

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 Science and Technology

3. MINOR SUBDIVISION

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

5. TEL EXT
634-1538

| | |
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| JOB NO | NCI-173-83-8 |
| DATE RECEIVED | 7-7-83 |
| 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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| DISPOSAL NOT APPROVED | |
| 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 12 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 12/30/82 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Henry R. Schauer</i> | E. TITLE Acting Chief, Records Management Branch |
|----------------------------|--|--|

| 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;">RECORDS CONTROL SCHEDULE FOR OFFICE OF SCIENCE AND TECHNOLOGY</p> <p>0.31 FUNCTIONS OF THE OFFICE. The Office of Science and Technology has the following duties and responsibilities:</p> <p>(a) Provides advice and assistance to the Commission on advanced phases of communication techniques, frequency allocations and usage, and related scientific and technical matters.</p> <p>(b) Represents the Commission on various national and international organizations devoted to the progress of communications and the development of information and standards relative thereto.</p> <p>(c) Maintains liaison with other agencies of government, technical experts representing foreign government, and members of industry and the public concerned with communications and frequency allocation and usage.</p> <p>(d) Represents the Commission in matters concerning frequency allocation and spectrum usage undertaken pursuant to international obligations.</p> <p>(e) Plans and directs programs for developing information and data in the theoretical and experimental areas concerning new and improved communication</p> | | <p><i>withdrawn</i></p> <p>DISPOSAL NOT APPROVED</p> <p><i>51 items</i></p> |

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| <p>1.</p> <p>ITEM 16 NA JOB NO 172-145 8-26-72</p> | <p>techniques and equipment, advanced phases of terrestrial and space communications, radiowave propagation, and in the development of new or improved spectrum management techniques.</p> <p>(f) Plans and directs calibration and standardization programs, and programs for development of new equipments and systems used by the Commission.</p> <p>(g) Develops and administers procedures for acquiring, storing, and retrieving scientific and technical information used in engineering work of the Commission.</p> <p>(h) Collaborates with and advises other bureaus and offices in the formulation of technical requirements of Commission Rules and Regulations.</p> <p>(i) Administers the Commission's program with respect to Volume II (Parts 2, 5, 15, and 18) of the Rules and Regulations.</p> <p>(j) Cooperates with General Counsel in coordinating staff work in allocation proceedings, in legislative matters concerning the Office of Science and Technology, and in certain Experimental Service matters and legal aspects of Parts 2, 5, 15, and 18 of the Rules.</p> <p><u>International Staff</u></p> <p>Committee and Conference Files - Copies of reports and work papers of Interagency and International organizations such as the CCIR (International Radio Consultative Committee), part of ITU (International Telecommunication Union).</p> <p>a. (1) CCIR Committee Study Group 1, 4, 8, 10, & 11 U.S. Contributions. <u>Review</u> at end of each Plenary Period (4 year cycles).</p> <p><u>Maintain</u> in office for reference purposes until no longer needed, then destroy.</p> <p>(2) Other study groups as appropriate.</p> <p>Destroy at end of each Plenary Period.</p> <p>SPECTRUM MANAGEMENT DIVISION</p> <p><u>Spectrum Planning Branch</u></p> | | <p>WITHDRAWN</p> <p><i>withdrawn</i></p> <p>DISPOSAL NOT APPROVED</p> |
| <p>2.</p> | <p>WARCS (World Administrative Radio Conferences. The next conferences will occur in 1983 1984 (1), 1985 1986 (2), 1987 and 1988 (1).</p> | | |

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| <p>3. ITEM 43 NA JOB NO 172-145 4-25-72</p> <p>4. ITEM 7.C NA JOB NO 172-145 4-25-72</p> <p>5. ITEM 10 NA JOB NO 172-145 4-25-82</p> <p>6. ITEM 9 NA JOB NO 172-145 4-25-82</p> <p>7. ITEM 25 NA JOB NO 172-145 4-25-82</p> | <p>Contains comments and reply comments to Notice of Inquiry.</p> <p>When 5 years old, and upon review by designated official;</p> <p>(1) <u>destroy</u> obsolete or superceded material.</p> <p>(2) <u>Transfer</u> the remainder (neither obsolete nor superceded) to Federal Records Center and <u>destroy</u> when 12 years old.</p> <p><u>Reading File</u> - Contains copies of correspondence initiated in Branch filed chronologically.</p> <p><u>Destroy</u> when three (3) years old.</p> <p><u>Subject Files</u> - These files contain reports, bulletins, memoranda and correspondence incidental to the operation of the office. Material deals with technical and administrative matters.</p> <p><u>Maintain</u> in office; <u>review</u> annually and <u>destroy</u> when no longer needed.</p> <p><u>Docket Materials</u> - contains docket material relating to policy matters, allocation actions, and international conference preparation which the Branch has initiated or in which it is substantially involved.</p> <p><u>Maintain</u> in office; <u>review</u> every two (2) years and <u>destroy</u> when no longer need.</p> <p><u>Frequency Liaison Branch</u></p> <p><u>Reading File</u> - Correspondence initiated in the Branch.</p> <p><u>Destroy</u> when 2 years old.</p> <p>Frequency Coordination Records - 5" x 8" file with technical comments from other Government agencies relative to frequency assignments. Part 0.36 of the Commission's Rules apply.</p> <p><u>Destroy</u> when 30 years old.</p> | | <p>DISPOSAL NOT APPROVED</p> <p><i>withdrawn</i></p> <p>DISPOSAL NOT APPROVED</p> |

