25 Aug 81 MH

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO: NC1-357-81-2
DATE RECEIVED: August 25, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
9-9-83 (Date) — Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT): Department of Transportation

2 MAJOR SUBDIVISION: Maritime Administration

3 MINOR SUBDIVISION:

4 NAME OF PERSON WITH WHOM TO CONFER: Mary Jane Harvey

5 TEL EXT: 377-2545

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 232 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
8/20/81	Mary Jane Harvey	Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	MARITIME ADMINISTRATION		
	History. The Maritime Administration (MarAd) was established in the Department of Commerce on May 24, 1950, to administer the merchant shipping laws, notably the Merchant Marine Act of 1936 and related legislation.		
	MarAd administers Federal laws designed to promote and maintain a U.S. merchant marine capable of meeting the Nation's shipping needs for both domestic and foreign commerce and national security. To carry out its mandate, MarAd assists the maritime community in ship design and construction, development of advanced transportation systems and equipment, and promotion of the use of U.S. flag vessels. Also, it provides educational and training facilities and financial support to help American shipbuilders and operators narrow the cost advantages enjoyed by foreign competitors.		all changes per MJH of MARAD 4 MG of NARS 6-8-9-8 M.G.
	MarAd succeeded the U.S. Maritime Commission, which had been created as the result of the Merchant Marine Act of 1936. Under various laws, the Maritime Commis-		1091 items

NO MASS DATA CHANGE SHEET REQUIRED

Agency sent 9-27-83 by DMW.

NCW, 2KR, 7KR, 9KR-S, 9KR-L, 10KR, 5KD sent 10/3/83 by DMW.

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

sion regulated rates and services of water carriers, a function requiring the deliberation and independence of judgment which a board or commission is designed to provide.

At the same time, however, the Commission was required to carry on many programs of a business nature, like shipbuilding and subsidy payments, which required the prompt decisions and actions that a single executive with undivided authority can best give.

Since the Commission did not prove sufficiently flexible for this dual job, it was abolished by the President's Reorganization Plan No. 21 of 1950. It was replaced by two new agencies, the Federal Maritime Board and MarAd, both under the jurisdiction of the Department of Commerce.

The Board was assigned the regulatory and subsidy determination functions of the former Commission, and MarAd was charged to administer the various merchant marine programs. The Chairman of the Board was the ex officio Administrator of MarAd.

This mingling of the regulatory and promotional provisions of the merchant shipping laws was found to be unsatisfactory. The President's Reorganization Plan No. 7 of 1961 abolished the Federal Maritime Board and established a separate and independent Federal Maritime Commission to handle regulatory matters. The Commission hears complaints against shipping lines or conferences, and approves or disapproves agreements, rates and regulations of shipping companies, terminals and those subject to its jurisdiction.

MarAd remained within the Department of Commerce, but in addition to its administrative duties was given the task of managing promotional programs, primarily the subsidy supports. The Secretary of Commerce established the Maritime Subsidy Board primarily to make, amend, and terminate subsidy contracts.

The broadest and most far-reaching piece of maritime legislation in more than thirty years was the Merchant Marine Act of 1970. Its intent was to transform the U. S. Merchant Marine into one of the most modern and efficient in the world. By providing incentives to encourage the application of advanced technology, innovative management, and aggressive marketing, programs are aimed at increasing the productivity and competitiveness of American shipping and shipbuilding.

Program Highlights. Laws administered by MarAd provide for payment by the government of operating- and construction-differential subsidies to make up the difference between U. S. costs of building and operating ships and the estimated costs of foreign competitors. In return for such aid, U. S. operators must provide regular, adequate service in U. S. foreign trade. MarAd determines which companies shall receive subsidy contracts.

The subsidized operator must agree to replace obsolete ships with new ships suitable for essential trade routes to be served and for emergency use as naval and military auxiliaries. MarAd pays a percentage of the domestic cost of building a similar ship in a representative foreign shipyard. MarAd may pay for national defense features in excess of commercial requirements.

Also, MarAd may guarantee ship construction loans or mortgages obtained from private sources.

A National Defense Reserve Fleet of ships available for emergency use is maintained by MarAd. Vessels no longer of use to the Government are sold, primarily for scrap.

Transfer of U. S. flag ships to a foreign flag, or any interest in such ships to non-citizens, must also be approved by MarAd.

The Administration operates the U. S. Merchant Marine Academy at Kings Point, Long Island, New York. There young men and women are trained to become merchant marine officers. The curriculum covers a four-year course leading to a Bachelor of Science degree, a third mate or third engineer license, and a commission in the Naval Reserve.

In addition, MarAd provides for the six State Merchant Marine Schools in Maine, New York, Massachusetts, California, Texas, and Michigan, as well as support to designated students in those schools.

A research and development program is aimed at increasing productivity of American shipping and shipbuilding industries and improving the competitive position of the U. S. Merchant Marine. Effectiveness of MarAd research has been substantially increased through industry cost-sharing contracts.

Major shipbuilding projects include development of standardized ship designs, identification and elimination of unnecessary construction requirements, improvements in techniques and materials, and development of automated shipyards.

The emphasis in research for ship operations is on new cargo-handling techniques and materials, improved propulsion systems, and computer applications aboard ship. The National Maritime Research Center at Kings Point provides facilities to test products of R and D programs in a marine environment before actual shipboard installation.

As part of its Commercial Development Program, MarAd promotes improvement of port facilities and advanced intermodal transportation systems. Advice and assistance are given to port communities in developing efficient port and terminal operations to speed the flow of goods.

Market Development programs inform American business of the importance of maintaining an American flag merchant fleet. American shippers are

encouraged to employ U. S. flag vessels, whenever possible, and U. S. flag shipping lines are helped to expand their marketing capabilities.

The Merchant Marine Act of 1970 officially established MarAd as the central authority for administration of cargo preference programs. Since then, MarAd has published a series of regulations designed to standardize the administration of cargo preference activities by shipper agencies of the Government. Those regulations, along with a computerized data system, help insure that U. S. flag vessels participate equitably in Government shipments.

MarAd cooperates in international programs and meetings on such matters as preventing pollution of the seas by oil, simplification of shipping documents, standardization of container sizes, improved safety and navigation regulations, shipping agreements, and maritime law.

MarAd also is active in protecting and preserving the marine environment from ship-generated pollution. In addition to participating in major international conferences, MarAd activities include developing environmental impact statements on construction and operation of vessels, training in marine pollution abatement and control, and research and development to produce safer, more efficient vessels and operating methods.

During World War II a new entity called the War Shipping Administration (WSA) was created, largely out of U. S. Maritime Commission, to handle shipbuilding and ship operations during the war.

Upon termination of the U. S. Maritime Commissions and creation of MarAd in 1950, a new entity was established within MarAd called the National Shipping Authority. Its functions are identical to the WSA of World War II, and it would become fully operational during a period of war or other emergency.

MarAd remained an agency in the Department of Commerce until the Maritime Act of 1981, HR 4074, enacted as Public Law 97-31 approved August 6, 1981 and the Determination and Transfer Order, executed on August 7, 1981 by the Director, Office of Management and Budget transferred MarAd to the Department of Transportation.

Binder. This schedule is presented in a format reflecting the present organization of MarAd at the time of this writing. However, a change of title or organizational location of any unit or any reorganization shall have no effect as long as the files described herein continue to accumulate and serve the same purpose.

~~The provisions of the General Records Schedule issued by the General Services Administration are hereby superseded, since this MarAd Schedule includes all general and housekeeping records that are currently accumulating in MarAd.~~

~~This Records Control Schedule is thus the sole authority for the legal disposition of any and all MarAd records.~~

deleted per M.J.H. of MARAD + M.G. of NARS
5/23/83 M.G

RECORDS COMMON TO ALL OFFICES

Listed below are files that are found in many offices. To avoid repetition, the items listed below and the retention periods supplied have been included to insure adequate disposition coverage of the records concerned. Should any of the records listed below be described elsewhere in the Schedule, however, the retention periods shown for that organization shall prevail, if different.

1. Chronological, "Reading," "Tickler," or "Suspense" Files. Chronological files have sometimes been listed under the appropriate organizational unit in the body of the Schedule. Those files consists of copies of communications that were prepared and/or signed in that unit, arranged in chronological order. This item covers all such files, whenever found in MarAd, except those listed elsewhere.

> Dispose of when 2 years old. (Official records will be found in the MarAd staff office concerned.)

2. Administrative Subject File. These are office copies of documents pertaining to such internal housekeeping activities as time and attendance, travel, personnel, budget, space, supplies, and requisitions for printing and other services. Official (record) MarAd documents will be found in the MarAd staff office concerned, such as the Office of Personnel or Office of Budget.

> Dispose of when 2 years old.

3. Office Copies of Directives. These are copies of directives from Department of Commerce, MarAd, and other pertinent organizational levels that are kept in many operating offices for policy and procedural guidance. The record copy of these and related directives is maintained in the originating office or in the Office of Management and Organization.

> Dispose of individual directives when revised or revoked; according to stated expiration date; or when no longer needed.

4. Supervisor's Time and Attendance Records.* Records maintained by designated timekeepers pertaining to the bi-weekly reporting of time and attendance, or leave, of individual employees. Record copies of these documents are maintained by the Office of Financial Management.

> Dispose of when 2 years old.

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* Privacy Act Records

5. Technical Reference File. This contains printed and processed material collected from a variety of sources, and some work papers and other papers generated by the organization that contain technical information of reference value. The subject matter is related to the functional responsibilities of the particular office.

Dispose of when no longer needed for current business.

6. Weekly, Bi-weekly, and Monthly Activities Report. Copies of activity reports to higher authority by MarAd offices listing significant activities and plans. The file may include copies of reports from subordinate units.

Dispose of when 2 years old.

