

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC1-173-78-02**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/19/2022

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items not listed below remain active.

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 11 is superseded by NC1-173-84-04, item 1.

Item 12 is superseded by NC1-173-84-04, items 2 and 3.

Item 13 is superseded by NC1-173-84-04, item 4.

Item 14 is superseded by NC1-173-84-04, item 5 and N1-173-94-002, item 4.

Item 16 is superseded by NC1-173-84-04, item 6.

Item 18 is superseded by NC1-173-84-04, item 9.

Items 32 and 33 are superseded by NC1-173-84-04, item 10.

Item 27 is superseded by NC1-173-84-04, item 12.

Item 26 is superseded by NC1-173-84-04, item 12a1.

Item 17 is superseded by NC1-173-84-04, item 12a4.

Item 46 is superseded by NC1-173-84-04, item 17.

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Federal Communications Commission
2. MAJOR SUBDIVISION  
Safety and Special Radio Services Bureau
3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Rex Marshall

5. TEL. EXT.  
632-7533

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>1 FEB 1978</b>	JOB NO. <b>NC1 173 73 2</b>
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 stamped "disposal not approved" or "with-drawn" in column 10.	
<b>7-10-78</b> <i>James E. O'Neil</i> (Date) acting Archivist of the United States	

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 15 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1/27/78

*Rex Marshall*  
(Signature of Agency Representative)

Chief, Records Management Division

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>RECORDS CONTROL SCHEDULE FOR SAFETY AND SPECIAL RADIO SERVICES BUREAU</p> <p>0.131 FUNCTIONS OF THE BUREAU. The Safety and Special Radio Services Bureau develops, recommends, and administers policies and programs for the development and regulation of the Safety and Special Radio Services. These services include nationwide and international uses of radio by persons, businesses, state and local governments, and other organizations licensed to operate their own communication systems for their own use as an adjunct of their primary business or other activity. This program includes, among others, (1) the compulsory use of radio for safety at sea purposes, and (2) the regulation, jointly with the Common Carrier Bureau, of certain classes of radio stations which render communication service for hire. The Bureau performs the following functions:</p> <p>(a) Advises and makes recommendations to the Commission and acts for the Commission in matters pertaining to the regulation and development of the Safety and Special Radio Services. These matters include: Rule making, waivers of rules, action on applications for authorizations, adjudicative hearings, enforcement activities, legislation, and defense matters.</p> <p>(b) Participates in treaty activities and all phases of international conferences concerning the Safety and Special Radio Services.</p> <p>(c) Conducts studies of frequency requirements in the Safety and Special Radio Services; recommends allocations of frequencies and drafts frequency assignment plans for these services.</p>		

115-106

All changes approved by *Rex Marshall* 6/28/78  
Chief, Records Management Division

STANDARD FORM 115  
Revised January 1973  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

