

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC1-173-84-4

DATE RECEIVED

7-5-84

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Federal Communications Commission

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION

Private Radio Bureau

3. MINOR SUBDIVISION

Licensing Division

4. NAME OF PERSON WITH WHOM TO CONFER

Steve Milline

5. TELEPHONE EXT.

632-7513

DATE

9-26-86

ARCHIVIST OF THE UNITED STATES

Frank A. Bink

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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 _____ 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 <i>2/7/86</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Terry D. Johnson</i>	D. TITLE Terry D. Johnson Chief, Information Resources Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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>ADDENDUMS/REVISIONS TO RECORDS CONTROL SCHEDULE</p> <p><u>PRIVATE RADIO BUREAU</u></p> <p>Reference is made to Archives Job No. 173-78-2, Dated 7/10/78</p> <p><u>LICENSING DIVISION</u></p> <p><u>General Radio Branch</u></p> <p>Application for Class C or D Licenses in Citizens Radio Services (FCC Form 505 or Equivalent). These are the original applications for licenses in the Citizens Radio Service. These applications are filed with the FCC pursuant to Part 95 of the Commission's Rules. On April 27, 1983, however, PR Docket No. 82-799 was adopted which eliminated individual licensing of radio control and CB stations.</p> <p><u>Destroy all applications immediately.</u></p>	NC-173-78-2, dtd. 7/10/78	<p>All changes to this proposed schedule have been approved by <i>Terry D. Johnson</i> Agency rep.</p> <p><i>William E. Murphy</i> (NARA) appraiser</p>

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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
2.	<p>Form 610 or Equivalent. These are original applications for individual amateur operator and stations licenses. Licenses granted on or before December 15, 1983 were renewable every five (5) years. Licenses granted on or after December 16, 1983 are renewable every ten (10) years.</p> <p><u>A. Paper Records</u></p> <p>Transfer applications to Federal Records Ctr. six (6) months after licenses are issued.</p> <p><i>2a1.</i> Applications granted on or before December 15, 1983:</p> <p><u>Destroy</u> when seven (7) years and ^{three}two months old.</p> <p><i>2a2.</i> Applications granted on or after December 16, 1983:</p> <p><u>Destroy</u> when twelve (12) years and ^{three}two months old.</p> <p><u>B. Microfiche Records</u></p> <p>Maintained in office: Destroy when no longer required for administrative purposes.</p>	NC-173-78-2, Item 12 dtd. 7/10/78	

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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
	<p>C. <u>Computer Printouts Generated by Form 610 or Equivalent.</u></p> <p>2c1. <u>Update Transaction Report.</u> Two copies are generated once a week. Used by Amateur Section and Consumer Assistance for research purposes.</p> <p><u>Destroy when one (1) year old.</u></p> <p>2c2. <u>Validation Error Report.</u> Three copies are generated once a week. Used by Amateur Section, Consumer Assistance and Automated Support Section to pull applications listed on this report.</p> <p><u>Destroy when one (1) year old.</u></p> <p>2c3. <u>Suspense Item Report.</u> Two copies are generated once a week. Used by Amateur Section and Consumer Assistance to indicate what action was taken on the GAR and application.</p> <p><u>Destroy when one (1) year old.</u></p> <p>2c4. <u>Grant Authorization Sheets.</u> One copy is generated once a week. Used by the Amateur Section to pull applications and either grant or non-grant.</p> <p><u>Destroy twenty-six (26) months after license expires.</u></p> <p>2c5. <u>Cumulative Suspense Item Report.</u> Two copies are generated once a week. Used by Amateur Section and Consumer Assistance for research purposes.</p> <p><u>Destroy when one (1) year old.</u></p>		