OFFICE OF THE ASSISTANT SECRETARY FOR MARITIME AFFAIRS

The Assistant Secretary for Maritime Affairs (the "Assistant Secretary"), who is ex-officio Maritime Administrator, is the head of the Maritime Administration and serves as Chairman of the Maritime Subsidy Board.

7. Assistant Secretary Program File. The file consists of subject filed copies of materials signed by the Assistant Secretary or prepared by him in providing executive direction for MarAd programs. It reflects basic policies and decisions made in administering the Maritime Administration.

Permanent. Transfer closed files to WNRC when 5 years old. [redacted] Offer [redacted] to the National Archives [redacted] in [redacted]. 5 year blocks when the latest records are 20 years old.

8. Assistant Secretary Chronological File. The file contains a chronologically arranged copy of documents prepared or signed in the Office of the Assistant Secretary in administering the MarAd programs.

Permanent. Transfer closed files to WNRC when 5 years old. [redacted] Offer [redacted] to the National Archives in [redacted] 5 year blocks when the latest records are 20 years old.

DEPUTY ASSISTANT SECRETARY FOR MARITIME AFFAIRS

The Deputy Assistant Secretary for Maritime Affairs is the principal assistant to the Assistant Secretary and performs such duties as the Assistant Secretary shall prescribe, together with the duties which are to be performed as a member of the Maritime Subsidy Board. In addition, the Deputy Assistant Secretary shall be the Acting Assistant Secretary during the absence or disability of the Assistant Secretary and, unless the Secretary of Commerce designates another person, during a vacancy in the office of the Assistant Secretary.

9. Deputy Assistant Secretary Program Subject File. This file contains documentation reflecting the executive direction of MarAd as assigned to the Deputy Assistant Secretary, primarily copies of communications prepared and/or signed by the Deputy Assistant Secretary. It includes such subjects as Alaskan Tankers, Interagency Coal Export Task Force, Com-

mercial Development, Marine Insurance, Presidential Oil Pollution Insurance Survey, and similar maritime related matters.

Permanent. Transfer closed files to Washington National Records Center when 5 years old. Offer ~~for transfer~~ to the National Archives ~~20 years thereafter~~ in 5 year blocks when the latest records are 20 years old.

10. Chronological File. This file consists of an extra copy, filed by date, of documents prepared by the Deputy Assistant Secretary.

Transfer to Washington National Records Center when 5 years old. Dispose of when 10 years old.

11. Shipping Program and Control Officer. Papers reflecting the various assignments given to the Shipping Program and Control Officer by the Deputy Assistant Secretary in administering the MarAd programs. Also reflects the overviewing and monitoring of MarAd activities to assure compliance with legislation or maritime matters.

Dispose of when 2 years old.

EXECUTIVE STAFFS

The Executive Staffs consists of the Secretary of the Maritime Administration (who also serves as Secretary of the Maritime Subsidy Board), the administrative law judges, and officials concerned with other special services for the Assistant Secretary and the Maritime Subsidy Board.

SECRETARY, MARITIME ADMINISTRATION

NOTE: Maritime Subsidy Board records are held in the Office of the Secretary, Maritime Administration.

12. Reading File. This file consists of incoming and outgoing correspondence, memorandums, letters of advice from the Maritime Subsidy Board, and copies of letters prepared or signed by the Board.

Dispose of when 3 years old.

13. Freedom of Information Request File. The file consists of incoming correspondence, copies of replies, and background materials relating to the answering of Freedom of Information Act requests.

Transfer to the Washington National Records Center 2 years after satisfaction of request or appeal. Dispose of 7 years after satisfaction of request or appeal.

14. Privacy Act Request File.* Consists of documentation reflecting the processing of Privacy Act Requests for access to or amendment of records, and the appeals made in accordance with law and regulations with regard to MarAd processing of requests.

Transfer to the Washington National Records Center 2 years after satisfaction of request or appeal. Dispose of 7 years after satisfaction of request or appeal.

15. Actions of the Secretary, Maritime Administration. Contains the record of the Secretary, Maritime Administration, of all actions taken pursuant to delegated authority. Includes agenda, memos, recommendations and approvals.

Transfer to Washington National Records Center when 5 years old. Dispose of when [redacted] years old.
10

16. Federal Register Notice File. Contains a copy of Maritime Administration Federal Register Notices, Record of Comments, Amendments, and related material.

Transfer to the Washington National Records Center when 2 years old. Dispose of when 5 years old.

17. Contract Appeals (CA) and Subsidy (S) Docket Files. The docket files consist of decisions, opinions, orders or rulings of the Subsidy Board on Contract Appeals and Operating-Differential Subsidy cases. Included are briefs, drafts and background papers.

Transfer to the Washington National Records Center 5 years after close of the case. Dispose of 20 years after closure.

18. Minutes of Board Meetings. Contains a record of all actions taken at Board meetings by the Maritime Subsidy Board. Included are agendas, contracts, memorandums, recommendations, approvals, and background documents.

Transfer closed files to WNRC when 5 years old.

Permanent. [redacted]
Offer to NARS in 5 year blocks when the latest records are 25 years old.

19. Actions by Assistant Secretary of Commerce for Maritime Affairs. Contains a record of all actions taken by the Assistant Secretary of Commerce for Maritime Affairs. Includes agendas, memorandums, recommendations, approvals.

Permanent. Transfer closed files to WNRC when 5 years old. Offer to NARS in 5 year blocks when the latest records are 25 years old.

20. Decision Appeals. This file consists of appeals made to the Secretary of Commerce on decisions made by the Maritime Administration and Maritime Subsidy Board.

Transfer to the Washington National Records Center 5 years after case is closed. Dispose of 15 years after closure.

21. Ship Valuation Committee. This file consists of minutes of meetings, appraisals for War Risk Insurance values on various types of vessels, trade-ins, certificate of valuation, notification of committee action, and related correspondence.

a. Permanent. Retain 1951 to 1953 Ship Valuation Committee Records until no longer needed for administrative purposes. Place in inactive file and transfer to WNRC. Offer to NARS when inactive file is 5 years old.

b. Transfer all other Ship Valuation Committee Records to the Washington National Records Center when 3 years old. Dispose of when 8 years old.

22. A-Docket File. Consists of decisions, opinions and orders of the Assistant Secretary of Commerce for Maritime Affairs and the Maritime Subsidy Board.

Transfer to the Washington National Records Center 5 years after the case is closed. Dispose of 15 years after closure.

ADMINISTRATIVE LAW JUDGE

23. Operating-Differential Subsidy S-Docket File. The file consists of a record of pleadings, correspondence, transcripts of hearing and pre-hearing conference documentation, exhibits, decisions and related material.

Transfer to WNRC 1 year after the docket is closed. Dispose of 25 years thereafter.

24. Contract Appeals Docket File. The file consists of the contracting officers' final decisions, appeals, board referrals for hearing, Notices of Assignment, transcripts of prehearing conference of hearing, pleadings, exhibits, decisions and related documents.

Transfer to WNRC 1 year after the docket is closed. Dispose of 7 years after closure.

25. Initial Decisions CA and S Dockets. Consists of copies of initial decisions made by the Administrative Law Judge on subsidy and contract appeal cases.

Dispose of when no longer needed for current business.

26. Master Docket File CA and S Technical Reference. Consists of incoming and outgoing correspondence and related docket background material.

Dispose of when no longer needed for current business.

SECRETARY, MARITIME SUBSIDY BOARD

The Maritime Subsidy Board is responsible for and performs the following:

a. The functions with respect to making, amending, and terminating subsidy contracts, which shall be deemed to include, in the case of construction-differential subsidy, (1) the contract for the construction, reconstruction or reconditioning of a vessel, and (2) the contract for the sale of the vessel to the subsidy applicant or the contract to pay a construction-differential subsidy and the cost of the national defense features, and, in the case of operating-differential subsidy, the contract with the subsidy applicant for the payment of the subsidy;

b. The functions with respect to: (1) conducting hearings and making determinations antecedent to making, amending, and terminating subsidy contracts, under the provisions of Titles V, VI, and VIII, and Sections 301 (except investigations, hearings and determinations, including changes in determinations, with respect to minimum manning scales, minimum wage scales and minimum working conditions), 708, 805(a) and 805 (f) of the Merchant Marine Act, 1936, as amended (the "Act"), (2) making readjustments

in determinations as to operating cost differentials under Section 606 of the Act, and (3) the approval of the sale, assignment, or transfer of any operating subsidy contract under Section 608 of the Act;

c. The functions with respect to investigating and determining: (1) the relative cost of construction of comparable vessels in the United States and foreign countries, (2) the relative cost of operating vessels under the registry of the United States and under foreign registry, and (3) the extent and character of aids and subsidies granted by foreign governments to their merchant marines, under the provisions of subsections (c), (d), and (e) of Section 211 of the Act;

d. So much of the functions specified in Section 12 of the Shipping Act, 1916, as amended, as the same relate to the functions of the Board under subparagraphs a. through c. of this paragraph; and

e. So much of the functions with respect to adopting rules and regulations, subpoenaing witnesses, administering oaths, taking evidence, and requiring the production of books, papers, and documents, under Sections 204 and 214 of the Act, as relate to the functions of the Board.

All Maritime Subsidy Board records are held in the Office of the Secretary, Maritime Administration.

OFFICE OF THE GENERAL COUNSEL

The Office of the General Counsel shall, subject to the overall authority of the Department's General Counsel as provided in Department Organization Order 10-6, serve as the law office of the Maritime Administration, review and give legal clearance to applications for subsidy and other Government aids to shipping, sales, mortgages, charters, and transfers of ships; prepare and approve as to form and legality, contracts, agreements, performance bonds, deeds, leases, regulations, and related documents; render legal opinions as to the interpretation of such documents and the statutes; coordinate preparation and issuance of regulations for guidance of the public and outside organizations; prepare drafts of proposed legislation, executive orders, and legislative reports to Congressional committees and the Office of Management and Budget; provide advice to Administration officials on matters concerning the Privacy and Freedom of Information Acts; negotiate and settle, or recommend settlement of, admiralty claims, just compensation claims, tort claims, and claims referred to the Office for litigation; assist the Department of Justice in the trial, appeal and settlement of litigation; represent the Administration in public proceedings involving all shipping matters before administrative agencies of the Government; and represent the Administration before State and Federal courts with the permission of the Department of Justice.

