

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-173-94-2	DATE RECEIVED 4/14/94
1. FROM (Agency or establishment) Federal Communications Commission		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Wireless Telecommunications Bureau			
3. MINOR SUBDIVISION Licensing Division		DATE 7/13/95	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
4. NAME OF PERSON WITH WHOM TO CONFER Kathy Conley	5. TELEPHONE (202)418-0216		
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>10</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>4/10/95</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Judy E. Boley</i>	TITLE <i>Acting Chief, RMB</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p style="text-align: center;">WIRELESS TELECOMMUNICATIONS BUREAU</p> <p style="text-align: center;">LICENSING DIVISION</p> <p>FCC Form 610 or Equivalent - These are original applications for individual amateur operator and station licenses. Licenses are renewable every 10 years.</p> <p>A. Paper Records</p> <p>Transfer applications to Federal Records Center six months after license issuance. <u>Destroy</u> when twelve years and three months old.</p> <p>B. Microfiche Records</p> <p>Maintain in office. <u>Destroy</u> when superseded or when 2 years old, whichever is sooner.</p> <p><i>Copies sent to agency, NCF 7/24/95</i></p>	<p>NC1-173-84-4/2a</p> <p>NC1-173-84-4/2b</p>	

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	<p>C. <u>Computer Printouts</u></p> <p>(1) <u>Available for Assignment-Extract</u> - One copy is generated once a week. Used by General Radio Section to keep track of call signs available.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for agency business.</p> <p>(2) <u>Amateur Monthly Purpose Counts by Class</u> - Two copies are generated once a month. Used by General Radio Section and Data Services Branch for internal reports.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for agency business.</p> <p>(3) <u>Amateur Class Changes</u> - Two copies are generated once a month. Used by General Radio Section and Data Services Branch for internal reports.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for agency business.</p> <p>(4) <u>Amateur Cumulative Purpose Counts</u> - Two copies are generated once a month. Used by General Radio Section and Data Services Branch for internal reports.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for agency business.</p> <p>(5) <u>Amateur Geographical Report</u> - Two copies are generated once a month. Used by General Radio Section and Data Services Branch for internal reports.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for agency business.</p> <p>(6) <u>Active and Inactive Station Count</u> - Two copies are generated once a month. Used by General Radio Section and Data Services Branch for internal reports.</p>	<p>NC1-173-84-4/2c(12)</p> <p>NC1-173-84-4/2(13)</p> <p>NC1-173-84-4/2(14)</p> <p>NC1-173-84-4/2(15)</p> <p>NC1-173-84-4/2(16)</p> <p>NC1-173-84-4/2(17)</p>	

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	<p><u>Destroy</u> when superseded, obsolete or no longer required for agency business.</p> <p>(7.) <u>Amateur Last Call Sign Assigned</u> - Two copies are generated once a month. Used by General Radio Section and Data Services Branch to use as a reference to prepare public notices.</p> <p><u>Destroy</u> when superseded or no longer required for agency business.</p>	NC1-173-84-4/2(18)	
	<p>(8.) <u>Amateur Transaction Counts</u> - Two copies are generated once a month. Used by General Radio Section and Data Services Branch for internal reports.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for agency business.</p>	NC1-173-84-4/2(19)	
	<p>(9.) <u>Amateur Cumulative Transaction Counts</u> - Two copies are generated once a month. Used by General Radio Section and Data Services Branch for internal reports.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for agency business.</p>	NC1-173-84-4/2(20)	
	<p>(10.) <u>Amateur Statistical Trends</u> - Two copies are generated once a month. Used by General Radio Section and Data Services Branch for internal reports.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for agency business.</p>	NC1-173-84-4/2(21)	
	<p>(11.) <u>Renewal Report</u> - One copy is generated once a month. Used by General Radio Section to verify renewals.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for agency business.</p>	NC1-173-84-4/2(22)	
2.	<p><u>FCC Form 610-B or Equivalent</u> - These are original applications for Amateur Club, Military or RACES station licenses. Licenses are renewable every ten years.</p>	NC1-173-84-4/3	

