

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

4. NAME OF PERSON WITH WHOM TO CONFER
Kathy Greene

5. TEL. EXT.
634-1539

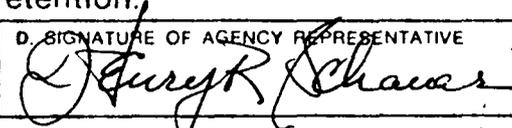
LEAVE BLANK	
JOB NO	NCL-173-83-1
DATE RECEIVED	2-15-83
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>3/27/85</u> Date	 Archivist 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 <u>1-19-83</u>	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>OFFICE OF THE MANAGING DIRECTOR OFFICE OF THE SECRETARY PUBLICATIONS BRANCH</p> <p><u>Proposed Rulemaking File</u> - All notices of proposed rulemaking and pertinent documents regarding proposals for new or revised rules. Items may include: agenda item, memorandum of opinion and order, public notice. Upon adoption by the Commission of the rule (usually by Report and Order) all information is transferred to the Rules History Files, Item 3. Filed by Section.</p> <p>a. if adopted, transfer file to Item 3, Rules History File.</p> <p>b. If not adopted, destroy as administrative need requires ^{when no longer needed for} administrative purposes.</p>		
2.	<p><u>Rules History Cards</u>. 5" x 7" cards filed by Rule Section Number and used as a reference to all final rules and amendments. Card contains notations of: date and page number of <u>Federal Register</u> issue; amendment number (if appropriate); and any remarks i.e., "paragraph (a) and Footnote 4 amended, New Part 22 adopted". when no longer needed for administrative purposes. Destroy as administrative need requires.</p>		

Copies sent to agency 1/27/85 & 2/27/85. 3/1/85 SLS

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3.	<p><u>Rules History Files.</u> All documents in the Proposed Rulemaking File (Item 1) are transferred to this series upon adoption by the Commission. Additional documents in the file may include any erratas, copies of amendments in final form, etc. File arrangement by Rule Section Number.</p> <p><i>KZ.</i> <i>8/15/84</i> <i>ZFM</i> <i>8/15/84.</i></p> <p>As files become 50 years old and with written approval by the Secretary of the Commission, Destroy as when no administrative need requires. longer needed for administrative purposes.</p> <p><u>Commission's Rules and Regulations.</u> Official reference copy for the Commission. Filed in 1 inch, 3 ring binders for a total of 11 binders and filed by volume number.</p> <p>when no longer needed for administrative purposes. Destroy as administrative need requires.</p>		
5.	<p><u>Docket Reference Card Systems.</u></p> <p>a. <u>Reports Reference.</u> 5" x 7" cards filed by Docket Number and includes FCC Reports reference numbers. Specifically, the cards contain notations of: subject; the FCC Minute Number; adoption date; FCC Reports volume pamphlet number and page number.</p> <p>when no longer needed for administrative purposes. Destroy as administrative need requires.</p> <p>b. <u>Rules Reference.</u> 5" x 7" cards filed by Docket Number and includes Federal Register information. Specifically, the cards contain notations of: subject; Rule Part Number; date of Commission action; FCC Document Number; type of document i.e., Notice of Inquiry, Notice of Proposed Rulemaking; Federal Register publication date and citation.</p> <p>when no longer needed for administrative purposes. Destroy as administrative need requires.</p>		
6.	<p><u>FCC Reports.</u> All documents currently adopted by the Commission having precedential or historical significance are published monthly and issued in pamphlet form.</p> <p>Bound volumes are issued annually and contain a compilation of the pamphlets, plus a summarized version of other adopted documents. A bound, cumulative index is issued every 3 years.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

3 3 Pages

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
6.	Continued) when no longer needed for Official reference, destroy as administrative need requires , administrative purposes.		
7.	<p><u>Federal Register.</u> Actual pages of the <u>Federal Register</u> that refer to any FCC notice of proposed rulemaking, reports, and other actions taken by the Commission that are required to be published in the <u>Federal Register</u>. Filed by date.</p> <p>Used as a reference when updating the rules and history files, destroy as administrative need requires. when no longer needed for administrative purposes.</p> <p>All changes have been approved by: <u><i>[Signature]</i></u> <u>3/14/85</u> NARS appraiser Date</p> <p><u><i>[Signature]</i></u> <u>3/13/85</u> Agency representative Date</p>		