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	<p>2c6. <u>Weekly Activity Report (Call Sign)</u>. Two copies are generated once a week. Used by Amateur Section and Consumer Assistance for research purposes.</p> <p><u>Destroy</u> when one (1) year old.</p> <p>2c7. <u>Weekly Activity Report (Name)</u>. Two copies are generated once a week. Used by Amateur Section and Consumer Assistance for research purposes.</p> <p><u>Destroy</u> when one (1) year old.</p> <p>2c8. <u>Weekly Activity Report (Geographical)</u>. Two copies are generated once a week. Used by Amateur Section and Consumer Assistance for research purposes.</p> <p><u>Destroy</u> when one (1) year old.</p> <p>2c9. <u>Send-To-List</u>. One copy is generated whenever there is a mail code B in an update. Used by Amateur Section to have a license returned to GRB.</p> <p><u>Destroy</u> when one (1) year old.</p> <p>2c10. <u>Mail-To-List</u>. One copy is generated whenever there is a mail code A in an update. Used by Amateur Section to have a license returned to GRB to be mailed to another address via label.</p> <p><u>Destroy</u> when one (1) year old.</p> <p>2c11. <u>Cumulative Deletion List</u>. Two copies are generated once a month. Used by Amateur Section and Consumer Assistance for research purposes.</p> <p><u>Destroy</u> when one (1) year old.</p> <p>2c12. <u>Available for Assignment-Extract</u>. One copy is generated once a week. Used by Amateur Section to keep track of call signs available.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p>		

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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
	<p>2c13. <u>Amateur Monthly Purpose Counts by Class.</u> Two copies are generated once a month. Used by Amateur Section and Systems and Procedures for internal reports.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>2c14. <u>Amateur Class Changes.</u> Two copies are generated once a month. Used by Amateur Section and Systems and Procedures for internal reports.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>2c15. <u>Amateur Cumulative Purpose Counts.</u> Two copies are generated once a month. Used by Amateur Section and Systems and Procedures for internal reports.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>2c16. <u>Amateur Geographical Report.</u> Two copies are generated once a month. Used by Amateur Section and Systems and Procedures for internal reports.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>2c17. <u>Active and Inactive Station Count.</u> Two copies are generated once a month. Used by Amateur Section and Systems and Procedures for internal reports.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>2c18. <u>Amateur Last Call Sign Assigned.</u> Two copies are generated once a month. Used by Amateur Section and Systems and Procedures to be typed on a Public Notice.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p>		

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2c19.	<p><u>Amateur Transaction Counts.</u> Two copies are generated once a month. Used by Amateur Section and Systems and Procedures for internal reports.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p>		
2c20.	<p><u>Amateur Cumulative Transaction Counts.</u> Two copies are generated once a month. Used by Amateur Section and Systems and Procedures for internal reports.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p>		
2c21.	<p><u>Amateur Statistical Trends.</u> Two copies are generated once a month. Used by Amateur Section and Systems and Procedures for internal reports.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p>		
2c22.	<p><u>Renewal Report.</u> One copy is generated once a month. Used by Amateur Section to verify renewals.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p>		
D.	<p><u>Magnetic Tape</u></p> <p>Maintained by Computer Applications Division, Office of Managing Director. Used by the Licensing Division as a tracking system for the various applications received within the Private Radio Bureau for radio services and for compiling internal reports.</p> <p><u>Destroy</u> data elements when superseded or no longer required for program use.</p> <p><i>See appendix for system description</i></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>Form 610-B or Equivalent. These are original applications for Amateur Club, Military or RACES station licenses. Licenses granted on or before December 15, 1983 were renewable every five (5) years. Licenses granted on or after December 16, 1983 are renewable every ten (10) years.</p> <p>A. <u>Paper Records</u></p> <p style="margin-left: 40px;"><i>two years and six</i> Destroy twenty six (26) months after license expires.</p> <p>B. <u>History Index Cards</u></p> <p>Consists of name of applicant, call sign and expiration date.</p> <p style="margin-left: 40px;"><i>two years and six</i> Destroy twenty six (26) months after license expires.</p>	NC-173-78-2 Item 12 dtd. 7/10/78	

