorized
22.	<p><u>Theoretical Reserve Studies.</u> Depreciation reserve requirements studies.</p> <p>Retain in office until ^{when} obsolete or no longer ^{required} needed. <u>for current business.</u></p>		Transfer to FRC not authorized
23.	<p><u>Depreciation Rates Prescriptions.</u> Depreciation study (reference) material concerning prescription of rates for international telegraph carriers.</p> <p>Retain in office until ^{when} obsolete or no longer ^{required} needed. <u>for current business</u></p>		Transfer to FRC not authorized

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24.	<p><u>Equal Life Group Files.</u> These files consist of work papers and other data underlying staff study on equal life group depreciation of communications common carriers.</p> <p><i>when 10 years old or</i> <u>Destroy</u> when Docket 20188 is fully implemented, <i>whichever</i> is sooner.</p> <p><u>DOMESTIC FACILITIES DIVISION</u> <u>Office of the Division Chief</u></p>		<p><i>Transfer to FRC not authorized</i></p>
25.	<p><u>COMSAT and INTELSAT Contracts.</u> Copies of contracts (with transmittal letters and invitations to bids) let by COMSAT for COMSAT and INTELSAT. The documents are notifications to FCC in accordance with Part 25 of the Commission's Rules.</p> <p><u>Destroy</u> documents when five (5) years old.</p> <p><u>Domestic Radio Branch</u></p>		
26.	<p><u>Station Files.</u> These records, filed by license name and call-sign, are for all applicable radio common carrier services under Part 21 of the Commission's Rules. Domestic Public Land Mobile Radio Service and Rural Radio Service are excepted. Files contain all applications for construction permits, licenses, assignments of license, transfers of control or for renewals of licenses which have had a final disposition, <i>and station history cards</i></p> <p>a. <u>Bell Telephone System, Continental Telephone Co., General Telephone Co. and United Telephone Co. Documents.</u></p> <p><u>Transfer</u> to Federal Records Center when two (2) years old. <u>Destroy</u> when ten (10) years old.</p> <p>b. <u>All other companies.</u></p> <p><u>Transfer</u> to Federal Records Center when two (2) years old. <u>Destroy</u> when twenty (20) years old.</p> <p>c. <u>Vacated/Deleted Stations.</u></p> <p><u>Transfer</u> to Federal Records Center annually. <u>Destroy</u> <i>when</i> eleven (11) years after station is vacated/deleted <i>old.</i></p>		

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27. Station History Cards. These cards, for stations in Item #26 above, filed by name of licensee of station and call sign, contain a compilation of all applications filed for that station and their filing dates and disposition status.

Transfer to Federal Records Center immediately.

Destroy fifteen (15) years later.

(These cards are no longer used but need to be retained for research value).

28. Reference Maps and Chart Files. These documents include a collection of Coast and Geodetic Survey aeronautical charts of sections of the U.S., on which microwave station data has been temporarily plotted to provide a situational reference aid. The data is changed by erasure and substitution as the situation changes. They are classified under GRS 17, Item 1., Manuscript and Annotated Maps.

Destroy when obsolete.

> Transfer to FRC
not authorized

29. Special Temporary Authorization Files. These files contain temporary authorizations for the various common carrier services in the Domestic Branch. Temporary authorizations are issued usually for not more than 90 days after which a regular license is issued. These files consist of working, reference copies. The record copy is maintained in item 26 above.

Destroy one (1) year after temporary license has expired.

> Transfer to FRC
not authorized

30. FCC Form 430. These files are the Legal and Financial Qualifications Form 430. Under Part 21.11 of the Commission's Rules, the Commission is required to know various aspects of legal and financial ownership of common carriers, connected with the stations stipulated in item 26 above.

Destroy all material as it is superseded. (Destruction) is after review of Branch Chief.)

> Transfer to FRC
not authorized

31. Ownership File. Under Section 310 of the Communications Act and Part 1 of the Commission's Rules, when 50% of ownership or ownership changes (new), then two forms are

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compiled for those stations listed in item 26 above. Form 702, Assignment of Permit/License, and Form 704, Transfer of Control of License, are the required forms. Arrangement is by company.

Maintain in office. When portions are superseded or become obsolete, destroy.

> Transfer to FRC
Not authorized.

