

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	NC1-173-85-3
1 FROM <i>(Agency or establishment)</i> <u>Federal Communications Commission</u>		DATE RECEIVED	11-19-84
2 MAJOR SUBDIVISION <u>Field Operations Bureau</u>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
Debi Dunn	634-1535	3-5-85	<i>[Signature]</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
11/13/84	<i>[Signature]</i>	Acting Chief, Information Resources Branch

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>REVISION TO RECORDS CONTROL SCHEDULE FOR FIELD OPERATIONS BUREAU</p> <p>Amendment to Item #14, Job No. NC1-173-80-3 dated 6-9-80 and to Item #17, Job No. NC1-173-78-3 dated 8-3-78</p> <p>Radio Operator Services Series</p> <p>a. Applications.</p> <p>(1) <u>Applications for a Restricted Radio-telephone Operator Permit, FCC Forms 753 and 755.</u> Under Section 13.4(b) of the FCC Rules, these licenses and permits are issued for the lifetime of the holder. These forms are processed by the Private Radio Bureau in Gettysburg who is also responsible for the physical transfer of these applications to the FRC. Filed by grant date, then alphabetically by name.</p> <p><u>Transfer to the Federal Records Center when six (6) months old.</u></p> <p><u>Destroy when seventy-five (75) years old.</u></p>	NC1-173-80-3, Item #14 dtd. 6-9-80 and NC1-173-78-3, Item #17(a)1 dtd. 8-3-78	

4 items

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
	<p>(2) Applications for Immediate Need of Above Permit.</p> <p>Delete.</p> <p>(3) <u>Applications for a General Radio-telephone Operator License, FCC Form 756.</u> The General Radiotelephone Operator License now replaces Radiotelephone 1st and 2nd Class Operator Licenses and is now issued for the lifetime of the holder. (Report & Order adopted 2/3/84, released 5/3/84, effective 6/15/84, General Docket 83-322). Processed by the Field Operations Bureau. Start a new alphabetical file at the beginning of each year.</p> <p><u>Transfer</u> to the Federal Records Center when five (5) years old.</p> <p><u>Destroy</u> when seventy-five (75) years old.</p> <p>(4) <u>Applications for Commercial Radio Operator License or Permit, FCC Form 756, other than General Radiotelephone Operator License.</u> These licenses are renewable every five years. Start a new alphabetical file at the beginning of each year.</p> <p><u>Transfer</u> to Federal Records Center when six (6) years old.</p> <p><u>Destroy</u> when eleven (11) years old.</p>	<p>NC1-173-78-3, Item #17(a)2 dtd. 8-3-78</p> <p>NC1-173-78-3, Item #17(a)3 dtd. 8-3-78</p> <p>NC1-173-78-3, Item #17(a)3 dtd. 8-3-78</p>	

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF 3
3

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(5) Applications for Commercial Radio Operator License, FCC Form 756, Part I. Part I is separated from Parts II and III when the license is issued and is forwarded to Private Radio Bureau in Gettysburg where the data is put on the computer file of commercial radio operators. When no license is issued, this part of the form is not detached.</p> <p>Destroyed by Private Radio Bureau after information has been keypunched, verified and transferred to the computer.</p> <p>b. Card Files.</p> <p>(1) Radio Operator Card File, FCC Form 756-B. This card file is obsolete and no longer used. It has been replaced by Part I of FCC Form 756.</p> <p>All cards prior to 1966 are now stored at the Federal Records Center.</p> <p>Destroy when twenty (20) years old.</p> <p>(2) Amateur Record Card, FCC Form 763. These card files containing information on licensed amateur radio operators are filed in field offices.</p> <p>Destroy when eleven (11) years old.</p> <p>c. Examination Papers. Commercial Radio Operators and Amateur Radio Operators who have either passed or failed the test.</p> <p>Destroy when ninety (90) days old.</p>	<p>NC1-173-78-3, Item #17(b)1 dtd. 8-3-78</p> <p>NC1-173-78-3, Item #17(b)1 dtd. 8-3-78</p> <p>NC1-173-78-3, Item #17(b)2 dtd. 8-3-78</p> <p>NC1-173-78-3, Item #17(c) dtd. 8-3-78</p>	<p>(b)</p> <p>(a)</p>