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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
4.	<p><u>General Mobile Radio Service Files Class A (Form 574, formerly 400, or Equivalent)</u>. These files contain the original applications for licenses in the General Mobile Radio Services. 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><u>A. Paper Records</u></p> <p>4a1. <u>Long Copy</u></p> <p><u>Transfer</u> to federal records center when three (3) months old.</p> <p><u>Destroy</u> when five (5) years and ^{nine (9)}eight (8) months old.</p> <p>4a2. <u>Working Copy (Short Copy)</u></p> <p>Maintain on site.</p> <p><u>Destroy</u> when five (5) years and ^{nine (9)}eight (8) months old.</p> <p>4a3. <u>Public Reference Room Copy</u></p> <p><u>Destroy</u> when 90 days old.</p> <p><u>B. Microfiche Records</u></p> <p><u>Destroy</u> when no longer needed for administrative purposes.</p> <p><u>C. Computer Printouts Generated by Form 574 or Equivalent.</u></p> <p>4c1. <u>Database Log Report.</u> One copy is generated daily. Used by the Control Section of Support Services Branch for tracking, error correction and records totals.</p> <p><u>Destroy</u> when six (6) months old.</p>	NC-173-78-2, Item 13 dtd. 7-10-78	

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5.	<p><u>D. Magnetic Tape</u></p> <p>Maintained by Computer Applications Division, Office of Managing Director. Used by the Licensing Division as a tracking system for the various applications received within the Private Radio Bureau for services and for compiling internal reports.</p> <p><u>Destroy</u> data elements when superseded or no longer required for program use. <i>See appendix for system description</i></p> <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 renewable every year. A copy of the license is kept in the file.</p> <p><u>A. Computer Printouts</u></p> <p>5a1. <u>Alien Amateur System.</u> One copy is generated once a month. Used by Amateur Section to check for errors.</p> <p style="padding-left: 40px;"><u>Destroy</u> when three (3) months old.</p> <p><u>B. Magnetic Tape</u></p> <p>Maintained by Computer Applications Division, Office of Managing Director. Used by the Licensing Division as a tracking system for the various applications received within the Private Radio Bureau for radio services and for compiling internal reports.</p> <p><u>Destroy</u> data elements when superseded or no longer required for program use. <i>See appendix for system description</i></p>	<p>NC-173-78-2, Item 14 dtd. 7/10/78</p>	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<p><u>FCC Form 410-B or Equivalent.</u> These are the applications for Canadian CB Operators to transmit in the United States. They are renewable every year. However, on April 27, 1983, PR Docket No. 82-799 was adopted which eliminated individual licensing of radio control and CB stations.</p> <p><u>Destroy</u> all applications immediately.</p>	<p><i>NC-173-78-2, item 16 dtd. 7-10-78</i></p>	
7.	<p><u>Special Condition C&D Authorizations to CB Applications.</u> File contains copies of Special Condition C, pursuant to CB Rule 26(b) granting the authority for additional person(s) to operate a particular station; Special Condition D pursuant to CB Rule 26(c) authorizing the applicant to render radiocommunications service. However, since the individual licensing of CB stations has been eliminated there is no further need to maintain these records.</p> <p><u>Destroy</u> all authorizations immediately.</p>		
8.	<p><u>Amateur Radio License.</u> Prior to 1966, when the Amateur service became automated, the Amateur License was a multipart form. Two parts of this form (A&C) was maintained on site. The "A" copy was filed alphabetically by name and the "C" copy was filed by call sign. In 1976 these records were put on microfilm and A&C copies were destroyed. The particular group being addressed in this paragraph was overlooked and never microfilmed. Licenses were issued for a 5 year period, but due to numerous references for renewal, modifications and related matters, records should remain on site. Current volume is <u>14,560, 1947 to 1966.</u></p> <p>Maintain on site:</p> <p><u>Destroy</u> when records are microfilmed.</p> <p><u>Destroy</u> microfilm when no longer required for administration purposes.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9.	<p><u>Aviation and Marine Branch</u></p> <p><u>Aviation and Marine License Files.</u> These files contain licenses for the various aviation and marine radio services. Licenses are valid for five (5) years and then are renewable every five (5) years thereafter. The main categories of marine licenses include coastal group, marine ancillary group, Alaska group, marine radiolocation land group and the ship group. The main categories of aviation licenses include: aeronautical and fixed groups, aviation developmental, aircraft and aviation radio-navigation group.</p>	NC-173-78-2, Item 18 dtd. 7/10/78	