Immediate Office of the General Counsel

27. General Subject File. This file contains copies of incoming and outgoing correspondence, processed material, and related papers on the legal program of MarAd with special emphasis on certain situations and legal problems handled by the General Counsel. The record copy of all papers therein having any significant value is maintained in the official files.

> Dispose of individual documents or the contents of individual file folders when 5 years old, or when superseded, whichever is earlier.

28. Legal Opinion File. Consists of copies of official legal opinions signed by the General Counsel pertaining to the legal affairs of the MarAd program. These opinions which contain the results of legal research, have value for future reference, but are advisory and not precedential. These records are maintained chronologically for permanent reference and held by the office.

> Permanent. ~~Offer for transfer to National Archives when no longer needed for current business~~ When no longer needed for administrative purposes, place in inactive file and transfer to WNRC. Offer to NARS when inactive file is 5 years old.

29. Legal Opinion Index. Legal opinion index slips filed alphabetically by subject serve as the only index to the Legal Opinion File.

Permanent. When no longer needed for administrative purposes, place in inactive file and transfer to WNRC. Offer to NARS when inactive file is 5 years old.

30. U. S. Citizenship Status Files. This file consists of affidavits and certifications of U. S. citizenship for Shipowners, Charterers and Trustees receiving benefits under the CDS, ODS, CCF, and Title XI programs.

Transfer to WNRC when 3 years old. Dispose of when 20 years old.

31. Administrative Subject File. These are office copies of papers on matters such as time and attendance, personnel, budget, space, travel, requisitions for service and similar housekeeping activities.

Dispose of when 2 years old, except that personnel papers be kept until 2 years after expiration of employment of employee.

Division of Administration

32. Legal Subject File. This file consists of incoming and outgoing papers documenting the legal services provided to MarAd programs and activities on administrative matters. It contains such subjects as Environment, Budget, Appropriations, Bids, Legislation, Privacy Act, Freedom of Information Act, Marine Insurance, Procurement, Real and Personal Property and similar type administrative management subjects.

Dispose of individual documents or contents of individual file folders when superseded or when 7 years old, whichever is sooner.

33. Working Paper Files. This file consists of technical reference materials, publications, convenience copies of documents, models assembled or created and used in the preparation or analysis of other documents, and other working papers maintained for day-to-day operational needs.

Disposal is required when superseded or no longer needed for current business, whichever is sooner.

Division of Maritime Aids

34. Legal Subject Files. Consists of documents pertaining to merchant marine aids, Cargo Preference regulations, collective bargaining, environmental impact, domestic shipping, hearings, maritime law and other related matters.

Dispose of when superseded, or when no longer needed for current business, whichever comes sooner.

35. Capital Construction Fund Agreements (CCF). Consists of applications, agreements, amendments, recommendations, approvals, and related material.

Transfer to WNRC 1 year after the contract is terminated.

[redacted]

[redacted] Dispose of 6 years, 3 months after the contract is terminated.

36. Legal Reference File. This file is arranged by sections of the Merchant Marine Act, 1936, as amended. It includes such subjects as Opinions, Research, Legislative History, Buy American, Tax Credits, and Foreign Commerce.

Dispose of when superseded, or no longer needed for current business, whichever comes sooner.

37. Long Term Operating Differential Subsidy Contracts (ODS). This file consists of an original signed contract, amendments, recommendations, approvals and related materials.

Transfer to WNRC 1 year after the contract is terminated.

[redacted]

[redacted] Dispose of 6 years, 3 months after the contract is terminated.

38. Construction Differential Subsidy Contracts (CDS). This file consists of contracts, amendments and related materials under the Construction Differential Subsidy, Merchant Marine Act, 1936.

Dispose of 5 years after vessel is disposed of (i.e. removed from MarAd supervision, sale to a scrapping firm).

39. Cargo Preference Act Case File. Consists of documents relating to the Cargo Preference Act, such as guideline rates, preparation, negotiation and approval agreements with foreign governments on shipping matters; agreements relating to the operation of nuclear-powered merchant ships; legal opinions, laws, general orders, regulations, and other papers and documents for international conferences, conventions, and meetings in which the agency has interest, trade-in and exchange of ships.

DISPOSAL NOT AUTHORIZED.

~~Permanent. Retain in the Division of Maritime Aids, transfer to WNRC after 5 years, offer to the National Archives 20 years thereafter.~~

40. General Correspondence (ODS - Long Term). This file consists of incoming and outgoing correspondence pertaining to operators' long term contracts.

Dispose of when no longer needed for current business.

41. Soviet Grain Agreement. Consists of applications, agreements, recommendations, approvals and related material.

~~a. Agreements created prior to July 1, 1975 - Dispose of 10 years, 3 months after the agreement is terminated.~~

~~b. Agreements created after June 30, 1975~~ - Dispose of 6 years, 3 months after the agreement is terminated.

Division of Ship Financing Contracts

42. Ship Financing Contracts Title XI. Consists of agreements for ship financing guarantees under Title XI Merchant Marine Act 1936, as amended. Included are commitments to guarantee obligations, guarantee agreements, security agreements, construction contract mortgages, trust indentures, bond purchase agreements, escrow agreements, and related documents required in connection with the administration of the Federal Ship Financing Program under Title XI. The contractor submits 2 signed and 10 conformed copies of each contract. The Division receives 2 signed and 2 conformed copies of each contract. It retains one signed copy, sends one to the Records Officer for safekeeping, and retains 2 conformed copies of the contract.

Transfer Record Copy and one Conformed Copy to WNRC 3 years after execution of contract if no longer required for current business.

~~a. Contracts executed prior to July 1, 1975 - Dispose of 6 years, 3 months after the contract is terminated.~~

~~b. Contracts executed after June 30, 1975~~ - Dispose of 6 years, 3 months after the contract is terminated.

Attorney's conformed copy - Dispose of upon termination of contract.

Division of Legislation and Regulations

43. Congressional Testimony. Copies of statements and testimonies prepared for officials before and after their scheduled appearances to testify before House and/or Senate Committees.

~~Transfer to WNRC when no longer needed for current business.~~
Dispose of ~~20 years old~~ when 5 years old

44. House and Senate Documents. These are copies of House and Senate documents and reports pertaining to legislative matters in which MarAd participated.

Dispose of when 20 years old.

45. Legislative Files. Contains copies of bills, pending legislation, legislative reports with related comments, interpretations pertaining to such items. Arranged basically by Congress and by legislation thereunder.

a. Opinions and Legislative Precedent Materials - ~~Permanent~~. Start a new file at the beginning of each Congress. Transfer to WNRC when ~~no longer needed for current business. Offer for transfer to the National Archives 20 years after the transfer.~~ 5 years old
Dispose of when 25 years old.

b. All other materials - Dispose of upon adjournment of the fourth successor Congress.

46. Legislative Card Index File. This is a subject card index by bill number maintained for the Legislative Case Files.

Dispose of when their purpose has been served.

47. Hearing and Public Law Files. These are research papers of the Division of Legislation and Regulations used as reference work material in MarAd's legislative program.

[redacted] Transfer to WNRC when 10 years old. [redacted] Dispose of when 25 years old.

48. Reading File. This file consists of copies of documents prepared or signed in the office and maintained in date order.

Dispose of when 3 years old.

49. Regulations File. Consists of new and revised regulations, governing the administration of programs authorized by law.

[redacted]. Destroy when 10 years old.

Division of Litigation

50. Legal Reference File. Contains documentation collected or generated on litigation that has a recurring pertinence to the legal review process. Includes such subjects as Asbestos, Government Pension Fund, 605C docket cases, Task Force, Retroactivity Freedom of Information, Complaint File, and other similar subjects.

Dispose of when superseded or no longer needed for current business, whichever occurs sooner.

51. Judicial Litigation Files. Consists of claims or appeals by or against MarAd or the Maritime Subsidy Board before any State or Federal court. Each file contains all papers from initiation of the action through its conclusion.

Transfer to WNRC 1 year after the case is officially closed. Dispose of 6 years after closure.

52. Vessel and Claim Index File. These files consists of an alphabetic card index by vessel and claimants involved in litigation.

Dispose of when their purpose has been served.

53. Administrative Hearings File. This file consists of all complaints, contract appeals, employment and other claims filed before an Administrative

body (except those pertaining to the United States Merchant Marine Academy, below). Includes cases involving MarAd and other Government agencies such as ICC, FMC, FPC, and Department of Interior. Each file contains all papers from initiation of the action through its conclusion.

Transfer to WNRC 1 year after the case is officially closed. Dispose of 6 years after closure.

54. United States Merchant Marine Academy (USMMA) Judicial and Administrative Litigation Files. Consists of administrative and judicial claims, etc., arising at the USMMA. Files contain all papers from initiation of the action through its conclusion.

Transfer to WNRC 1 year after the case is officially closed. Dispose of 6 years after closure.

55. Reading Files. This file consists of an extra copy of documents prepared or signed in the office and maintained in date order.

Dispose of annual file when 3 years old.

