

*Withdrawn*

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

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Commerce

2. MAJOR SUBDIVISION  
National Oceanic and Atmospheric Administration

3. MINOR SUBDIVISION  
Assistant Administrator for Administration  
Radio Frequency Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
*Walter V. Barbash 7-16-76*  
Walter V. Barbash, Chief, Mgt. Serv. Br.

5. TEL EXT  
443-8571

LEAVE BLANK

JOB NO.  
NC 1 370 78 1

DATE RECEIVED  
21 OCT 1977

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

**WITHDRAWN**

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 \_\_\_\_\_ 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	D. SIGNATURE OF AGENCY REPRESENTATIVE Ivy V. Parr	E. TITLE Departmental Records Management Officer
---------	--	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The schedule attached, consisting of three (3) items.</p> <p>Radio Frequency Committee Files Frequency Assignment Case Files FAS Memorandum Files</p> <p><i>Aubrey C. Bladen</i> Aubrey C. Bladen Management Analyst</p> <p>Revision: Change number of items from 3 to 4. Add item title, Master Frequency list, to those shown above. This added item was removed as a sub-item under Radio Frequency Committee Files.</p> <p>1-10-77</p>		<b>WITHDRAWN</b>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
1.	<p><u>RADIO FREQUENCY COMMITTEE FILES</u> Records created in representing the Department of Commerce on the Interdepartment Radio Advisory Committee (IRAC), Frequency Assignment Subcommittee (FAS), and other such related committees as required . Consists of minutes of meetings and numbered documents. IRAC and FAS microfilm and microfiche is quality controled under GSA regulatory requirements.</p>	<p>Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area. To be offered to the National Archives 20 years thereafter.</p>
2.	<p><u>MASTER FREQUENCY LISTS</u> master Government listing (IRAC/FAS) used daily as a reference in radio frequency management engineering (microfiche)</p>	<p>Destroy when obsolete or superseded.</p>
3.	<p><u>FREQUENCY ASSIGNMENT CASE FILES</u> Records created in requests for assignments, justifications, coordinations, such as with the Federal Communications Commission, authorizations, and subsequent modifications to the authorizations.</p>	<p>Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area. To be offered to the National Archives 20 years thereafter.</p>
4.	<p><u>FAS MEMORANDUM FILES</u> Monthly memorandums prepared to summarize items of interest at each FAS meeting regarding frequency assignments.</p>	<p>Permanent. Cut off at end of calendar year, hold one year inactive, then transfer to NOAA Records Holding Area. To be offered to the National Archives 20 years thereafter.</p> <p>NOTE: Cut off at end of calendar year is synonymous with when no longer needed for current business.</p>

RECORDS DISPOSITION SCHEDULE