

REQUEST FOR RECORDS DISPOSAL 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 Managing Director

3. MINOR SUBDIVISION
Financial Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Kathy Zichi

5. TEL EXT
634-1535

LEAVE BLANK	
JOB NO	NCI-173-83-12
DATE RECEIVED	9-23-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 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 9/19/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Henry R. Schauer</i>	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
	<p>Records Control Schedule for the Financial Management Division</p> <p>This Division plans, organizes, implements and administers the Commission's financial management program including budget planning, formulation, presentation and execution. Review and recommend fund allocations and program priorities. Issue personnel ceilings and fund allocations. Administer the Commission's Resource Management System and maintain accounting and fiscal records. Develop and implement systems for the control of funds, obligations and outlays. Provide program review and advice on the financial aspects of all Commission programs. Administer the Commission's International Telecommunications Settlement Program. Exercise technical control over the Commission's fee and forfeiture collection programs. Maintain liaison with the Office of Management and Budget and the Congressional Appropriation Committees on all budgetary and related matters.</p>		

7 items

WITHDRAWN

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
1.	<p><u>Budget Policy Files.</u> Correspondence or subject files in formally organized budget offices documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs. On hand volume is 20 cubic feet and includes 1934 to present; annual accretion is currently 1 cubic foot.</p> <p><u>Permanent.</u> <u>Transfer</u> to the Federal Records Center when five (5) years old. <u>Offer</u> to National Archives and Records Service when twenty (20) years old.</p>		<p>WITHDRAWN</p>
2.	<p><u>Budget Estimates and Justifications Files.</u></p> <p>a. Copies of budget estimates and justifications prepared or consolidated in formally organized budget offices at the bureau (or equivalent) or higher organizational level. Included are appropriation language sheets, narrative statements, and related schedules and data. On hand volume is 8 cubic feet; annual accretion is 2 cubic feet.</p> <p>Maintain in office for ten (10) years, then <u>destroy</u>.</p> <p>b. Working papers and background materials. On hand volume is 1 cubic foot; annual accretion is 1 cubic foot.</p> <p><u>Destroy</u> one (1) year after the close of the fiscal year covered by the budget.</p>		
3.	<p><u>Fee Refund Files.</u> (1979-1983)</p> <p>a. <u>Fee Refund Administrative Files.</u> Files created responding to the Court Ordered Fee Refund Program, consisting of Court decisions and FCC appeals, Agenda Items, Notices of Inquiry, Reports and Orders, as well as workpapers and other related supporting documents used in developing a refund program. On hand volume is 5 cubic feet; annual accretion is now negligible.</p> <p><u>Destroy</u> after GAO audit or in 6 years and 3 months, whichever comes first.</p> <p>b. <u>Fee Refund Case Files.</u></p> <p>(1) Individual applications for refund and related supporting documents attached to FCC's action papers approving or denying request. Filed by Bureau/Office/Alphabetical sequence. On hand volume is 60 cubic feet; annual accretion is 2 cubic feet.</p>		<p>DISPOSAL NOT APPROVED</p>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Destroy</u> after GAO audit or in 6 years and 3 months, whichever comes first.</p> <p>(2) Microfilm record of all documents and processed in order of receipt sequence. On hand volume is 2 feet.</p> <p><u>Destroy</u> 10 years after termination of Fee Refund Program.</p> <p>c. <u>Fee Refund Expenditure Account Records</u>. Microfiche records of inventory, cross-reference, and disposition of all fee refunds. These documents document basic financial transactions indicating all monies paid out and to whom. On hand volume is .3 cubic feet; annual accretion is negligible.</p> <p><u>Destroy</u> 10 years after termination of Fee Refund Program.</p> <p>d. Record of application processing, cross-reference and disposition of refunds. These documents provide support to the microfiche records. On hand volume is 7.5 cubic feet; annual accretion is negligible.</p> <p>Destroy after GAO audit or in 6 years and 3 months, whichever comes first.</p>		<p>DISPOSAL NOT APPROVED</p>