

<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 <i>NI-358-08-7</i>	
1 FROM (Agency or establishment) Federal Maritime Commission		DATE RECEIVED <i>4/1/08</i>	
2 MAJOR SUBDIVISION Bureau of Trade Analysis		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Agreements/Office of Economics & Competition Analysis			
4 NAME OF PERSON WITH WHOM TO CONFER Jane E. Gregory	5 TELEPHONE 202-523-5800	DATE <i>7/18/08</i>	ARCHIVIST OF THE UNITED STATES <i>Alta Lesante</i>

(Aug 7, 2008)

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 1 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>3/24/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Amy Hare</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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>SA 8/18/08 copies sent to Agency, NUMC, NR</i>			

ATTACHMENT A

FEDERAL MARITIME COMMISSION

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
<b>BUREAU OF TRADE ANALYSIS (BTA)</b>			
<b><u>Office of Agreements/ Office of Economics &amp; Competition Analysis</u></b>			
1	<p><b><u>Agreement Files</u></b> contain agreements, correspondence, information form reports (confidential), and other documents submitted by carriers and marine terminal operators operating in the foreign commerce of the United States in accordance with the Shipping Act of 1984. Files also include staff recommendations, orders, notices, minutes of meetings, periodic monitoring reports, ad hoc reports, voluntary service contract guidelines, and other papers pertaining to the agreements. Most of the information in the files is confidential.</p> <p><b><u>DISPOSITION: Temporary. Media Neutral.</u></b> Cut off file at end of calendar year in which agreement is cancelled. Destroy 10 years after cutoff.</p>	N1-358-86-1/8	
2	<p><b><u>Subject Files</u></b> – contain general correspondence, records and miscellaneous papers pertaining to overall agreement policy and trade matters filed by subject.</p> <p><b><u>DISPOSITION: Temporary. Media Neutral.</u></b> Cut off file at end of calendar year. Destroy 3 years after cutoff, or when no longer needed for reference, whichever is later.</p>	N1-358-86-1/13	

3 Special Reports and Studies Files contain copies of trade studies conducted by the staff to provide a source of information to the public or to assist the Commission in its decisionmaking. These studies examine trade conditions, trading patterns and trends, economic conditions, etc. Reports for the public are generally available from the Government Printing Office; other studies are available from the Commission's Office of the Secretary. The files also contain documents such as specific economic reports addressing various economic issues presented to the Commission, reports prepared for the benefit of the Chairman and the Commissioners, and reports prepared in response to Congressional inquiries. Special reports and studies to the Commission generally are administratively restricted and may contain confidential agreement, trade, or service contract information. N1-358-95-1/8

**DISPOSITION: Temporary. Media Neutral.** Cut off file at end of calendar year in which report or study is completed. Retain in office 3 years after cutoff, or when no longer needed for reference, whichever is later. Transfer to FMC Library. Destroy when no longer needed for reference.

4 Agreement Files (Domestic) contain ~~agreements, correspondence and other documents submitted by carriers and conferences or other persons in the domestic offshore commerce of the U.S. filed in accordance with the Shipping Act, 1916. Files also include staff recommendations, orders, notices, minutes of meetings, ad hoc reports and other papers pertaining to the agreements. Some information in the files is confidential.~~ N1-358-86-1/9  
Dropped Series

~~**DISPOSITION: Temporary.** Hold in Bureau for 5 years after cancellation of agreement, then transfer to WNRC. Destroy 10 years after cancellation of agreement.~~

5 Agreement Files (Passenger) contain ~~agreements, correspondence, recommendations, orders, minutes of meetings, membership documents, and documents relating to cancelled, terminated or inactive agreements filed in accordance with the Shipping Acts of 1916 and 1984, as amended. Files are arranged by agreement number.~~ N1-358-86-1/10  
Dropped Series

~~**DISPOSITION: Temporary.** Retain for 5 years after agreement is cancelled or disapproved, then transfer to WNRC. Destroy when 10 years old.~~

