REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

1. FROM (AGENCY OR ESTABLISHMENT)
   Federal Communications Commission

2. MAJOR SUBDIVISION
   Common Carrier Bureau

3. MINOR SUBDIVISION
   Mobile Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
   Kathy Zichi

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 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.
   [XX] B Request for disposal after a specified period of time or request for permanent retention.

7. ITEM NO
   115-107

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)
   Common Carrier Bureau
   Functions of the Bureau. The Common Carrier Bureau develops, recommends and administers policies and programs for the regulation of the services, facilities, rates and practices of entities (excluding public coast stations in the maritime mobile service) which furnish interstate or foreign communications services for hire—whether by wire, radio, cable or satellite facilities—and of ancillary operations related to the provision or use of such services. The Bureau also licenses all radio facilities used for such services, including those dedicated entirely to intrastate use.

9. SAMPLE OR JOB NO

10. ACTION TAKEN

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
Mobile Services Division

1. Cellular Radio Service Applications. These license applications are filed under Part 22 of the Commission's Rules and are renewable every 10 years. An original and four copies are submitted for each application; filed by City.

   a. If the application is granted:

      (1) The original application is kept in the Mobile Services Division for 5 years and then transferred to the Federal Records Center.

      Destroy when 15 years old.

      (2) Copy 1 is also kept in the Division.

      Destroy when application is granted.

   b. If the application is not granted, then it is designated for hearing and the original application and Copy 1 is transferred to the Dockets Branch, Office of the Secretary, Office of Managing Director.

   c. At the time of filing (regardless of whether the application is granted or designated for hearing) distribution of Copies 2 through 4 is as follows:

      (1) Copy 2 is transferred to the Commission's Duplicating Services Contractor for fulfillment of requests by the general public. When requests diminish, the Contractor will transfer the records back to the Mobile Services Division.

      Destroy when received in Mobile Services Division.

      (2) Copy 3 is transferred to the Hearing Division, CCB, for use as a reference.

      Destroy as administrative need requires.

      (3) Copy 4 is transferred to the Office of the Administrative Law Judges for use as a reference.

      Destroy as administrative need requires.