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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
	<p>A. <u>Paper Records</u></p> <p>9a1. <u>Coast and Group Station Applications.</u> Close case file when license expires. <u>Destroy</u> one (1) year after license expires.</p> <p>9a2. <u>Ship and Aircraft Applications.</u> <u>Transfer</u> to federal records center when one (1) year old. <u>Destroy</u> six (6) years later.</p> <p>B. <u>Microfiche Records</u> <u>Destroy</u> when no longer required for administrative purposes.</p> <p>C. <u>Computer Printouts Generated by Computer Database for Ship and Aircraft.</u></p> <p><u>Ship</u></p> <p>9c1. <u>Cumulative Listing.</u> Two copies are generated weekly. Used by Aviation and Marine Branch and Consumer Assistance for cumulative listing of each computer update from masterfiche to masterfiche. <u>Destroy</u> when no longer required for administrative purposes.</p> <p>9c2. <u>Transaction Listing.</u> One copy is generated weekly. Used by Aviation and Marine Branch. List of each transaction for update verification of update error correction. <u>Destroy</u> when no longer required for administrative purposes.</p> <p>9c3. <u>Error Listing.</u> One copy is generated weekly. Used by Aviation and Marine Branch for correcting keying errors that did not post to cumulative. <u>Destroy</u> when no longer required for administrative purposes.</p>		

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	<p>9c4. <u>History Listing</u>. One copy is generated weekly. Used by Aviation and Marine Branch it contains modifications and cancellations that did not post to cumulative due to mismatch of records.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>9c5. <u>Grant Authorization Record Weekly (GAR)</u>. One copy is generated weekly. Used by Aviation and Marine Branch it lists those applications that must be reviewed prior to grant for special conditions.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>9c6. <u>Master Record Print (999)</u>. One copy is generated weekly. Used by Aviation and Marine Branch it lists the occurrence of 094 transactions when they occur against an existing record.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>9c7. <u>Marine Statistical</u>. One copy is generated² weekly. Used by the Aviation and Marine Branch for End of Month Statistical, Station Counts, etc.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>9c8. <u>Review List</u>. Three copies are generated weekly. Used by Special Services Division, Consumer Assistance Branch and Aviation and Marine Branch for compliance cases.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p>		

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	<p>9c9. <u>Compulsory Telephone and Telegraphy Listings.</u> Three copies are generated every 6 months. Used by Office of Science and Technology, Field Operations Bureau and Aviation and Marine Branch. This is a listing of Vessels Reported to ITU in accordance with international treaties. Inspections of vessels in accordance with Communications Act.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p><u>Aircraft</u></p> <p>9c10. <u>Cumulative Listing.</u> Two copies are generated weekly. Used by Aviation and Marine Branch for cumulative listing of each computer update from masterfiche to masterfiche.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>9c11. <u>Transaction Listing.</u> One copy is generated weekly. Used by Aviation and Marine Branch. List of each transaction for update verification of update error correction.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>9c12. <u>Error Listing.</u> One copy is generated weekly. Used by Aviation and Marine Branch for correcting keying errors that did not post to cumulative.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>9c13. <u>History Listing.</u> One copy is generated weekly. Used by Aviation and Marine Branch it contains modifications and cancellations that did not post to cumulative due to mismatch of records.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p>		

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	<p>9c14. <u>Grant Authorization Record Weekly (GAR)</u>. One copy is generated weekly. Used by Aviation and Marine Branch it lists those applications that must be reviewed prior to grant for special conditions.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>9c15. <u>Master Record Print (999)</u>. One copy is generated weekly. Used by Aviation and Marine Branch it lists the occurrence of 094 transactions when they occur against an existing record.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>9c16. <u>Statistical</u>. One copy is generated monthly. Used by the Aviation and Marine Branch for End of Month Statistical, Station Counts, etc.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>9c17. <u>Review List</u>. One copy is generated weekly. Used by the Special Services Division for compliance cases.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>D. <u>Magnetic Tape</u></p> <p>Maintained by Computer Applications Division, Office of Managing Director. Used by the Licensing Division as a tracking system for the various applications received within the Private Radio Bureau for radio services and for compiling internal reports.</p> <p><u>Destroy</u> data elements when superseded or no longer required for program use. <i>See appendix for description of system</i></p> <p>E. <u>History Index Cards</u></p> <p>Cards are filed by name of licensee of various Aviation and Marine radio services and include such information as station location, call sign, date of application, expiration date and a copy of the license itself.</p> <p><u>Destroy</u> one (1) year after expiration date.</p>	NC-173-78-2, Item 19 dtd. 7-10-78	

