

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 NI-358-08-8	DATE RECEIVED 5/27/08
1. FROM (Agency or establishment) Federal Maritime Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the General Counsel			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Jane Gregory, Management Analyst	5. TELEPHONE 202-523-5800	DATE 10/1/08	ARCHIVIST OF THE UNITED STATES <i>Allen W...</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 5/16/2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jane Gregory</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 GRS OR SUPERSEDED JOB CITATION	10.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		

ATTACHMENT A

FEDERAL MARITIME COMMISSION

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
OFFICE OF THE GENERAL COUNSEL			
1	<u>International Affairs (Classified Documents) Files</u> contain copies of State Department cables, letters, and other classified documents. Files are maintained in a combination locked safe.		
	<u>DISPOSITION: Temporary. Media Neutral.</u> Cut off file at the end of each calendar year. Destroy 5 years after cutoff, or when no longer needed for reference.	N1-358-95-1/2	
2	<u>International Affairs (Country) Files</u> contain correspondence, background information and other unclassified material which is maintained for reference and background information in dealing with foreign governments.		
	<u>DISPOSITION: Temporary. Media Neutral.</u> Cut off file at end of each calendar year. Destroy 5 years after cutoff, or when no longer needed for reference.	NC1-358-81-2/8	
3	<u>Federal and Other Court Cases.</u> Essential case filings, pleadings, judgments, orders, decrees, briefs, exhibits, and correspondence pertaining to the defense or prosecution of FMC regulations or authorities. (Cases are filed by (1) Court; (2) date; (3) case number; and (4) name of case.)		
	<u>DISPOSITION: Temporary. Media Neutral.</u> (a) Cut off at end of calendar year in which proceeding is concluded. Transfer to WNRC 5 years after cutoff. Destroy 10 years after cutoff.	N1-358-95-1/3(a)	
	(b) For significant cases having wide public interest, cut off at end of calendar year in which proceeding is concluded. Transfer to WNRC 10 years after cutoff. Destroy 20 years after cutoff.	N1-358-95-1/3(b)	

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
4	<p><u>Docket Case Analyses, Workpapers, and Summary.</u> (Use exact heading.) Contains analyses, workpapers, and summaries of formal docketed proceedings prepared by the staff for use in advising the Commission in its regulatory functions. Copies of these documents are also included in the Office of the Secretary's Interoffice Confidential Files.</p>	<p>NC1-358-81-2/26(a) NC1-358-81-2/27(a)</p>	
	<p><u>DISPOSITION: Temporary. Media Neutral.</u> (a) Cut off at end of calendar year in which case file actions are concluded. Transfer to WNRC 2 years after cutoff. Destroy 7 years after cutoff.</p>		
	<p>(b) For significant cases having wide public interest, cut off at end of calendar year in which case file actions are concluded. Transfer to WNRC 4 years after cutoff. Destroy 7 years after cutoff.</p>	<p>NC1-358-81-2/26(b) NC1-358-81-2/27(b)</p>	
5	<p><u>Legislative Correspondence</u> contains requests from Congressional Committees or other agencies for comments on bills that have been introduced in the Congress; copies of proposed orders, bills, reports and correspondence with the White House, the Executive Office of the President, Congressional Committees and other agencies; interoffice memos and working papers; and other documents created or accumulated in coordination, preparing and responding to proposed legislation which may have an impact on the FMC. Files also contain FMC-initiated legislative proposals of interest to or affecting the Commission that is first sent to OMB for clearance and then submitted to Congress. Files are arranged by Congress.</p>	<p>NC1-358-81-2/31</p>	
	<p><u>DISPOSITION: Temporary. Media Neutral.</u> Cut off files at end of each Congress. Destroy 5 years after cutoff.</p>		
6	<p><u>General Subject Files</u> contain general information on subjects of FMC concern; newspaper and magazine articles, published reports of other Federal agencies, Congressional committee, and subcommittee draft proposals and position papers.</p>	<p>NC1-358-81-2/32</p>	
	<p><u>DISPOSITION: Temporary. Media Neutral.</u> Cut off files at end of each Congress. Destroy 5 years after cutoff.</p>		

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
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7	<p><u>Liaison, Litigation, Enforcement Correspondence File</u> contains correspondence between the Commission and federal or state agencies and private companies concerning subject matters under the jurisdiction of the Commission.</p>		
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DISPOSITION: Close file at end of calendar year in which settlement is made. Hold in office for 2 years following closing of file, then transfer to WNRC. Destroy when 5 years old.

NC1-358-81-2/30
[Dropped Series]

ATTACHMENT B

FEDERAL MARITIME COMMISSION

IDENTIFICATION OF CHANGES TO RESCHEDULED ITEMS

<u>Item</u>	<u>Series Title</u>	<u>Description of Change</u>
1	International Affairs (Classified Documents) Files	The series description is amended to delete specific references to Commissioners and the Managing Director. "Until no longer needed for reference" has been added to the disposition language.
2	International Affairs (Country) Files	In addition to "until no longer needed for reference," a specific retention period (5 years) has been added to the disposition language.
3	Federal and Other Court Cases	Minor changes to the description and disposition language. There is no change in the retention period.
4	Docket Case Analyses, Workpapers, and Summary	The file series "Docket, (Workpapers) Docket No." has been incorporated into this series of files.
5	Legislative Correspondence	The retention period has been changed from 10 years to 5 years to reflect current recordkeeping practices.
6	General Subject Files	The retention period has been changed from 10 years to 5 years to reflect current recordkeeping practices.
7	Liaison, Litigation, Enforcement Correspondence File	These files were transferred to the Bureau of Enforcement, and would have been incorporated into file series N1-358-07-6/3; therefore, this series of files should be dropped.