

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-173-87-1

DATE RECEIVED

December 11, 1986

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

1 FROM (Agency or establishment)

Federal Communications Commission

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

6 CERTIFICATE OF AGENCY REPRESENTATIVE

5 TELEPHONE EXT

634-1535

DATE

ARCHIVIST OF THE UNITED STATES

NOT APPROVED

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 1 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 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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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 Meetings with Associated Finding Aids.</u></p> <p>a. <u>Finding Aids for Open 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> <p>b. <u>Open Meetings.</u> Meetings that are open to the public for observation, including Commissioners voting on rulemakings, agenda items, etc.</p> <p>(1) <u>Video Tapes.</u></p> <p><u>Destroy</u> when no longer needed for reference or administrative purposes.</p> <p>(2) <u>Audio Tapes.</u></p> <p><u>Destroy</u> when no longer needed for reference or administrative purposes.</p>	NC1-173-82-2 Item 1	Disposition not approved

115-108 2/17/87 FCC - NNF