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10.	<p><u>Microwave Branch</u></p> <p><u>Microwave Application and License Files.</u> These files contain the application (long form) and a copy of the official license (short form) for operators of microwave radio services throughout the United States. Licenses are valid for five (5) years and then are renewable every five (5) years thereafter. Supporting information concerning the application is also included in the files. Note: Since Form 402-S is attached to the application and has the same retention and disposition period it will be included in this item instead of listed separately as in previous schedule.</p> <p>A. <u>Paper Records</u></p> <p><u>Transfer applications</u> (long form) and licenses (short form) to the FRC six (6) months after license is issued.</p> <p><u>Destroy</u> when six (6) years old.</p> <p>B. <u>Microfiche Records</u></p> <p><u>Destroy</u> when superseded by next output and information has been verified.</p> <p>C. <u>Computer Printouts Generated from Microwave Database.</u></p> <p>10c1. <u>Application Reports.</u> Generated weekly. Used by Microwave Branch.</p> <p><u>Destroy</u> when superseded.</p>	<p>NC-173-78-2, Item 33 dtd. 7/10/78 & NC-173-78-2, Item 32 dtd. 7/10/78</p>	

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10c2.	<p><u>License Reports and Statistical Reports.</u> Generated monthly. Used by Microwave Branch.</p> <p><u>Destroy</u> when superseded.</p>		
10c3.	<p><u>Update (SMW01).</u> Generated daily. Used by Microwave Branch.</p> <p><u>Destroy</u> when superseded.</p>		
10c4.	<p><u>Printouts Generated Monthly.</u></p> <p>Database Clean-up - SMW06 Database Fiche (New Format-Owner Sequence) SMW16 Database Statistical - SMW41 Trans Count Within Radio Service - SMW42 Research Report - SMW57 Lat/Long Error Report.- SMW61 Expired License Report - SMW63 Path Count Within Freq Band - SMW64 FOB Fiche Reports (#27 and #28) - SMW74 SMW/EFS Interface - SMW87 Purge - SMW96 Freq. Band Count Within Radio Svc. - SMW43</p> <p><u>Destroy</u> when superseded.</p>		
10c5.	<p><u>Printouts Generated Quarterly.</u></p> <p>Database Fiche (Old Format - Call Seq.) - SMW40 BMCCOM (SMW40) - SMW23</p> <p><u>Destroy</u> when superseded.</p>		
10c6.	<p><u>Printouts Generated on Request or As Needed.</u></p> <p>Database NTIS (EBCDIC) - SMW07 Owner File NTIS (EBCDIC) - SMW08 Database Purge - SMW96 Sort of Purge Tapes (SMW96) - SMW56 Load Purge Database (SMW96) - SMW32 Reprint Labels From (SMW01) - SMW09 Load License File (SMW010T1UNLD) - SMW18 Reprint Call Sign Cards (SMW01) - SMW19 Load Database (SMW000T2UNLD Tapes) - SMW21 Restore Data Base (SMW000T1SAVE) - SMW22</p> <p><u>Destroy</u> when superseded.</p>		

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7.
ITEM NO.8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9.
SAMPLE OR
JOB NO.10.
ACTION TAKEND. Magnetic Tapes

Maintained by Computer Applications Division, Office of Managing Director. Used by the Licensing Division as a tracking system for the various applications received within the Private Radio Bureau for radio services and for compiling internal reports.

Destroy data elements when superseded or no longer required for program use.

