

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-357-03-1	DATE RECEIVED 6-4-2003
1. FROM (Agency or establishment) Maritime Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Associate Administrator for Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION North Atlantic Region			
4. NAME OF PERSON WITH WHOM TO CONFER Vincent Fiorenza	5. TELEPHONE (212) 668-2063	DATE 10-10-03	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

**6. AGENCY CERTIFICATION**  
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 0 page(s) are not now needed 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,

is not required;  is attached; or  has been requested.

DATE 6/4/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Donald S. Kent</i>	TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<u>ODS Bulk and Liner Files.</u> These files consist of contract agreements, subsidizable expense audits, wage audits, paid ODS vouchers, directives, correspondence from subsidized companies, and related documents.  Transfer to FARC one year after the contract is terminated. Dispose of 7 years after the contract is terminated.	NCI 357-81-2 #923	
2	<u>Electronic Mail and Word Processing System Copies.</u>  Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. a. Copies that have no further administrative value after the recordkeeping copy is made. Destroy/delete within 180 days after the recordkeeping copy has been produced. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Destroy/delete when dissemination, revision, or updating is completed.		

*cc Agency, NR, NWMW*