OFFICE OF MARITIME LABOR AND TRAINING

The Office of Maritime Labor and Training shall analyze and advise the Administration regarding labor management relations and problems as they apply to seafaring, longshore and shipyard workers, including labor trends, potential areas of dispute, and the effects of technological changes and proposed legislation on labor; develop plans in cooperation with the Department of Labor to provide a reserve maritime work force for mobilization and other emergencies; obtain, analyze, and publish data for use of industry, labor, Government and the public concerning maritime employment, wages, hours, working conditions, crewing, and work force requirements; process nominations for appointment of midshipmen to the U. S. Merchant Marine Academy (USMMA); administer a grant-in-aid program for the State maritime academies; determine need for and coordinate training programs for licensed and unlicensed personnel in maritime industries; coordinate technical maritime training assistance to foreign countries under international cooperative programs; and issue Merchant Marine decorations and awards.

56. USMMA Advisory Board File. This file contains an official record of the minutes of all Advisory Board meetings, supporting documents, correspondence related to the function, procedures to become a member and reports of the Board's activities.

Permanent. Transfer closed files to WNRC when 5 years old. [redacted]. Offer to NARS in 5 year blocks when the latest records are 20 years old.

57. USMMA Congressional Board File. This file contains an official record of the minutes of the Congressional Board meetings, supporting documents, correspondence relation to the functions and reports of the Board's activities.

Permanent. Transfer closed files to WNRC when 5 years old. [redacted]. Offer to NARS in 5 year blocks when the latest records are 20 years old.

58. Shipyard Labor Supply and Demand Studies. Copies of contracts, background material, requests for proposal, evaluations, progress reports, supporting documents and related papers.

Dispose of 7 years after the project is completed.

59. U. S. Maritime Service File. Contains regulations on Merchant Marine Training, proposed training regulations, comments, final agreed on regulations, and related material.

Disposal Not Authorized.

~~Permanent. Transfer to WNRC after the regulations have been revised. Offer to National Archives 20 years thereafter.~~

60. Emergency Planning File. Contains agency plans with office initiatives, standby agreements with shipyard and industry training schools.

Dispose of when plan is revised.

61. Biographical File.* Consists of a roster and biography of each member of the Advisory Board.

Dispose of when member leaves the Board.

62. Labor Management Technical Work File. Convenience copies of documents and other working papers maintained by the office for use in day-to-day operations.

Dispose of when no longer needed for current business.

63. Seamen's Employment Analysis Records.* Contains records of employment of seafaring personnel which includes number of days worked, age, labor union and department.

Transfer to the Washington National Records Center when 20 years old. Dispose of when 40 years old.

64. Reports File. Consists of Maritime Manpower, Shipyard Employment reports. Includes reports on strikes and other work stoppages.

[redacted]. Transfer to WNRC when 5 years old. Dispose of [redacted] when 15 years old.

65. Steamship Companies - Labor Relations Files. Consits of information on labor unions and the address of the company.

Dispose of when 10 years old.

66. Labor Management Agreements. Consists of documentation on wages, hours and working conditions of ocean going ships, tankers and dry cargo, shipyards, and Great Lakes and River vessels. Includes records on labor unions, pension rules and regulations, master agreements, training plans and collective bargaining agreements.

Permanent. Transfer closed files to WNRC when 5 years old. [redacted]. Offer to NARS in 5 year blocks when the latest records are 20 years old.

67. Soviet Grain Program. Consists of reports sent by coast offices as to the vessels in the Soviet Grain Program and the sailing time from U. S. ports.

Dispose of when no longer needed for current business.

68. Program Subject Files. This file consists of documents maintained on program matters such as crew size records, strikes, union files, Seamen's analyses system, bonus agreements and similar type records.

Dispose of when no longer needed for current business.

69. Labor Relations Studies. Consists of studies on usage and costs of operating Merchant, Great Lakes, River, and Ocean going vessels.

Permanent. Transfer closed files to WNRC when 5 years old. [redacted] Offer to NARS in 5 year blocks when the latest records are 20 years old.

70. Supplemental Training Program Subject File. Contains correspondence, memos, contracting documents, planning papers, training material and background material used in training programs for merchant marine personnel. Includes policies and procedures for the conduct of training programs for personnel in such areas as radar, loran, gyro compass, radio direction finder, firefighting, pollution control and related supplemental activities.

Transfer to WNRC when 5 years old. Dispose of when 10 years, 3 months old.

71. Region Training School Report. Consists of copies of attendance records and revenues received for the supplemental training program. Data is used for analyses and determination of policy, trends, and budget planning.

Dispose of when 5 years old.

72. U. S. Merchant Marine Academy Program Subject File. The file consists of materials relating to the procedures and activities concerning training at the U. S. Merchant Marine Academy. Included are such items as General Orders, Training Advisory, Weekly Strength and similar type papers.

Dispose of when 5 years old.

73. Special Studies. This file consists of studies concerning the Maritime Training activities. Included are materials such as data gathered, tabulations and analyses, copies of reports and recommendations, and related papers.

a. Dispose of short term ad hoc studies when 2 years old.

b. Dispose of critical studies when no longer required for current business.

74. Foreign National Maritime Training. This file consists of documentation on providing foreign nationals training and technical assistance in the maritime field.

Dispose of when 1 year old.

75. United States Merchant Marine Academy Nominees.* This is a listing of all Congressional nominees to the U. S. Merchant Marine Academy.

Dispose of when 1 year old.

76. State Maritime Academy Contract File. This file consists of contracts that the Maritime Administration has with the State Maritime Academies and Colleges. Existing contracts are retained for the life of the contract. Dispose of 6 years, 3 months after contract is terminated.

~~Retain any expire contract for the period prescribed by statute, i.e.~~

~~a. Records created prior to July 1, 1975 - Dispose of 10 years, 3 months after the contract is terminated.~~

~~b. Records created after June 30, 1975 - Dispose of 6 years, 3 months after the contract is terminated.~~

77. State Maritime Schools.* The file consists of copies of student allowance vouchers, annual maintenance and support payment to schools with related documents, reports, general orders, hearings, USMS enrollment forms, change in pay status, training standards and related material. Also included are records relating to the policies, procedures, and other activities concerning training at the State Maritime Academies and Colleges.

Dispose of individual documents or contents of individual file folders when superseded or when 7 years old, whichever is sooner.

78. Marine Training School Registrants.* Consists of U. S. Maritime Services Training School enrollment forms for all registrants.

Dispose of when 7 years old.

79. Awards Reading File. This file consists of incoming and outgoing correspondence concerning information requested on awards.

Dispose of when 1 year old.

80. Seaman's Award File.* Consists of case files of Merchant Marine seamen who were issued awards for service during WW II, Korea, Vietnam, and heroic action in peacetime. These are used for historical and genealogical reference by seamen and others to verify status, awards and benefits.

A. Folders. Transfer to WNRC when 5 years old and destroy 60 years after transfer

~~Permanent. Transfer to WNRC when 5 years old. Offer for transfer to National Archives 30 years later.~~

B. Printout. Dispose of when no longer needed for current business.

81. General Subject Files. Contains incoming and outgoing correspondence on awards to seamen by ship, War Risk Bonus, absentee voting for Merchant Seamen and similar type documents.

Dispose of when no longer needed for current business.

82. Gallant Ship Awards File. This file contains a record of awards given to U. S. Merchant Marine vessels that were declared gallant by the Maritime Administration.

Permanent. Transfer to WNRC when 5 years old. Offer [redacted] to National Archives [redacted] in 5 year blocks when the latest records are 20 years old.

83. Heroic Vessel File. This file contains records of Heroic Vessels in which its personnel were recipients of Merchant Marine Distinguished Service Medals, Meritorious Service Medals, and letters of commendation.

Permanent. Transfer to WNRC when 5 years old. Offer [redacted] to the National Archives [redacted]. in 5 year blocks when the latest records are 20 years old.

OFFICE OF PUBLIC AFFAIRS

The Office of Public Affairs shall develop and coordinate a public information and publications program as needed to further the objectives of the Administration's programs; issue or clear for issuance all information for the general public on shipping and on decisions and activities of the Administration; and prepares periodic and special reports, as assigned. These activities shall be carried out in coordination with the Departmental Office of Public Affairs.

84. Speeches, Statements, Testimonies. Consists of speeches and statements made by or given before public forums and testimonies to Congressional Committees by the Assistant Secretary or his Deputy.

a. Send 2 copies to the Office of the Secretary for inclusion in the record copy set maintained there.

b. All other copies -- Dispose of when 2 years old.

85. Speech Notebook File. This file contains a copy of all speeches, statements, testimonies and press releases made by the Assistant Secretary and his Deputy from 1963 to date in looseleaf binders.

Dispose of when 10 years old.

86. Biographical File.* Consists of biographical data on the Assistant Secretary, Deputy Assistant Secretary, and other agency officials. These are used for various purposes by the Public Affairs Activity.

Dispose of 2 years after the separation of the subject official.

87. Annual Report to Congress. This is a report to Congress on the Maritime Administration programs, industry developments, foreign and domestic trade, total economy, and national security.

Dispose of when no longer needed for [redacted] administrative purposes.

88. MarAd Press Clips. Consists of clippings from trade and business newspapers, newsletters, and magazines which relate to programs and responsibilities of the agency. Includes feature items of interest both to the national and international maritime industry.

Dispose of when 2 years old.

89. Public Affairs Subject File. Consists of printed and processed material collected for use in replying to requests from the public, press, Congress and other Federal, State and local government agencies.

Dispose of individual documents or the contents of individual file folders when no longer needed for current business.

90. Photograph File. These are glossy photographs of ships, persons, events, sites and other significant items in the MarAd program. These are accumulated for illustration of publications and other purposes.

see appendix I for revision

~~Dispose of when no longer needed for current business~~.

91. Working Slide File. This file contains 35 mm color slides used internally and to respond to requests for use in presentations. They cover a variety of subjects including merchant ships, private ship construction, marine R and D, and/or Facilities and Activities of the Maritime Administration (e.g., scenes at Kings Point, N. Y., Merchant Marine Academy).

see appendix I for revision

~~Dispose of when superseded or no longer needed for current business~~.