*NNF NNB Agency & NW 310-11 7-12-78 64 items*  
*CDU SPA 41 - 70 310-11 7-12-78*

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	<p>(d) Studies technical requirements for equipment for the Safety and Special Radio Services in accordance with standards established by the Chief Engineer.</p> <p>(e) Collaborates and coordinates with Federal and State Government agencies in matters involving the Safety and Special Radio Services.</p> <p>(f) Advises and assists members of industry and user groups interested in the Safety and Special Radio Services.</p> <p>SAFETY AND SPECIAL RADIO SERVICES BUREAU Records Schedule</p> <p><u>GENERAL AND ADMINISTRATIVE FILES</u></p>		
1	<p><u>General Correspondence Files</u>--These files include correspondence incidental to the operations of the Bureau. Included are correspondences from the public, Members of Congress and other government agencies.</p> <p>Destroy when one (1) year old.</p>		
2	<p><u>Budget Proposals</u>--These files consist of budget preparation and presentation data at the Bureau level. Included are working papers on such statistical materials as data on average employment, personnel requirements, manhour statistics, forecasts, etc. (See General Records Schedule #5, Item No. 4, 03-30-77.)</p> <p>Destroy one (1) year after close of the fiscal year covered by the budget.</p>	GRS 5, item 4	
3	<p><u>Agenda Materials</u>--These files consist of memoranda or other documents prepared by the staff presenting matters to the Commission for action. The official record copies of all Commission agenda are on file in the Minute and Rules Branch.</p> <p>Destroy when six (6) months old.</p>		
4	<p><u>Memoranda and Subject Files</u>--These files consist of memoranda, reports, and bulletins relating to the functions and operations of the Bureau. They are primarily of administrative value.</p> <p>Destroy when three (3) years old.</p>	II-NNA- 1378, item 2	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5	<p>Personnel Files--These files contain miscellaneous information concerning agency personnel. Such information as employees' awards, correspondence, 171 forms and various other employees' record information can be included in these files.</p> <p>Destroy upon termination or separation of employees.</p>	GRS 1, item 18	
6	<p>Travel Records--Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations and all supporting papers documenting official travel by agency personnel. (See General Records Schedule #9, Item No. 4, 3-30-77.)</p> <p>Destroy when three (3) years old.</p>	GRS 9, item 4	
7	<p>Docket Materials--Most divisions retain copies of official Commission docket material relating to policy and precedential material unique to their division. Official dockets are on file in the Dockets Branch, Secretary's Office.</p> <p>Destroy when no longer needed for office use.</p>		
8	<p>Freedom of Information Act (FOIA and Privacy Act Requests) -- These are files which are created in response to requests for information under the Freedom of Information Act and Privacy Act consisting normally of the original request, a copy of the reply and all related supporting files which may include official file copy of requested record or copy thereof.</p> <p>a. If request is fulfilled and not appealed, destroy two (2) years after date of reply, if appealed, see (GRS 14, Item No. 16 for FOIA requests and Item No. 25 for Privacy Act requests, 3-30-77). b. If request is denied, even partially, destroy five (5) years after reply if not appealed. c. If appealed, see (GRS 14, Item No. 17 for FOIA requests and Item No. 26 for Privacy Act requests, 3-30-77).</p> <p>Office of the Chief</p>	GRS 14, items 16, 17, 25, and 26	
9	<p>Employee Record Cards (Standard Form 7-B)--This file contains employee's record cards used for informational purposes outside the Commission's Personnel Office. (See General Records Schedule #1, Item No. 6, 3-30-77.)</p> <p>Destroy upon separation or transfer of employee.</p>	GRS 1, item 6	

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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
10	<p>Adverse Action Files--These files contain case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting papers. (See General Records Schedule #1, Item No. 31(b), 3-30-75.)</p> <p>Destroy four (4) years after case is closed.</p> <p><u>Personal Radio Division</u></p>	G R S 1, item 31	(b)
11	<p><u>Application for Class C or D Station Licenses in Citizens Radio Services (FCC Form 505 or Equivalent)</u>--These are the original applications for licenses in the Citizens Radio Service which are processed by the Gettysburg Field Office. These applications are filed with the FCC pursuant to Part 95 of the Commission's Rules.</p> <p>Transfer applications to the Federal Records Center 30 days after processing. Destroy when six (6) years old. Disposition approved under Archives Job No. NC 1-173-77-1 dated July 11, 1977.</p>	NC 1-173- 77-1, item 1	
12	<p><u>Forms 610 and 610B Files or Equivalent</u>--These are original applications for Individual Amateur Stations License (Form 610) and for Amateur Club or Military Recreation Station License (Form 610B). They are processed in Gettysburg and are renewable every five (5) years. Included in these licenses are the Novice Class which are good for two years and non-renewable.</p> <p>Transfer applications to Records Center as needed. Destroy when they are six (6) years old.</p>	II-NNA- 1378, item 8	
13	<p><u>General Mobile Radio Service Files(Class A, Form 400 or Equivalent)</u>--These files contain the 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 be operated on an assigned frequency in the 460-470 MHZ Band. Licenses are renewable every five (5) years.</p> <p>Maintain in office <sup>until</sup> one (1) year after license expires, then destroy.</p>		

