

SAFEGUARDS:

All files are available to the public except files not routinely available for public inspection as defined in 47 CFR 0.457(d)(1)(ii) and files that have been submitted in compliance with the confidentiality request requirements of 47 CFR 0.459. Files not routinely available and files pending or granted confidentiality are marked "NOT FOR PUBLIC INSPECTION" and may only be accessed by FCC employees who have a need to know the information. Data resident on network servers are backed-up routinely onto magnetic media. These back-up tapes are stored both on-site and in secured off-site storage locations.

RETENTION AND DISPOSAL:

These records are maintained for two years after expiration of the license. They are then disposed by shredding. Electronic records are destroyed physically (electronic storage media) or by electronic erasure.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Experimental Licensing Branch, Office of Engineering and Technology (OET), Federal Communications Commission, 445 12th Street, SW., Room 7-A267, Washington, DC 20554.

NOTIFICATION PROCEDURE:

Address inquiries to the system manager.

RECORDS ACCESS PROCEDURES:

Address inquiries to the system manager.

CONTESTING RECORD PROCEDURES:

Address inquiries to the system manager.

RECORD SOURCE CATEGORIES:

The majority of information in these records comes from individual applicants. Other information comes from coordination with other FCC bureaus and from data that are generated with the Spectrum Coordination Branch during the normal processing of the application.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

FCC/OET-2**SYSTEM NAME:**

Equipment Authorization Records and Files.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

Office of Engineering and Technology (OET), Laboratory Division, Federal

Communications Commission (FCC), 7435 Oakland Mills Road, Columbia, MD 21046.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have applied for or been granted an authorization to market equipment using the RF spectrum, in accordance with Part 2 of the Federal Communications Commission's (FCC) rules.

CATEGORIES OF RECORDS IN THE SYSTEM:

1. This system includes the following FCC Forms, any supporting exhibits submitted by the applicant(s), and related documentation:

(a) FCC Form 731, Application for Equipment Authorization;

(b) Any supporting exhibits submitted by the applicant(s).

2. This system of records may include test reports and other supporting documentation that demonstrates compliance with the technical rules for licensed transmitters and unlicensed devices as required by FCC Rules, parts 15 and 18.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

47 U.S.C. 308.

PURPOSE(S):

These records are used to make a determination of compliance of equipment proposed for marketing with the administrative and technical requirements of the FCC as they relate to equipment using the RF spectrum; and to determine the interference potential of equipment proposed for marketing to equipment operating in both the licensed and unlicensed radio services.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information about individuals in this system of records may routinely be disclosed under the following conditions:

1. Public access—information from this system on granted equipment authorizations may be disclosed to the public if it is routinely available for public inspection under 47 CFR 0.457(d)(1)(ii) and a request has not been made or granted to give the information confidential treatment under 47 CFR 0.459. Pending equipment authorization requests are specifically excluded from disclosure prior to the effective date of the authorization, as specified in 0.457(d)(1)(ii).

2. Adjudication and Litigation—where by careful review, the agency determines that the records are both relevant and necessary to litigation and

the use of such records is deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records, these records may be used by a court or adjudicative body in a proceeding when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or (d) the United States Government is a party to litigation or has an interest in such litigation;

3. Law enforcement and Investigation—where there is an indication of a violation or potential violation of a statute, regulation, rule, or order, records from this system may be shared with appropriate Federal, State, or local authorities either for purposes of obtaining additional information relevant to an FCC decision or for referring the record for investigation, enforcement, or prosecution by another agency;

4. Congressional Inquiries—when requested by a Congressional office in response to an inquiry by an individual made to the Congressional office for their own records; and

5. Government-wide Program Management and Oversight—when requested by the National Archives and Records Administration for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906; when the U.S. Department of Justice is contacted in order to obtain that department's advice regarding disclosure obligations under the Freedom of Information Act; or when the Office of Management and Budget is contacted in order to obtain that office's advice regarding obligations under the Privacy Act.

In each case the FCC will determine whether disclosure of the records is compatible with the purpose for which the records were collected.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

The equipment authorization database is the repository for all electronically filed applications for equipment authorization and associated information. Per 47 CFR 2.913(a), all applications for equipment authorization must be filed electronically via the Internet.

RETRIEVABILITY:

Scanned images, electronic records of data elements, and electronic copies of granted licenses may be retrieved from the OET Equipment Authorization Electronic Filing World Wide Web site at <https://gullfoss2.fcc.gov/prod/oet/cf/eas/index.cfm> by clicking on the desired link in the Reports section on the left hand side of the page.

