

NCI 12 JUN 84

REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-173-81-4

DATE RECEIVED

June 12, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6/7/84  
Date

*[Signature]*  
Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Federal Communications Commission

2. MAJOR SUBDIVISION  
Office of Public Affairs

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 8 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 12 JUN 1981	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
	<p>RECORDS CONTROL SCHEDULE FOR OFFICE OF PUBLIC AFFAIRS</p> <p>0.15 FUNCTIONS OF THE OFFICE. The Office of Public Affairs is directly responsible to the Commission. The Office has the following duties and responsibilities:</p> <p>a. Develop, recommend, coordinate and administer Commission objectives, plans, and programs to enhance public understanding of and compliance with the Commission's regulatory requirements. Evaluate public information dissemination practices and develop methods of improving these practices.</p> <p>b. Act as the principal channel for communicating information to the news media, regulated industries, and the general public on Commission policies, programs, and activities. Make official announcements of Commission decisions and actions. Maintain liaison with the information media to facilitate the dissemination of news and information on FCC activities. Advise the Commission on public reaction to and comment on FCC policies and programs.</p> <p>c. Develop, recommend, coordinate and administer objectives, plans and programs to encourage participation by the public in the Commission's decision-making processes.</p>		24 items

MASS DATA CHANGE SHEET NOT REQUIRED

NCW, Agency, NNE, NNS, NNF sent 7-2-84 by DMW.

## Request for Records Disposition Authority - Continuation

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	<p>Promote increased awareness within the Commission of the impact of Commission policies on the ability of consumers of communications services to participate in decisions that affect them. Evaluate the effectiveness of mechanisms developed and used to facilitate public input and develop new initiatives as appropriate.</p> <p>d. Serve as the Commission's primary point of contact with individual consumers of communications services and with organizations of such consumers. Maintain liaison with consumers to facilitate an interchange of information and cooperative efforts to improve the Commission's information-gathering, policy-making, and information dissemination functions.</p> <p>e. Act as the principal point of public contact in disseminating information about Commission programs to promote equal employment opportunity and minority enterprise in Commission-regulated industries. Maintain liaison with industry representatives, women's and minority groups and other interested parties regarding public information about and public evaluation of these programs. Organize FCC seminars and serve as FCC spokesperson to outside organizations on these subjects.</p> <p>f. Develop and implement programs to assist in providing information to minority entrepreneurs engaged in or seeking to participate in telecommunications industries regulated by the Commission.</p> <p>g. Review Commission contract procurement policy to devise ways of increasing information about proposed Commission contracts received by minority contractors.</p> <p>h. Advise the Commission on its information dissemination and public participation policies, as they affect liaison with the information media, the public and the Commission's regulatees. Provide policy and program guidance to the Bureaus and Offices on these subjects based on feedback received through the information dissemination functions of the office.</p> <p>i. Maintain liaison with the Field Operations Bureau regarding the public information and consumer assistance activities of the Commission's Field Offices.</p>		

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	<u>CONSUMER ASSISTANCE DIVISION</u>		
1.	<p><u>Special Projects File</u> - These projects, pursuant to Parts 0.5 (b) (7) and 0.15 of the Commission's Rules, are assigned by the Chairman, Director of Office of Public Affairs, or Chief of Consumer Assistance Division. Projects include a Consumer Participation Manual (Public and Broadcasting), Editing Assistance on "Political Broadcasting", preparation and supervision of Spanish translation versions of various consumer documents.</p> <p><u>Destroy</u> three (3) years after completion of project.</p>		
2.	<p><u>Subject File</u>. Consists of printed material and other reference material of historical nature needed daily for answering consumer inquiries.</p> <p><u>Destroy</u> when three (3) years old.</p>		
3.	<p><u>Mailing List</u>. This consists of a computer printout of addresses of consumers. CAD sends announcements, FCC Feedbacks, Consumer Notices, and other material to consumers periodically. The printout is updated two or three times a year, on an as-needed basis.</p> <p><u>Destroy</u> all copies of the printout when superseded or updated.</p>		
4.	<p><u>Publications</u>. Consists of CAD publications to orient the consumer. Included are FCC Feedback, Consumer Notice, CAD Brochure, Guide to Open Meetings, How FCC Rules are Made, and others as needed. An original copy of each publication is maintained by the Division.</p> <p>a. Original set of each publication (maintained in Division).</p> <p><u>Permanent</u> Offer to National Archives in five year blocks when the latest is ten years old. VOH 1<sup>st</sup></p> <p>b. All other copies of publications.</p> <p><u>Destroy</u> when superseded or obsoleted.</p>		

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

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Revised July 1974  
Prescribed by General ServicesKZ  
5/25/84  
ZFM  
5/25/84