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14	<p><u>FCC Form 610-A or Equivalent</u>--These are the applications for Alien Amateur Licenses to operate radios in the United States. They are processed in Gettysburg and are renewable every year.</p> <p>Maintain in office until one (1) year old, then destroy.</p>		
15	<p><u>FCC Form 410 or Equivalent</u>--These are the applications for the registration of Canadian Amateur Licensees to operate in the United States. They are processed in Gettysburg and are renewable after one year.</p> <p>Maintain in office until one (1) year old, then destroy.</p>		
16	<p><u>FCC Form 410B or Equivalent</u>--These are the applications for Canadian CB Operators to transmit in the United States. They are processed in Gettysburg and are renewable every year.</p> <p>Maintain in office until one (1) year after license expires and then destroy.</p>		
17	<p><u>FCC Form 525 or Equivalent</u>--These are applications for licenses in the Disaster Radio Service. Licenses are renewable every five years.</p> <p>Maintain in office one (1) year past expiration date, then destroy.</p> <p><u>Facilities Branch</u></p>		
18	<p><u>Aviation and Marine License Files</u>--These files contain licenses for the various aviation and marine radio services. The main categories of marine licenses include costal group, marine ancilliary group, Alaska group, marine radio-location land group, and the ship group. The main categories of aviation licenses include: aeronautical and fixed groups, aviation ancilliary group, civil air patrol, aviation developmental group, and aviation radionavigation group. Many of these licenses are processed in the Gettysburg field office.</p> <p>A. Those licenses which are processed in Washington should be maintained in the office until one (1) year</p>		

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Cont 18	<p>after license expires. Send to Records Center and de- stroy 11 years after license expires.</p> <p>B. Destroy all licenses in Gettysburg dated prior to 1971. Those licenses processed in Gettysburg should be destroyed when six (6) years old.</p>		
19	<p><u>Station History Cards</u>--These cards filed by name of licen- see of various aviation amd marine radio services include such information as station location, call sign, date of application, expiration date and copy of the license it- self.</p> <p>Maintain in office until license has expired, then send to Records Center and destroy ten (10) after ex- piration date.</p>	II- NNA- 1378, item 3	
20	<p><u>Special Temporary Authorization Files</u>--These files contain temporary licenses for the various radio service in the Aviation and Marine Division. Temporary licenses are is- sued usually for not more than 90 days until the permanent license is issued.</p> <p>Destroy one (1) year after temporary license has ex- pired.</p>		
21	<p><u>Purge Files</u>--All expired aircraft and ship licenses in the Aviation and Marine radio services are included in these files which date back to 1970. Until 1976, these are com- puter listings of the expired licenses after 1976, the listings are on microfiche.</p> <p>A. Maintain computer listings in office until no longer needed, then destroy.</p> <p>B. Maintain microfiche in office until no longer needed, then destroy.</p>		
22	<p><u>Rules and Legal Branch</u></p> <p><u>Committee and Conference Files</u>--These are files for the numerous committees which employees of the Aviation and Marine Division are members of and participate in such as</p>		

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Cont 22 <i>ikf</i> <i>6/28/79</i>	<p>the World Radio Conference to be held in 1979. <del>the World Radio Conference</del>. Radio Technical Committee for maritime, Technical RTCA Committee for Aviation International Maritime Consultative Organization and the Interagency Group on International Aviation. The records include agenda items, handouts, etc.</p> <p>Maintain in office until no longer needed, then destroy.</p>		
23	<p><u>Exemption Files</u>--These files contain exemptions for ships from the International Treaty and Communications Act Requirements which are determined by the Rules and Legal Branch. An example of such an exemption would be to allow a small ship to operate without certain elaborate equipment.</p> <p>Maintain as long as ship is currently active, then destroy file.</p>		
24	<p><u>Distress Case Studies</u>--These are studies undertaken by the Branch Chief to determine the effectiveness of Communications Distress Systems.</p> <p>Send to Records Center every two (2) years. Destroy when ten (10) years old.</p> <p><u>Industrial and Public Safety Facilities Division</u></p> <p><u>Office of the Chief</u></p>		
25	<p><u>Temporary Authorization File</u>--This file contains temporary licenses for the various radio services in the Industrial and Public Safety Facilities Division. Temporary licenses are granted in special cases until the permanent license is issued, normally within a 90-day period.</p> <p>Destroy one (1) year after issue of temporary license.</p>		



