

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Rec'd NCD 4 Jun 80*

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 Plans and Policy

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Rex Marshall

5 TEL EXT

632-7533

- LEAVE BLANK

JOB NO  
**NCI-173-80-4**

DATE RECEIVED  
**June 5, 1980**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

10-14-80 *Robert H. Vary*  
Date Archivist of the United States

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 4 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	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Rex Marshall</i>	E TITLE Chief, Records Management 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
1	<p style="text-align: center;"><b>RECORDS CONTROL SCHEDULE FOR OFFICE OF PLANS AND POLICY</b></p> <p>FUNCTIONS OF THE OFFICE. Assist, advise and make recommendations to the Commission with respect to the development and implementation of communications policies in all areas of Commission authority and responsibility; conduct technical, economic, and sociological impact studies of existing and proposed communications policies and operations; recommend and evaluate governmental (state and Federal), academic, and industry sponsored research affecting Commission policy issues; serve as central account manager for all contractual policy research studies funded by the Commission; coordinate the development and presentation of Commission views and position papers regarding both domestic and international communications policy.</p> <p><u>Memoranda and Subject Files</u></p> <p>a. These files consist of memoranda, reports, and bulletins relating to the functions and operations of the Office, primarily of administrative value.</p> <p style="text-align: center;"><u>Destroy</u> when three (3) years old.</p>		<i>10 items</i>

*agency has concurred in all changes.*

*Closed Out: 10-20-80: X.T.D. Copies sent to New, NAF, NND & Agency*

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	<p>b. Correspondence from the public, members of Congress, other Federal agencies and related replies. Correspondence consists of inquiries, requests for information, complaints, clarifications.</p> <p><u>Destroy when three (3) years old.</u></p>		
2	<p><u>Docket Material</u></p> <p>Working papers, drafts, exhibits, pleadings, comments from the public, press and news clippings, related to issues that have assigned docket numbers, i.e., 19142, Children's Programming and Advertising Practices; General Docket 79-189, High Seas Public Coast Station Operations, Services, Industry. Official docket material is filed in the Dockets Branch, Office of the Secretary.</p> <p><u>Destroy when final order in docket case has been issued.</u></p>		
3	<p><u>Case/Project Files</u></p> <p><i>all other</i> C.A. Material relating to a specific action, event, person, organization, etc. This file contains the official file copy of correspondence and material relating to various phases of the project such as proposals, authorizations, reports.</p> <p><i>a. Record copy of final, interim and formal supplementary reports prepared by task forces and OPP individual staff members. PERMANENT. Transfer to FRC 2 years after completion/closure. Offer to NARS 20 years after completion/closure.</i></p> <p><del>Transfer to the Federal Records Center two (2) years after completion/closure. <u>Destroy 2</u> years after completion/closure.</del></p> <p><i>all other copies of</i> b. Resulting reports and studies. One copy to be included in the official file. Maintain two (2) copies for reference purposes in office until no longer needed, then destroy. Transfer all other copies to the Office of Public Affairs for public inspection.</p>		
4	<p><u>Case/Project Working Papers</u></p> <p>Working papers accumulated in connection with specific case/project files. Includes background and working materials such as reference materials and data obtained for the case or project, data analyses and summaries, drafts and other preliminary papers leading to final results or findings.</p>		

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Destroy upon completion/closure of the case/project.

**5**      Contract Administration Files

Working files maintained by program/project monitors responsible for administering or monitoring FCC contractual policy research studies. Case papers include duplicate copies of documents found in official contract case files, such as notes and working papers concerning contractor activities; evaluation of contractor proposals, submissions, and reports; and routine communications pertaining to administering the individual contract.

Cutoff at close of fiscal year in which final payment is made. ~~Transfer to the Federal Records Center three (3) years after final closing.~~ *Destroy*

~~Destroy eight (8) years after final closing.~~

**6**      Comments Regarding Notices of Inquiry (NOI), Notices of Proposed Rulemaking (NPRM), etc.

All comments submitted by the public are directed to the Dockets Branch, Office of the Secretary, for inclusion into the official docket file. Duplicates are forwarded to the appropriate B/O for evaluation. Upon review of the project/task force leader:

- a. Routine comments are destroyed 30 days after review.
- b. Significant comments are maintained in the office for reference purposes and destroyed after final decision is made on the case.

*B/O = Bureau/office*

**7**      Agenda Material

Files of agenda items for Commission meetings which consist of memoranda or other documents prepared by the staff presenting matters to the Commission for action. Official record copies of all Commission agenda are on file in the Minute and Rules Branch, Office of the Secretary.

Destroy when six (6) months 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
8	<p><u>Applicant Position File</u></p> <p>Applications for professional positions in OPP, i.e., engineers, economists, sociologists. Used by administrative personnel to determine the qualifications and suitability of job applicants for future vacancies.</p> <p>Filed chronologically. Break file annually.</p> <p><u>Destroy</u> when one (1) year old.</p>		

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration