

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

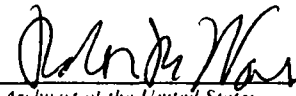
1. FROM (AGENCY OR ESTABLISHMENT)
Federal Communications Commission

2. MAJOR SUBDIVISION
Office of the Managing Director

3. MINOR SUBDIVISION
Audiovisual Office

4. NAME OF PERSON WITH WHOM TO CONFER
Kathy Greene

5. TEL EXT
634-1539

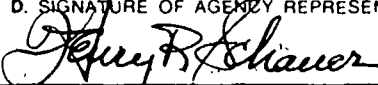
LEAVE BLANK	
JOB NO 173-82-2	
DATE RECEIVED revised 12-27-82	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-31-83 Date	 Archivist 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 3 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 12-15-82	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE Acting 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 align="center">Office of the Managing Director Audiovisual Office</p> <p>Provide audio and visual support services for the Commission, including recording and filming Commission meetings, reproduction and distribution of the tapes as required, and the production of video presentations for internal and external use.</p> <p><u>Recordings of Open and Closed Meetings with Associated Finding Aids.</u></p> <p>a. <u>Finding Aids for Open and Closed Meetings - Permanent.</u> Log sheets that indicate the title of the meeting, the date, and applicable tape time frames. Offer to NARS in conjunction with related audio/visual records.</p> <p>Volume on hand from 1979 to present is 4, 3" binders. Annual accretion is 1, 1" binder.</p>		11

*Mass Data Change Sheet Not Required
NARS NNS Copy to agency, 4-13-83; etc.*

Request for Records Disposition Authority - Continuation

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	<p>b. <u>Closed Meetings - Permanent.</u> Meetings that are closed to the public because the information pertaining to the meeting discloses matters that are solely internal, i.e., personnel rules, trade secrets, etc.</p> <p>(1) <u>Videotapes.</u> When five (5) years old, offer to NARS: the original or the earliest generation of a duplicate, plus a duplicate (if one exists).</p> <p>Volume on hand from 1979 to present is: 3/4" tape is 4 cubic feet, and 1/2" tape is approximately 5 cubic feet. Annual accretions are 1 cubic foot.</p> <p>(2) <u>Audiotapes</u> that are unique and not duplicated on videotape. When five (5) years old, offer to NARS: the original or the earliest generation of a duplicate, plus a duplicate (if one exists).</p> <p>Volume on hand from 1979 to present is 126, 90 minute cassettes. Annual accretion is negligible.</p> <p>c. <u>Open Meetings - Permanent.</u> Meetings that are open to the public for observation, such as Commissioners voting on rulemakings, agenda items, etc.</p> <p>(1) <u>Videotapes.</u> When five (5) years old, offer to NARS: the original or the earliest generation of a duplicate, plus a duplicate (if one exists).</p> <p>Meetings are recorded on 3/4" videotape and when six (6) months old are transferred onto 1/2" videotape.</p> <p>Volume on hand for 1/2" videotape from 1979 to the present is 11 cubic feet. Annual accretion is approximately 3 cubic feet.</p>		

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	<p>(2) <u>Audiotapes</u> that are unique and not duplicated on videotape. When five (5) years old, offer to NARS: the original or the earliest generation of a duplicate, plus a duplicate (if one exists).</p> <p>Volume on hand for 90 minute tapes from 1979 to the present is approximately 6 cubic feet. Annual accretion is approximately 1 cubic foot.</p>		
2.	<p><u>Videomemos.</u> Messages made by Commissioners and/or Bureau and Office Chiefs on videotape instead of paper to send to the field offices.</p> <p><u>Destroy</u> when three (3) years old.</p>		
3.	<p><u>Training Films.</u> Internal personnel and administrative training programs that do not reflect the mission of the agency.</p> <p><u>Destroy</u> when no longer needed or obsolete.</p>		
4.	<p><u>Rehearsal or practice tapes.</u></p> <p><u>Destroy</u> immediately.</p>		
5.	<p><u>Recordings that document routine meetings and award presentations.</u></p> <p><u>Destroy</u> when no longer needed.</p>		