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26	<p><u>Land Mobile Processing Branch</u></p> <p>470-512 File--This file contains licenses for stations with shared television frequencies for thirteen major cities across the United States.</p> <p>Destroy five (5) years after station is deleted.</p>		
27	<p><u>Radio Services Application Licenses Files</u>--These files contain licenses for the 21 various radio services in the Land Mobile Processing Branch. The expiration and renewal periods for all the services are the same. Licenses are good for five years and they are renewable every five years thereafter. Each licenses consists of a long form which is the official application and a short form which becomes the official license. The 21 various radio services are as follows: motor carrier, automobile emergency, railroad, taxicab, power radio, petroleum, forest products, motion picture, relay press, special industrial, business, industrial radiolocation, manufactures radio, telephone maintenance, local government, police radio, fire, highway maintenance, forestry conservation, special emergency, and state guard.</p> <p>A. Destroy licenses (short form) one (1) year after expiration if not renewed or after station is deleted.</p> <p>B. Send application (long form) to Federal Records Center one (1) year after license is issued. Destroy long form ten (10) years after issue date of license.</p>		
28	<p><u>Microwave Branch</u></p> <p><u>Map Files</u>--These transparent maps illustrate the various microwave systems throughout the United States and those areas which are congested with microwave systems. They are utilized in the processing of licenses for new and modified microwave radio systems by private radio service applicants.</p> <p>Destroy maps when obsolete.</p>		

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29	<p><u>Cooperative Use of Operational Fixed Radio Services Files</u>-- These files contain agreements between two or more licensees who share the same microwave radio services according to Part 94.17 of FCC Rules. Included in these files are FCC Form 402-A, Annual Report of Licensees of Microwave and Other Fixed Stations.</p> <p>A. Maintain agreements in office until stations are deleted, <i>then destroy.</i></p> <p>B. Send supporting materials to Records Center when five (5) years old. Destroy when ten (10) years old.</p>		
30	<p><u>Special Microwave Systems Licensee Files</u>--These files contain sketches and diagrams of the various microwave systems throughout the United States.</p> <p>As new diagrams and sketches are issued, destroy old ones.</p>		
31	<p><u>Microwave Subject File</u>--This file contains miscellaneous information concerning microwave systems such as equipment costs, engineering analyses, developmental operations, waivers, computerization, and rulemaking.</p> <p>Destroy when administrative usefulness has ended.</p>		
32	<p><u>Form 402-5 File</u>--This file consists of Form 402-5 which supplements the data base on microwave stations. The form serves as an addendum to the initial application for microwave radio services.</p> <p>Send to Records Center along with original applications. Destroy ten (10) years from date of issue.</p>		
33	<p><u>Microwave Application and License Files</u>--These files contain the official application (long form) and the official license (short form) for operators of microwave radio services throughout the United States. Licenses for approximately 9,000-10,000 microwave stations are contained in these files. Licenses are valid for five years and then are renewable every five years thereafter. Supporting information concerning the application also is included.</p>		