SAFEGUARDS:

All files are available to the public except files not routinely made publicly available under 47 CFR 0.457 or those where a request for confidentiality is pending or has been granted under 47 CFR 0.459. Files which are not routinely made publicly available and those with a pending or granted request for confidentiality may only be accessed by Commission employees who have a need to know the information. Data resident on the database server at the OET Laboratory are backed-up routinely onto magnetic media. Back-up tapes are stored on-site and at the FCC Headquarters location.

RETENTION AND DISPOSAL:

The retention schedule for this system of records has not yet been determined. No records will be destroyed until a disposal schedule is approved by the National Archives and Records Administration (NARA).

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Laboratory Division, Office of Engineering and Technology (OET), Federal Communications Commission (FCC), 7435 Oakland Mills Road, Columbia, MD 21046.

NOTIFICATION PROCEDURE:

Address inquiries to the system manager.

RECORDS ACCESS PROCEDURES:

Address inquiries to the system manager.

CONTESTING RECORD PROCEDURES:

Address inquiries to the system manager.

RECORD SOURCE CATEGORIES:

Information supplied by individuals wishing to receive equipment authorization.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

FCC/OGC-3**SYSTEM NAME:**

Adjudication of Internal Complaints against Employees.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

Office of General Counsel (OGC), Federal Communications Commission (FCC), 445 12th Street, SW., Room 8-C743, Washington, DC 20554.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Federal Communications Commission (FCC) employee who is the subject of a complaint investigation involving internal personnel actions or activities, *i.e.*, discrimination, grievance, political activity, separation, or adverse action.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records involve internal personnel disputes that have reached the hearing stage, and may include correspondence, memoranda, transcripts of hearings, briefs, pleadings, investigative reports, and decisions of hearing examiners and Commissioners.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301.

PURPOSE(S):

These records are used by staff attorneys in the General Counsel's office in settlement negotiations with opposing parties; records are also used in preparation for hearings before an administrative body or a court of appropriate jurisdiction.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information about individuals in this system of records may routinely be disclosed under the following conditions:

1. Adjudication and Litigation—where by careful review, the agency determines that the records are both relevant and necessary to litigation and the use of such records is deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records, these records may be used by a court or adjudicative body in a proceeding when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or (d) the United States Government is a party to litigation or has an interest in such litigation;

2. Law enforcement and Investigation—where there is an indication of a violation or potential violation of a statute, regulation, rule, or order, records from this system may be shared with appropriate Federal, State, or local authorities either for purposes

of obtaining additional information relevant to a FCC decision or for referring the record for investigation, enforcement, or prosecution by another agency;

3. Congressional Inquiries—when requested by a Congressional office in response to an inquiry by an individual made to the Congressional office for their own records;

4. Government-wide Program Management and Oversight—when requested by the National Archives and Records Administration for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906; when the U.S. Department of Justice is contacted in order to obtain that department's advice regarding disclosure obligations under the Freedom of Information Act; or when the Office of Management and Budget is contacted in order to obtain that office's advice regarding obligations under the Privacy Act.

5. Employment, Clearances, Licensing, Contract, Grant, or other Benefits Decisions by the agency—disclosure may be made to a Federal, State, local, or foreign agency maintaining civil, criminal, or other relevant enforcement records, or other pertinent records, or to another public authority or professional organization, if necessary to obtain information relevant to an investigation concerning the retention of an employee or other personnel action (other than hiring), the retention of a security clearance, the letting of a contract, or the issuance or retention of a grant or other benefit;

6. Employment, Clearances, Licensing, Contract, Grant, or other Benefits Decisions by other than the agency—disclosure may be made to a Federal, State, local, foreign, tribal, or other public authority of the fact that this system of records contains information relevant to the retention of an employee, the retention of a security clearance, the letting of a contract, or the issuance or retention of a license, grant, or other benefit. The other agency or licensing organization may then make a request supported by the written consent of the individual for the entire records if it so chooses. No disclosure will be made unless the information has been determined to be sufficiently reliable to support a referral to another office within the agency or to another Federal agency for criminal, civil, administrative, personnel, or regulatory action; and

7. Labor Relations—A record from this system may be disclosed to officials of labor organizations recognized under 5 U.S.C. Chapter 71 upon receipt of a formal request and in accord with the