

**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  
**Private Radio Bureau**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

**David H. Thomas**

5. TEL EXT

**634-1535**

LEAVE BLANK	
JOB NO	<b>NC1-173-83-10</b>
DATE RECEIVED	<b>8-17-83</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>WITHDRAWN</b>	
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 8 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>8/4/83</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Henry B. Chauva</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
1.	<p>Addendum To National Archives Job No. NC-173-78-2 Dated 7-10-78 for Private Radio Bureau</p> <p>A - <u>Form 610 or equivalent</u> - These are original applications for individual amateur operator and station licenses. These licenses are renewable every five (5) years.</p> <p>Transfer applications to records center as needed. Destroy when they are six (6) years old.</p> <p>B - <u>Form 610B or equivalent</u> - These are original applications for Amateur Club, Military Recreation or Races Station Licenses. The licenses are renewable every five (5) years.</p> <p>Destroy fourteen (14) months after license expires.</p>	<p>NC1-173-78-2, Item 12, dated 7-10-78</p> <p>NC1-173-78-2, Item 12, dated 7-10-78</p>	<p><b>WITHDRAWN</b></p> <p><b>WITHDRAWN</b></p>

115-107 Agency copy of withdrawn job delivered to Kathy Zick on 7-13-84 by JLM

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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
2.	<p><u>General Mobile Radio Service Files Class A (Form 400 or Equivalent)</u>--These files contain the original applications for licenses in the General Mobile Radio Services. This service provides for private short-distance personal or business radio communications service. Stations are licensed to be operated on an assigned frequency in the 460-470 MHZ Band. Licenses are renewable every five (5) years.</p> <p><u>Close case file</u> when license expires.</p> <p><u>Transfer</u> to Federal Records Center when 1 year old.</p> <p><u>Destroy</u> when six (6) years old.</p>	NC1-173-78-2 Item 13 dated 7-10-78	WITHDRAWN
3.	<p><u>Aviation and Marine License Files</u>--These files contain licenses for the various aviation and marine radio services. The main categories of marine licenses include costal group, marine ancillary group, Alaska group, marine radiolocation land group, and the ship group. The main categories of aviation licenses include: aeronautical and fixed groups, aviation developmental group, and aviation radionavigation group. Many of these licenses are processed at the Gettysburg facility.</p> <p>a. Coast and Ground station licenses.</p> <p><u>Close case file</u> when license expires.</p> <p><u>Transfer</u> to Federal Records Center when 1 year old.</p> <p><u>Destroy</u> when 11 years old.</p> <p>b. Ship and Aircraft applications.</p> <p><u>Transfer</u> to Federal Records Center when 1 year old.</p> <p><u>Destroy</u> six (6) years later.</p>	NC1-173-82-2 Item 18 dated 7-10-78	WITHDRAWN
4.	<p><u>470-512 File</u>--This file contains licenses for stations with shared television frequencies for thirteen cities across the United States.</p> <p><u>Destroy</u> two (2) years after station is deleted.</p>	NC1-173-82-2 Item 26 dated 7-10-78	WITHDRAWN

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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
5.	<p><u>Radio Services Application Licenses Files</u>--These files contain licenses for the 21 various radio services in the Land Mobile Processing Branch. The expiration and renewal period for all the services are the same. Licenses are good for five years and they are renewable every five years thereafter. Each license consists of a long form which is the official application and a short form which becomes the official license. The 21 various radio services are as follows: motor carrier, automobile emergency, railroad, taxicab, power radio, petroleum, forest products, motion picture, relay press, special industrial, business, industrial radiolocation, manufacturers radio, telephone maintenance, local government, police radio, fire, highway maintenance, forestry conservation, special emergency, and state guard.</p> <p>a. <u>Destroy</u> licenses (short form) one (1) year after expiration.</p> <p>b. Send application (long form) to Federal Records Center 3 months after license is issued, <u>Destroy</u> long form six (6) years later.</p>	<p>NC1-173-78-2-Item 27B, dated 7-10-78</p>	<p>WITHDRAWN</p> <p>WITHDRAWN</p>
6.	<p><u>Form 402-S File</u>--This file consists of Form 402-S which supplements the data base on microwave stations. The form serves as an addendum to the initial application for microwave radio services.</p> <p><u>Transfer</u> to Records Center, along with original application, annually.</p> <p>Destroy when five (5) years old.</p>	<p>NC1-173-78-2-Item 32, dated 7-10-78</p>	<p>WITHDRAWN</p>
7.	<p><u>Microwave Application and License Files</u>--These files contain the official application (long form) and the official license (short form) for operators of microwave radio services throughout the United States. Licenses for approximately 9,000 - 10,000 microwave stations are contained in these files. Licenses are valid for five years and then are renewable every five years thereafter. Supporting information concerning the application also is included in the files.</p> <p>a. <u>Destroy</u> licenses (short form) one (1) year after expiration.</p>		<p>WITHDRAWN</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
7.	(Continued)  b. <u>Transfer</u> applications (long form) to Federal Records Center one (1) year after license is issued.  <u>Destroy</u> long form when six (6) years old.	NC1-173-78-2 Item 33B	WITHDRAWN