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Cont 33	<p>in the files.</p> <p>A. Destroy licenses (short form) one (1) year after expiration if not renewed or after station is deleted.</p> <p>B. Send application (long form) to Federal Records Center one (1) year after license is issued. Destroy long form ten (10) years from issue date of license.</p> <p><u>Industrial and Public Safety Rules Division</u></p>		
34	<p><u>Background, Historical Information and Comments Concerning Dockets 18261 and 18262</u>--These files include working papers, notes, drafts, derivations, and comments from the public concerning the above two (2) dockets. Docket 18261 relates to sharing frequencies between Land Mobile Services and UHF television channels in 25 major areas throughout the United States. Docket 18262 relates to reallocation of the spectrum in the 800 Megahertz range away from UHF television. Most of the information is copy material and is used for reference purposes.</p> <p>Maintain in office for reference purposes until no longer needed, then destroy.</p>		
35	<p><u>Rulemaking Files</u>--These case files consist of notices or petitions proposing changes in the Commission's rules and policies regarding Land Mobile and Microwave Services. The files contain the petition or notice and associated comments, exhibits, work papers, and reports of the Commission's rulemaking cases.</p> <p>Maintain in office for reference purposes as long as needed, then destroy.</p>		
36	<p><u>Contract Studies Files</u>--These files contain studies which are contracted out because the Division does not have the facilities or personnel to conduct them. One example is a study conducted by the Stanford Research Institute to determine allocations of frequencies and to get maximum utilization out of them. The work on these studies is overseen by this Division.</p>		

## Request for Records Disposition Authority - Continuation

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Cont 36	Maintain in office for reference purposes until no longer needed, then destroy.		
37	<p><u>Sharing Agreement Files</u>--The files contain agreements between two or more stations in the fixed radio services to share frequencies. There are also files of interservice sharing below the 800 Megahertz range in the Mobile Services.</p> <p>Maintain files in office as long as sharing agreement is valid. Destroy one (1) year after agreement has expired.</p>		
38	<p><u>Land Mobile Study Files</u>--These files contain studies relating specifically to Land Mobile Radio Services. Such topics as radiolocation, TV Sharing, Land Mobile Frequency Studies, Assignment, Proposals and Land Mobile Relief, are included in these files.</p> <p>a. Final reports. Permanent: Offer to National Archives when 20 years old.</p> <p>Arranged alphabetically by subject.</p> <p>b. Background papers, drafts, and other records relating to the studies. Destroy when no longer needed.</p>		
39	<p><u>Land Mobile History Files</u>--These files contain copy material of rulemakings concerning Land Mobile Services. These files are maintained in the office primarily for reference purposes.</p> <p>Maintain in office until no longer needed, then destroy.</p>		
40	<p><u>World Administrative Radio Conference (WARC) Files</u>--These files contain information relating to the Land Mobile Community's interest in the WARC to be held in 1979. Security of frequencies for Land Mobile Services for at least the next 20 years is the primary interest of this Division in the WARC.</p> <p>a. Records reflecting policy decisions including final agreements. Permanent: Offer to National Archives when 12 years old.</p> <p>b. Destroy all other materials when 5 years old.</p>		

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41  - jkl 6/28/78	<p><u>Vehicle Location History Files</u>--These files contain background information on the vehicle location service. This service provides a method of determining the position of vehicles within the confines of a particular area through radio services. The files contain <del>information</del> copies of rulemaking decisions, regulations, advisory, opinions, etc., concerning the vehicle location service.</p> <p>Maintain in office for reference purposes as long as needed, then destroy.</p>		
42  - jkl 6/28/78	<p><u>Development of Emergency Medical Radio Services Files</u>--These files contain background information and system designs for the development of the Special Emergency Radio Service which is used by hospitals, ambulances, rescue squads, medical schools, doctors, veterinarians and other groups of people and organizations involved in emergency medical cases.</p> <p>Maintain in office for reference purposes until no longer needed, then <del>transfer to Archives</del> destroy.</p>		
43	<p><u>Atlanta Plan Technical Files</u>--These files consist of plans for a program of the shared use of frequencies in the mobile services. The plans were so complex that the Bureau Chief eventually abandoned them. The plans may be restudied for future modification.</p> <p>Maintain in office until future needs are satisfied, then another evaluation will be made of files.</p>		
44  concerning  - jkl 6/28/78	<p><u>Project Case Files</u>--These files consist of <del>active</del> cases and projects developed by the staff of this Division <del>and subsequently, contain closed project case files. Cases developed from</del> such matters as irregularities in applications, environmental abuses, complaints, and violations of the rules, all pertaining to the Land Mobile and Micro-wave Services of the Division. Such projects as Canadian and Mexican negotiations concerning frequencies problems on international borders are contained in these files.</p> <p>Destroy files three (3) years after cases are permanently closed.</p>		