Domestic Service Branch

32. Authorization for Extension of Lines and Discontinuance of Service Files. These records are authorizations issued to common carriers under Section 214 of the Communications Act and Part 63 of the Commission's Rules.

Transfer to Federal Records Center two (2) years after date of grant. Destroy when 50 years old.

33. History Cards for 214 Authorizations. These contain a compilation of all key actions for 214 authorizations covered in item 32 above.

Maintain in office until no longer needed, then destroy.

> Transfer to FRC
Not authorized

34. Antenna Pattern Files. These files contain reference data as to the manufacturer (serial number, technical data, etc.) of the antenna which an applicant for license (see item 26 above) intends to use. (Domestic Radio Branch)

Destroy obsolete or superseded files.

> Transfer to FRC
Not authorized

35. Summaries of Processing Status of Applications. These files contain the annual and monthly summaries of the processing status of applications for station licenses. The applications were submitted under Section 214 of the Communications Act and Part 21 of the Commission's Rules. This is a dead file no longer used.

Maintain in office for reference purpose until no longer needed, then destroy.

> Transfer to FRC not
authorized.

36. Equipment Registration Files Under Part 68 of the Commission's Rules, the Commission requires information concerning characterization of registered equipment.

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This category concerns terminal equipment connected to the telephone network. The file contains the original FCC Form 730, authorization, and related papers.

Destroy when terminal equipment to which file applies is no longer in service.

Transfer to FRC not authorized.

Satellite Radio Branch

37. Domestic Satellite Space Station Files. These case files relate to authorizations under Title III of the Communications Act and Part 25 of the Commission's Rules to transmit and/or receive domestic traffic with earth stations via communications satellite space stations. The files include applications to construct, modify, launch, and operate such stations; FCC authorizations or other actions; and related papers.

a. Current authorizations. Destroy twenty (20) years after authorization is granted or denied.

b. Vacated authorizations. Destroy two (2) years after authorization is vacated.

Transfer to FRC not authorized
Transfer to FRC not authorized

38. Domestic Satellite Earth Station Files. These case files relate to applications under Title III of the Communications Act and Part 25 of the Commission Rules, for earth stations to transmit and/or receive domestic traffic from domestic communications satellites. The files include applications to construct, modify, or operate earth stations; FCC authorizations or other actions; and related papers. Renewals are made every five years.

a. Current technical definitions of operations. ~~Current authorizations with supporting technical documentation.~~

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Break file if superseded or a major modification occurs. Transfer to Federal Records Center when one (1) year old. Destroy when twenty (20) years old.

39. Domestic Earth Station Ownership Files. These case files contain information submitted by licensees as to

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	<p>their legal and financial qualifications. They include FCC Form 430, Common Carrier Radio License Qualifications Report; "Articles of Incorporation" issued by the Chartering jurisdiction; and related papers.</p> <p>Destroy as superseded or when no longer required for current business.</p> <p><u>INTERNATIONAL FACILITIES AUTHORIZATION AND LICENSING DIVISION</u></p>		Transfer to FRC not authorized
40.	<p><u>International Telegraph Companies Case Files (ITC).</u> These files are for international record services under Section 214 of the Communications Act and Part 63 of the Commission's Rules. They contain applications for certificates, licenses, and temporary authority; the official copies of authorizations or other actions taken on the applications; and related papers. Arrangement is by file number.</p> <p><i>cut off on decision date. Transfer to FRC when</i> Transfer to Federal Records Center two (2) years after decision date. Destroy five (5) years later. two (2) years old. <i>Destroy when seven (7) years old.</i></p>		
41.	<p><u>International Telephone Companies Case Files (IPC).</u> These files are for international telephone services under Section 214 of the Communications Act and Part 63 of the Commission's Rules. Their contents and arrangement are similar to the International Telegraph Companies Files.</p> <p><i>cut off on decision date. Transfer to FRC when</i> Transfer to Federal Records Center two (2) years after decision date. Destroy five (5) years later. two (2) years old. <i>Destroy when seven (7) years old.</i></p>		
42.	<p><u>Cable Landing License Files.</u> These licenses are for landing international submarine cables under the Submarine Cable Landing License Act of 1921. Included are applications to land cables, FCC authorizations, and transfers of ownership. These records date from 1917 and relate to the establishment of important communications links involving foreign countries. The information is not known to be published or summarized elsewhere.</p> <p><i>(A) Files began between 1917 and 1934 Permanent. Arrangement is by file number. Volume 3 cubic feet. Accretion per year negligible. Offer to Archives when authorization is vacated. Offer in 20 year blocks.</i></p> <p><i>(B) Files began after 1934. Destroy 20 years (20) after authorization is vacated.</i></p>		Transfer to FRC not authorized

