**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

**TO**
GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

**FROM** (Agency or establishment)

Federal Communications Commission

Field Operations Bureau

**MAJOR SUBDIVISION**

**MINOR SUBDIVISION**

**NAME OF PERSON WITH WHOM TO CONFER**
Debi Dunn

**DATE RECEIVED TO GENERAL SERVICES ADMINISTRATION**
11-19-84

**DATE**

**ARCHIVIST OF THE UNITED STATES**

**STATEMENTS**

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

**DATE**

**SIGNATURE OF AGENCY REPRESENTATIVE**

**DESCRIPTION OF ITEM**

(REVISION TO RECORDS CONTROL SCHEDULE FOR FIELD OPERATIONS BUREAU)

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

1. Radio Operator Services Series

   a. Applications.

      (1) Applications for a Restricted Radio-telephone Operator Permit, FCC Forms 753 and 755. 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.

      Transfer to the Federal Records Center when six (6) months old.

      Destroy when seventy-five (75) years old.
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates of Retention Periods)</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2)</td>
<td>Applications for Immediate Need of Above Permit. Delete.</td>
<td>NC1-173-78-3, Item #17(a)2</td>
<td>8-3-78</td>
</tr>
<tr>
<td>(3)</td>
<td>Applications for a General Radiotelephone Operator License, FCC Form 756. 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 &amp; 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. Transfer to the Federal Records Center when five (5) years old. Destroy when seventy-five (75) years old.</td>
<td>NC1-173-78-3, Item #17(a)3</td>
<td>8-3-78</td>
</tr>
<tr>
<td>(4)</td>
<td>Applications for Commercial Radio Operator License or Permit, FCC Form 756, other than General Radiotelephone Operator License. These licenses are renewable every five years. Start a new alphabetical file at the beginning of each year. Transfer to Federal Records Center when six (6) years old. Destroy when eleven (11) years old.</td>
<td>NC1-173-78-3, Item #17(a)3</td>
<td>8-3-78</td>
</tr>
<tr>
<td>ITEM NO</td>
<td>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</td>
<td>NC1-173 78-3, Item #17(b)1(b) dtd. 8-3-78</td>
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<td>(5)</td>
<td>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. Destroyed by Private Radio Bureau after information has been keypunched, verified and transferred to the computer.</td>
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<td>b. Card Files.</td>
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<tr>
<td>(1)</td>
<td>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. All cards prior to 1966 are now stored at the Federal Records Center. Destroy when twenty (20) years old.</td>
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<td>(2)</td>
<td>Amateur Record Card, FCC Form 763. These card files containing information on licensed amateur radio operators are filed in field offices. Destroy when eleven (11) years old.</td>
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<td>c. Examination Papers. Commercial Radio Operators and Amateur Radio Operators who have either passed or failed the test. Destroy when ninety (90) days old.</td>
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