

Request for Records Disposition Authority

(See Instructions on reverse)

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)
U.S. Department of Transportation

2 Major Subdivision
Maritime Administration

3 Minor Subdivision
Office of Management and Administrative Services

4 Name of Person with whom to confer
Brenda J. Bell

5 Telephone (include area code)
202-366-8797

Leave Blank (NARA Use Only)

Job Number
NI - 357 - 11 - 1

Date Received
10/25/10

Notification to Agency

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date **30 JUL 11** Archivist of the United States
[Signature]

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 1 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 has been requested

Signature of Agency Representative

[Signature of Brenda J. Bell]

Title

Records Management Officer

Date (mm/dd/yyyy)

09/29/2010

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1.	<p>State Maritime Schools</p> <p>These files consist of copies of service obligation contracts, student allowance vouchers, annual maintenance and support payment to schools with related documents, reports, general orders, hearings, USMS enrollment forms, change in pay status, training standards, and related material. Also included are records relating to the policies, procedures, and other activities concerning training at the State Maritime Academies and Colleges.</p> <p>A. Dispose of individual documents or contents of individual file folders when superseded or when 7 years old, whichever is sooner.</p> <p>B. Retain Service Obligation Contracts for duration of enrollment at state maritime school. Dispose of 8 years 3 months after graduation, or when no longer needed for current business.</p>	<p>NCI-357-81 -2/90</p>	