

<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 <i>N1-358-07-2</i>	DATE RECEIVED <i>7/31/07</i>
1. FROM (Agency or establishment) Federal Maritime Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Certification and Licensing			
3. MINOR SUBDIVISION Office of Passenger Vessels & Information Processing			
4. NAME OF PERSON WITH WHOM TO CONFER Jane Gregory, Management Analyst	5. TELEPHONE 202-523-5800	DATE <i>2/22/08</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

**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 <i>7/23/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Acting Chief Information 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 GRS OR SUPERSEDED JOB CITATION	10.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 ATTACHMENTS		
	<i>RE 2/29/08 copies sent to agency &amp; NWRMC</i>		

ATTACHMENT A

FEDERAL MARITIME COMMISSION

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation
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**BUREAU OF CERTIFICATION & LICENSING (BCL)**

**Office of Passenger Vessels & Information Processing (OPVIP)**

1  
Item 1

**Certificant (Performance) Files** include application form; evidence of financial responsibility, including surety bonds, guaranties, and escrow agreements and their amendments; powers of attorney; acceptance of service of process; compliance reporting; staff memoranda; orders; audits; carbon copy of Performance Certificate; correspondence; documents pertaining to cancelled, terminated or inapplicable evidence of financial responsibility; and other material pertinent to acquisition and maintenance of a certificate.

NC1-358-81-2/70

**DISPOSITION: Temporary.** Media Neutral. Cut off file at end of calendar year in which certificate is cancelled, withdrawn, denied, or revoked. Destroy 10 years after cutoff, or when no longer needed for reference, whichever is later.

2  
Item 2

**P & I Club Trust Fund Files.** Trust agreement and amendments, related documents and materials, and correspondence regarding the amount of assets in the U.S.

NC1-358-81-2/71

**DISPOSITION: Temporary.** Media Neutral. Cut off file at end of calendar year in which agreement is cancelled. Destroy 10 years after cutoff, or when no longer needed for reference, whichever is later.

3

~~**Commission and Court Decision File**—record of alleged violations of P.L. 89-777 or 46 CFR 540 and staff, Commission and Court actions pursuant thereto. Files are arranged alphabetically.~~

~~NC1-358-81-2/72—  
Dropped Series~~

~~**DISPOSITION: Temporary.** Retain in office until no longer needed for reference, then destroy.~~

Item 3

**Insurance Policy Files** contain policies submitted by applicants as evidence of financial responsibility. NC1-358-81-2/73

**DISPOSITION: Temporary.** Media Neutral. Cut off file at end of calendar year in which carrier ceases operations in the U.S. or cancels insurance. Destroy 10 years after cutoff, or when no longer needed for reference, whichever is later.

Item 3

~~**Self Insurer Files** contain documents pertaining to the financial status, solvency, and financial responsibility of a company under P.L. 89-777 and 46 CFR 540 and copies of financial records of companies no longer operating as self insurer.~~ NC1-358-81-2/74  
~~Dropped Series~~

~~**DISPOSITION: Temporary.** Close file when certificant ceases to qualify as a self insurer. Retain in office until 1 year old then transfer to WNRC. Destroy when 6 years old.~~

Item 4

**Certificant Casualty Files** – include application form; evidence of financial responsibility, including insurance, guarantees and surety bonds and their amendments; staff memoranda; orders; copy of Casualty Certificate; correspondence; documents pertaining to cancelled, terminated or inapplicable evidence of financial responsibility; and other material pertinent to acquisition and maintenance of a certificate. NC1-358-81-2/75

**DISPOSITION: Temporary.** Media Neutral. Cut off file at end of calendar year in which certificate is cancelled, withdrawn, denied or revoked. Destroy 10 years after cutoff, or when no longer needed for reference, whichever is later.

Item 5

**Certificate (Performance) Log; Certificate (Casualty) Log** – a copy of each Performance or Casualty certificate issued in chronological order. NC1-358-81-2/76

**DISPOSITION: Temporary.** Media Neutral. Cut off at end of calendar year in which created. Destroy 10 years after cutoff, or when no longer needed for reference, whichever is later.

Item 6

**Revocations (Performance) Log; Certificate (Casualty) Log** contains a chronological list of revoked certificates and a copy of each staff revocation memorandum. NC1-358-81-2/77

**DISPOSITION: Temporary.** Media Neutral. Cut off at end of calendar year in which created. Destroy 10 years after cutoff, or when no longer needed for reference, whichever is later.

9

~~**Recommendation Log (Performance); Recommendation Log (Casualty)** contains a copy of each staff memorandum concerning an active Performance or Casualty certificate or applicant.~~

~~NC1-358-81-2/78  
Dropped Series~~

~~**DISPOSITION: Temporary.** Retain in office until no longer needed for reference, then destroy.~~

10  
Item 7

**Reading File** contains copies of all correspondence, memoranda, etc., emanating from the OPVIP.

New

**DISPOSITION: Temporary.** Media Neutral. Cut off at end of calendar year. Destroy 5 years after cutoff.

11.

~~**Electronic Mail and Word Processing Copies:** Electronic copies of records created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of other items covered in this schedule.~~

~~New~~

Covered by  
GRS 20  
Items 13 & 14

~~**DISPOSITION: Temporary.** Delete after the recordkeeping copy has been produced.~~