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| 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 N1-173-96-1 | |
| 1. FROM (Agency or establishment) Federal Communications Commission | | DATE RECEIVED 8/20/96 | |
| 2. MAJOR SUBDIVISION Office of Legislative & Intergovernmental Affairs | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 3. MINOR SUBDIVISION Office of Legislative & Intergovernmental Affairs | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Kathy Conley | | | |
| 5. TELEPHONE 418-0216 | | DATE 12-16-96 ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> | |
| 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>1</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 8/19/96 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Judy Bailey]</i> | TITLE Chief, RMB | |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| | REVISION TO RECORDS CONTROL SCHEDULE FOR OFFICE OF LEGISLATIVE & INTERGOVERNMENTAL AFFAIRS Amendment to Item #5 Job No. N1-173-92-2 dated 11/12/92 OFFICE OF LEGISLATIVE & INTERGOVERNMENTAL AFFAIRS | | |
| 5. | Congressional Correspondence Files: These files contain all tracked Congressional-related correspondence, kept in chronological order, from the House of Representatives, the Senate, the White House, and the Office of the Vice President, addressed to the Chairman, the Director of OILA, Bureau/Office Chiefs, and staff members. (This system <u>excludes</u> Congressional correspondence addressed to individual Commissioners other than the Chairman, as they are filled and maintained in their individual offices.) These files are kept as reference/research material for preparation of Congressional testimony by the Chairman or a Commission designee, at Congressional hearings; and for | | |

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 Copy to: Agency
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reports for the FCC, the Office of Legislative & Intergovernmental Affairs. Congressional correspondence for Bureau/Office Chiefs signatures are maintained by those offices in accordance with their respective records schedules.

A. Incoming and Outgoing Congressional Correspondence Signed by the Chairman.

These are substantive congressional correspondences signed by the Chairman on current issues at the FCC.

Filing Arrangement. Files are arranged alphabetically by House and Senate. Committee files are arranged by Member in alphabetical order.

Annual Accretion. Approximately 2 cubic feet.

Disposition. Permanent. Cut-off at end of each Congress.

Transfer to the National Archives one (1) year after cut-off.

B. Incoming Congressional Correspondence.

These are non-substantive correspondence signed by the Bureau/Office Chiefs for preparation and reply.

Disposition. Temporary.

Destroy when imaged into optical disk system and image is verified.

C. Optical Disk.

Disposition. Temporary.

Destroy when three (3) years old.

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| | <p>reports for the FCC, the Office of Legislative & Intergovernmental Affairs. They contain correspondence signed by the Chairman covering two full sessions of Congress. Congressional correspondence for Bureau/Office Chiefs signatures are maintained by those offices in accordance with their respective records schedules.</p> <p>Disposition: Destroy when 2 years old.</p> | | |