

# 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-357-11-2**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

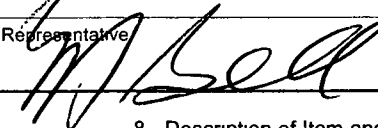
Date **30 June 11** Archivist of the United States 

### 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



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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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><b>USMMA Student Service Obligation Files</b></p> <p>These files contain service obligation contracts (and related materials) that MARAD has with the USMMA midshipmen/graduates.</p> <p>Retain for duration of enrollment at USMMA. Dispose of 8 years 3 months after graduation, or when no longer needed for current business.</p>		