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| 8. ITEM 28 NA JOB NO 172-145 4-25-72 | <p><u>Non-Government Frequency Assignment Records</u> - This file series contains classified and unclassified non-Government license documents supported by Federal Government contracts relating to the National Defense.</p> <p><u>Destroy when 10 years old.</u></p> | | DISPOSAL NOT APPROVED |
| 9. ITEM 26 NA JOB NO 172-145 4-25-72 | <p><u>Frequency Assignment Lists</u> - This file consists of microfiche which are updated every 3 months. It relates to the listings in frequency, service, and call sign sequence used to maintain the Master Non-Government Frequency Record and to prepare notifications to register assignments internationally. Lists include assignments for services except authorizations of aircraft, amateur, ship, and certain citizen stations. Part 0.36 of the Commission's Rules apply. A historical copy of the microfiche is maintained by the Branch.</p> <p>a. Historical set of microfiche (maintained in Branch)</p> <p><u>Transfer</u> to the Federal Records Center when 10 years old.</p> <p><u>Destroy when 30 years old.</u></p> <p>b. All other copies of microfiche.</p> <p><u>Destroy when superseded or updated.</u></p> | | |
| 10. ITEM 29 NA JOB NO 172-145 4-25-72 | <p><u>Inter-department Radio Advisory Committee/Frequency Assignment Subcommittee/Spectrum Planning Subcommittee (IRAC/FAS/SPS) Files</u> - This file contains all material which is considered by the IRAC/FAS/SPS and which is of interest to the Branch. It contains both National and International Policy Documents along with the frequency assignment actions processed through the FAS.</p> <p>Maintain in office until no longer needed, then destroy.</p> | | |
| 11. ITEM 30 NA JOB NO 172-145 4-25-72 | <p>National Interference File - Contains a case history of interference between authorized facilities of the U.S. Government and U.S. Licensees. Filed in order of frequency.</p> <p><u>Destroy when 10 years old.</u></p> | | |
| 12. ITEM 31 NA JOB NO 172-145 4-25-72 | <p><u>Subject File</u> - Contains material filed in alphabetical order by subject which is of significant interest to the Branch.</p> | | withdrawn DISPOSAL NOT APPROVED |

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| | <p>When 10 years old, and upon review by designated official:</p> <p>(1) <u>Destroy</u> obsolete or superseded documents</p> <p>(2) Transfer remaining documents (neither obsolete nor superseded) to Federal Records Center and <u>destroy</u> when 30 years old.</p> <p>13. <u>IRAC AD HOC groups to study special subjects.</u> Filed in chronological order.</p> | | DISPOSAL NOT APPROVED |
| <p>ITEM 29 NA JOB NO 172-145 4-25-72</p> | <p>When 10 years old, and upon review by designated official:</p> <p>(1) <u>Destroy</u> obsolete or superseded documents.</p> <p>(2) Transfer remaining documents (neither obsolete nor superseded) to Federal Records Center. <u>Destroy</u> when 20 years old.</p> | | |
| <p>14. ITEM 69 NA JOB NO 172-145 4-25-72</p> | <p>Applications submitted under part 5 of the Commission's Rules and Section 303(g) of the Communications Act. An experimental authorization is issued for basic research and development of new equipment for government and non-government use. Forms 440-A and 442 are utilized. The authorized period, although definite, is variable and must be renewed through FCC Form 405.</p> <p>(1) <u>Destroy</u> 2 years from expiration date.</p> | | |
| <p>15. ITEM 87 NA JOB NO 172-145 4-25-72</p> | <p>International Notification of Frequency Assignments - This file comprises the official Records of United States notification to the International Telecommunication Union (ITU) of frequency usage and related data of both Government and non-Government stations for inclusion in the various service documents published by the ITU such as the International Frequency List, List of Coast Stations, List of Ship Stations, etc. Part 0.36 of the Commission's Rules apply. Two copies of FCC form 129 are included in the files but are referenced separately.</p> <p>a. Serial number reference.</p> <p>When 5 years old, and upon review by designated official:</p> <p>(1) Destroy obsolete or superseded documents.</p> <p>(2) Transfer remaining (neither obsolete nor superseded) documents to Federal Records Center</p> | | <p><i>withdrawn</i></p> <p>DISPOSAL NOT APPROVED</p> |

