

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

|   |  |
|---|--|
| LEAVE BLANK   |  |
| JOB NO<br><br><b>NCI-173-82-6</b>   |  |
| DATE RECEIVED <i>Revised</i><br><b>January 26, 1984</b>   |  |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |
| <b>3-7-84</b><br><i>Date</i>  | <i>Mark May</i><br><i>Archivist of the United States</i> |

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 Managing Director**

3. MINOR SUBDIVISION  
**Office of the Secretary**

|   |                               |
|---|-------------------------------|
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><b>Kathy Zichi</b> | 5. TEL EXT<br><b>634-1535</b> |
|---|-------------------------------|

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.
- B** Request for disposal after a specified period of time or request for permanent retention.

|                           |   |  |
|---------------------------|---|--|
| C. DATE<br><b>1/26/84</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Kathy Zichi</i> | E. TITLE<br><b>Acting Chief, Records Management Branch</b> |
|---------------------------|---|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|------------|---|----------------------|------------------|
| 1.         | <p>Under Section 4(j) of the Communications Act, "... Every vote and official act of the Commission shall be entered of record . . .," these are the Official Minutes of the Federal Communications Commission and its predecessor, the Federal Radio Commission. All records are filed chronologically by minute number.</p> <p>Minute Folder File: consists of the minute; agenda notations and items; Commission orders; background material and staff memoranda.</p> <p>a. Files from September 1971 forward. Current volume at the Federal Records Center is 112 cubic feet. Current volume on hand is 42 cubic feet. Annual accumulation is approximately 19 cubic feet.</p> <p>Permanent. Transfer to the Federal Records Center in annual segments as they become 3 years old; Offer to the National Archives in five year blocks when most current record in block is 20 years old.</p> <p>b. Files from 1927 through August 1971.</p> <p>Disposal Not Authorized. Schedule in 1989.</p> |                      | <i>2/2/84</i>    |

MASS DATA CHANGE SHEET NOT REQUIRED

*NEW, NMF & Agency sent 3-19-84 by DMW.*