

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

LEAVE BLANK

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

JOB NO

**N1-173-86-1**

DATE RECEIVED

**4-16-86**

1 FROM (Agency or establishment)

Federal Communications Commission

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2 MAJOR SUBDIVISION

Office of Managing Director

3 MINOR SUBDIVISION

Audio Visual Management Office

4 NAME OF PERSON WITH WHOM TO CONFER

Terry D. Johnson

5 TELEPHONE EXT

632-7513

DATE

**9-24-86**

ARCHIVIST OF THE UNITED STATES

**DISPOSAL NOT APPROVED**

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
4/10/86		Chief, Information Resources Branch

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>Office of Managing Director Audio Visual Management Office</p> <p>Provide audio and visual support services for the Commission, including recording and filming Commission meetings, reproduction and distribution of the tapes, as required, and the production of video presentations for internal and external use. These tapes are considered to be supplemental records.</p> <p><u>Recordings of Open and Closed Meetings with Associated Finding Aids.</u></p> <p>a. <u>Finding Aids for Open and Closed Meetings.</u> Log sheets that indicate the title of the meeting, the date, and applicable tape time frames.</p> <p><u>Destroy</u> in conjunction with associated audio/visual records.</p>	N1-173-82-2 Item 1	<p><b>DISPOSAL NOT APPROVED</b></p> <p><i>9 items</i></p>



**Request for Records Disposition Authority—Continuation**

JOB NO

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
5.	<p><u>Recordings that document routine meetings and award presentations.</u></p> <p><u>Destroy</u> when no longer needed for reference or administrative purposes.</p>	NC1-173-82-2 Item 5	DISPOSAL NOT APPROVED