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| | <p>and destroy when 30 years old.</p> <p>b. Frequency reference.</p> <p>When 5 years old, and upon review by designated official:</p> <p>(1) <u>Destroy</u> obsolete or superseded documents.</p> <p>(2) Transfer remaining (neither obsolete nor superseded) documents to Federal Records Center and destroy when 30 years old.</p> | | <p>WITHDRAWN</p> |
| <p>16. ITEM 28 NA JOB NO 172-145 4-25-72</p> | <p>Non-Government Frequency Assignment Records - This file series contains classified and unclassified non-Government license documents supported by Federal Government contracts relating to the National Defense.</p> <p><u>Destroy</u> when 10 years old.</p> <p><u>Spectrum Management Division</u></p> <p><u>Treaty Branch</u></p> | | |
| <p>17. ITEM 32 NA JOB NO 172-145 4-25-72</p> | <p><u>International Radio Interference File</u> - Correspondence between the Commission and similar agencies of foreign governments relating to resolutions of cases of harmful international radio interference (Article 15 of the international Radio Regulations, a multilateral treaty). Sections 303 (m) (1) (a) and 320 of the Communications Act are applicable. A parallel card file is maintained, cross referenced by frequency.</p> <p>a. Correspondence file.</p> <p>Destroy segments not required after periodic review (by designated official), usually every two (2) years.</p> <p>b. Card file, 5" x 8"</p> <p><u>Destroy</u> segments not required after periodic review (by designated official), usually every two (2) years.</p> | | |
| <p>18. ITEM 33 NA JOB NO 172-145 115-203 4-25-72</p> | <p>Records of International Infraction - Compiled pursuant to Article 16 and Appendix 7 of The International Radio Regulations and the Safety of Life at Sea Convention.</p> | | <p><i>Withdrawn</i></p> <p>DISPOSAL NOT APPROVED</p> |

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

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| | <p>This file consists of reports and correspondence relating to infraction of international conventions by foreign radio stations, as observed by Commission Monitoring Stations and reported on FCC Forms 74, 795, 801, 825, 823, and 831. A letter delineating such infractions compiled from information on the forms and a copy of the correspondence, in chronological order, is maintained by the Treaty Branch.</p> <p><u>Destroy</u> when correspondence is 10 years old.</p> | | <p>WITHDRAWN</p> |
| <p>19. ITEM 34 NA JOB NO 172-145 4-25-72</p> | <p><u>Coordination of International Frequencies - Telegrams, reports of meetings and correspondence on coordination of frequencies with foreign governments. A parallel card file is maintained.</u></p> <p>a. Correspondence, work papers file. Filed chronologically by date of action. Volume increase is four cubic feet per year.</p> <p><u>Destroy</u> segments not required after periodic review (by designated official), usually every 10 years.</p> | | |
| <p>20. ITEM 35 NA JOB NO 172-145 4-26-72</p> | <p><u>International Monitoring Records File - This file consists of the Treaty Branch's contributed data to the International Telecommunication Union (International Frequency Registration Board), which is summarized and published in Geneva along with similar data from other countries. Article 13 of the International Radio Regulations applies.</u></p> <p><u>Destroy</u> segments which are superseded or not required after periodic review (by designated official), usually every 10 years.</p> | | |
| <p>21. ITEM 37 NA JOB NO 172-145 4-25-72</p> | <p><u>General Technical Subject File - Consists of printed technical material needed in daily work projects such as navigation aids, communications systems, etc. Article 12 of the International Radio Regulations apply.</u></p> <p><u>Destroy</u> material which becomes obsolete or is superseded.</p> | | |
| <p>22. ITEM 38 NA JOB NO 172-145 4-25-72</p> | <p><u>International Telecommunication Union Documents and Publications relating to treaties and conferences.</u> The master set of these publications is kept in the Treaty Library series files. A number of extra copies are kept as a working stock. The treaty library contains publications which refer to treaties and conferences in force.</p> | | <p><i>withdrawn</i></p> <p>DISPOSAL NOT APPROVED</p> |

