

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

*Reise* *W 12/29/81*

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 Science and Technology

3. MINOR SUBDIVISION  
Authorization and Standards Division

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

5. TEL EXT  
632-7533

LEAVE BLANK	
JOB NO <u>NC1-173-82-3</u>	
DATE RECEIVED <u>December 11, 1981</u>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>10-29-81</u> Date	<i>[Signature]</i> 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 5 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 <u>12-8-81</u>	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 align="center"><b>Records Control Schedule for Office of Science and Technology</b></p> <p>Authorization and Standards Division-0.31 Functions of the Division.</p> <ul style="list-style-type: none"> <li>a. Study new phenomena, proposed new systems, and new equipment looking toward the greater use of radio, the reduction of interference, and the establishment of appropriate rules and regulations.</li> <li>b. Participate in various intergovernmental, national and international organizations looking toward the standardization of equipment and measuring units and methods as well as the more efficient use of the radio spectrum or the reduction of interference.</li> <li>c. Design and assemble apparatus for special tests and studies concerning propagation, equipment or systems, and evaluate the results of such tests or studies with regard to the Commission's problems, often looking toward new or modified rules.</li> </ul>		<u>5 series</u>

*Mass Data Change Sheet Attached*  
*Closed out: 11/12/82: cmj*  
*COPY TO NNFG, Agency + NCW*

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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>d. Act on applications for type approval and make type approval tests on equipment including those equipments under Parts 15, 18, 73, 81, 83, and 95 of this chapter requiring type approval.</p> <p>e. Act on applications for type acceptance of equipment and issue lists of type accepted and type approved equipment.</p> <p>f. Act on applications for type certification of equipment and issue lists of certified equipment.</p> <p>g. Act on applications for advance approval of subscription television technical systems and issue lists of approved subscription television technical systems.</p> <p>h. Conduct technical studies of equipment design and performance.</p> <p>i. Provide information and comments on test procedures and test results to assist in the evaluation of material supporting certifications.</p> <p>j. Conduct special tests of equipments in connection with the certification and type acceptance programs.</p> <p>k. Design, develop and construct equipment for use in connection with other Commission activities.</p> <p>l. Standardize and calibrate equipment and installations for other Commission activities and make tests of radio devices for other Government departments and agencies.</p> <p>m. Jointly in cooperation with the Chief, Common Carrier Bureau, act on applications for registration of equipment to be directly connected to the telephone network and issue registration authorizations upon obtaining the concurrence of the Chief, Common Carrier Bureau.</p> <p>n. Issue lists of equipment registered for direct connection to the telephone network.</p> <p>o. Process applications for equipment authorizations for all equipments subject to type acceptance, type approval and type certification. Handle all correspondence and public contacts resulting from the type acceptance, type approval, and type certification application processing.</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
	<p>p. Administer all activities related to type acceptance, type approval and type certification of equipment subject to the Commission's equipment authorization regulations and marketing regulations, including the testing, evaluation, and on-site sampling of various types of equipments, prepare reports and recommendations concerning equipments and approve or deny applications for type acceptance, type approval, or type certification of equipment.</p> <p>q. Develop test procedures, perform tests, and provide technical data and reports required to evaluate applications for equipment certification and type acceptance; provide data to be used in the development of rules and regulations; maintain the central file and current data on transmitting and receiving equipment and measurement techniques.</p> <p>r. Prepare technical reports and recommendations relative more effective and efficient type acceptance, type approval, and type certification activities.</p>		
1.	<p><u>Applications for Equipment Certification and Grants of Certification.</u></p> <p>This information consists of a single sheet (on 2 sides) application form (FCC Form 731), together with descriptive information about the equipment (such as circuit diagram, photograph, description of device) and a report of the measurements which are required by Commission rules. Copies of correspondence, if any, pertaining to the application and copies of grants of certification (FCC Forms 722-A or 731-A) are also included in the file.</p> <p>a. TV, FM and combined FM/TV receivers, and low-power Part 15 (of FCC Rules) "Walkie-talkies."</p> <p><del>Transfer to Federal Records Center when 2 years old.</del></p> <p><u>Destroy</u> when 4 years old.</p> <p>b. Other certified devices.</p> <p><u>Transfer</u> to Federal Records Center when 5 years old.</p> <p><u>Destroy</u> when 8 years old.</p>		

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2.	<p>"Type Acceptance Files".</p> <p><del>The composition of these files is similar to those described under Item 45.</del> Each file consists of an application form (FCC Form 731) together with photographs, descriptive information and circuit diagrams pertaining to the equipment, together with a report of the measurements required by Commission rules. Copies of any correspondence which may have resulted from our review of the application are also included, as is a copy of the grant of type acceptance (FCC Form 723-A or 731). The data base referred to is a published listing, by manufacturer and type number, of transmitters which have been granted type acceptance. The listing is a summary of essential technical information about the equipment, including Commission rules under which the equipment is eligible for licensing, rated frequency range, rated power, notes containing any specific restrictions or limitations on acceptability of the equipment. The data base is presently maintained by the Office of Managing Director of the Commission, although its maintenance is being transferred to the Commission's Office of Science and Technology.</p> <p>a. Advance approvals of Pay-TV Systems.</p> <p><u>Transfer</u> to Federal Records Center when 5 years old.</p> <p><u>Destroy</u> when 10 years old.</p> <p>b. All other Type Acceptance files.</p> <p><u>Transfer</u> to Federal Records Center when 5 years old.</p> <p><u>Destroy</u> when 8 years old.</p>		

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3.	<p><u>Denied and Dismissed Applications</u></p> <p>This file contains the applications in Equipment Certification, Type Acceptance, and Type Acceptance, and Type Approval which did not result in a grant.</p> <p><u>Return</u> application with all supporting documents to applicant; <u>Destroy</u> the records of FCC action and applicable correspondence when 1 year old.</p> <p>If unable to return the application to the applicant, destroy the application, all supporting documents, the record of FCC action, and applicable correspondence when 1 year old.</p>		