

**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

N/A

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

M. Louise Butler

5 TEL EXT

523-5326

LEAVE BLANK

JOB NO

**NCL-358-81-3**

DATE RECEIVED

**revised December 8, 1982**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**12-15-82**  
Date

*[Signature]*  
Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

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.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C DATE 12/7/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald D. Murphy</i>	E TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p><u>Official Docket</u> contains the record copies of formal, informal (small claims) and special docket and rulemaking proceedings instituted by Commission order or by formal complaint or small claim alleging a violation of the Shipping Act, 1916, as amended and other applicable laws, or proposing rules. The docket consists of orders, notices, correspondence, transcripts, pleadings and exhibits, motions, petitions and briefs, and other documents submitted as evidence in proceedings. Files are arranged by docket number in hard-bound docket binders, size 10 1/2 inches by 13 inches; and material contained therein is filed in chronological order.</p> <p><u>Disposition:</u></p> <p>a. Other than significant cases, retain in office for 1 year following completion of proceedings, then transfer to Washington National Records Center. Destroy when 10 years old.</p> <p>b. For significant cases having wide public interest, retain in office for 5 years after completion of proceeding, then transfer to the Washington National Records Center. Destroy when 30 years old.</p>	173-321/3, 4,5,6	4 items

**MASS DATA CHANGE SHEET ATTACHED**  
closed out 1-24-83 Copies sent to Agency,  
NRF DC W 1-24-83

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 2 of 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2	<p>Interoffice Confidential Files contain materials related to formal hearings (dockets), including administratively restricted intra-agency memos and correspondence peripheral to subject of hearing, which is not included in the official docket file. Files are arranged in individual folders by docket number and material contained therein is filed in chronological order.</p> <p><u>Disposition:</u></p> <ul style="list-style-type: none"> <li>a. For other than significant cases, retain in office for 1 year following completion of docketed proceeding, then transfer to the Washington National Records Center. Destroy when 10 years old.</li> <li>b. For significant cases having wide public interest, retain in the office for 5 years after completion of proceeding, then transfer to the Washington National Records Center. Destroy when 30 years old.</li> </ul>	173/321/2	