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	<p>A. <u>Paper Records</u></p> <p>Maintained in office. <u>Destroy</u> two years and three months after license expires.</p>	NC1-173-84-4/3a	
	<p>B. <u>History Index Cards</u> - Consists of name of applicant, call sign and expiration date.</p> <p><u>Destroy</u> two years and three months after license expires.</p>	NC1-173-84-4/3b	
3.	<p><u>General Mobile Radio Service Files (FCC Form 574 or Equivalent)</u> - These files contain original applications for licenses in the General Mobile Radio Service. This service provides for private short distance personal or business radio communications service. Stations are licensed to operate on an assigned frequency in the 460-470 MHz band. Licenses are renewable every five years.</p>	NC1-173-84-4/4	
	<p>A. <u>Paper Records</u></p> <p>(1.) <u>Official Copy</u></p> <p>Transfer applications to Federal Records Center three months after licenses are issued. <u>Destroy</u> when five years and nine months.</p> <p>(2.) <u>Public Reference Room Copy</u></p> <p><u>Destroy</u> when three months old.</p>	NC1-173-84-4/4a	
	<p>B. <u>Microfiche Records</u></p> <p>Maintain in office. <u>Destroy</u> when 2 years old or when superseded, whichever is sooner.</p>	NC1-173-84-4/4b	
4.	<p><u>FCC Form 610-A or Equivalent</u> - These are the original applications for Alien Amateur Licenses to operate radios in the United States. Licenses are valid for one year and are renewable every year thereafter. The original application and copy of the license (FCC Form 610-AL) are maintained in the office.</p> <p><u>Destroy</u> 60 days after license expires.</p>	NC1-173-78-2/14	
5.	<p><u>Interactive Video and Data Service (IVDS) (FCC Form 574 or Equivalent)</u></p>		

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SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

These files contain original applications for licenses in the Interactive Video Data Service. IVDS is a short distance communications service in which licensees may provide information, products or services to individual subscribers and subscribers may provide responses. Licenses are granted for specific service areas and are assigned a frequency range of 500 kilohertz located between 218-219 MHZ. Licenses are renewable every five years.

A. Paper Records

Transfer applications to Federal Records Center three months after licenses are issued. Destroy when six years old.

B. Microfiche Records

Maintain in office. Destroy when superseded, obsolete or no longer needed, whichever is sooner.

6. Aviation and Marine License Files - These files contain applications for licensing in the Aviation and Marine radio services. Licenses are valid for five years and are renewable every five years thereafter. The categories of marine licenses include coastal group, marine ancillary group, Alaska group, marine radiolocation land group, and the ship group. The categories of aviation licenses include aeronautical and fixed groups, aviation developmental, aircraft and aviation radio-navigation group.

NC1-173-84-4/9

A. Ship and Aircraft Applications

NC1-173-84-4/9a2.

Transfer to Federal Records Center when one year old.

Destroy ^{when} eleven years three months ~~later~~ old. *See per release Kathy Conley 7/3/95*

B. Microfiche Records - Maintained in office.

NC1-173-84-4/9B

Destroy when superseded, obsolete or when 2 years old, whichever is sooner.