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| <p>23. ITEM 39 NA JOB NO 172-145 4-25-72</p> <p>24. ITEM 40 NA JOB NO 172-145 4-25-72</p> <p>25. ITEM 41 NA JOB NO 172-145 4-25-72</p> | <p>a. Treaties in force. Maintain if office one (1) copy of all publications and documents.</p> <p>b. Treaties no longer in force. <u>Destroy</u> documents and publications relating to treaties no longer in force 10 years after abrogation of related treaty.</p> <p><u>International Information File</u> - Contains dispatches of the department of State regarding international telecommunications, foreign service reports, and foreign government reports on the subject of international telecommunications and treaties. <u>Destroy</u> material which becomes obsoleted or is superseded.</p> <p><u>Treaty Library</u> - This is the master record on International Treaties and Conferences maintained by the Commission. It includes all U.S. Proposals, Conference Minutes and Reports, Final Acts, Delegation Reports, Congressional Reports and Ratification records on telecommunication conferences. A parallel card file is maintained, which contains consolidated information such as dates, places, etc. on past, present, and future conferences and treaties. The card file is also used as a reference Conference Information File. <u>Transfer</u> treaty and conference material relating to treaties no longer in force to Federal Records Center upon abrogation of treaty. <u>Permanent</u>. Offer to National Archives 20 years after transfer to Federal Records Center. Card file, 5" x 8". <u>Retain</u> segments not required after periodic review by designated official, usually every 10 years.</p> <p><u>Final Acts and Delegation Reports File</u> - Contains copies digest, delegation reports, and final acts of treaties and conferences. Transfer to Federal Records Center when treaty is no longer in force. Offer to National Archives 20 years after transfer to Federal Records Center.</p> | | <p>WITHDRAWN</p> <p><i>withdrawn</i></p> <p>DISPOSED NOT APPROVED</p> |

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| | Filed chronologically. Volume increase is 1 to 3 cubic feet per year. | | WITHDRAWN |
| 26. | <p><u>Space/Earth Station Notification</u> - This file contains official copy of all U.S. and foreign information supplied for advance publication, coordination and notification pursuant to Articles 9 and 9A of The International Radio Regulations, a multilateral treaty.</p> <p>Associated intra-U.S. documents are included.</p> <p>Destroy material which becomes obsolete or is superseded.</p> <p><u>SPECTRUM MANAGEMENT DIVISION</u></p> | | |
| 27. | <p><u>Spectrum Litigation Branch</u></p> <p><u>Spectrum Engineering Environment Information File (SEEIF)</u> This SEEIF file consists of engineering data and statistical reports and is maintained by the Spectrum Survey and Analysis Branch. The SEEIF is derived from the Master Non-Government Frequency List Data Base, which is maintained by the Division within the Office of Managing Director. This SEEIF file is updated every 3 months.</p> <p>Destroy when obsoleted or superseded.</p> | | |
| 28. | <p><u>History File</u> - This file pertains to allocation or re-allocations matters. Copies of transactions relating to rule-making procedures are included.</p> <p>Maintain in office until no longer needed; then destroy.</p> | | |
| 29. | <p><u>Microwave Engineering Analysis System (MEANS)</u> - This file consists of statistical reports and engineering data generated from the Commission's Microwave Application Processing System which is maintained by the Division of the Office of Managing Director.</p> <p>Destroy when obsoleted or superseded.</p> | | |
| 30. | <p><u>UHF - TV Project</u> - This file consists of two magnetic tapes which were compiled in a study of UHF-TV in 1965. The first tape contains the programs (Assembler language) and the second tape contains the accumulated data.</p> <p>Destroy.</p> | | <p><i>Withdrawn</i></p> <p>DISPOSAL NOT APPROVED</p> |

