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| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>N1-358-08-4</i> | DATE RECEIVED <i>2-21-2008</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 Ocean Transportation Intermediaries | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Jane Gregory, Management Analyst | 5. TELEPHONE 202-523-5800 | DATE <i>5/23/08</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 2/13/2008 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | TITLE Deputy Director of Administration (Records Management Officer) |
|-------------------|--|---|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|---|---|-----------------------------------|----------------------------------|
| | SEE ATTACHMENT | | |
| <i>LC 8/23/08 Copies sent to agency, NR & DOWMU</i> | | | |

ATTACHMENT A

FEDERAL MARITIME COMMISSION

| Item No. | Description of Item and Proposed Disposition | GRS or Superseded Job Citation | Action Taken (NARA Use Only) |
|---|--|-------------------------------------|------------------------------|
| BUREAU OF CERTIFICATION & LICENSING (BCL) | | | |
| <u>Office of Transportation Intermediaries</u> | | | |
| 1 | <p><u>Individual Ocean Transportation Intermediary Files</u> – contain application (Form FMC-18); a record of ocean transportation intermediary and/or other experience; work papers; investigation reports and summary recommendations; surety bonds; compliance investigations reports; vital statistics, addresses, and descriptions of the relationships of individual ocean transportation intermediaries to other persons subject to the Shipping Act of 1984, as amended by the Ocean Shipping Reform Act; returned, withdrawn or expired applications; and denied, revoked or voluntarily surrendered licenses with reasons for denial or revocation; and all correspondence relative thereto. Files are arranged numerically by organization number. Bonds are handled by both the Office of Transportation Intermediaries and the Office of Passenger Vessels & Information Processing. Form FMC-18 may be filed either in paper form or in the automated Form FMC-18 electronic database. [These records are subject to the Privacy Act.]</p> <p><u>DISPOSITION: Temporary. Media Neutral.</u> Cut off file at end of calendar year in which application is returned, withdrawn or expired; or when license is denied, revoked or voluntarily surrendered. Destroy 10 years after cutoff.</p> | NC1-358-86-1/17 | |
| 2 | <p><u>Informal Complaints</u> contain all relevant data concerning actions or complaints by forwarders, including correspondence and disposition of complaint.</p> <p><u>DISPOSITION: Temporary.</u> Retain in office for 3 years after settlement of complaint, then destroy.</p> | NC1-358-81-2/69 [Dropped Series] | |

ATTACHMENT B

FEDERAL MARITIME COMMISSION

IDENTIFICATION OF CHANGES TO RESCHEDULED ITEMS

| <u>Item</u> | <u>Series Title</u> | <u>Description of Changes</u> |
|--------------------|--|---|
| 1 | Individual Ocean Transportation Intermediary Files | Ocean Transportation Intermediaries were formerly referred to as freight forwarders. This series of files has been updated to reflect that change, as well as the type of information that is currently collected on the Form FMC-18. The Form FMC-18 can be filed either in paper form or, optionally, in the new Form FMC-18 electronic database, and the description has been changed to reflect that these are "Media Neutral" files. The disposition of the records has been amended to reflect current business practices – records are no longer transferred to WNRC, but are destroyed 10 years after the application is returned, withdrawn or expired, or when license is denied, withdrawn or voluntarily surrendered. |
| 2 | Informal Complaints | This series of records is no longer maintained by the Bureau of Certification and Licensing. These records have been incorporated into the series of records entitled "Informal Complaints," [N1-358-95-1/1] and maintained by the Office of Consumer Affairs & Dispute Resolution Services, Office of the Secretary. |