

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-358-07-4	DATE RECEIVED 8/20/07
1. FROM (Agency or establishment) Federal Maritime Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Enforcement			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Jane Gregory, Management Analyst	5. TELEPHONE 202-523-5800	DATE 12/12/07	ARCHIVIST OF THE UNITED STATES All Good

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 Manual for Guidance of Federal Agencies,

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

DATE 7/24/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Stephanie Burwell</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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	GENERAL INDICES (BOE INDEX) - See Attachment	New	
<i>22 11/1/08 copies sent to agency, NWME, &amp; NWMU</i>			

ATTACHMENT A

FEDERAL MARITIME COMMISSION

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
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**BUREAU OF ENFORCEMENT (BOE)**

**General Indices (BOE Index)** – This system is a database that contains the names of companies and individuals that have become the subject of an investigative or enforcement action. Along with the name of a company or individual, there is a corresponding BOE file number that identifies a hard-copy, paper file which is kept in BOE's locked file room. These records date back to the 1960s, when they were originally in paper form (card index). When the automated system was developed, the paper records were scanned into it, and each document was assigned an identification number by the system. The scan of each record is a visual picture of the original index card, and some information contained on the scanned records, such as type of violation, is no longer collected. BOE uses the information in this system to identify the official file that contains documents with the indexed names. The system is not intended to generate reports. [These records are subject to the Privacy Act.]

New

1. **System Inputs.** Case-related documents that would point to a particular case, such as Opening Memorandum, various reports, memoranda and correspondence.

**DISPOSITION: Temporary. Media Neutral.** File in appropriate case file or other appropriate file. Destroy or accession to NARA according to approved disposition authorities for the associated file.

**Master Data Files.** All data are maintained on-line. Each electronic record includes a file number key (assigned by the database); the unique BOE file number; OTI license number (if any); special program code (status); an indefinite number of subject fields; and a comment field. The records can be searched by subject or file number.

GRS 20/22

ITEM # 1

**DISPOSITION: Temporary. Media Neutral.** Cut off record at end of calendar year in which case file actions are concluded. Archive 7 years after cut-off. Destroy 25 years after cut-off.

3.

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

GRS 20/112

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