

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

LEAVE BLANK	
JOB NO <b>NC1-173-83-4</b>	
DATE RECEIVED <b>4-5-83</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>6-30-83</b> Date	<i>[Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Federal Communications Commission**

2. MAJOR SUBDIVISION  
**Field Operations Bureau**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

**Henry R. Schauer**

5. TEL EXT

**634-1535**

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 <b>3/25/83</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <b>Acting Chief, Records Management Branch</b>
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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 style="text-align: center;">REVISION TO RECORDS CONTROL SCHEDULE FOR THE FIELD OPERATIONS BUREAU</p> <p style="text-align: center;">JOB NO. NC 1 173-78-3 Dated July 26, 1978</p> <p>0.111 FUNCTIONS OF THE BUREAU. The Field Operations Bureau is responsible for all engineering activities performed in the field relating to radio stations including station inspections, surveys, monitoring, direction finding, signal measurement and investigations; for those enforcement activities performed in the field dealing with the suppression of interference and the inspection of devices possessing electromagnetic radiation characteristics; and such field inspections or investigations as might be required by the Commission, or the Bureaus and Staff Offices.</p>		<b>6 items</b>

*Mass Data Change Sheet Attached*  
*NC111 + Agency sent out 2-13-83 by DMW.*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

2 3

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>FIELD OPERATIONS BUREAU RECORDS CONTROL SCHEDULE</p> <p>It is requested that the following items, now included on Archives Job No. NC 1-173-78-3 dated July 26, 1978, be revised.</p> <p>1. Inspections and Investigative Case Reports. (FCC Forms FO-950 and 951) and associated reports and correspondence.</p> <p><u>Destroy one year after closure.</u></p> <p>2. Certificate of Compliance. (FCC Form 724), Industrial, Scientific, and Medical equipment together with associated correspondence and graphs. These certificates state that the owner or lessee of the equipment listed is familiar with Part 18 of the FCC Rules and also, that any harmful interference caused by its use will be corrected.</p> <p>There is no longer a requirement for filing.</p> <p><u>Destroy immediately</u></p>	<p>Item 2 under Job No. NC1-173-78-3 9-26-78</p> <p>Item 3 under Job No. NC1-173-78-3 9-26-78</p>	

per telephone  
conversation  
with H.  
Schauer  
ZFM 6/29/83

## 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
3.	FIELD OPERATIONS BUREAU RECORDS CONTROL SCHEDULE  Violation and Citation files (FCC Form 793 and 790) associated forms and correspondence; all services.  <u>Destroy</u> when two years old.	- Item 4 under Job No. NC1-173-78-3 9-26-78	
4.	Ship inspection reports, notices, associated forms and correspondence.  These inspections are made with a view to protecting life and property. Their effectiveness is dependant upon determining what is defective, what corrective action is required, and the expeditiousness with which the correction is made.	Item 5 under Job No. NC1-173-78-3 9-26-78	
5.	These ship inspection reports no longer being filed in Headquarters. Files now maintained at FOB's District Offices. See Item 23b-NC1-173-78-3  <u>Destroy immediately</u>		
5.	Monitoring Files - FCC Form-955-associated forms and correspondence all services.  This series including correspondence, rough and finished reports, and related papers pertaining to monitoring activities to ascertain that the Communications Act of 1934, as amended, is being complied with by all parties transmitting energy or messages by radio  <u>Destroy</u> two years after closure.	Item 6 under Job No. NC1-173-78-3 9-26-78	
6.	Interim Ship License File. This file contains copies of interim ship licenses.  This license no longer being issued.  <u>Destroy immediately</u>	Item 27 under Job No. NC1-173-78-3 9-26-78	

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