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| <p>31. ITEM 16 NA JOB NO 172-145 4-25-72</p> | <p><u>RESEARCH AND ANALYSIS DIVISION</u> <u>Office of the Chief</u> Committee and Conference Files - This file consists of minutes, correspondence, and technical reports of the <u>International Study Group Number 1</u> of the CCIR (International Radio Consultative Committee). Meetings of this committee are held in Geneva, Switzerland on International spectrum and monitoring matters. The official copy of material in this file is held in Geneva. Filed by year group. Volume increase is one-half cubic foot per year. <u>Permanent.</u> Maintain in office. Offer to National Archives when twenty years old. <u>Technical Information Center</u></p> | | <p>WITHDRAWN</p> |
| <p>32. ITEM 51 NA JOB NO 172-145 4-25-72</p> | <p>Engineering Reports and Studies - Various elements of the Commission issue reports and studies which become a basis for an engineering background for derivation of the Commission's Rules. This file includes reports and studies from other agencies or "engineering" sources, some of which may date before the Commission's charter in 1934. The file comprises approximately 10 letter-size 5-drawer file cabinets and is used as a reference source. <u>Maintain</u> in office until no longer needed; then destroy.</p> | | |
| <p>33.</p> | <p><u>Spectrum Management Task Force Contractor Reports</u> - This file consists of the remaining reports which had been generated by the Spectrum Management Task Force prior to its termination in Transition Quarter 1976. It consists of one bookshelf of spiral-bound reports pertaining to Spectrum Management in geographical areas. <u>Transfer</u> the complete set of reports to Federal Records Center when 5 years old. (End of FY 81). <u>Destroy</u> when 10 years old (End of FY 86).</p> | | |
| <p>34. ITEM 52 NA JOB NO 172-145 4-25-72</p> | <p><u>Ground Conductivity Maps</u> - This file consists of <u>physical studies</u>, compiled primarily by the Applied Propagation Branch, which are concerned with interference between radio stations. <u>Maintain</u> in office until no longer needed; then destroy.</p> | | <p>WITHDRAWN</p> |

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| <p>35. ITEM 52 NA SOB NO 172-145 4-25-72</p> <p>36. ITEM 53 NA SOB NO 172-145 4-25-72</p> | <p><u>RESEARCH AND ANALYSIS DIVISION</u> (continued)</p> <p><u>Propagation Analysis</u></p> <p>Field Strength Survey and Measurements File - This file contains field strength recordings and surveys, data tabulations, worksheets and analyses submitted by radio stations and consulting engineers or resulting from the efforts of Commission personnel. Much of this file is in the form of recording chart rolls which have not been completely analyzed. Included are records pertaining to a 1963 UHF-TV Projects (Field Strength and Measurements).</p> <p>a. All material (except New York UHF-TV Project and Chart Rolls).</p> <p><u>Transfer</u> to Federal Records Center after analyses are completed.</p> <p><u>Destroy</u> 5 years after analyses are completed.</p> <p>b. New York UHF-TV Project. Consists of computer cards and standard sheets.</p> <p>Maintain in office until no longer needed; then destroy.</p> <p>c. Chart Rolls. These recordings are relative to MF, VHF, UHF measurements and sunspot cycle recordings. These files are now at the Federal Records Center.</p> <p><u>Destroy</u> September 30, 1990.</p> <p>Technical and Advisory Committee Files - This file consists of minutes, correspondence and technical reports of CCIR (International Radio Consultative Committee), URSI (International Scientific Radio Union), PSAC (Propagation Standards Advisory Committee - an inter-agency), IRAC (International Radio Advisory Committee), and EMRAE (Electromagnetic Radio Advisory Committee).</p> <p>a. Study questions, reports, recommendations, and publications.</p> <p><u>Maintain</u> in office until no longer needed; then destroy.</p> | | <p>WITHDRAWN</p> <p>WITHDRAWN</p> |

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| 37. | <p><u>TECHNICAL STANDARDS BRANCH</u></p> <p>Measurement Standards Files - Contains standards (Military Standards, ANSI-American National Standards Institute, FCC Procedures) for measuring instruments and for procedures for measuring interference.</p> <p><u>Destroy</u> when material becomes obsolete or superseded.</p> | | <p>WITHDRAWN</p> |
| 38. | <p>Committee Files - Contains correspondence, memoranda, technical reports, notes, etc., dealing with the work of scientific and engineering committees in which staff of the Technical Standards Branch participate. Committees include: CCIR (International Radio Consultative Committee), WARC (World Administrative Radio Conference EIA (Electronic Industries Association), RTCM (Radio Tech. Committee for Maritime Services), and RTCA (Radio Tech. Committee for Aviation Services).</p> <p><u>Maintain</u> in office until no longer needed; then destroy.</p> | | |
| 39. | <p><u>Satellite Systems Branch</u></p> <p>Satellite Communications Technical Reports - Pursuant to Part 0.34 of the Commission's Rules, this branch generates technical reports on satellite communications</p> <p><u>Maintain</u> in office until no longer needed; then <u>destroy</u>.</p> | | <p>WITHDRAWN</p> |

ITEM 53
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