

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, Management Analyst

5. TEL. EXT
523-5326

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 1 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 12/20/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald J. 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>Indexes to Office of the General Counsel's Legal Opinions.</u> Volume accumulated to date - 3 to 4 inches. Estimated Annual Volume - Negligible.</p> <p><u>DISPOSITION:</u> Permanent. Hold in office until 30 years old. Offer in conjunction with the offer of Legal Opinions.</p>		
2	<p><u>Legal Opinions (Formal)</u> contain documents reflecting legal opinions of the General Counsel which are accumulated incident to questions proposed in connection with interpretations of statutes, laws, and regulations. Documents are filed in chronological order by year. Volume accumulated to date - 6 cubic feet. Estimated Annual Volume - 1 to 2 inches.</p> <p><u>DISPOSITION:</u> Permanent. Hold in office until given file is 30 years old. Offer to National Archives when 1 cubic foot of records is accumulated or when file is 40 years old. 30 years old in 5 year blocks.</p>		

mlb
1/17/83
Z&N
1/17/83

2 items

115-107
changed
22 MAR 83
W

Mass Data Change Sheet Not Required
Copy to agency, 3-21-83; 88.

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JOB NO. NCI-358-83-1	
DATE RECEIVED 12-29-82	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS Date _____ Archivist of the United States	