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5.	<p>Spanish Translation of Selected FCC Documents. Selected documents issued by various elements within the Commission are translated into Spanish for the Hispanic members of the consumer public. The English versions of the documents are maintained by the respective Bureau or Office which originated it. The Spanish version is maintained by this Division. The documents include: Consumer Assistance Division brochure, CB Rules, Amateur Radio Rules; Amateur Radio application form instructions, Commercial Radio Operator application form, Children's Television Feedback, Minority Ownership policy statement, Commissioners' Biographies, How Rules are Made/How to File Comments, Television Interference Handbook, FCC in Brief, Index to FCC Publications available in Spanish, and others as will be translated. An original copy of each publication is maintained by the Division.</p> <p>a. Original set of each publication (maintained in Division).</p> <p><i>K.Z.</i> <i>5/25/84</i> <u>Permanent.</u> Offer to National Archives in five year blocks when the latest is ten years old. VOH 1"</p> <p><i>ZFM</i> <i>5/25/84</i> b. All other copies of publications in Spanish. <u>Destroy</u> when superseded or obsolete.</p>		
6.	<p><u>Consumer Inquiry File.</u> Consists of correspondence, telephone requests, or notations of "walk-in" requests by the general public. Form OPA-01 (June 1979) (Assistance Request) is used to record the request and action taken.</p> <p>a. Correspondence, telephone requests, notations and related memoranda (Form OPA-01). <u>Destroy</u> when one (1) year old.</p> <p>b. Trend reports - All written correspondence and telephone requests received by CAO are keyed into the computer system which generates trend reports. These reports are used by various Bureaus and Offices to show where the consumer public's interests lie.</p> <p>Monthly report - <u>Destroy</u> when one (1) year old.</p> <p>Accumulated report (Annual) - <u>Destroy</u> when three (3) years old.</p>		

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	<u>Press and News Media Division</u>		
7	Informational Releases dated from 1934 to 1949. Press Releases among which are filed copies of commissioners' speeches. Volume on hand 6 cubic feet.  Permanent. Offer to the National Archives in 1985.		
8	Informational Releases of Commissioners' Speeches, 1940-1983. Volume on hand 9 cubic feet  Permanent. Offer to the National Archives in 1988.		
9	All other informational releases dated 1950 to 1963.  Temporary. Destroy immediately.		
10	All other informational releases dated 1964 to 1973.  Temporary. Transfer to the WNRC immediately. Destroy in 1994		
11	All other informational releases dated from 1974 to 1983.  Temporary. Break file at end of each year. Transfer to WNRC when 10 years old. Destroy when 20 years old.		
12	Informational releases from 1984 forward. Segregate into one of two categories and apply the prescribed disposition for that category. If an informational release does not have one of the titles listed in Category A or Category B, it is not scheduled.		
A	Category A: CATV Certification of Compliance Actions, CATV Service Registrations, Pole Attachment Filings, CATV Actions, CATV Relay Service Applications, Private Radio Actions, Amateur Call Signs, PRB Applications, Equipment Certification and Type Accepted Actions, Type Approval Actions, Experimental Actions, Domestic Filed Satellite Service Applications, Cellular Applications, Common Carrier Actions, Common Carrier Applications, Common Carrier Service Applications, Standard Broadcast Applications, Cut Off Dates, Broadcast Actions, Broadcast Applications, Broadcast Station Totals, Broadcast Complaints, Documents Book, Miscellaneous Releases, General Actions, Legal Activities, Initial Decisions, Complaint Letters, Actions in Docket Cases, Miscellaneous Orders, FCC Filings, Daily Digest, Petitions/Rule Makings Filed w/Office of Secretary, Ex Parte Presentation in Informal Rulemakings, FCC Activities-Calendar of Events,		

KZ  
5/25/84  
ZJM  
5/25/84

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KZ 5/25/84  77M 5/25/84 12 B	Commission's Agenda, and Hearing Arguments/Oral Arguments.  Temporary. Break file at end of each year. Transfer to FRC when 10 years old. Destroy when 20 years old.  Category B: Commission Speeches.		
12 C	Permanent. Break file at end of each year. Offer to National Archives in five year blocks when most recent record is 10 years old.  Category C: Informational releases having title other than those listed in Category A or Category B.  Disposition. Submit a SF 115.		

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13	<p>Beginning in 1977 transfer speeches and prepared statements by Chairman and Commissioners to National Archives as Commissioners tenure end.</p> <p><u>Industry EEO and Minority Enterprise Division</u></p> <p><u>Memoranda and Subject File.</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><u>Destroy</u> when three (3) years old.</p> <p>b. Correspondence from the public, members of Congress, other Federal agencies and related replies.</p> <p><u>Destroy</u> when three (3) years old.</p>		
14	<p><u>Mailing List.</u> This consists of a computer printout of addresses of minority entrepreneurs. The printout is updated two or three times a year, on an as-needed basis.</p> <p><u>Destroy</u> all copies of the printout when superseded or updated.</p>		
15	<p><u>Constituent Inquiry File.</u> Consists of correspondence, telephone requests, or notations of "walk-in" requests by the general public. Form OPA-02 (Inquiry Control Sheet) is used to record the request and action taken.</p> <p><u>Destroy</u> when three (3) years old.</p>		
16	<p><u>Minority Ownership Report.</u> These reports are issued to summarize Commission policies and rulemakings that have an impact on ownership opportunities for minorities. This report is issued only when major changes occur and is not known to be published anywhere else. To this date two (2) reports have been issued. The 1978 report is a summary of the major conference sponsored by the FCC in April 1977 on minority ownership of Broadcast Stations. The 1979 report summarizes results of study contracted by FCC on financing and rating services on minority ownership opportunities. A model financial proposal is a part of the report to serve as a financial guide.</p>		

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KZ 5/25/84  ZJM 5/25/84	a. <u>Permanent</u> . Offer to National Archives in five year blocks when the latest is ten years old. VOH 1 copy, 1 <sup>st</sup> .  b. <u>Duplicates</u> . (Used for distribution to public.)  <u>Destroy</u> when administrative needs have ended.		

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