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43.	<p><u>History Cards, International Telephone and Telegraph Applications.</u> These reference cards, arranged by file numbers, of International Telephone and Telegraph Applications (case files above), also include such summary data as applicant's (licensee's) name, service applied for, and dates of key case transactions.</p> <p>Maintain in office until no longer needed for current business, then destroy.</p>		<p>Transfer to FRC Not authorized.</p>
44.	<p><u>International High Frequency Point-to-Point Telegraph and Telephone Files.</u> These case files concern regulation of facilities licensed in the International Fixed Public Radio - Communications Service under Part 23 of the Commission's Rules to provide terrestrial fixed high frequency or microwave radio services. Contents include applications to construct, modify and operate facilities; FCC authorizations; and related papers.</p> <p>Break file if superseded or a major modification occurs. Transfer to Federal Records Center when one (1) year old. Destroy when eight (8) years old.</p> <p>authorization is vacated.</p>		
45.	<p><u>International Satellite Space Stations.</u> These case files relate to international common carriers services under Title III of the Communications Act, the Communications Satellite Act, and Part 25 of the Commission's Rules, to transmit and receive international traffic between U.S. international earth stations via communications satellite space stations. The file contents are similar to those of the Domestic Satellite Space Station Files, but are arranged by satellite generation rather than call sign.</p> <p>a. <u>Current authorizations.</u> Destroy twenty (20) years after authorization is granted or denied.</p> <p>b. Vacated authorizations. Destroy two (2) years after authorization is vacated.</p>		<p>Transfer to FRC Not authorized.</p>
46.	<p><u>International Communications Satellite Earth Stations.</u> These case files relate to international common carrier services, under Title III of the Communications Act and Part 25 of the Commission's Rules, via earth stations to</p>		

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receive and/or transmit international traffic for carriers. The files contain applications to construct, modify, and operate earth stations. Renewals are made every five years.

Current authorization Maintain in office If

Break file if superseded or a major modification occurs. Transfer to Federal Records Center when one (1) year old. Destroy when five (5) years old.

old.

~~five (5) years after~~

47. Satellite and Earth Station History Cards. These reference card files contain summary data on applications for authority to construct, modify, or operate communications earth stations and communications satellite space stations in both the domestic and international services. They reference key documents (transactions) in case files.

Destroy when no longer required for current business.

Transfer to FRC.
not authorized

48. Quarterly Reports on International High Frequency (IHF) Stations. These files contain usage and frequency reports for IHF point-to-point radio stations. Carriers submit the reports in accordance with Sections 23.41 and 23.53 of the Commission's Rules.

Destroy when five (5) years old.

MOBILE SERVICES DIVISION

Engineering Branch

49. Fixed Station License Files. Records for both wire and non-wire carriers for domestic public-land and aeronautical mobile radio service, rural radio-telephone service, and offshore radio transmission service, as stipulated under Section 303 of the Communications Act and Part 21a9 of the Commission's Rules. Renewed every five years.

Break file if superseded or a major modification occurs. Transfer to Federal Records Center when one (1) year old. Destroy when thirty (30) years old.

