



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-358-10-2
1 FROM (Agency or establishment) Federal Maritime Commission		DATE RECEIVED	9-15-10
2 MAJOR SUBDIVISION Office of the Managing Director		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Jane Gregory, Management Analyst	5 TELEPHONE 202-523-50208	DATE 10/14/2011	ARCHIVIST OF THE UNITED STATES 

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 9/15/2010	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	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Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)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 MANAGING DIRECTOR			
1	<p><u>Reading File</u> contains incoming, outgoing, and internal correspondence prepared by the Managing Director's Office or by other offices for the Managing Director's signature relating to the coordination, development and execution of programs, policies, plans and projects to accomplish the objectives established by the Chairman and/or the Commission in providing administrative and managerial direction to the offices under them. Correspondence prepared by other offices for the Managing Director's signature is in addition to the files maintained by those offices.</p> <p><u>DISPOSITION: Temporary.</u> Cut off at the end of each calendar year. Destroy 3 years after cutoff.</p>	N1-358-08-3/1 NC1-358-81-2/11	
2	<p><u>Bureau and Office Reading Files</u> contain copies of documents prepared by other offices and bureaus on subject matter involving policy interpretations or other matters in which the Managing Director has asked to be kept informed. The official file copy is maintained in the originating office's files.</p> <p><u>DISPOSITION: Temporary.</u> Cut off at the end of each calendar year. Destroy 3 years after cutoff.</p>	N1-358-95-1/10 NC1-358-81-2/12	
3	<p><u>Subject Files</u> contain letters, memoranda, reports and other documents created by the Managing Director's Office or acquired from other offices and/or agencies, formulating and implementing plans, responses and decisions on various programs, functions and objectives of the Commission. Files are arranged alphabetically by subject matter and material therein is filed chronologically.</p> <p><u>DISPOSITION: Temporary.</u> Cut off at end of calendar year in which last official action is officially recorded. Destroy 5 years after cutoff, or when no longer needed for reference, whichever is later.</p>	N1-358-95-1/11 NC1-358-81-2/13	

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
4	<p><u>Commission Meeting Files</u> contain copies of recommendations to the Commission prepared by the staff and copies of agenda, notation, approved or disapproved items considered by the Commission (Official copies are maintained by the Office of the Secretary [NC1-358-81-2/20])</p>	NC1-358-81-2/14	
	<p><u>DISPOSITION: Temporary.</u> Cut off at the end of each month Destroy 1 year after cutoff</p>		

ATTACHMENT B

FEDERAL MARITIME COMMISSION

IDENTIFICATION OF CHANGES TO RESCHEDULED ITEMS

The Office of Administration (OA) merged with the Office of the Managing Director (OMD) in January 2010. Three series of files overlapped and were essentially the same; we are merging these files (reading files, bureau and office reading files, and subject files). We are requesting a change in disposition for the file series entitled “Commission Meeting Files.”

<u>Item</u>	<u>Series Title</u>	<u>Description of Change</u>
1	Reading Files (OA/OMD)	The reading files from OA are being merged with the reading files from OMD, we are requesting that the disposition recently approved for OA’s reading files be applied to both sets of files.
2	Bureau and Office Reading Files (OA/OMD)	The bureau and office reading files from OA are being merged with the bureau and office reading files from OMD, the disposition schedule remains the same for both sets of files
3	Subject Files (OA/OMD)	The subject files from OA are being merged with the subject files from OMD; the disposition schedule remains the same for both sets of files
4	Commission Meeting Files	The disposition schedule remains essentially the same, except the files are cut off at the end of each month rather than semiannually; they will continue to be destroyed 1 year after cutoff