- 6 **Agreement File (Freight Forwarders)** contains agreement, correspondence, recommendations, orders, reasons for canceling and all relevant data submitted by freight forwarders in accordance with the Shipping Act, 1916. Files are arranged numerically. N1-358-86-1/11  
Dropped Series
- DISPOSITION: Temporary.** Close file when agreement is cancelled and retain in office until 5 years old. Then transfer to WNRC. Destroy when 10 years old.
- 7 **Agreement File (Terminals) Including Not Subject Agreements** contain agreements, other documents and correspondence submitted by carriers and/or terminal operators in the foreign and domestic commerce of the U.S. in accordance with the Shipping Act of 1916 and 1984. Files contain agreements; correspondence between the Commission and carriers, terminal operators and other persons; recommendations to the Commission; orders, notices and other papers pertaining to approval, modification, amendment, determination of subjectivity, investigation or hearing thereof. Files are arranged in individual folders by agreement number and material filed therein is arranged chronologically. N1-358-95-1/6  
Dropped Series
- DISPOSITION: Temporary.** When agreement is cancelled or disapproved, transfer to cancelled agreements file. Retire to WNRC 1 year after cutoff. Destroy 10 years after cutoff.
- 8 **Conference and Association Reports** contain conference and association of marine terminals reports submitted pursuant to 46 CFR Part 572. These reports include minutes of conference meetings. N1-358-95-1/7  
Dropped Series
- DISPOSITION: Temporary.** Cutoff when agreement is canceled. Transfer to WNRC 6 years after cutoff. Destroy 8 years after cutoff.
- 9 **Terminal Agreement Cards** are index cards containing records of agreements by filing party. N1-358-91-1/14  
Dropped Series
- DISPOSITION: Temporary.** Keep in office as long as tariff and agreement files are retained, then destroy.
- 10 **Copies of Section 15 Agreements for distribution to the public** contain complete copies of effective agreements maintained for disseminating information to the public pursuant to the Shipping Act, 1916, as amended. NC1-358-81-2/43  
Dropped Series
- DISPOSITION: Temporary.** Retain copies as long as agreements are in effect. Destroy when agreements are cancelled.

11 ~~**Shippers' Requests and Complaints**~~ reports received from conferences and agreements listing the number of shippers' requests and complaints that are handled by the conference office on an annual basis.

NC1-358-81-2/62  
Dropped Series

~~**DISPOSITION: Temporary.**~~ Close file annually and retain in office until 5 years old, then destroy.

## ATTACHMENT B

### FEDERAL MARITIME COMMISSION

#### IDENTIFICATION OF CHANGES TO RESCHEDULED ITEMS

<u>Item</u>	<u>Series Title</u>	<u>Description of Changes</u>
1	Agreement Files	The description of the file series has been modified. The files are no longer transferred to WNRC after 5 years, but rather kept at FMC and destroyed 10 years after the cut-off date.
2	Subject Files	Minor changes to description. Disposition changed to conform to current business practices. Files are destroyed 3 years after cutoff, rather than 5, or until no longer needed for reference, whichever is later.
3	Special Reports and Studies Files	Minor changes to description. Disposition changed to conform to current business practices. Files are retained for 3 years, rather than 5, or until no longer needed for reference purposes, whichever is later. At that time they are transferred to the FMC Library.
4	Agreement Files (Domestic)	The FMC no longer regulates the domestic trade, therefore, this series of files should be dropped.
5	Agreement Files (Passenger)	This series of files has been merged into "Agreement Files" (see No. 1 above).
6	Agreement File (Freight Forwarders)	This series of files is no longer maintained and should be dropped.
7	Agreement File (Terminals) - Including Not Subject Agreements	This series of files has been merged into "Agreement Files" (see No. 1 above).
8	Conference and Association Reports	This series of files has been merged into "Agreement Files" (see No. 1 above).
9	Terminal Agreement Cards	This series of files is no longer maintained and should be dropped.
10	Copies of Section 15 Agreements for distribution to the public	This series of files is no longer maintained and should be dropped.
11	Shippers' Requests and Complaints	The FMC is no longer required to collect these reports. This series of files should be dropped.