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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>B. Working papers. Transfer to Federal Records Center when one (1) year old. Destroy when thirty (30) years old.</p>		
50.	<p><u>License Qualification Reports.</u> Completed annually under Part 21.11 of the Commission's Rules.</p> <p><u>Destroy when three (3) years old.</u></p>		
51.	<p><u>Applications and License Authorizations for Individual Mobile Radio Licenses.</u> As stipulated under Section 303 of the Communications Act and Part 21.9(c) of the Commission's Rules. License files for individual mobile radio licenses. These licenses are renewed every five years.</p> <p>a. <u>Transfer to the Federal Records Center all material in the file which is six (6) months old. Destroy six when (6) years after transfer. seven (7) years old.</u></p> <p>b. Deleted files which pertain to stations whose authorizations have been terminated.</p> <p><u>Destroy one (1) year after termination of authorization.</u></p>		<p>Transfer to FRC Not authorized</p>
52.	<p><u>The "log-in" records pertaining to receipt of applications, which includes the data of application, name of applicant and status of application. The records pertaining to 1970-1973 applications are on microfilm.</u></p> <p><u>Destroy when ten (10) years old.</u></p>		
53.	<p><u>History Cards.</u> These contain compilations of key actions for telephone companies, radio common carriers, rural radio, and offshore radio telephone authorizations. The last entry on any station card for a deleted station should be the date on the accession list. Maintain on-site as convenience reference file.</p> <p>Maintain in office until no longer needed, then <u>destroy.</u></p> <p><u>TARIFF DIVISION</u></p>		<p>Transfer to FRC not authorized</p>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
54.	<p><u>Tariff Review Branch</u></p> <p>Currently effective tariffs filed by domestic and international carriers pursuant to Section 203 of the Act which requires carriers to file tariffs with the FCC. (2 sets)</p> <p>a. Current Tariff (Record Copy). Maintain in office. When pages are superseded, transfer those pages to Item #55, this schedule. When entire tariff is cancelled, transfer the tariff to Item #56.</p> <p>b. Current Tariff (Public Reference Copy). Maintain in office. When pages are superseded, <u>destroy</u>.</p>		<p>> Transfer to FRC not authorized</p>
55.	<p>Superseded tariff pages are replaced pages of a partially superseded tariff. They are transferred to cancelled official tariff file when the entire tariff is cancelled.</p> <p>Maintain in office until entire tariff is cancelled, then <u>transfer</u> to Item #56.</p>		
56.	<p>Cancelled tariff material are tariffs cancelled in their entirety.</p> <p>Transfer to Federal Records Center, when entire tariff is cancelled. Destroy five (5) years after cancellation. when five (5) years old.</p>		
57.	<p>Official copies of special tariff permissions. Applications under Section 61.151 for waiving FCC rules to set charges or regulations.</p> <p><u>Destroy</u> when five (5) years old.</p>		
58.	<p>Petitions to suspend or reject a tariff and oppositions, replies and related material filed in accordance with Parts 1.773 and 1.45 of the Rules.</p> <p><u>Destroy</u> five (5) years after case closure.</p>		<p>> Transfer to FRC not authorized</p>
59.	<p>Cost support material filed by domestic and international carriers pursuant to Section 61a38 of Rules to support</p>		

7.
ITEM NO.8. DESCRIPTION OF ITEM
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new or changed rates.

Destroy when five (5) years old.Legal Branch60. Pending tariff filings. Filings to implement or comply with an FCC decision, and related pleadings.

a. Working copies.

Destroy working copies two (2) years after case closure.

b. Record copies.

Transfer record copies, upon case closure, to Item #54, Tariff Review Branch.

> Transfer to FRC not authorized

61. Interlocutory pleadings. Filings on tariff matters filed under the Communication Act and Part I of the Commission's Rules.Destroy one (1) year after case closure.

> Transfer to FRC not authorized

62. Special inquiries. Actions by order of Bureau Chief, into tariff practices of carriers, as authorized by Part 0 of the Commission's Rules. (In general, matters arise as a result of staff or Bureau action on its own motion.)Destroy three (3) years after completion of inquiry.

> Transfer to FRC not authorized

Pole Attachments Branch

Case Files. These files contain correspondence and background materials on pole attachment matters (e.g. cable television).

