

<p align="center">NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i></p> <p align="center">RECORDS DISPOSITION SCHEDULE</p>		<p>1. AGENCY NAME: National Telecommunications Commission</p>			
		<p>2. ADDRESS: BIR Road, East Triangle, Diliman, Quezon City</p>			
<p>3. SCHEDULE NO. 2</p>		<p>4. DATE PREPARED February 3, 2017</p>			
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	BROADCAST SERVICES DIVISION				
1	<p>APPLICATIONS WITH SUPPORTING DOCUMENTS</p> <p>Licenses</p> <p>Cable Television (CATV)</p> <p>Radio Station (RSL)</p> <p>Television Receive Only (TVRO)</p> <p>Permits</p> <p>Auxilliary Stations</p> <p>Base Station</p> <p>Portable Station</p> <p>Remote Pick-Up (RPU)</p> <p>Studio to Transmitter Link (STL)</p> <p>Construction</p> <p>Demonstration/Propagation Test</p> <p>Import</p> <p>Possess</p> <p>Purchase</p> <p>Sell</p> <p>Temporary (TP)</p> <p>Transport Equipment</p> <p>Registration (TVRO)</p>	<p>5 years</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>5 years</p> <p>1 year</p> <p>PERMANENT</p>	<p>5 years</p> <p>5 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>PERMANENT</p>	<p>10 years</p> <p>10 years</p> <p>8 years</p> <p>8 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>8 years</p> <p>1 year</p> <p>PERMANENT</p>	<p><i>APPROVED BY: [Signature]</i></p> <p>JUL 28 2017</p> <p><i>RA 9759/C</i></p> <p>After issuance of license</p> <p>After issuance of permit</p> <p>Provided that the equipment had been reflected in RSL</p> <p>After digital TV migration is in place</p> <p>After issuance of permit</p>
2	INDICES (BROADCAST OPERATOR INDEX CARDS)		PERMANENT		
3	LICENSES	5 years	3 years	8 years	After renewal except for the first issuance which is Permanent.

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4	LOGBOOKS Cable Television (CATV) Call-Sign Certificate of Public Convenience and Necessity (CPCN) Frequency/Channel Assignment/Register	PERMANENT			
5	PERMITS	5 years	3 years	8 years	After renewal except for the first issuance which is Permanent.
6	SUMMARY REPORTS Broadcast Services Station Cable Television (CATV) Station	1 year		1 year	After encoded in the database
EQUIPMENT STANDARDS DIVISION					
7	APPLICATION WITH SUPPORTING DOCUMENTS Certificate Authorization letter Declaration of Conformity Equipment Technical Description Test Certificate / Report Permit to Import	2 years	3 years	5 years	After issuance of certificate
		1 year		1 year	After issuance of permit
8	CERTIFICATES Customer Premise Equipment (CPE)- Type Approval Equipment Type Acceptance Data Sheet Grant of Equipment Conformity Radio Communication Equipment (RCE)- Type Acceptance	PERMANENT			
9	LOGBOOK OF REGISTRATION NUMBER OF CERTIFICATES	PERMANENT			
10	PERMIT TO IMPORT (CPE FOR DEMO AND/OR TYPE APPROVAL)	1 year		1 year	After renewal except for the first issuance which is Permanent.

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LEGAL BRANCH					
11	ADMINISTRATIVE CASES WITH SUPPORTING DOCUMENTS Inspection Report/Violation Notice of Hearing Pleadings Show-Cause Order Stenographic Notes/Transcript	3 years	4 years	7 years	After finally settled. Decisions are Permanent.
12	APPLICATION FOR AUTHORIZATION CASES WITH SUPPORTING DOCUMENTS Broadcasting Cable TV Telecommunications		PERMANENT		Except for Case Reports which can be disposed 2 years after decision
13	EN BANC RESOLUTIONS		PERMANENT		
14	INDEX CARDS OF AUTHORIZATION CASES WITH STATUS		PERMANENT		
15	LEGAL OPINION		PERMANENT		
16	LOGBOOKS OF ADMINISTRATIVE CASES	3 years	4 years	7 years	After date of last entry
17	REQUESTS FOR BLOCKING OF LOST CELLPHONES AND UNBLOCKING OF RECOVERED PHONES WITH SUPPORTING DOCUMENTS	2 years		2 years	After acted upon
18	SECURITIES AND EXCHANGE COMMISSION ENDORSEMENT		PERMANENT		
RADIO OPERATOR EXAMINATION COMMITTEE					
19	LOGBOOKS OF SET OF QUESTIONNAIRES		PERMANENT		
20	MASTERLISTS Examination Results Examinees		PERMANENT		
21	QUESTIONNAIRES	1 year		1 year	After superseded provided one copy is retained permanently