92. Radio/TV Scripts/Tapes. These files contain audio visual spots, radio tapes, and scripts prepared for the production of public service messages which are distributed to radio stations or transmitted via phone through the daily spot and weekend feature broadcast services of the Commerce Department.

see appendix I for revision

~~Dispose of when no longer needed for current business~~.

93. Motion Pictures. These files contain one or more prints (each) of motion picture film produced by/for the Maritime Administration, also single prints of various maritime films produced by other organizations. These are shown within the agency and occasionally loaned for public showing.

~~Dispose of when superseded or no longer needed for current business~~.

see appendix I for revision

OFFICE OF INTERNATIONAL ACTIVITIES

The Office of International Activities shall plan, conduct and coordinate the Administration's participation in intergovernmental and international organizations concerned with shipping matters; keep abreast of developments in the United States and foreign countries with a foreign relations impact that may affect the U. S. Merchant Marine; take and/or coordinate action to establish and present the Administration's position in these matters. Within this Office are personnel responsible for representing the Administration in international activities, as assigned, for development of maritime foreign cost data, and other technical maritime activities in foreign countries.

94. Classified International Subject Files. These are comprised of cables, teletypes, photocopies of incoming documents with copies of replies and other related material. The documents come from sources in MarAd, Commerce, State Department and other government agencies.

see appendix I for revision

95. Foreign Maritime Representative Reporting. This file consists of reports, cables, and telegrams from MarAd representatives in foreign countries. Includes information on such matters as trade, use of American flags for shipping, ship operating costs and practices, and information on similar maritime matters.

Dispose of when 6 years old.

96. Trade Statistics Reports. Consists of computer generated reports on seaborne trade, foreign shipping, status of merchant marine fleet, world bank and other related maritime trade data.

Dispose of when purpose has been served.

ASSISTANT ADMINISTRATOR FOR POLICY AND ADMINISTRATION

The Assistant Administrator for Policy and Administration is the principal assistant and adviser to the Assistant Secretary on administrative services and procurement, budget and program evaluation, financial analysis and accounting, data processing and management information systems, management and organization, personnel, and policy and planning activities. Within the immediate office of the Assistant Administrator are personnel responsible for ADP planning and evaluation activities, and for planning and administering the equal employment opportunity program of the Administration.

Immediate Office of the Assistant Administrator for Policy and Administration

97. Administrative Management Program File. These are papers generated by the Assistant Administrator relating to the executive direction of the administrative management activities of the Maritime Administration, including such areas as Management and Organization, personnel, finance, automatic data processing, program evaluation, civil rights, and related areas.

Move active files forward and transfer all others to WNRC when 5 years old. Dispose of when 10 years old.

98. Policy Development Project File. Work papers documenting the Assistant Administrator's activity in the development of such projects as Cargo Preference and Omnibus Maritime Bill.

Permanent. Transfer closed files to WNRC when 5 years old. Offer to NARS in 5 year blocks when latest records are 20 years old.

99. Weekly Activity Reports. These are consolidated reports from all Maritime Administration Offices and regional offices outlining accomplishments and events.

Dispose of when 1 year old.

100. Chronological File. The file consists of copies of documents prepared or signed by the Assistant Administrator for Administration, and filed by date.

Dispose of when 3 years old.

101. Administrative Subject File. The file consists of office copies of documents pertaining to such internal housekeeping activities of the immediate office as personnel, budget, travel, time and attendance, requisitions for supplies and services, and similar housekeeping matters.

Dispose of when 3 years old.

102. Equal Employment Opportunity Program Case Files.* Discrimination complaints, documentation supporting complaints, investigative reports, findings and disposition of reports.

Destroy 4 years after resolution of the case.

~~Dispose of when 7 years old after final settlement.~~

103. Equal Employment Opportunity Program Subject Files (EEO). The file consists of documentation pertaining to EEO activities, procedures, guidance material, counselors, affirmative action plans, class action suits, reports and related material.

A. Affirmative action plan. Destroy when 5 years old.

~~Start a new file every 3 years. Bring active file forward as required.~~

~~B. [illegible] when [illegible] years old.~~

B. All other records. Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.

ADP Planning and Evaluation Staff

104. ADP Planning File. Consists of user plans on short term and long term requests for ADP services. Includes in-house or contractor developed projects, requirements analyses, statement of work reports and correspondence related to the application of software development.

Dispose of after systems have been superseded or obsoleted.

105. ADP Evaluation File. Consists of reports on equipment utilization, contract performance, procedures, cost analysis and reports on miscellaneous ADP audits.

Dispose of when 5 years old.

106. ADP Policy Subject File. The file consists of records pertaining to the ADP Planning and Evaluation Staff activities relating to the conduct of requirements studies of proposed ADP hardware and systems software applications; relations with the Office of Procurement and ADP Management, DOC; legislation and regulations; adoption of Federal Information Processing Standards or other ADP standards; and similar related ADP activities.

~~Transfer to [illegible] 10 years old. Dispose of [illegible] years old.~~

Dispose of when 5 years old.

107. Word Processing File. Consists of word processing equipment requirement studies, justifications, recommendations and approval or disapproval. Included are suppliers' literature and price schedules.

Dispose of when 3 years old.

OFFICE OF ADMINISTRATIVE SERVICES AND PROCUREMENT

The Office of Administrative Services and Procurement plans and establishes national policies and programs for the conduct of facilities and supply management and office services activities, including material control and disposal of real and personal property, other than ships; provides procurement services, within delegated authority; administers the security program; settles loss or damage claims arising from shipments on Government bills of lading; secures allocations of the production capacity of private plants for the manufacture of components and materials required in the event of mobilization; administers programs for the management of mail, files, records equipment, vital records, and records disposition; and, for headquarters of the Administration, provides or obtains travel and office services, including space, communications, correspondence control, and administrative property management services.

Office of the Director

108. Director's Operating Subject File. This file contains copies of documentation generated or collected by the Director or his immediate assistants having general application to the criteria and requirements of the program. These are maintained as reference papers to facilitate his decision-making and all papers therein having any significant value are maintained in the official file.

Dispose of individual documents or the contents of the individual file folders when 5 years old or when superseded, whichever occurs sooner.

109. Budget File. This file contains copies of budget submissions and supporting papers for Operations and Training.

a. Dispose of Operations and Training Budget papers when 5 years old.

b. Dispose of working papers when 2 years old.

110. Travel Authorization and Paid Voucher File. This file consists of travel requests from originating office together with copies of the related paid vouchers.

Dispose of when 3 years old.

Facilities Management Officer

111. New Construction File. Documentation of proposed construction from its earliest inception through the completion of a construction contract. The objective is to prevent cost overruns or unauthorized construction.

Dispose of when 5 years old.

112. Space Report File. Contains correspondence and copies of a Quarterly Space Report generated with MarAd to manage building space. The data is also used to update the Space Assignment List for Updating Personnel Statistics printout prepared by General Services Administration for agencies.

Destroy ~~Dispose of~~ when 2 years old.

113. Excess Real Property File (Facilities). Consists of documentation between headquarters, and primary operating units of the units' intent to declare real property excess and affirmations of this intent in the form of declarations of excess property. Data are extracted from these documents for an annual report of excess real property submitted to GSA.

Dispose of when 5 years old.

114. Real Property Report File. These are reports of the real property owned or leased by the United States and statistical summary reports of the property held in each of those categories by the Department submitted to GSA each year.

Dispose of when 5 years old.

115. Recurring and Special Reports. These are copies of recurring reports pertaining to facilities management activities. Copies of special reports are also included which generally deal with one time situations or emerging problems.

Dispose of when 5 years old.

116. Real Property Entitlements. These include legal opinions, title searches, deeds, leases, easements, and similar conveyances of real property documents held by the Maritime Administration.

~~Close the case when MarAd disposes of the property and transmit all relevant papers to the General Services Administration.~~

see appendix I for revision

117. Real Property Files - Disposal. Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers provided:

a. That the records can be segregated without harm to other documents of enduring value.

b. That no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance.

c. That if the property is released for historical use or purpose, the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.

Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.

118. Real Property Projects File. Specifications, plans, charts, maps, drawings, photographs, descriptions of properties inventories, conditions surveys, cost records and reports, and correspondence pertaining to real property owned or leased by or to the Maritime Administration.

Dispose of 3 years after the sale or release of the property.

119. Real Property - Lease File. Leases, licenses, agreements, contracts, permits, supporting legal papers, and correspondence pertaining to real property (including office space) leased by or to the Maritime Administration.

Dispose of 10 years after cancellation of the contract.

120. Facility Blueprint Files. Consists of blueprints and land survey plats of all MarAd buildings, land and facilities.

Dispose of 10 years after the sale or transfer of property.

121. Energy Report File. Annual report to DOC and DOE on energy conservation. Includes reports on the utilization of electricity, heating machines, fuel oil and gasoline.

Dispose of when 5 years old.

Division of Office Services

Office of the Chief

122. Office Services Subject File. Consists of documents pertaining to building passes, reproduction reports, reporting requirements, mail management, directives, indices for official mail, management plans, forms management, teletypes, travel and related documents.

Dispose of when 1 year old.

123. Employee Locator File.* These are 3 x 5 locator cards prepared by the employee showing the name, telephone code and extension, organization, room number and building to locate individual employees of the Division.

Dispose of individual cards 6 months after employee's departure from MarAd. Others destroy when superseded.

124. Destruction Certificates File. Consists of classified documents destruction certificates relating to the destruction of classified documents.

Dispose of when 2 years old.

125. Key Accountability Files.* Files relating to accountability for keys issued for areas under maximum security.

A. For areas under maximum security. Destroy 3 years after turn-in of key.

B. For other areas. Destroy 6 months after turn-in of key.

126. Security Regulations File. This file consists of internal and external directives and other documents involving the various security programs in which MarAd is involved.

Dispose of when program or activity is completed.

