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 Commission Tyrone Brown

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Henry R. Schauer

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 1 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.
   X B Request for disposal after a specified period of time or request for permanent retention.

   C. DATE
   8/25/81
   
   D. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

   E. TITLE
   Acting Chief, Records Management Branch

7. ITEM NO

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)
   Office of Commissioner Tyrone Brown
   Types of files - Subject files that include correspondence, inter-office memorandums, reports, administrative matters, and related papers. These records were accumulated in the conduct of public business by the Commissioner during his appointment to the Commission. They do not include any personal files.
   Filing arrangement - Alphabetically, by subject matter
   Inclusive dates - June 1, 1975 to March 30, 1981
   Volume - 4 cubic feet
   Recommended disposition - Destroy immediately

9. SAMPLE OR JOB NO.

10. ACTION TAKEN
   Closed Out: 10-29-81

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (CFR 101-114)