See appendix for system description

~~11.~~

~~Map Files. 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.~~

~~NC 173
78-2,
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12.	<p><u>Land Mobile Branch</u></p> <p><u>Land Mobile Radio Services Application/License Files.</u> These files contain granted applications for the 23 various land mobile radio services. These radio services are as follows: local government, police, fire, highway maintenance, forestry conservation, special emergency, automobile emergency, railroad, taxicab, motor carrier, special industrial, power, petroleum, forest products, motion picture, relay press, telephone maintenance, business, manufacturers, private carrier paging, travelers information service, radiolocation and special mobile radio system. The services are generally categorized by the frequency ranges in which authorizations are granted. The 470-512 MHz and the 800 MHz systems are classified as advanced systems; the systems authorized to operate on frequencies below 470 MHz are classified as general systems. The 900 MHz private carrier paging systems, however, are included in general systems, and the broadcast band travelers information service (available only to local government eligibles) is included in advanced systems. All other systems in either category may be authorized in the various services under specific provisions of the Commission's Rules. 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. Each granted license consists of a "long form" which is the official application of record and two short forms, one of which is the original license mailed to the licensee, and the other a license copy which is filed in the public records file system. FCC Form 574 is the application used for all land mobile radio services.</p> <p>(CONTINUED ON NEXT PAGE)</p>	NC-173-78-2, Item 27 dtd. 7-10-78	

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	<p>12c2. <u>Suspense File List</u>. Four copies are generated upon request. Two are used for engineer/examiner work files; one copy is for public access and one copy is used by Compliance Branch as a work copy.</p> <p><u>Destroy</u> when superseded.</p> <p>D. <u>Magnetic Tapes</u></p> <p>Maintained by Computer Applications Division, Office of Managing Director. Used by the Licensing Division as a tracking system for the various applications received within the Private Radio Bureau for radio services and for compiling internal reports.</p> <p><u>Destroy</u> data elements when superseded or no longer required for program use. <i>See appendix for system description</i></p> <p>E. <u>History Index Cards</u></p> <p>Maintained for 800 MHz only. Organized by location, name and frequency and used by the analysts to track the usage of the 800 MHz system.</p> <p><u>Destroy</u> when license is cancelled, deleted or when six (6) years old.</p>		
13.	<p>FCC Form 425, Application for Radio Station Licenses.</p> <p>These are applications for licenses in the various Land Mobile Services for the specific region which encompasses the area within a 175-mile radius of Chicago, Illinois. Licenses are valid for five years and are renewable every five years thereafter. Note: This form is no longer in use. 1973-1976 have been destroyed and 1977-1979 are located at the records center pending disposal.</p> <p>Maintain in office for one (1) year, then transfer to federal records center and <u>destroy</u> when six (6) years old.</p>	<p>NC-173-78-2, Item 45 dtd. 7-10-78</p>	

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14. Support Services Branch

Applications for a Restricted Radiotelephone Operator Permit, FCC Form 753. Under Part 13.4 (Volume 1) of the Commission's Rules, this application (permit) is issued for the lifetime of the holder.

~~A. Paper Records~~

~~Transfer to the federal records center when six (6) months old.~~

~~*Destroy when seventy-five (75) years old.~~

B. Microfiche Records

Destroy when no longer required for administrative purposes.

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15.	<p>C. <u>Computer Printouts</u></p> <p>14c1. <u>Transaction Listing</u>. Three copies are generated weekly. Used by Returns and Filing Unit. List of each transaction for update verification of update error correction.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>14c2. <u>Error Listing</u>. Three copies are generated weekly. Used by the Returns and Filing Unit to pull errors when filing the applications.</p> <p><u>Destroy</u> when no longer required for administrative purposes.</p> <p>D. <u>Magnetic Tape</u></p> <p>Maintained by Computer Applications Division, Office of Managing Director. Used by the Licensing Division as a tracking system for various applications received within the Private Radio Bureau for radio services and for compiling internal reports.</p> <p><u>Destroy</u> data elements when superseded or no longer required for program use. <i>see appendix for system description</i></p> <p><u>Appropriate Branches</u></p> <p><u>Undeliverable Licenses</u>. Licenses issued by the FCC and sent to the licensee on two separate occasions, but return by the Post Office as "undeliverable" (e.g. incorrect address, no forwarding address, addressee no longer living at present address and other related reasons). These are licenses in the following Private Radio Services: Marine, Aviation, Amateur, Land Mobile, Microwave, GMRS and Restricted Radio Tele. Oper. Permits.</p> <p><u>Destroy</u> when one (1) year old.</p>		