127. Classified Document Inventory File. Consists of forms, ledgers, or registers used to show identity, internal routing and final disposition made of classified documents.

Dispose of when 2 years old.

128. Security Violations* (non-felonies). Case files relating to investigations of alleged security violations, but exclusive of files concerning felonies and papers placed in official personnel folders.

see Appendix I for revision

~~Dispose of 2 years after completion of final corrective or disciplinary action.~~

129. Security Correspondence File. This file contains correspondence with MarAd offices and bureaus of the Department, Congressional correspondence, correspondence with other agencies, and with private investigation firms relating to specifics of the MarAd security program.

Dispose of when 5 years old.

130. (Security Clearance) Administrative Subject Files. Correspondence, reports, and other records relating to the administration and operation of the personnel security program.

Dispose of when 2 years old.

131. Personnel Security Clearance Files.* Consists of case files including card file documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require approval before having access to Government facilities or to sensitive data.

Dispose of upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable. ~~Dispose of card file immediately upon death or departure.~~

132. Security Inspection Files. This file consists of reports of inspection of MarAd activities to safeguard against security violations.

Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner.

~~Dispose of when 3 years old.~~

133. Classified Document Container Security Files.* Forms or lists used to record safe and padlock combinations, names of individuals know-

ing combinations and comparable data used to control access into classified document containers.

Dispose of when superseded by a new form or list, or upon turn-in of containers.

Correspondence Branch

134. General Correspondence File. Consists of incoming and outgoing correspondence pertaining to financial matters with the postal service, changes in postal rates, field station mail matters and MarAd mail management.

Dispose of when 3 years old.

135. Postal Certificates and Registration. Applications for postal registration and certificates of declared value of matter subject to postal surcharge.

Dispose of when 1 year old.

136. Correspondence Control File. Consists of a record of receipt and routing of incoming and outgoing correspondence referred to the office of the Assistant Secretary for Maritime Affairs.

Dispose of when 5 years old.

137. Express Mail Postal Due Bills. Consists of quarterly financial reports received from the Post Office for billing purposes.

Dispose of when 6 years old.

138. Foreign Aerograms, Telegrams, and Cables File. Consists of an extra copy of classified and unclassified telegrams. Consists of first page of the above which includes identification information for retrieval, such as country, identification number, dates, and classification.

Dispose of when 6 months old.

139. Express Mail Receipts. Consists of copies of receipts for the outgoing daily express mail to field stations.

Dispose of when 1 year old.

140. Penalty Mail Report Files. Consists of official penalty mail reports and all related papers.

Dispose of when 6 years old.

141. Record of Cash and Checks Received. Consists of records relating to checks, cash, stamps, money orders or any other valuables remitted to the agency by mail.

Dispose of when 1 year old.

Records Management Branch

142. Contract Number Assignment Record (MA-112). This file contains a record of all contract and agreement numbers assigned by the Maritime Administration.

Dispose of when purpose has been served.

143. Records Management Subject Files. Contains copies of reports, correspondence, authorizations, methodology, techniques and related records concerning the development and improvement of the management of records in MarAd.

Dispose of when 6 years old.

144. Forms and Stationery Files. Consists of printing requisitions, forms status notices, camera copies, negatives, examples, and data required for replenishing stock of forms and stationery.

Dispose of when related form is discontinued, superseded or cancelled.

145. Forms Inventory and Stock Control File. This is a card record showing stock replenishments, issuances, balance on hand, control level, and location of forms.

Dispose of when related form is discontinued, superseded, or cancelled.

146. Accession Records. This file consists of copies of SF 135, Records Transmittal and Receipt; GSA-F7248, Notice of Accession, Location Change; GSA-F7015, Intent to Dispose of Records; O.F. 11, Reference Request - Federal Records Center; and correspondence related to the accession.

Dispose of when related records are destroyed or when no longer needed for administrative or reference purposes.

147. Safekeeping Contract Reference Card File. This file consists of 2 systems of reference cards: one maintained by company name; and the other by vessel name. The company cards show contract numbers and the dates of the documents pertaining to MarAd contracts in safekeeping files.

Dispose of when purpose has been served.

148. Security Copies of Contracts, Agreements, Leases. These are official original copies of negotiated and competitive contracts, awards, and leases awarded by the Maritime Administration. The contracts are administered by the concerned MarAd organization. A signed and sealed original copy of each contract and all addenda are maintained by the Office Services Division for security purposes and retained until the contract is terminated. The types of contracts involved include but are not limited to the following:

CONTRACTS	OFFICE	CODE
CDS - Construction Differential Subsidy	General Counsel	M-500
ODS - Operating Differential Subsidy	General Counsel	M-500
Patent Indemnity Agreement	General Counsel	M-500
MSB Approval Agreement of Management Agreement	General Counsel	M-500
Trade-In Agreement	General Counsel	M-500
Use Agreements	General Counsel	M-500
Contract for Exchange of Vessels	General Counsel	M-500
License Agreement for Manufacturing and Sale of Ribbon Service*	Maritime Labor & Training	M-250
Title XI Contracts	Ship Financing Guarantees	M-530
Owners Contract of Commitment	Marine Insurance	M-540
War Risk Insurance of Commitment	Marine Insurance	M-540
DU-Dual Use Agreement	Subsidy Contracts	M-552

CONTRACT	OFFICE	CODE
CCF-Capital Construction Fund	Subsidy Contracts	M-552
Vessel Appraisal Agreement	Shipbuilding Costs	M-730
Sale Alien for Scrapping	Ship Operations	M-742
Sale Alien & Transfer of Registry and Flag	Ship Operations	M-742
Transfer of Ownership	Ship Operations	M-742
Sale for Scrapping	Ship Operations	M-743
Sale for Non-Transportation Use	Ship Operations	M-743
General Agency (Service) Agreement	Ship Operations	M-743
Non-Exclusive License Agreement*	Advanced Ship Development	M-920
License for Use of Property (Lease)	Admin. Services & Procurement	M-314
Cooperative Agreements (Grants)	Ass't. Adm.for for Commercial Development	M-900-2
State Maritime Academy College Agreement	MarAd Labor & Training	M-250

Transfer to the Washington Nation Records Center 1 year after the contract is terminated. Dispose of 6 years, 3 months after contract is terminated.

~~a. Records created prior to July 1, 1975 - Dispose of 10 years, 3 months after the contract is terminated.~~

~~b. Records created after June 30, 1975 - Dispose of 6 years, 3 months after the contract is terminated.~~

Division of Supply Management

Office of the Division Chief

149. Gifts and Requests to MarAd. This file consists of documents pertaining to gifts, bequests, and donations offered or made to the Maritime Administration.

a. Dispose of records on unconditional gifts 6 years, 3 months after disposition of the property.

b. Dispose of records on conditional gifts 6 years, 3 months after return to the donor.

150. Chronological File. This file consists of copies of documents prepared or signed by the office and maintained in date order.

Dispose of when 3 years old.

Supply Services and Procurement Branch

151. Equipment Inventory File. Consists of a record of equipment and furniture located throughout MarAd. The record includes owner organization, date of inventory and number of items.

Destroy ~~Dispose of when it is 3 years old.~~ 2 years from date of inventory.

152. Machine Inventory File. Consists of copies of contracts, type of equipment, equipment problems, repairs and maintenance of related cost data.

Destroy 2 years from date of inventory. ~~Dispose of when the equipment is no longer in inventory.~~

153. Telephone Record of Service and Bills. Copies of telephone bills and a listing of each piece of equipment in use.

Destroy 3 years after period covered by related account. ~~Dispose of when 3 years old.~~

154. Personal Property File. Consists of a record of equipment assigned to individuals in MarAd.

Dispose of when equipment is returned or replaced.

155. Contract Property Inventory. Consists of correspondence to contractors requesting identification of Government-owned property in their possession.

Dispose of when contract is terminated.

156. U. S. Government Bills of Lading. These are the issuing office's copies with related way bills and related papers.

Destroy 3 years after the period of the account.

157. Repair Receipts. These are copies of requests and receipts for the repair of equipment.

Dispose of when 1 year old.

158. Employee Applications for Motor Vehicle Operator's Card.* Applications from employees for authorization to operate Government vehicles. Includes results of driving tests, physical fitness and related papers.

Dispose of when reissued at the end of 3 years, or upon separation of the employee.

159. Procurement Schedule Files. Consists of catalogs and price schedules for equipment and supplies.

Dispose of when 2 years old.

160. Purchase Order File. Consists of copies of purchase orders for the purchase of supplies and equipment. Included in the files are requisition, other authorizations, justifications, approvals and other related papers.

Dispose of when 4 years old.

161. Imprest Funds File. Consists of copies of requests and approvals for out-of-pocket expenditures made by employees on official business.

Dispose of when 6 years old.

Supply Systems Branch

162. Administrative Management File. Contains incoming and outgoing correspondence, production and management reports, studies concerning

a broad spectrum of administrative functions with special emphasis on procurement, supply and material management. Also included are some studies and background papers relating to the establishment of Department-wide standards for certain functions. Considerable documentation is devoted to contracting policies and procedures.

Dispose of when purpose has been served.

163. Chronological File. Consists of an extra copy of documents prepared or signed in the office and maintained in date order.

Dispose of when 2 years old.

164. Surplus Property Case Files. Case files on sales of surplus personal property, comprising invitations, bids acceptances, lists of materials, evidence of sales, and related correspondence.

a. Transactions subsequent to July 25, 1974, of more than $10,000; and transactions prior to July 26, 1974, of more than $2,500. Dispose of 6 years after final payment (place in inactive file on final payment and transfer to WNRC 2 years thereafter).

b. Transactions subsequent to July 25, 1974, of $10,000 or less; and transactions prior to July 26, 1974, of $2,500 or less. Dispose of 3 years after final payment. (Close file at the end of each fiscal year, retain 3 years, and dispose except that files on which actions are pending will be brought to the next fiscal year's files for disposal therewith.)

