

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>N1-173-98-6</b>	
1. FROM: <del>Federal Communications Commission</del> Federal Communications Commission		DATE RECEIVED <b>2-17-98</b>	
2. MAJOR SUBDIVISION Wireless Bureau		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Information Technology Division			
4. NAME OF PERSON WITH WHOM TO CONFER  Kathy Conley	5. TELEPHONE  418-0216	DATE <b>6-2-99</b>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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>  —  </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 <b>2/6/98</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Judy S. Bailey</i>	TITLE <i>Records officer, FCC, PERM</i> <span style="float: right;">AMD-</span>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>REVISION TO RECORDS CONTROL SCHEDULE FOR THE WIRELESS BUREAU</b>  <b>Job No. N1-173-94-2 dated 07/13/95</b>  <b>INFORMATION PROCESSING BRANCH</b>  <b>Antenna Structure Registration Files.</b> One July 1, 1996 the Commission implemented the Antenna Structure Registration program and began accepting and processing applications (FCC Form 854). This is a lifetime registration. The Antenna Registration is a process under which each antenna structure that requires FAA Notification (including new and existing structures) must be registered with the FCC by its owner. The owner is the single point of contact for resolving antenna-related problems and is responsible for the maintenance of those structures requiring painting and/or lighting.  <u>Disposition.</u> <b>PERMANENT.</b> <span style="float: right;"><i>see attached</i></span>  <u>Retire</u> to the Federal Records Center when six (6) months old.  <u>Transfer</u> to the Archives when twenty (20) years old.		

## Antenna Structure Registration Files

**1. Textual Files.** Includes registration form (FCC Form 854), correspondence, phone inquiry forms, and related materials.

TEMPORARY. Cut off records at end of calendar year and retire to the Federal Records Center. Destroy 25 years after cutoff. (NOTE: Agency will review the accessions before records are destroyed. If records need to be retained in the FRC past 25 years, the agency will request a longer retention period.) *Approved via e-mail from ARO 9/17/98*

**2. Electronic Files.** Electronic version of registration form and related materials either filed electronically by the registrant or entered into the electronic file upon receipt of textual files.

a. Electronic files or records used to create or update the master file, including but not limited to, registration forms received electronically, work files, transaction files, and intermediate input/output records.

TEMPORARY. Delete after information has been transferred to the master file and verified.

b. Antenna Registration Form Master File.

TEMPORARY. Delete registration file when antenna is no longer in use.

c. System Documentation

TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file.

**3. Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

*Approved  
via e-mail  
from ARO  
2/8/99*