REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   Federal Maritime Commission

2. MAJOR SUBDIVISION
   Bureau of Domestic Regulation

3. MINOR SUBDIVISION
   Office of Terminal Operations

4. NAME OF PERSON WITH WHOM TO CONFER
   M. Louise Butler, Records Management Off.

5. TELEPHONE EXT.
   523-1968

D. TITLE
   Director, Bureau of Administration

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

9. CRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

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I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: □ is attached; or □ is unnecessary.

B. DATE
   11-28-87

C. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

D. TITLE
   [Title]

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Agreement Files (Terminals) contain agreements and other documents submitted by carriers and/or terminal operators in the foreign and domestic commerce of the U.S. in accordance with the Shipping Acts of 1916 and 1984. Files contain agreements; correspondence between the Commission and carriers, terminal operators and other persons; recommendations to the Commission; orders, notices and other papers pertaining to approval, modification, amendment, investigation or hearing thereof. Files are arranged in individual folders by agreement number and material filed therein is arranged chronologically.

DISPOSITION: When agreement is cancelled or disapproved, transfer to cancelled agreements file. Hold in office one year, then transfer to WNRC. Destroy when 10 years old.

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Conference and Association Reports contain conference and association of marine terminals reports submitted pursuant to 46 C.F.R. Part 572. These reports include minutes of conference meetings, index of documents which are distributed to member lines and reports setting forth shipper requests, complaints and request for consultations.

DISPOSITION: Hold in office for 6 years, then transfer to WNRC. Destroy when 8 years old.