

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <b>NI-173-08-5</b>	
1 FROM (Agency or establishment) <b>Federal Communications Commission</b>		Date Received <b>12/19/07</b>	
2 MAJOR SUB DIVISION <b>Office of Engineering and Technology</b>		NOTIFICATION TO AGENCY	
3 MINOR SUB DIVISION <b>Laboratory Division</b>		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments is approved	
4 NAME OF PERSON WITH WHOM TO CONFER <b>Shoko B. Hair</b>		5 TELEPHONE <b>(202)418-1379</b>	DATE <b>7/18/08</b>
		ARCHIVIST OF THE UNITED STATES <i>Allen W...</i>	
6. <b>AGENCY CERTIFICATION</b> 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 needed now 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>12/12/07</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Shoko B. Hair</i>		TITLE <b>Records Officer</b>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached page.		

## Office of Engineering and Technology (OET) - Laboratory Division

### Laboratory Sample Tracking – This schedule supersedes job number N1-173-87-4, item 7, Sample Equipment Files

The Laboratory Sample Tracking system serves two main purposes: (1) document receipt of samples at the Laboratory, including information related to return and disposal of samples; and (2) document disposal of received samples. The system contains data on samples received and disposed of at the OET Laboratory. Data covers 1993 to present.

~~1. Input/Source Records. Sample data as documented on paper records by manufacturer or other individual/business responsible for providing the sample.~~

~~Disposition: Temporary. Data is verified and stored in the database. Destroy three years after the authorization is issued.~~

GRS 20, Item 2

2. Master Data File. Sample tracking data files consist of information related to the receipt and disposal of samples received for testing at the Laboratory. The samples may be obtained from the manufacturer or may be purchased by the Commission as part of a pre-grant or post-grant investigation, or as part of an investigation coordinated with the Enforcement Bureau.

Disposition: Temporary. Delete 10 years after the authorization is issued.

~~3. Output/Reports. Detailed reports documenting samples at the Laboratory, and disposition of samples that are no longer needed for testing. Output includes sample control sheet, samples returned report, pre-filled shipping labels, samples not returned report, etc.~~

~~Disposition: Temporary. Destroy when no longer needed for administrative purposes.~~

GRS 20, Item 5

~~4. System Documentation: Users guides, tip sheets, manufacturer's manuals, system specifications and file specifications with corresponding instructions.~~

~~Disposition: Temporary. Destroy when updated or no longer needed, whichever is later.~~

GRS 20, Item 11