


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 N1-358-09-5	DATE RECEIVED 7/28/09
1. FROM (Agency or establishment) Federal Maritime Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Certification and Licensing			
3. MINOR SUBDIVISION Office of Transportation Intermediaries			
4. NAME OF PERSON WITH WHOM TO CONFER Jane Gregory, Management Analyst	5. TELEPHONE 202-523-5800	DATE July 2009	ARCHIVIST OF THE UNITED STATES D. A. [Signature]

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 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 GRS OR SUPERSEDED JOB CITATION	10.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>Some inputs are covered by GRS 20. Others are covered by an SF 115 as follows: Individual Ocean Transportation Intermediary Files [N1-358-08-4/1].</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Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)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 Transportation Intermediaries

Ocean Transportation Intermediaries License Transmittal Database (OLTDB). This is an automated information system used to record information regarding potentially unlicensed ocean transportation intermediaries (OTIs) subject to the FMC's regulations. The database is used to track and monitor potentially unlicensed entities, and links into the joint efforts of the Bureau of Enforcement (BOE) for follow-up procedures. The system generates only ad hoc reports. Based on information contained in this database, letters are written to potentially unlicensed OTIs requesting that they comply with FMC regulations. These letters are filed in the Office of Transportation Intermediaries Reading File [currently being scheduled]. [These records are not subject to the Privacy Act.]

1. **OLTDB Master Data Files.** All data are maintained on-line. Data elements recorded for each potentially unlicensed OTI include the contact names, company names, addresses, telephone numbers and fax numbers, and follow-up information with respect to the company when it applies or needs further referral follow-up by BOE or the Office of Operations. Oral inputs, such as tips from the public, or inputs from bills of lading, pictures, or newspaper/magazine articles, are noted in the comment field of the database. The records can be searched by company name and/or address. **New**

DISPOSITION: Temporary. Cut off record of entity at end of calendar year in which entity complies or no further follow-up is found to be necessary; destroy/delete record of entity 5 years after cutoff or when no longer needed for reference, whichever is later.