## REQUEST FOR RECORDS DISPOSITION AUTHORITY

### TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)

WASHINGTON, DC 20408

### 1. FROM (Agency or establishment)

Federal Maritime Commission

### 2. MAJOR SUBDIVISION

Bureau of Trade Analysis

### 3. MINOR SUBDIVISION

Office of Service Contracts and Tariffs

### 4. NAME OF PERSON WITH WHOM TO CONFER

Jane E. Gregory

### 5. TELEPHONE

202-523-5800

### 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 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;  
- [x] is attached; or  
- [ ] has been requested.

### 7. ITEM NO.

### 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

SEE ATTACHMENT

### 9. GRS OR SUPERSEDED JOB CITATION

### 10. ACTION TAKEN

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA

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9/10/08
ATTACHMENT A

FEDERAL MARITIME COMMISSION

Item No.  Description of Item and Proposed Disposition

BUREAU OF TRADE ANALYSIS
Office of Service Contracts & Tariffs (OSCT)

Form FMC-1 – This is an automated system designed around an electronic version of the Commission’s Form FMC-1, Organization Information. Federal law requires that persons engaged in the waterborne transportation of the U.S. register with the Commission to notify of its tariff location prior to the commencement of common carrier services pursuant to a published tariff. Entities engaged in this industry include vessel-operating common carriers, ocean transportation intermediaries/non-vessel-operating common carriers, and marine terminal operators (MTO) and conferences. [These records are not subject to the Privacy Act.]

1 Master Data Files. All data are maintained on Commission’s computer server located on premises. Files contain the electronic Form FMC-1 data arranged primarily by the individual organization FMC-assigned Regulated Persons Index (RPI) number. The Form FMC-1 and system are designed to collect basic registration data (e.g., Organization Number, Organization Legal Name, Organization Trade Name, street address of headquarters, contact person, fax, e-mail, type of business, and particularly, tariff location address, name of tariff publisher, street address of tariff publisher and contact information of tariff publisher).

Disposition: Temporary. Cut off at end of calendar year in which tariff is cancelled. Delete 9 years after cutoff.

2 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
System Outputs. For public access, the Commission posts on its website a list of the carrier, conference and MTO organization number, legal name, trade name, and tariff location.

**Disposition:** Temporary. Media Neutral. Delete list from website when superseded or no longer needed for reference.

**Form FMC-1 User Account Application.** Contains approved and disapproved applications for a User ID to access the Form FMC-1 System.

**Disposition:** Temporary. Media Neutral. Delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.