**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

<table>
<thead>
<tr>
<th>JOB NUMBER</th>
<th>LEAVE BLANK (NARA use only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NI-358-09-1</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE RECEIVED</th>
<th>NOTIFICATION TO AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/25/09</td>
<td></td>
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</tbody>
</table>

**TO:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. **FROM (Agency or establishment)**  
Federal Maritime Commission

2. **MAJOR SUBDIVISION**  
Office of the Inspector General

3. **MINOR SUBDIVISION**

4. **NAME OF PERSON WITH WHOM TO CONFER**  
Jane Gregory, Management Analyst

5. **TELEPHONE**  
202-523-5800

<table>
<thead>
<tr>
<th>DATE</th>
<th>ARCHIVIST OF THE UNITED STATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/15/09</td>
<td>Adrienne Atwood</td>
</tr>
</tbody>
</table>

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 Manual for Guidance of Federal Agencies,

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

**DATE**  
3/20/09  
**SIGNATURE OF AGENCY REPRESENTATIVE**  
Chantay Hayes

<table>
<thead>
<tr>
<th>TITLE</th>
</tr>
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<tbody>
<tr>
<td>3Chief Information Officer</td>
</tr>
</tbody>
</table>

7. **ITEM NO.**

8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

See Attachment

**INPUTS AND OUTPUTS ARE COVERED BY GRS 20, OR OTHER AGENCY-SPECIFIC SCHEDULE.**

9. **GRS OR SUPERSEDED JOB CITATION**

10. **ACTION TAKEN (NARA USE ONLY)**

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115-109  
NSN 7540-00-634-4064  
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)  
Prescribed by NARA  
36 CFR 1228
### ATTACHMENT A

**FEDERAL MARITIME COMMISSION**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Item and Proposed Disposition</th>
<th>GRS or Superseded Job</th>
<th>Action Taken Citation</th>
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<tbody>
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</table>

### OFFICE OF INSPECTOR GENERAL

1. **Inspector General Audit/Evaluation Tracking System** - New Item
   This is an automated information system that collects, records and reports information about audits/evaluations conducted by the Office of Inspector General (OIG). Specifically, it contains recommendations resulting from OIG audits and evaluations, and management’s corrective actions, and planned and actual corrective action completion dates. These corrective actions are reflective of the Inspector General’s Audit Case Files [N1-358-08-2/2]. The Internet-based system is in SQL v. 2005. The files are arranged by audit/evaluation number. The OIG uses the information in this system to monitor the status of corrective actions and to prepare status reports and reports to the Federal Maritime Commission and Congress. [These records are not subject to the Privacy Act.]

2. **Master Data Files for Inspector General Tracking System** - New Item
   – All data are maintained on-line. Data elements recorded for each audit/evaluation can include, but are not limited to, audit/evaluation number, title, objective, date opened, draft date, draft response date, final report date, final response date, resolution date, number of recommendations, questioned costs, unsupported costs, funds put to better use, and date closed. The records can be searched by audit/evaluation number.

**DISPOSITION:** Temporary. Cut off at end of fiscal year in which last corrective action is implemented. Destroy/delete 25 years after cut-off.