

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*not 10/1/77*

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
U.S. DEPARTMENT OF COMMERCE

2. MAJOR SUBDIVISION  
MARITIME ADMINISTRATION

3. MINOR SUBDIVISION  
OAS & P - RECORDS MANAGEMENT BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER  
ANTHONY D. ALLEN

5. TEL EXT  
377-2545

LEAVE BLANK

JOB NO  
**NC1 857 78 2**

DATE RECEIVED  
**AUG 1 1978**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*9-6-78*  
Date *James B. [Signature]*  
Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE  
*7-24-78*  
*7-18-78*

D. SIGNATURE OF AGENCY REPRESENTATIVE  
*Anthony D. Allen*

E. TITLE  
Departmental Records Mgt. Officer  
CHIEF, RECORDS MANAGEMENT BRANCH

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>In May 1977 the Maritime Administration (MarAd) undertook a program, in the Office of Maritime Manpower, of reviewing accession 357-65A-282 which consisted of original applications for decorations and letters (awards), medical records including sign on examinations, outpatient treatment cards, and full case histories of merchant seamen by individual name. These records date from 1940 to the present. This accession contained 1544 cubic feet of records. The review plan called for a thorough review of each individual seamen's file with the idea of removing any information which MarAd had no use nor authority for maintaining. Secondly, it was felt that this weeding-out process would bring MarAd closer to full compliance with the Privacy Act of 1974. The informative material remaining on the merchant seaman was then coded onto a newly prescribed compact form, and as a result the accession was reduced to 46 cubic feet.</p> <p>Next, effort was made to return the 46 cubic feet to the Suitland, Maryland Federal Records Center for continued storage, and herein lies the problem.</p> <p>The previous accession 65A-282 was scheduled as Clinical Records with disposal authorization II-NNA-1918 and a retention period of 75 years after the date of birth of each individual seaman. Because all clinical or medical</p>		<i>1 item</i>

*Sent to NNF, NCU, & Agency  
9-8-78 mgj*

## Request for Records Disposition Authority - Continuation

JOB NO

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2 / 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>information was removed from these files, they were retitled Seaman's Awards Files. The records center will not accept these records under the old disposition authority which was MarAd Schedule 2-25 ITEM#63. For this reason and the desire to have these records immediately and properly stored in a Federal Records Center repository, I am requesting that a new disposition authority be granted for this particular group of records which will also be included in a new MarAd Records Control Schedule. I cite Public Law 84-759, General Order 81, rev., Part 350 Maritime Administrative Order 25-1, as the authority for retaining these files for MarAd to certify the eligibility for replacing awards and decorations to seaman, or their survivors, for a period of 75 years after the date of their birth.</p> <p>1. <u>SEAMAN'S AWARDS FILES</u></p> <p>Dossiers on Merchant Seaman containing personal data relating to Merchant Marine Awards as provided in Public Law 759, 84th Congress, approved July 24, 1956, as administered under Assistant Secretary of Commerce for Maritime Affairs General Order 81, revised, filed in Federal Register issue of October 4, 1973(38FR 27525).</p> <p><sup>60</sup> DESTROY <del>75</del> YEARS AFTER <sup>TRANSFER</sup> <del>BIRTHDATE</del> OF INDIVIDUAL MERCHANT SEAMAN FILES TO F.R.C.</p> <p><i>Commerce concurs in above change. Mrs. Joy V. Parr / Commerce RCF / NARS - NCD 9/01/78</i></p>		