Cut off when case closed. Transfer to
~~transfer to Federal Records Center two (2) years after case closure. Destroy five (5) years after case closure.~~Federal Records Center when two (2) years old.Destroy when five (5) years old.ECONOMICS DIVISIONEconomic Studies Branch64. Annual Financial Reports. These are official copies submitted by carriers pursuant to Part 43 of the RulesJEM
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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>FCC Forms H, M, O, Raand SEC Form 10-K (2 sets).</p> <p>a. Duplicate (Public Reference Copy). <u>Destroy</u> when five (5) years old.</p> <p>b. Permanent. Record Copy. <u>Transfer</u> official copy to Federal Records Center when five (5) years old. <u>Offer</u> to NARS when twenty (20) years old. On hand: 23 cu. ft.; annual accretion: 4 cu. ft. Arrangement: (1) Report type, (2) Year, (3) Carrier, alphabetically.</p>		<p>Transfer to FRC not authorized</p> <p>WITHDRAWN</p>
65.	<p>Annual Financial Reports, FCC Forms L and P. These are official copies filed by carriers in accordance with Part 43 of the Rules.</p> <p>a. Duplicate copy of FCC Form L given to Mobile Services Division and Form P given to Domestic Radio Branch to use as temporary convenience file.</p> <p><u>Destroy</u> when three (3) years old.</p> <p>b. Permanent. Record Copy. <u>Transfer</u> to the Federal Records Center when five (5) years old. <u>Offer</u> to NARS when twenty (20) years old. On hand: 10 cu. ft.; annual accretion: 2 cu. ft. Arrangement: Same as Item 64.</p>		<p>Transfer to FRC not authorized</p> <p>WITHDRAWN</p>
66.	<p>Monthly Financial Reports. These are submitted by carriers in punchcard format in accordance with Part 43 of the Rules. Punchcard data are converted to magnetic discs and tapes and recorded on paper printouts.</p> <p>a. Punchcards. <u>Destroy</u> when converted to magnetic media.</p> <p>b. Magnetic media. Containing operating revenue and expenditure data for U. S. telephone and telegraph carriers whose operating revenues exceed 1 million dollars and \$250,000 respectively. Telephone carrier data also includes the total number of telephones in service and the number of originating messages.</p> <p><u>Destroy</u> when no longer required for research or reference purposes.</p> <p>c. Printouts. <u>Transfer</u> printouts to Federal Records Center when five (5) years old. <u>Destroy</u> when twenty (20) years old.</p>		<p>Transfer to FRC not authorized</p>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
67.	<p><u>Overseas Telecommunications Traffic Data.</u> These are submitted by carriers, some annually, in punchcard format in accordance with Part 43.61 of the Rules. Punchcard data are converted to magnetic discs and tapes and recorded on paper printouts.</p> <p>a. Punchcards. <u>Destroy</u> cards after final computer listings have been generated.</p> <p>b. Magnetic media. e Containing data on telegraph and telex traffic originating or terminating in foreign countries. Data is by country and includes total number of messages and words as well as total revenues. Data has been voluntarily submitted by AT&T since 1974.</p> <p><u>Destroy</u> when no longer required for research or reference purposes.</p> <p>c. Printouts. <u>Transfer</u> printouts to Federal Records Center when <u>ten (10)</u> years old. <u>Destroy</u> when twenty (20) years old.</p>		<p>Transfer to FRC not authorized.</p>
68.	<p><u>Monthly Carrier Administrative Reports.</u> These carrier submitted reports include financial, plant and operating data. Reports are reference material. <u>Destroy</u> when material is no longer needed for reference and research purposes.</p>		<p>WN-172-74-40</p> <p>Transfer to FRC not authorized.</p>

7.
ITEM NO.8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9.
SAMPLE OR
JOB NO10.
ACTION TAKEN

69. Monthly AT&T Report No. 1. This summary report contains financial and operating data on the Bell System's interstate services under the Division of Revenue Contracts. Reports are reference material.
Destroy when material is no longer needed for reference and research purposes.

Transfer to
FRC not authorize

70. Annual and monthly data on manufacturing, service and supply affiliates of telephone carriers. These files include financial and operating data from Western Electric and affiliates of other telephone companies.
Transfer to Federal Records Center when ten (10) years old. Destroy when twenty (20) years old.

71. Independent Telephone Association Annual Reports. This includes published financial and operating data. Reference material.
Destroy when no longer needed for current business.

Transfer to FRC
Not authorized.

72. Economic Studies Project Files. This includes statistical tabulations, work papers and other data accumulated for economic studies.
Destroy when superseded or no longer needed for research and reference purposes.

Transfer to FRC
Not authorized.

Cost Analysis Branch

73. Carrier Cost Studies. These are reference copies of cost of service data filed by a carrier in support of a rate change or in response to a specific FCC request.
Destroy when material is no longer needed for research or reference purposes.

