

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAD BANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-358-07-1	
1. FROM (Agency or establishment) Federal Maritime Commission		DATE RECEIVED 12/7/06	
2. MAJOR SUBDIVISION Bureau of Trade Analysis		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Service Contracts & Tariffs			
4. NAME OF PERSON WITH WHOM TO CONFER Jane Gregory, Management Analyst	5. TELEPHONE 202-523-5800	DATE 7/17/07	ARCHIVIST OF THE UNITED STATES Allen W. ...

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 3 page(s) are not 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 Manuel for Guidance of Federal Agencies,

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

DATE 12/5/06	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Acting Deputy Director of Administration (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 GRS OR SUPERSEDED JOB CITATION	10.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)
	SEE ATTACHMENT		

7/17/07 copies sent to agency, name, name

## ATTACHMENT A

FEDERAL MARITIME COMMISSION

## Item No. Description of Item and Proposed Disposition

**BUREAU OF TRADE ANALYSIS**  
**Office of Service Contracts & Tariffs**

1. **Service Contracts.** The official file may be in electronic or paper format, but not both. Comprised of individual confidential document files that include all significant records that pertain to individual service contracts between one ocean common carrier organization, or an FMC agreement organization of such carriers working in concert, and one or more shippers. Contains service contracts, essential term (ET) publications, amendments, notices, shipper status certifications, and other appropriate documentation that describes origin and destination port ranges, shipping commodities, effective and expiration dates, line haul rates, shipper's status, service commitments, and other applicable information. These document files are arranged by a five- or six-digit FMC number assigned to ocean common carrier or agreement organization's alpha-numeric scheme with consecutively numbered amendments. The electronic versions are inputs into the SERVCON System and are arranged primarily, by the individual ocean common carrier or agreement organization name, FMC-assigned Regulated Persons Index (RPI) number and carrier/agreement related alpha-numeric scheme with consecutively numbered amendments. [These records are not subject to the Privacy Act.]
  - a. **Paper files not microfiched or imaged and ETs filed in the Automated Tariff Filing and Information System (ATFI) associated with the paper files.** Dates through the end of April 1999. Supersedes Nara Job No. N1-358-91-1/5.

**DISPOSITION:** Temporary. Cut off at end of fiscal year in which service contract is canceled. Retire to records center 5 years after cutoff. Destroy 10 years after cutoff.
  - b. **Paper files microfiched or imaged.** Dates through the end of April 1999. Supersedes NARA Job No. N1-358-91-1/5.

**DISPOSITION:** Temporary. Cut off when microfiche or imaging is complete and information accuracy verified. Destroy within 180 days of cutoff.
  - c. **Microfiched and Imaged Service Contracts.** Dates through end of April 1999.

**DISPOSITION:** Temporary. Cut off at end of fiscal year in which service contract is canceled. Retire to records center 5 years after cutoff, if needed. Destroy or delete 10 years after cutoff.

1. d. **Electronic Service Contracts.** Service contracts and amendments electronically filed since May 1999. These are electronic inputs into the SERVCON electronic system and superseding systems. This authority does not apply to the SERVCON electronic master files.

**DISPOSITION:** Temporary. Cut off when electronic filing information accuracy verified. Delete within 180 days of cutoff.

2. **Non-Vessel-Operating Common Carrier (NVOCC) Service Arrangements (NSAs).** Comprised of all significant records that pertain to confidential service arrangements reached between an individual NVOCC, or two or more affiliated NVOCCs, and one or more NSA shippers. Contains service arrangements, ET publications, amendments, notices, shipper status certifications, and other appropriate documentation that describes origin and destination port ranges, shipping commodities, effective and expiration dates, line haul rates, shipper's status, service commitments, and other applicable information. These record files are arranged in the electronic SERVCON system primarily by the individual NVOCC organization name, FMC-assigned RPI number and the NVOCC-related alpha-numeric scheme with consecutively numbered amendments. These are electronic inputs into the SERVCON electronic system and superseding systems. This authority does not apply to the SERVCON electronic master files. [These records are not subject to the Privacy Act.]

**DISPOSITION:** Temporary. Media Neutral. Cut off at end of fiscal year in which NSA is canceled. Retire to records center 5 years after cutoff. Delete 10 years after cutoff.

3. **SERVCON Electronic System**

- a. **Master Data Files.** Contains the electronic confidential service contracts arranged primarily by the individual ocean common carrier or agreement organization name, FMC-assigned RPI number and carrier/agreement related alpha-numeric scheme with consecutively numbered amendments. Also contains confidential Non-Vessel-Operating Common Carrier Service Arrangements that are arranged primarily by the individual NVOCC organization name, FMC-assigned RPI number and the NVOCC-related alpha-numeric scheme with consecutively numbered amendments. [These records are not subject to the Privacy Act.]

**DISPOSITION:** Temporary. Cut off 5 years after date service contract is canceled. Delete 10 years after cutoff.

3. b. **System Documentation.** Contains all system documentation that allows system usage and interpretation such as data dictionaries, system and user manuals, and other related materials.

**DISPOSITION:** **Temporary. Media Neutral.** Destroy or delete when superseded or no longer needed for reference, whichever is later.

- c. **System Outputs.**

- 1) Record output issuances that are filed to other recordkeeping systems (paper or electronic).

**Disposition:** **Temporary. Media Neutral.** Cut off when report or issuance is run. File to appropriate recordkeeping system (paper or electronic) and use recordkeeping system disposal authority.

- 2) Record output issuances that are not filed to a separate recordkeeping system.

**Disposition:** **Temporary. Media Neutral.** Destroy or delete 180 days after issue run or when no longer needed for reference, whichever is sooner.

4. **SERVCON User ID Applications.** Contains approved and disapproved applications for a User ID to access the SERVCON System. Consists of Forms FMC 83 and 78 and other forms or instruments that may serve the same purpose.

**Disposition:** **Temporary. Media Neutral.** Cut off at end of calendar year. Maintain for a minimum of 6 years after cutoff, then destroy or delete when no longer needed for reference.

5. **Service Contracts/NSA Miscellaneous Files.** Contains correspondence, reports and other miscellaneous records relating to the SERVCON program, filed by carrier organization name number. Includes records generated with word processing and electronic mail applications.

**Disposition:** **Temporary. Media Neutral.** Cut off at end of calendar year. Maintain for a minimum of 5 years, then destroy or delete when no longer needed for reference.

**ATTACHMENT B****FEDERAL MARITIME COMMISSION****IDENTIFICATION OF CHANGES TO RESCHEDULED ITEMS**

<b><u>Item</u></b>	<b><u>Series Title</u></b>	<b><u>Description of Change</u></b>
1	Service Contracts	The series description is significantly expanded from that previously approved by NARA. The new disposition instructions cover all media involved in the filing of Service Contracts, including the current system of electronic records (SERVCON).
2	Non-Vessel-Operating Common Carrier (NVOCC) Service Arrangements (NSAs)	This is a newly-scheduled system of temporary electronic records maintained by the Office of Service Contracts & Tariffs, Bureau of Trade Analysis. These records are filed in the electronic SERVCON system.
3.	SERVCON Electronic System	This is the newly-scheduled electronic system of records in which service contracts and NSAs are filed. It includes the Master Data Files, System Documentation, and System Outputs.
4.	Service Contracts/NSA Miscellaneous Files	This is a newly-scheduled system of records maintained by the Office of Service Contracts & Tariffs, Bureau of Trade Analysis.