C. Printouts Generated by Ship and Aircraft Computer Systems

(1.) Ship

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	<p>(a.) <u>Transaction Listing</u> - One copy is generated daily. Lists each transaction for update verification or update error correction.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for administrative purposes.</p>	NC1-173-84-4/9c2	
	<p>(b.) <u>Error Listing</u> - One copy is generated weekly. Used for correcting keying errors that did not post to the transaction listing.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for administrative purposes.</p>	NC1-173-84-4/9c3	
	<p>(c.) <u>Grant Authorization Record (GAR)</u> - One copy is generated weekly. It lists those applications that must be reviewed for special conditions prior to grant.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for administrative purposes.</p>	NC1-173-84-4/9c5	
	<p>(d.) <u>Marine Statistical</u> - One copy is generated monthly. Used to produce statistical reports, station counts, etc.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for administrative purposes.</p>	NC1-173-84-4/9c7	
	<p>(2.) <u>Aircraft</u></p>		
	<p>(a.) <u>Cumulative Listing</u> - Two copies are generated weekly. Provides cumulative listing of each computer update.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for administrative purposes.</p>	NC1-173-84-4/9c10	
	<p>(b.) <u>Transaction Listing</u> - One copy is generated daily. Lists each transaction for update verification or update error correction.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for administrative purposes.</p>	NC1-173-84-4/9c11	

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	<p>(c.) <u>Error Listing</u> - One copy is generated weekly. Used for correcting keying errors that did not post to the cumulative listing.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for administrative purposes.</p>	NC1-173-84-4/9c12	
	<p>(d.) <u>History Listing</u> - One copy is generated weekly. Contains modifications and cancellations that did not post to cumulative listing due to mismatch of records.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for administrative purposes.</p>	NC1-173-84-4/9c13	
	<p>(e.) <u>Grant Authorization Record (GAR)</u> - One copy is generated weekly. It lists those applications that must be reviewed for special conditions prior to grant.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for administrative purposes.</p>	NC1-173-84-4/9c14	
	<p>(f.) <u>Master Record Print</u> - One copy is generated weekly. Lists "delete" transactions when they occur against an existing record.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for administrative purposes.</p>	NC1-173-84-4/9c15	
	<p>(g.) <u>Aircraft Statistical</u> - One copy is generated monthly. Used to produce statistical reports, station counts, etc.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for administrative purposes.</p>	NC1-173-84-4/9c16	
7.	<p><u>Restricted Radiotelephone Operator Permit Files</u> - These are original applications for Restricted Radiotelephone Operator Permits, including FCC Forms 753 and 755. Licenses are valid for the lifetime of the licensee.</p>	NC1-173-85-3/1	
	<p>A. <u>Paper Records</u></p> <p>Transfer applications to the Federal Records Center one year</p>	NC1-173-85-3/1a(1)	

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	<p>after the year in which the license is issued. <u>Destroy</u> when 75 years old.</p> <p>B. <u>Microfiche Records</u> - Maintained in office.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for administrative purposes.</p> <p>C. <u>Computer Printouts</u></p> <p>(1.) <u>Transaction Listing</u> - One copy is generated weekly. Lists each transaction for update verification or error correction.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for administrative purposes.</p> <p>(2.) <u>Error Listing</u> - One copy is generated weekly. Identifies errors to be corrected before applications are permanently filed.</p> <p><u>Destroy</u> when superseded, obsolete or no longer required for administrative purposes.</p> <p>D. <u>Magnetic Tape</u> - Maintained by Computer Applications Division. Used by the Licensing Division for internal reports.</p> <p><u>Destroy</u> data elements when superseded or no longer required for program use.</p>		
8.	<p><u>Commercial Radio Operator License or Permit</u> - These are original applications for Commercial Radio Operator Licenses or Permits filed on FCC Form 756.</p> <p>A. <u>General Radiotelephone Operator Licenses</u> - Licenses are valid for the lifetime of the licensee.</p> <p>Transfer applications to the Federal Records Center one year after license is issued. <u>Destroy</u> when 75 years old.</p> <p>B. <u>All Other Commercial Radio Operator Licenses or Permits</u> - Valid for five years.</p> <p>Transfer applications to the Federal Records Center six</p>	<p>NC1-173-85-3/1a(3)</p> <p>NC1-173-85-3/1a(4)</p>	