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16.	<p><u>Dead Application File.</u> These are applications which were file for a Restricted Operator Permit, Amateur Operator/Station License, Aviation, Marine, Land Mobile or GMRS, station license being returned to the applicant for corrections, changes, additions, or deletions but returned by the Post Office as "undeliverable" (incorrect address, no forwarding address addressee unknown and related reasons). Also included are microwave applications.</p> <p>a. <u>Destroy</u> applications received without a fee when one (1) year old.</p> <p>b. Applications received with money, <u>transfer</u> to the Federal Records Center when one (1) year old.</p> <p><u>Destroy</u> when six (6) years and three (3) months old.</p>		
17.	<p><u>FCC Form 168.</u> These are authorizations given by the Communications Administrator in Ottawa Canada for frequency coordination between United States and Canada. Application for radio licenses cannot be given final approval until this authorization is granted.</p> <p>Maintain in office until no longer required, then <u>destroy</u>.</p>	NC-173-78-2, Item 46 dtd. 7/10/78	
18.	<u>Distress Case Studies.</u> These are studies undertaken by the Branch Chief to determine the effectiveness of Communications Distress Systems. Delete - project never got off the ground and there were no files.	NC-173-78-2, Item 24 dtd. 7/10/78	
	<u>Deleted</u>		

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19.	<p><u>Rulemaking Files.</u> These files consist of notices or petitions proposing changes in the Commission's rules and policies for the Personal Radio Services and Aviation and Marine Services. The files contain the petition or notice and associated comments, exhibits and reports of the Commission's rulemaking cases.</p> <p>Maintain in office:</p> <p><u>Destroy</u> when reference needs are met.</p>		
20.	<p><u>Rule Waivers File.</u> These files contain requests or petitions for waivers of the Commission's rules pertaining to the Personal Radio Services and Aviation and Maritime Services and documents resolving such requests or petitions.</p> <p>Maintain in office:</p> <p><u>Destroy</u> when reference needs are met.</p>		
21.	<p><u>Contested Applications.</u> These files consist of copies of contested applications, correspondence between FCC and applicants and disposition of cases, where such cases have been referred to Aviation and Marine Branch from Licensing Div.</p> <p>Maintain in office for reference purposes until no longer needed, then <u>destroy</u>.</p>		
22.	<p><u>Aviation and Marine Miscellaneous Matters.</u> These files contain copies of correspondence on Aviation or Maritime matters, information on technical equipment used in these services and correspondence, clippings and other information on distress incidents.</p> <p>Maintain in office for reference purposes until no longer needed, then <u>destroy</u>.</p>		

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23.	<p><u>Forfeiture Case Files.</u> These are case files developed under Title III of the Communications Act concerning liability of radio station licensees to forfeitures for violations of the provisions of the Communications Act and Commission's Rules. The files consist of the notice of violation, licensee's reply, notice of forfeiture liability and miscellaneous correspondence concerning the cases in the Land Mobile and Microwave Radio Services.</p> <p><u>Destroy</u> three (3) years after closure of case.</p>		
24.	<p><u>Miscellaneous Enforcement Cases.</u> These files contain such cases as warning letters, unpaid forfeiture cases and other miscellaneous cases in the Land Mobile and Microwave Radio Services and are arranged by the name of the licensee.</p> <p>Destroy three (3) years after closure of case.</p>		
25.	<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, if any, Order to Show Cause and Order of Revocation or Dismissal Order in the Land Mobile and Microwave Radio Services.</p> <p><u>Destroy</u> three (3) years after closure of case.</p>		
26.	<p><u>Enforcement Subject Files.</u> These files contain copies of policy memoranda and letters in forfeiture and revocation cases in the Land Mobile and Microwave Radio Services that are of precedential nature.</p> <p>Maintain in office for reference purposes until no longer needed, then <u>destroy</u>.</p>		

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27.	<p><u>Enforcement History Cards.</u> These files consist of 5 x 8 cards on which information for all types of Land Mobile and Microwave Radio Service cases is recorded. Included are such items as name, call sign, address, person assigned to, action taken, etc.</p> <p>Maintain in office for reference purposes until no longer needed, then <u>destroy.</u></p>		