



Federal Communications Commission
Washington, D.C. 20554

June 27, 2011

Release Date: June 27, 2011
DA 11-1109

Mr. John A. Ricker
National Exchange Carrier Association, Inc.
80 South Jefferson Road
Whippany, NJ 07981

Re: Instructions for Transfer of Telecommunications Relay Service Program Records

Dear Mr. Ricker:

This letter provides additional instruction to the National Exchange Carrier Association (NECA) concerning the transfer of records to Rolka Loube Saltzer Associates, LLC (RLSA), the newly appointed Telecommunications Relay Services (TRS) Fund Administrator.¹ Specifically, as the current TRS Fund Administrator, NECA shall make available and transfer to RLSA, any and all records including but not limited to, all data, files, documents, reports, website content and interfaces, documentation concerning prepaid assets, forms and applications, shared resources, documentation concerning furniture and equipment, records and information (the "Records")² generated by or resulting from NECA's role as the TRS Fund Administrator, as specified in this letter. To facilitate this process, we instruct NECA below regarding three different sets of documents and certain financial information that must be transferred to RLSA or the FCC by July 22, 2011.

The first set of Records that NECA must transfer to RLSA by July 22, 2011, is all Records maintained by NECA for the TRS program from July 1, 2001 to June 30, 2011. A second set of records that NECA must transfer to RLSA, by July 22, 2011, is the documents that NECA has been maintaining and preserving in connection with the ongoing investigations being conducted by the United States Department of Justice and the FCC Office of Inspector General (OIG) of various TRS providers that received payments from the TRS Fund. The FCC OIG has directed the TRS Fund Administrator to maintain and preserve all documentation and information of any kind including monthly minute reports and call detail records and in any format relating, directly or indirectly, to any payment from TRS Fund for the period July 1, 2001 through June 30, 2011. To preserve the chain of custody of this data, NECA must provide written certification including date and time and a description of the data being transferred to RLSA. RLSA must then provide written certification for receipt of all property and data from NECA to RLSA. Attached to this letter is the Form of Certification Statement that must be executed and included with each delivery of Records transferred between NECA to RLSA. A third set of documents, which RLSA must transfer to the FCC, by July 22, 2011 is all Records maintained by NECA as of the TRS program's inception date of July 20, 1993 through June 30, 2001.

¹ See Letter from Mindy Ginsburg, Deputy Managing Director, Federal Communications Comm'n, to John Ricker, Director, National Exchange Carrier Ass'n (March 25, 2011) (March 2011 Letter); Letter from John A. Ricker, Director, National Exchange Carrier Ass'n, to Mindy Ginsburg, Deputy Managing Director, Federal Communications Comm'n (June 9, 2009); Letter from John A. Ricker, Director, National Exchange Carrier Ass'n, to Mindy Ginsburg, Deputy Managing Director, Federal Communications Comm'n (March 27, 2009).

² The Records identified shall include all TRS-related items, regardless of format.

Further, NECA is required to identify and prepare a comprehensive list of all Records transferred to RLSA and the FCC. This inventory listing must have sufficient specificity to enable NECA, RLSA, and the FCC to ensure the identity and proper transfer of all the required Records³ Moreover, each item listed should identify the format or type of media utilized in the transfer of the Records, i.e., hard paper copies, CD/DVDs, USB flash cards, and File Transfer Point (FTP) to RLSA. Within this inventory, please detail where each category of records and data can be located within the delivered Records to RLSA and the FCC.

In addition to transferring all of the Records and inventory lists described above, NECA shall copy RLSA when sending the final third quarter Treasury Report on Receivables (TROR), financial statement crosswalk and supporting files to the FCC for quarterly financial reporting. These items should be supplemented with appropriate documentation that validates the TROR and general ledger trial balances as of June 30, 2011 and should be delivered to RLSA by July 22, 2011. This requirement will ensure that RLSA has accurate beginning balances upon assuming fund administration responsibilities. Please provide the following to RLSA separately if they are not typically included in your quarterly financial reporting package:

- methodologies for calculating amortization and allowance for doubtful accounts; and
- detailed subsidiary ledgers for property, plant and equipment, accounts receivable, cash and investments, all liabilities including deferred revenue and debt that have been transferred to the FCC for referral to the Department of Treasury.

To coordinate the transition for the TRS Fund Administration, NECA has designated Maripat Brennan, Director – NECA Corporate Governance [mbrennan@neca.org], and RLSA has designated David Rolka, President RLSA [drolka@r-l-s-a.com] as the transition coordinators. For Records more than ten years old that are to be transferred to the FCC per the instructions included above, Vanessa Lamb, Senior Accountant [vanessa.lamb@fcc.gov] in Financial Operations at the Office of Managing Director, has been selected as the coordinator.

Thank you for your attention to this matter. If you have any questions or wish to discuss this letter in greater detail, please contact Andrew Mulitz (Andrew.Mulitz@fcc.gov).

Sincerely,



Mindy J. Ginsburg
Deputy Managing Director
Office of Managing Director

Cc: Mark Stephens, FCC
Vanessa Lamb, FCC
Andrew Mulitz, FCC
Diane Mason, FCC
Jay Keithley, FCC
Sharon Diskin, FCC
David W. Rolka, RLSA
Maripat Brennan, NECA

³ See March 2011 Letter; Letter from Mindy Ginsburg, Deputy Managing Director, Federal Communications Comm'n to John Ricker, Director, NECA (June 2, 2009).

Form of Certification Statement for the Transfer and Receipt of Records from NECA to RLSA

From 1993 until June 30, 2011, the National Exchange Carrier (NECA) has been the administrator of the Interstate Telecommunications Relay Services (TRS) Fund. The business address for NECA is 80 S. Jefferson Road, Whippany, NJ 07981.

Effective July 1, 2011, Rolka Loube Saltzer Associates, LLC, (RLSA), is the administrator of the Interstate TRS Fund.⁴ The business address for RLSA is One South Market Square, 12th Floor, Harrisburg, PA 17101-2141.

I hereby certify that I, Maripat Brennan, have transferred true and correct copies of records that are enumerated in the attached index to David Rolka, President of RLSA, located One South Market Square, 12th Floor, Harrisburg, PA 17101-2141 on Date: _____ Time: _____ .

Signature

Printed name

I hereby certify that I, David Rolka, have received the records that are enumerated in the attached index from Maripat Brennan, NECA Corporate Governance, located at 80 S. Jefferson Road, Whippany, NJ 07981 on Date: _____ Time: _____

Signature

Printed name

⁴ See <https://www.fbo.gov/spg/FCC/FCCOMD/FCCCPC/Awards/CON11000003.html> TRS Fund Administration Services Agreement, CON 11000003 (March 7, 2011) and FCC Names New Administrator of Interstate TRS Fund Action Part of Commission's Comprehensive Reforms to the VRS Program, April 6, 2011(DOC-0305589A1).