165. Property Disposal Correspondence Files. Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration.

Dispose of when 2 years old.

166. Excess Personal Property Report. This file consists of excess personal property reports, transfers of excess personal property, applications for donations of surplus personal property, and the like.

Dispose of when 3 years old.

167. Procurement Action Control File. This file consists of procurement documents, award documents, concurrences and related work papers.

Dispose of when purpose has been served.

168. Industrial Preparedness Program File (IPP). This file consists of documentation pertaining to the Industrial Preparedness Program. Included are correspondence, agreements, surveys, specifications, drawings and related papers.

Dispose of when purpose has been served.

OFFICE OF BUDGET

The Office of Budget develops the Administration's program structure and objectives for budget formulation and program reporting; conducts studies to evaluate the effectiveness of programs in accomplishing established objectives; prepares analyses of special program issues; collects and disseminates summarized program and management information; formulates, recommends, and interprets budgetary policies and procedures; develops and presents budget requests and justifications; allocates and maintains budgetary control of funds available; analyses fiscal and program plans and reprogramming proposals for conformance with established policies; and maintains a continuous review of the status of funds and program performance in relation to fiscal plans.

Office of the Director

169. Briefing and Back-up Books for Budget and Submissions. These books contain factual, analytical, and narrative data compiled by Budget Office to support and validate each of the budget estimates as submitted (Secretarial, OMB, and Congressional). Briefing books are used for authorization and appropriation hearings and contain questions most likely to be asked at each budget presentation, with information that the official testifying will need to appropriately answer such questions.

> Dispose of copies of Briefing and Back-up Books when 4 years old. Dispose of the Master copy of Appropriation Back-up Book when 10 years old.

170. Budget Submissions. All elements of MarAd submit proposals/ plans for new activities or programs, and for projected levels of operations of established programs and projects. With this input from various elements of MarAd, a complete budget is prepared.

This presentation is submitted to the Secretary of Commerce. Any changes or additions made by the Secretary are included in the submission to OMB. After hearings by OMB, the submission to Congress is prepared reflecting additional changes and in a different format. Appeals to the House Allowance may also be submitted to the Senate.

> Start a new file every year and dispose of when 6 years old.

171. Budget Report Files. Periodic reports on the status of appropriation accounts and apportionment.

a. Annual report (end of fiscal year). Dispose of when 5 years old.

b. All other reports. Dispose of 3 years after the end of fiscal year.

172. Budget Apportionment Files. Apportionment and reapportionment schedules proposing quarterly obligations under each authorized appropriation.

Dispose of 2 years after the close of the fiscal year involved.

173. Budget Background Records. Working papers, cost statements and rough data accumulated in the preparation of the annual budget estimates.

Dispose of 1 year after the close of the fiscal year involved.

174. Chronological File. Contains copies of documents prepared or generated by all elements of the Budget Division which require review or signature of the Director or his assistant.

Dispose of when 5 years old.

175. Program Subject Files. Contain documents on MarAd policy and procedures governing budget administration and affecting expenditure for MarAd programs.

a. Policy - Dispose of when superseded.

b. All other papers dispose of when 2 years old.

Division of Budget

176. Budget Formulation Support Papers. This file consists of collected materials and papers generated in the entire process of analyzing the submission from various MarAd component elements and drafting the final submission to appropriate higher authority. More specifically, this involves preliminary tabulations on spread sheets, compilations of preliminary data after further analysis and copies of the first and subsequent drafts of the subject budget estimates as presented.

Dispose of 5 years after close of the fiscal year involved.

177. Budget Execution and Program Support File. Contains documents relating to the operating budget including appropriation warrants, statements of receipts, reconciliation of appropriation program plans, schedules of accrued assets, liabilities, statements and reports of obligations and outlays, apportionments, allotments and allocations, and similar type records.

Dispose of 5 years after close of the fiscal year involved.

OFFICE OF FINANCIAL MANAGEMENT

The Office of Financial Management renders financial advice and opinions with respect to the substantive programs and contractual activities of the Administration; prescribes a uniform system of accounts for subsidized operators, agents, charterers, and other contractors; administers a program of audits of contractors' accounts (except those of Research and Development contracts) to determine compliance with applicable laws, regulations and contract provisions concerning subsidizable expenses under operational-differential subsidy contracts, qualified deposits and withdrawals under capital construction fund agreements, vessel expenses under general agency agreements, and construction costs under construction-differential subsidy contracts; analyzes financial statements and other data submitted by contractors to determine financial qualifications and limitations; makes special financial surveys and analyses of contractors or of their operations, when necessary; develops a data base and a financial analysis system to determine the financial conditions of the American merchant marine, or segments thereof; performs accounting, payrolling and related functions, including preparation of financial statements and reports, auditing and certification of vouchers for payment, and collection of amounts due the Administration; and develops and maintains a financial information reporting system to assist officials in managing their programs and resources.

Office of the Director

178. Administrative Subject File. Consists of copies of internal directives, procedures, reports submitted to higher authority, along with the usual housekeeping papers such as office copies of time and attendance reports, personnel actions, travel, budget, training, request for service and supplies, and similar housekeeping activities.

Move active files forward and dispose of others when 3 years old.

Division of Financial Approvals

179. Construction Reserve Fund. This file consists of applications, contracts, board actions, correspondence and construction audit reports.

Dispose of 6 years, 3 months after contract is terminated.

~~a. Contracts created prior to July 1, 1975 - Dispose of 10 years, 3 months after the contract is terminated.~~

~~b. Contracts created after June 30, 1975 - Dispose of 6 years, 3 months after the contract is terminated.~~

180. Russian Grain Program (ODS). Folders containing ODS applications, contracts, board actions and correspondence, audit reports of historical and actual subsidizable costs.

~~a. Contracts created prior to July 1, 1975 - Dispose of 10 years, 3 months after the contract is terminated.~~

~~b. Contracts created after June 30, 1975.~~ Dispose of 6 years, 3 months after the contract is terminated.

181. Capital Construction Fund File. Consists of Capital Construction Fund applications, contracts, Board actions and correspondence, required reports and audit reports.

~~a. Contracts created prior to July 1, 1975 - Dispose of 10 years, 3 months after the contract is terminated.~~

~~b. Contracts created after June 30, 1975~~ - Dispose of 6 years, 3 months after the contract is terminated.

182. Liner and Bulk Programs (ODS). This file consists of folders containing applications, contracts, board actions, correspondence and audit reports.

~~a. Contracts created prior to July 1, 1975 - Dispose of 10 years, 3 months after the contract is terminated.~~

~~b. Contracts created after June 30, 1975.~~ Dispose of 6 years, 3 months after the contract is terminated.

183. Program Subject Files. These files reflect actions relating to the ODS-Liner and Bulk Programs, ODS-Russian Grain Program, Capital Construction Fund, and Construction Reserve Fund. Included in these files are general correspondence, audit reports, ODS budget data, sailing schedules, financial status reports, listing of CCF companies and contract numbers, general orders, annual report to Congress, trustee approvals, company financial statements, and similar types of documents related to the above programs.

Dispose of individual files when purpose has been served.

184. Title XI Contract Files. These are the contracts for the Ship Financing Guarantee Title XI program. Title XI of the Merchant Marine Act of 1936 authorizes MarAd to guarantee commercially placed construction loans and ship mortgages on vessels built in the United States for operation in foreign or domestic trades. This program is available to aid in financing the construction and reconstruction of unsubsidized vessels, as well as the owner's share of the cost of the ships built with construction subsidy.

Dispose of Title XI contract files as follows:

~~a. Contracts created prior to July 1, 1975 - Dispose of 10 years, 3 months after contract is terminated.~~

~~b. Contracts created after June [illegible]~~ Dispose of 6 years, 3 months after contract is terminated.

185. Ship Financing Guarantees Title XI and Construction-Differential Subsidies. Consists of applications for Title XI and Construction-Differential Subsidy financing, financial analyses, recommendations to Ship Financing Guarantees financial approvals, letters of commitment, and related actions.

a. Ship Financing Guarantees Title XI Records - Transfer to WNRC when 10 years old. Dispose of when 25 years old.

b. Construction-Differential Subsidy Records. Dispose of when 10 years old.

c. Title XI Applications. Dispose of when purpose has been served.

186. Shipyard Financial Statement. Consists of reports from shipyards regarding satisfactory performance bond or waiver sureties when Title XI Guaranteed obligations are issued during construction.

Dispose of when 10 years old.

187. Bank Report File Trustees. Contains copies of reports from Trust Companies requesting approval of Trustee.

Dispose of 6 years,3 months after termination of the contract.

188. Financial Statement - Construction-Differential Subsidy File. Consists of General Financial Statements from owners of vessels for which construction-differential subsidy has been paid. (46CFR-2762)

Dispose of 6 years, 3 months after contract is terminated.

189. Administration Files. These files consists of financial statements and related papers submitted by Title XI and ODS Contractors. The documents are used for calculation of Loan Guarantee Rates and early warning reports. These records are retained for 25 years, the life of the contract, and the additional period required by GAO.

Transfer to WNRC when 5 years old. [redacted] - Dispose of when 31 years [redacted]. 3 months old.

Division of Financial Studies

190. Image Reports of Liner Companies. The file consists of computer generated lists of Liner Company balance sheets, income statements, waterline operating revenue and expense statements and vessel performance reports. This data is used to furnish information requests from other MarAd offices and liner companies.

Dispose of when 10 years old.

191. Financial Research Studies. This file consists of economic, finance, operations, and ADP studies on Operating Differential Subsidy and Loan Guaranty Programs. ~~There are one-time printed studies conducted on computer time and computer analyses.~~ The ADP studies are printed studies. Does not include tapes.

Dispose of when 5 years old.

192. Special Studies. One-time printed studies conducted on computer run times and computer run analyses. Does not include ADP tapes.

