


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-358-09-4	DATE RECEIVED 7/28/09
1. FROM (Agency or establishment) Federal Maritime Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Certification and Licensing		DATE 2/17/2010	
3. MINOR SUBDIVISION Office of Passenger Vessels and Information Processing			
4. NAME OF PERSON WITH WHOM TO CONFER Jane Gregory, Management Analyst	5. TELEPHONE 202-523-5800	ARCHIVIST OF THE UNITED STATES DAG	

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 Manual for Guidance of Federal Agencies,

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

DATE 7/24/2009	SIGNATURE OF AGENCY REPRESENTATIVE 	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>See Attachment</p> <p>Inputs are covered by SF 115 as follows: Certificant (Performance) Files [N1-358-07-2/1] and Certificant Casualty Files [N1-358-07-2/4].</p> <p>Outputs are covered by GRS 20.</p> <p>System documentation is covered by GRS 20.</p>		

ATTACHMENT A

FEDERAL MARITIME COMMISSION

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
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**BUREAU OF CERTIFICATION AND LICENSING**  
**Office of Passenger Vessels and Information Processing**

**Passenger Vessel Operator (PVO) Database.** This is an automated information system used to record information concerning passenger vessels subject to the FMC's regulations. The system generates only ad hoc reports. [These records are not subject to the Privacy Act.]

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|----|---|------------|--|
| 1. | <b><u>PVO Database Master Files:</u></b> All data are maintained on-line. Data elements recorded for each passenger vessel include names, owners and operators of passenger vessels; monthly amounts of unearned revenue; financial responsibility information; and certification information about vessels operating in the program. The records can be searched by company name, organization number, and owners/operators. | <b>New</b> |  |
|----|---|------------|--|

**DISPOSITION: Temporary.** Cut off record of entity at end of calendar year in which entity ceases to exist or offer services regulated by the Commission; destroy/delete record of entity 25 years after cutoff or when no longer needed for reference, whichever is later.