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	<u>Land Mobile Spectrum Management Division</u>		
45	<p>FCC Form 425, "Application for Radio Station Licenses-- These are applications for licenses in the various Land Mobile Radio Services for the specific region which en- compasses the area within a 175-mile radius of Chicago, Illinois. Licenses are valid for five years and are re- newable every five years thereafter.</p> <p>Maintain in office for one (1) year, then transfer to Federal Records Center and destroy when six (6) years old.</p>		
46	<p>FCC Form 168--These are authorizations given by the Com- munications Administrator in Ottawa Canada for frequency coordination between United States and Canada. Applica- tion for radio licenses cannot be given final approval until this authorization is granted.</p> <p>Maintain in office for one year then send to Records Center. Destroy when 20 years old.</p>		
47	<p>1043 File--This file contains notices sent by stations to FCC requesting that their licenses be cancelled.</p> <p>Maintain in office for one (1) year then destroy.</p>		
48	<p>FAA Form 7460 (Approvals of Possible Navigational Hazards) This is a copy of the approval by FAA for anyone con- structing a tower of antenna over 200 feet.</p> <p>Maintain in office until no longer needed for ad- ministrative purposes, then destroy.</p>		
49	<p>Returned Application File--This file contains copy of the letter that is returned along with an application when there is some problem prohibiting the application from being fully processed.</p> <p>Maintain in office for one (1) year, then destroy.</p>		

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	<u>Legal Advisory and Enforcement Division</u>		
50	<p><u>Forfeiture Case Files</u>--These files are case files developed under Section 510, 507, and Parts II and III of Title III of the Communications Act which states that any radio station other than licensed radio stations in the broadcast services is liable to forfeiture for cases of violations of certain rules and regulations. The files consist of the original letter or notice of violation, licensees reply, notice of forfeiture to Finance Branch, and correspondences between licensee and FCC.</p> <p>Transfer to Federal Records Center every six (6) months. Destroy when five (5) years old.</p>		
51	<p><u>Miscellaneous Enforcement Cases</u>--These files contain such cases as warning letters, unpaid forfeiture cases and other miscellaneous cases. The files are arranged by the name of the licensee.</p> <p>Transfer to Federal Records Center annually and destroy when five (5) years old.</p>		
52	<p><u>Revocation and Cease and Desist Cases</u>--These files consist of information relating to the revocation of licenses for such causes as multiple violations, obscenity on the air and criminal use of the radio. The files consist of the violation notice, response to the notice, and order to show cause.</p> <p>Send to Federal Records Center annually and destroy when five (5) years old.</p>		
53	<p><u>Enforcement Subject Files</u>--These files contain copies of policy memoranda and letters in forfeiture and revocation cases that are of precedential <del>motive</del> nature.</p> <p>Maintain in office for reference purposes until longer needed, then destroy.</p>		
54	<p><u>Enforcement Histroy Cards</u>--These files consist of 5 X 8 cards on which information for all types of cases handled by this Division are recorded. The cards are basically a step by step progress record of cases at any given time.</p>		

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Cont 54	<p>Such information is included as name, call sign, address, person assigned to, action taken, and forfeiture notice. These cards are for reference purposes and date back to 1963.</p> <p>Maintain in office for reference purposes until no longer needed, then destroy.</p>		
55	<p><u>Law Advisory Subject Files</u>--These files contain information used primarily for reference purposes such as policy memos, letters, congressional inquiries, fees, and form development.</p> <p>Maintain in office for reference purposes until no needed, then destroy.</p>		