Transfer to FRC
Not authorized

74. Separations. This includes data on the separation of telephone plant and expenses between interstate and other operations. Reference material.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Destroy</u> when obsolete or no longer needed for current business.</p>		Transfer to FRC not authorized
75.	<p><u>Bell System Division of Revenues Procedures.</u> This is a reference set of Bell System instructions for dividing revenues from interstate and overseas communications services among the participating Bell operating companies.</p> <p><u>Destroy</u> pages when superseded.</p>		Transfer to FRC not authorized
	<p><u>CONSUMER AFFAIRS DIVISION</u></p>		
76.	<p><u>Informal Complaints and Inquiries.</u> Complaints filed in accordance with Section 1.716. They include the original complaint and related correspondence.</p> <p><u>Destroy</u> two (2) years after case closure.</p>		Transfer to FRC not authorized
	<p><u>HEARING DIVISION</u></p>		
77.	<p><u>Annual Employment Report filed by Common Carriers (FCC Form 395).</u> These records are filed as provided by Section 1.815, 21.307 and 23.55 of the Communications Act and Parts 1, 21 and 23 of the Commission's Rules. This file series contains two categories of reports. The first category includes those reports which represent evidence of nature and degree of compliance with or precedental affirmative action consent decree, arising from a nationwide landmark equal employment opportunity case before the Commission (FCC Docket 19143). The second category includes all other reports regarding equal employment opportunity.</p> <p>a. Nationwide reports arising from landmark case.</p> <p>Permanent Transfer to the Federal Records Center when ten (10) years old; offer to National Archives when thirty (30) years old. Volume: .5 cu. ft.; annual accretion: .1 cu. ft. Arrangement: (1) Year; (2) Carrier, alphabetically.</p> <p>b. Other reports.</p> <p><u>Destroy</u> when seven (7) years old.</p>		
78.	<p><u>Annual Complaint Reports filed by Common Carriers - Under Sections 21.307(e) and 23.55(e) of the Communications Act</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
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and Parts 21 and 23 of the Commission's Rules.

Transfer to Federal Records Center when five (5) years old. Destroy when seven (7) years old.

79. Equal Employment Opportunity Programs (Affirmative Action Plans). These plans are submitted by Carriers under Section 21.307(b) and 23.55(b) of the Communications Act and Parts 21 and 23 of the Commission's Rules. The affirmative action plans of the 24 Bell System Operating Companies, comprising a nationwide system, document an industry's installation and operation of a nationwide affirmative action program, arising from the landmark equal employment opportunity case in a precedental consent decree (FCC Docket 19143). ~~The collection of records are considered to be unusual, if not unique. It is not believed that any other agency has a complete set.~~

~~a. Nationwide affirmative action plans arising from landmark case.~~

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~~Permanent. Transfer to the Federal Records Center when four (4) years old; offer to the National Archives when ten (10) years old. Volume: 15 cu. ft.; annual accretion: 1.5 cu. ft. Arrangement: (1) Company; (2) Date.~~

~~b. Other affirmative action plans.~~

Destroy three (3) years after supersession.

> Transfer to FRC
Not authorized

80. Complaints and Investigation Files. These files relate to Equal Employment Opportunity Programs of the Common Carriers.

Transfer to Federal Records Center when five (5) years old. Destroy when seven (7) years old.

81. Working files on docket cases. These files contain work papers, copies of the division's pleadings, copies of the major pleadings of other parties and orders in docketed cases. Official copies are filed in the Dockets Branch or any other office of record.

Destroy three (3) years after a final decision in the docketed case.

> Transfer to FRC
Not authorized

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
82.	<p><u>License Application, Tracking, and Management Systems.</u> To assist in the Common Carrier Bureau's regulatory responsibilities, several automated systems have been developed by and are operated by the Computer Applications Division for various units of the Bureau. These relate to such functions as the processing of license applications, issuing of construction permits, generation of public notices, tracking Bureau projects, and inventorying communications equipment. Records include:</p> <p>Mobile Services Division - Common Carrier Land Mobile - Land Mobile Individual Processing System</p> <p>Domestic Facilities Division - Common Carrier Microwave Applications System - Earth Station Applications System</p> <p>Administrative Office - Common Carrier Project Management Tracking System</p> <p>Facilities and Services Division - Interconnection System</p> <p>International Facilities Authorization and Licensing Division - International 214 System</p> <p><u>Destroy</u> data elements when superseded or no longer required for program use.</p>		