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9.	<p>years after license or permit is issued. <u>Destroy</u> when 11 years old.</p> <p><u>Private Operational Fixed Microwave (Part 94)</u> - These are the official files containing correspondence, applications, supporting data, staff analysis and authorizations. Licenses are valid for five years and are renewable every five years thereafter.</p> <p>A. <u>Original License</u></p> <p>Retain in License File. <u>Destroy</u> when superseded or 12 months after cancellation.</p> <p>B. <u>Applications, Copies of Licenses, and Other Contents of Station Files</u></p> <p>Transfer to the Federal Records Center six months after license is issued. <u>Destroy</u> when six years old.</p> <p>C. <u>Special Temporary Authority (STA) Applications and Authorizations</u></p> <p><u>Destroy</u> when superseded or one year after grant or denial.</p>		
10.	<p><u>Common Carrier Point-to-Point Microwave, Local Television Transmission Service, and Digital Electronic Message Service (Part 21)</u> - These are the official files containing correspondence, applications, supporting data, staff analysis and authorizations.</p> <p>A. <u>Applications and Other Contents of Station Files</u></p> <p>Transfer to Federal Records Center six months after last action. <u>Destroy</u> when 10 years old.</p> <p>B. <u>Special Temporary Authority (STA) Applications</u></p> <p><u>Destroy</u> when superseded or one year after grant or denial.</p>		
11.	<p><u>Broadcast Auxiliary Services (Aural, TV STL, Remote Pickup, Low Power Auxiliary),- Active and Cancelled Station Files</u> These are the official files containing correspondence, applications, supporting data, staff analysis and authorizations. Maintain files in office.</p> <p><u>Destroy</u> when license is cancelled or deleted.</p>	N1-173-86-2/61a	

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12.	<p><u>Land Mobile Radio Services Application/License Files</u> These files contain granted applications for the various Land Mobile Radio services. Licenses in these services are normally issued for a term of five years and may be renewed for five year terms with specific exceptions prescribed by the Rules. Licenses for Nationwide systems may be authorized for ten year terms. FCC Form 574 is the application used for all land mobile radio services.</p> <p>A. <u>Paper Records</u></p> <p>(1.) <u>800 MHz Slow Growth Systems and National Public Safety Plan</u> Maintain in office. <u>Destroy</u> when license is cancelled, deleted, or when no longer needed, whichever is sooner.</p> <p>(2.) <u>Licenses limited by specific rules, such as Developmental Licenses</u> Maintain in office. <u>Destroy</u> when license is cancelled, deleted, or when no longer needed, whichever is sooner.</p> <p>(3.) <u>Operation SECURE (State Emergency Capability Using Radio Effectively) Files</u> Maintain in office. <u>Destroy</u> when license is cancelled, deleted, or when no longer needed, whichever is sooner.</p> <p>(4.) <u>Public Reference Room Copy</u> <u>Destroy</u> when 3 months old.</p> <p>B. <u>History/Frequency Index Cards</u> - Maintained for 800 MHz and 900 Mhz only. Used by analysts to track usage of systems. <u>Destroy</u> 6 months after license is cancelled, deleted, or when no longer needed for reference, whichever is sooner.</p>	<p>NC1-173-84-4/12</p> <p>NC1-173-84-4/12a2</p> <p>NC1-173-84-4/12a3</p> <p>NC1-173-84-4/12a4</p> <p>NC1-173-84-4/12E</p>	
13.	<p><u>Records Common to most Licensing Division Offices</u></p> <p>A. <u>Undeliverable Licenses</u> - Licenses issued by the FCC and sent to the licensee, but returned by the Post Office as</p>	<p>NC1-173-84-4/15</p>	

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	<p>"undeliverable" (e.g. incorrect address, no forwarding address, addressee no longer living at present address and other reasons). These involve licenses in the following Private Radio Services: Marine, Aviation, Amateur, Land Mobile, Microwave, General Mobile Radio, and Restricted Radiotelephone Operator Permits.</p> <p><u>Destroy</u> when six months old.</p> <p>B. <u>Contested Applications</u> - These files consist of copies of contested applications, correspondence between FCC and applicants, and disposition of cases.</p> <p>Maintain in office. <u>Destroy</u> after permitted time for appeals has elapsed.</p>	NC1-173-84-4/21	