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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
8.	<p><u>Forfeiture Case Files</u>--These files are case files developed under Sections 510, 507, and Parts II and III of the Communications Act which states that any radio station (other than one licensed in the broadcast service) is liable to forfeiture for violations of certain FCC rules and regulations. The files consist of the original letter of notice of violation, licensee's reply, notice of forfeiture to FCC Finance Branch, and correspondences between licensee and FCC.</p> <p><u>Destroy</u> three (3) years after closure of case.</p>	NC1-173-78-2 Item 51, dated 7-10-78	WITHDRAWN
9.	<p><u>Miscellaneous Enforcement Case</u>--These files contain such cases as warning letters, unpaid forfeiture cases and other miscellaneous cases. The files are arranged by the name of the licensee.</p> <p><u>Destroy</u> three (3) years after closure of case.</p>	NC1-173-78-2 Item 51, dated 7-10-78	WITHDRAWN
10.	<p><u>Revocation and Cease and Desist Cases</u>--These files consist of information relating to the revocation of licenses for such causes as multiple violations, obscenity on the air and criminal use of the radio. The files consist of the violation notice, response to the notice, and order to show cause.</p> <p><u>Destroy</u> three (3) years after closure of case.</p>	NC1-173-78-2 Item 52, dated 7-10-78	WITHDRAWN
11.	<p><u>Rulemaking Files</u>--These files consist of notices or petitions proposing changes in the Commission's rules and policies regarding Personal Radio Services. The files contain the petition or notice and associated comments, exhibits, and reports of the Commission's rulemaking cases.</p> <p><u>Destroy</u> when reference needs are met.</p>		WITHDRAWN
12.	<p><u>Rule Waivers File</u>--These files contain requests or petitions for waivers of the Commission's rules pertaining to the Personal Radio Services and documents resolving such requests or petitions.</p> <p><u>Destroy</u> when reference needs are met.</p>		WITHDRAWN

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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
13.	<p><u>Undeliverable Licenses</u> - Licenses issued by the FCC and sent to the licensee on two separate occasions, but returned by the Post Office as "undeliverable". (E.G., incorrect address, no forwarding address, addressee no longer at present address, and other related reasons).</p> <p>These are licenses in the following Private Radio services Marine, Aviation, Amateur, C.B, Land Mobile, and GMRS. Restricted Radiotelephone Operator Permits are also included but have a different destruction date.</p> <p>a. All services (except Restricted Radiotelephone Operator Permits).</p> <p><u>Transfer</u> to the Federal Records Center when 1 year old.</p> <p><u>Destroy</u> when 5 years, 1 month old.</p> <p>b. Restricted Radiotelephone Operator Permits.</p> <p><u>Transfer</u> to the Federal Records Center when 1 year old.</p> <p><u>Destroy</u> when 3 years old.</p>		<p>...-DRAWN</p> <p>WITHDRAWN</p>
14.	<p><u>Special Condition C&amp;D Authorizations to CB Applications.</u></p> <p>File contains copies of Special condition C, pursuant to CB Rule 26(b) granting the authority for additional person(s) to operate a particular station; Special Condition D pursuant to CB Rule 26(c) authorizing the applicant to render radiocommunications service. Issued for 5 year period, annual volume <u>25</u>, current volume 2,447, 1970 to present.</p> <p><u>Destroy</u> 6 years from date of issuance.</p>		<p>WITHDRAWN</p>
15.	<p><u>Radio Amateur Civil Emergency Service (RACES) Applications</u></p> <p>These applications are authority to operate a station in a civil emergency. FCC Form 481 was used for this purpose until September 1978 at which time it was eliminated. Presently FCC Form b10A is used as the application.</p> <p><u>Destroy</u> 14 months after license expires.</p>		<p>WITHDRAWN</p>

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16.	<p><u>Repeater License File.</u>- These are copies of FCC Form 660 issued to individuals or clubs for an Amateur Radio Repeater station license filed on form 610 or 610B. Copying of the 660s was eliminated in 1976 when records were included in the data base. Current volume is <u>3580</u>, 1973 to 1976. Renewal of these license was eliminated May 15, 1978.</p> <p><u>Destroy</u> when administrative usefulness has ended.</p>		WITHDRAWN
17.	<p><u>Amateur Radio License.</u>- Prior to 1966, when the Amateur service became automated, the Amateur license was a multipart form. Two parts of this form (A&amp;C) were maintained on site. The "A" copy was filed alphabetically by name and the "C" copy was filed by call sign. In 1976 these records were put on microfilm and the A&amp;C copies were destroyed. The particular group being addressed in this paragraph was overlooked and never microfilmed. Licenses were issued for a 5 year period, but due to numerous references for renewal, modifications, and related matters, records should remain on site. Current volume is <u>14,560</u>, <u>1947</u> to <u>1966</u>.</p> <p><u>Destroy</u> when records are microfilmed.</p>		WITHDRAWN
18.	<p><u>Examination Failures.</u>- Examination failures for Operator Classes: General, Advanced, Technician and Amateur Extra, as a result of completion of FCC Form 610, Application for Individual Amateur Radio Station and/or Operator License.</p> <p><u>Destroy</u> when 90 days old.</p>		WITHDRAWN
19.	<p><u>Applications for a Restricted Radiotelephone Operator Permit, FCC Form 753.</u> Under Part 13.4 (Vol. 1) of the Commission's Rules, this application (permit) is issued for the lifetime of the holder.</p> <p><u>Transfer</u> to the FRC when 6 months old; <u>destroy</u> when 75 years old.</p>		WITHDRAWN
20.	<p><u>Dead Application File</u>--These are applications which were filed for a Restricted operators permit, Amateur operator/station license, Aviation, Marine, Land Mobile, or CB/RC station license being returned to the applicant for corrections, changes, additions,</p>		

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20.	<p>(Continued)</p> <p>or deletions, but returned by the Post Office as "undeliverable" (incorrect address, no forwarding address, addressee unknown, and related reasons).</p> <p>a. <u>Destroy</u> applications received without a fee when one (1) year old.</p> <p>b. Applications received with money, maintain in office six (6) years and three (3) months, then <u>destroy</u>.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>