

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

LEAVE BLANK

JOB NO

*NCI-173-83-11*

DATE RECEIVED

*9-20-83*

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*02/14/85*  
Date

WITHDRAWN

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

*Office of Managing Director*

3. MINOR SUBDIVISION

*Emergency Communications Division*

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 6 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

*9/14/83*

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Henry R. Schauer*

E. TITLE

*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

**OFFICE OF MANAGING DIRECTOR  
Emergency Communications Division**

The Emergency Communications Division, under Executive Order 11490, administers the FCC's program for emergency preparedness and mobilization of wire and radio communications facilities in time of emergency.

a. With the concurrence of Bureau/Office Chiefs, develops national emergency plans and preparedness programs to:

- (1) Coordinate provision of service by common carriers, broadcasting facilities, and private radio services under national emergency conditions.
- (2) Assign radio frequencies to Commission licensees under national emergency conditions.
- (3) Provide data regarding facilities operated by the non-government communications industry for use by the Mathematical Computation Laboratory.
- (4) Control non-Federal Government radio stations in an emergency.

~~WITHDRAWN~~

*14 items*  
WITHDRAWN

**Request for Records Disposition Authority – Continuation**

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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>(5) Investigate violations of pertinent law and regulations in an emergency and initiate appropriate enforcement actions required in the interest of national security.</p> <p>(6) Provide financial, credit, or other assistance to common carriers and Commission licensees who need such assistance under various conditions of mobilization.</p> <p>(7) Coordinate development by common carriers and licensees of standby plans for the conservation and salvage of supplies and equipment as well as the rehabilitation, restoration, or replacement of essential communication facilities, after an attack.</p> <p>(8) Prepare, as claimant agency for the non-government communications industry, claims for materials, manpower, equipment, supplies and services needed in support of the common carriers and Commission licensees from the appropriate resource agencies, and coordinate with these agencies to insure availability of such resources in an emergency.</p> <p>(9) Provide advice and guidance to achieve industry protection necessary to maintain the integrity of the facilities and services provided by common carriers and broadcast station licensees, and promote a national program to stimulate disaster preparedness and damage control.</p> <p>(10) Develop and maintain a capability to assess the effects of attack on communication facilities and services subject to Commission regulation, which are essential in a national emergency, and provide data to appropriate agencies.</p> <p>b. In collaboration with the Bureaus and Offices, prepare plans for the continuity of Commission functions in the event of a national emergency, including plans for emergency mobilization of the Commission's personnel; positioning, maintenance and protection of supplies, materials and essential records; and selection, training, transportation and emergency assignment of personnel.</p> <p>c. Furnish administrative support to the National Industry Advisory Committee, its subcommittees and special working groups as may be formed for specific purposes by the Defense Commissioner.</p>		<p>WITHDRAWN</p>

**Request for Records Disposition Authority – Continuation**

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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><u>Continuity of Government Records.</u></p> <p>Case files accumulated for the preparation and issuance of plans and issuance of plans and directives consisting of a copy of each plan or directive issued, with related background papers.</p> <p>a. Federal Communications Commission Emergency Plans. DESTROY: 3 years after issuance of a new plan or directive.</p> <p>b. Federal Emergency Management Agency Plans. DESTROY: 3 years after issuance of a new plan or directive.</p>		
2.	<p><u>Aeronautical Emergency Communications Plan (AECS)</u></p> <p>Provides for emergency communications requirements of the commercial airlines and related industries.</p> <p>TRANSFER: To Federal Records Center when ten (10) years old.</p> <p>DESTROY: When fifteen (15) years old.</p>		
3.	<p><u>Amateur Radio Plans</u></p> <p>Voluntary use emergency communication plans for Amateur Radio service designed to aid local government in the saving of lives and property during emergencies.</p> <p>TRANSFER: To Federal Records Center when ten (10) years old</p> <p>DESTROY: When fifteen (15) years old.</p>		
4.	<p><u>Citizens Band Radio Plans</u></p> <p>Voluntary use emergency communications plans for citizens band radio service designed to aid local government in the saving of lives and property during emergencies.</p> <p>TRANSFER: To Federal Records Center when <del>ten</del> (10) years old.</p> <p>DESTROY: When fifteen (15) years old.</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
5.	<p><u>Emergency Broadcast System - Basic Plan/EBS Rules</u></p> <p>The Basic Plan/EBS Rules provide regulations for the communications industry regarding operation of the EBS.</p> <p>TRANSFER: To Federal Records Center when twenty (20) years old.</p> <p>DESTROY:</p>		
6.	<p><u>Emergency Broadcast System Broadcast Station Protection Program</u></p> <p>Joint FCC and FEMA program to provide equipment to key EBS stations so that they can better operate in emergency situations.</p> <p>TRANSFER: To Federal Records Center when twenty (20) years old.</p> <p>DESTROY: When twenty five (25) years old.</p>		
7.	<p><u>Emergency Broadcast System Check Lists - SOP</u></p> <p>These FCC publications provide a simplified procedure for the communications industry to comply with EBS requirements.</p> <p>TRANSFER: To Federal Records Center when twenty (20) years old.</p> <p>DESTROY: When twenty five (25) years old.</p>		
8.	<p><u>Emergency Broadcast System - State/Local Plans</u></p> <p>FCC approved state/local level EBS plans are used by the communications industry in a state or locality for operation of the EBS.</p> <p>TRANSFER: To Federal Records Center when twenty (20) years old.</p> <p>DESTROY: When twenty five (25) years old.</p>		WITHDRAWN

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9.	<p><u>Emergency Broadcast System - State/Local Emergency Committees</u></p> <p>These committees are composed of volunteer communications industry personnel who assist the FCC regarding EBS operation in their state/local area.</p> <p>TRANSFER: To Federal Records Center when fifteen (15) years old.</p> <p>DESTROY: When twenty (20) years old.</p>		
10.	<p><u>Industrial COM Emergency Plan (ICEP)</u></p> <p>A generalized plan for use of communications capacities of industrial users during an emergency.</p> <p>TRANSFER: To Federal Records Center when nine (9) years old.</p> <p>DESTROY: When fifteen (15) years old.</p>		
11.	<p><u>Land Transportation/Industrial Committees (LATICEP)</u></p> <p>A generalized plan for use of communications capacities of land transportation industry during an emergency.</p> <p>TRANSFER: To Federal Records Center when twenty (20) years old.</p> <p>DESTROY: When twenty five (25) years old.</p>		
12.	<p><u>Operation Secure State Plans</u></p> <p>Plans required by FCC Order 80-7 which provides for high frequency (HF) operation by states and insular territories in the local government radio service during times of emergency or disaster.</p> <p>TRANSFER: To Federal Records Center when ten (10) years old.</p> <p>DESTROY: When twenty (20) years old.</p>		<p>WITHDRAWN</p>

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13.	<p><u>Restoration Priority - Government and Private</u></p> <p>Predetermined order of repair or installation of essential phone lines following any disaster or emergency situation.</p> <p>TRANSFER: To Federal Records Center when ten (10) years old.</p> <p>DESTROY: When twenty (20) years old</p>		
14.	<p><u>National Industry Advisory Committee (NIAC) Files</u></p> <p>Records of NIAC which represents the communications industry in providing emergency communications advice to the FCC.</p> <p>TRANSFER: To Federal Records Center when ten (10) years old.</p> <p>DESTROY: When twenty (20) years old.</p>		

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