



FEDERAL COMMUNICATIONS COMMISSION
WASHINGTON

OFFICE OF
THE CHAIRMAN

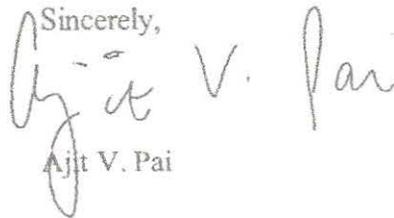
January 19, 2021

The Honorable Maria Cantwell
Ranking Member
Committee on Commerce, Science, and Transportation
United States Senate
Washington, DC 20510

Dear Senator Cantwell:

Thank you for your letter regarding the Commission's efforts to ensure proper federal records management. The Commission takes seriously its responsibility to maintain federal records in accordance with the applicable law and regulations. We accomplish this goal through the issuance of directives to Commission staff, maintaining a specialized records management team, as well as requiring records management training for all FCC employees. Further, our more recent efforts include the implementation of Capstone, an email management approach developed by the National Archives and Records Administration (NARA) that categorizes and schedules email communications.

Attached please find the relevant directives applicable to records management. These directives are periodically reviewed and updated as necessary and are available publicly on the Commission's webpage. Additionally, I've included the transcript of the required records management training course for FCC employees. Finally, enclosed is a list of Schedule C and non-career SES appointments at the Commission as well as a list of staff hired pursuant Section 4(f)(2) of the Communications Act. (47 USC § 154(f)(2)). Please let me know if I can be of further assistance.

Sincerely,

Ajit V. Pai

Enclosures