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22	REPORT OF RATINGS OF EXAMINATION RADIO SPECTRUM PLANNING DIVISION	PERMANENT			
23	FREQUENCY ASSIGNMENT Notice (FAN) Sheet (FAS) FAS-FAN	1 year		1 year	After issuance of RSL After issuance of Permit to Purchase After issuance of RSL
24	FREQUENCY INDEX CARDS	PERMANENT			
25	NATIONAL RADIO FREQUENCY ALLOCATION TABLE (NRFAT)	4 years		4 years	After revised
26	NOTICE OF FREQUENCY SUPPORTABILITY (NFS)	1 year		1 year	After issuance of Demo/ Temporary/ Special Permit
	REGIONAL OFFICE				
27	APPLICATION FOR CERTIFICATES WITH SUPPORTING DOCUMENTS (RADIO OPERATOR AND COMMUNICATION EQUIPMENT Radio Operator Amateur (Class A-D) Commercial Non- Commercial Communication Equipment Exemption (Importation of non-regulated electronic equipment/ devices/gadgets) Registration Radio Frequency Identification (RFID) Short-Range Devices Television Receive Only Wireless Data Network	3 years		3 years	After renewal except for the first issuance which is Permanent.
		1 year		1 year	
		1 year		1 year	After issuance
28	INDICES (INDEX CARDS) OF RADIO OPERATOR CERTIFICATES, RADIO STATION LICENSES, PERMITS AND CERTIFICATES	PERMANENT			

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32	RADIO STATION LICENSES WITH SUPPORTING DOCUMENTS (PRIVATE PUBLIC AND GOVERNMENT SERVICE Aeronautical Service Amateur Service Fixed and Land Mobile Service (Private/ Government Network) CV/CO In-House Paging Base Station Maritime Service Public Earth Radio Station	2 years	3 years	5 years	After renewal except for the first issuance which is Permanent
33	SALES AND STOCK REPORTS REGULATION BRANCH <u>Network and Facilities Division</u>	2 years		2 years	
34	CERTIFICATES OF REGISTRATION WITH SUPPORTING DOCUMENTS (PUBLIC TRUNK)	1 year	4 years	5 years	After issuance
35	LOGBOOKS Permit Number for Public Telecommunications Entity Registration Number for Public Trunk		Permanent		
36	NOTICE OF ASSESSMENT OF ANNUAL SPECTRUM USERS FEE (SUF)	2 years		2 years	After full payment of fees
37	PERMITS WITH SUPPORTING DOCUMENTS (PUBLIC TELECOMMUNICATIONS CARRIER) Possess for Storage Propagation/Demonstration Purchase/Possess	1 year 2 years 2 years	4 years	5 years 2 years 2 years	After issuance After expiration After expiration
38	RADIO STATION LICENSES WITH SUPPORTING DOCUMENTS (PUBLIC TELECOMMUNICATIONS ENTITY) <u>Service and Interconnection Division</u>	2 years	2 years	4 years	After renewal except for the first issuance which is Permanent.
39	CERTIFICATES OF REGISTRATION (COR) WITH SUPPORTING DOCUMENTS Public Calling Office Provider (PCOP) Value Added Services (VAS) Provider Voice Over Internet Protocol (VOIP)	5 years		5 years	After renewal except for the first issuance which is Permanent.

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47	INSPECTION REPORTS	2 years		2 years	After issuance of Radio Station License or after violation has been resolved/decided
48	LOGBOOKS Call Signs Maritime Mobile Registration Numbers	PERMANENT			
49	RADIO STATION LICENSES WITH SUPPORTING DOCUMENTS (MARITIME SERVICES)	3 years		3 years	After renewal except for the first issuance which is Permanent
SPECIAL RADIO SERVICES DIVISION					
50	APPLICATION WITH SUPPORTING DOCUMENTS Certificate of Registration (Exemption of Non-Regulated Equipment and Materials) Short-Range Devices Wireless Data Network Permits Demonstration and Propagation Importation Purchase/Possess Release Clearance Short-Range Radio Service (SRRS) Registration Storage Temporary Transport	1 year		1 year	After issuance After issuance After activation After issuance After issuance
51	LOGBOOKS Call Signs Registration Numbers		Permanent		
52	RADIO STATION LICENSES WITH SUPPORTING DOCUMENTS (SPECIAL RADIO SERVICES)	2 years		2 years	After expiration except for the first issuance which is Permanent and retain the latest copy until renewed

JUL 28 2017

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9. Prepared by :

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TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES

This Records Disposition Schedule

is being returned for improvement/correction

is being recommended for approval

Eje
ELIZABETH B. EJE
OIC, RMSD/Chairperson
Records Management Evaluation Committee

Ways 7/24/2017
Date *Ways*

MAR 10 2017

RC 10320 MK

JUL 28 2017

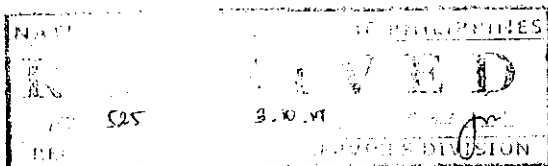
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APPROVED :

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HON. VICTORINO MAPA MANALO
Executive Director
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28 JUL 2017

Date



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