Dispose of 6 months after study is completed.

Division of Accounts

193. Apportionment and Reapportionment Schedules. These are reported to the Office of Management and Budget showing the amount of appropriated

funds apportioned for obligation for each quarter and the OMB action on such apportionments.

Destroy 2 years after the close of the fiscal year.

[redacted]

194. Statement of Income and Retained Earnings (SF 221). Shows income and expense and changes in accumulated net income in terms of dollar balances.

Dispose of when 6 years, 3 months old.

195. Statement of Financial Condition. Copies of statements submitted to Treasury showing assets, liabilities, and net investment.

Dispose of when 6 years, 3 months old.

196. Statement of Unexpended Balances of Appropriations and Funds (Treasury) (TFS Form 2108). This shows Treasury trial balance, transfers and withdrawals, funds resources, and status of resources submitted to the Treasury.

Transfer to WNRC when 3 years old. Dispose of when 10 years old.

197. General Ledger Trial Balance. Account of funds for each account by title, debits, credits, and trial balance totals.

Monthly balances include preclosing and closing trial balances. Transfer to WNRC when 3 years old. Dispose of when 10 years old.

198. Cross Reference Files. This is a list of various files referenced in processing accounting transactions.

Dispose of when superseded by a new list.

199. Certificates of Deposit. These are copies of certificate of deposit submitted to the Treasurer of the U. S., with related collection tickets, debit vouchers, Federal Reserve Bank bills and collection letters.

Transfer to WNRC when 3 years old. Dispose of when 6 years, 3 months old.

200. Non-Expenditure Transfer Authorizations. These forms authorize transfer of funds from an appropriation to other government agencies to be credited to their appropriation number.

Transfer to WNRC when 3 years old. Dispose of when 10 years old.

201. Schedules of Payments. These are memorandum copies of Schedules of Payment submitted to the Treasury Department for issuance of checks.

Transfer to the WNRC when 3 years old.

[redacted]

[redacted] Dispose of 6 years, 3 months after period covered by the account.

202. Open Obligation Document File. These are undelivered orders awaiting vendors' vouchers orders. When payment is completed the file is closed.

Transfer closed files to WNRC when 3 years old.

[redacted]

[redacted] Dispose of when 6 years, 3 months old.

203. Accounting Listings. These include the following listings or equivalent:

Monthly Case Receipts
Monthly Cash Disbursements
Monthly Accounts Payable -- other objects
Monthly Accounts Payable -- Transportation
Property Register
Voucher Register
Invoice Register
Commitment and Obligation Register
General Journal Fund Register

These are by-product listings of the accounting transactions for each month. In general, they are used by accounting operations activities to make detailed reconciliations for preparation of monthly reports.

Dispose of 1 month after the close of the quarter concerned.

204. Batch Proof Listings. These are intermediate computer [redacted] print-outs [redacted] produced as part of the process for preparing the Detail Batch Listings.

These are used to check the data stored in the computer and the accuracy of input and machine operations.

Dispose of when no longer needed for current business.

205. Monthly Accounting Line Item Report. This is an automatically produced printout showing when the obligation is greater than the reservation.

Dispose of when 3 years old.

206. Report on Budget Execution. This report prepared for submission to the Office of Management and Budget shows total obligations, unobligated balance, and total funds available for each month.

Destroy 3 years after the end of the fiscal year.

[redacted]

207. Monthly Report on Obligations. Copies of a report submitted to Treasury showing gross obligations by object classes rounded to the nearest thousand dollars.

Dispose of when 3 years old.

208. Expenditure Accounting Posting and Control Files. Records used as posting and control media, subsidiary to the general and allotment ledgers.

Dispose of when 3 years old.

209. Bi-Weekly Project Error List. This is a list of T & A input data by project costs rejected by the computer. These error lists are used to correct invalid records.

Dispose of when 1 year old.

210. Financial Reports and Workpapers. Included are appropriation warrants, apportionment and reapportionment schedules, allotment advices, obligation reports, and reimbursement authorizations. Also included are reports on budget status, statement of unexpended fund balances of appropriations, statement of financial conditions and statement of income and expenses.

These papers reflect the funding of MarAd from the passage of the appropriation until allotments are made to operating units. The reports include all of those required by other agencies with respect to funding during the period.

[redacted]

Destroy 2 years after the close of the fiscal year.

211. Monthly Financial and Fund Control Report (Internal). Monthly computer generated reports which include Title XI contingent liability, ODS reports, obligations by object class and cash to budgetary reconciliations.

Transfer to WNRC when 3 years old. Dispose of when 6 years, 3 months old.

212. Loan Collection File. The file consists of materials pertaining to the collection of certain loans, such as Notice of Loan Payment Due, Collection Tickets, and Certificates of Deposit.

Dispose of when 10 years old.

213. Keypunch Copy of Coding Documents. The documents show the data taken from source documents for computer input. They are accompanied by batch control tapes.

Dispose of when 3 months old.

214. Statement of Transactions. These are copies of reports submitted to the Treasury Department showing a classification of disbursements and collection by appropriation, fund and receipt amount.

Transfer to WNRC when 3 years old.

[redacted] years, [redacted].

[redacted] Dispose of when 6 years, 3 months old.

215. Undisbursed Appropriation Account (TFS-6653). Monthly listings received from the Treasury Department citing by appropriation symbol existing cash balances and other pertinent data per Treasury Records.

Transfer to WNRC when 3 years old. Dispose of when 10 years old.

216. Status of Allotment Files. Allotment records showing status of commitments, obligations and allotments under each authorized appropriation.

a. Transfer monthly report to WNRC when 1 year old, Dispose of when 10 years old.

b. Transfer year end report to WNRC when 3 years old. Dispose of when 10 years old.

217. Paid Voucher File. These are copies of paid vouchers, invoices, supporting documents, purchase order copies, receiving copies, and accounting code sheets.

Retire to the WNRC when 3 years old.

[redacted]

[redacted] Dispose of when 6 years and 3 months old.

218. Completed Application and Account for Advanced Funds.* These are copies of requests and accounts for advance of funds usually for travel.

Dispose of when 3 years old.

219. Contract Obligation File. These are copies of negotiated competitive and open contracts let by the DOC and MarAd. When performance under the contract has been completed, and final payment has been made, the case is closed and placed in a separate file.

Transfer to WNRC 3 years after the contract is closed:

[redacted]

[redacted] Dispose of 6 years, 3 months after closure.

220. Voucher Number Control Logs. This file contains a record of the date documents for payment are received, the voucher number assigned, name of payee, date approved and date scheduled for payment.

Transfer to WNRC when 3 years old. Dispose of when 10 years old.

221. Government Travel Requests - Register and Control Records. This file consists of memorandum copies of transportation registers and control records.

Dispose of when 3 years old.

222. Federal Ship Financing Escrow Funds Correspondence File. This file contains a record of documents relative to the disbursement of escrow funds to banks and private shipping companies.

Dispose of 3 years after depletion of the escrow fund for the vessel involved.

223. Ship Construction Contracts. This file contains a copy of the ship construction contract, obligations, and a record of all cost changes.

Dispose of 3 years after final payment is made and contract closed.

224. Construction Loan Mortgages and Commitments. Contains transmittals of financial information with supporting documents relative to loan mortgages and commitments.

Dispose of 3 years after the mortgage contract on the vessel is paid in full.

225. Computation on Guaranteed Fees File XI. This file contains copies of documents used to compute premiums and fees for Guaranteed Loan and Mortgages under the Title XI program.

Dispose of 6 years after the mortgage is closed.

226. Record of Payments by Company and Vessel Title XI Escrow and Construction. This file contains a record of the base contract price for the vessel, additions and changes, revised contract price, percentage of completion, earned amount, previous payments made or pending, and amount of payment due the shipbuilding company.

Dispose of 6 years, 3 months after the contract is closed.

227. Research and Development Obligation Status Report. This file contains a record of the total contract payments to date, accounts payable, accrued liability and open obligations.

a. Transfer monthly reports to WNRC when 1 year old. Dispose of when 6 years, 3 months old.

b. Transfer year end reports to WNRC when 2 years old. Dispose of when 6 years, 3 months old.

228. Subledger Reports L170 and L260.

a. Detailed monthly activity reports. Transfer to WNRC when 1 year old. Dispose of when 6 years, 3 months old.

b. Summary monthly reports. Transfer to WNRC when 3 years old. Dispose of both when 6 years, 3 months old.

229. Other Subledger Reports.

Transfer to WNRC when 2 years old. Dispose of when 6 years, 3 months old.

230. Cost Reports, Showing Costs by Project and Organization Code.

a. [redacted] monthly reports [redacted] Dispose of when 3 years old.

b. Transfer year-end reports to WNRC when 3 years old. Dispose of when 6 years, 3 months old.

231. Bi-Weekly Comprehensive Payroll. This shows gross to net pay, deductions and the number of hours worked arranged alphabetically by bureau, and thereunder by cost stations. Also included are supporting listings summarizing deductions for union dues, Group Life Insurance, Optional Life Insurance, Group Health Insurance, Charity deductions, and bank allotments.

Transfer to WNRC when 4 years old. Dispose of when 12 years old.

232. Bi-Weekly Updated Master Payroll.* This is a listing of employees showing current per annum pay rate, deductions, hourly or daily pay rate, bank deposits, change listings and pay conversions. This report is primarily used to update the Bi-Weekly Comprehensive Payroll.

Dispose of when superseded by master file processing updates.

233. Authorization for Paid Overtime and/or Holiday Work and for Compensatory Overtime. This is a record of overtime authorized for purposes of pay. These are batched by pay period.

Dispose of 1 year after GAO audit or when 3 years old, whichever is sooner.

234. Applications for Leave.* Applications of all types of leave signed and submitted by the employee. These are batched by the pay period.

Dispose of 1 year after GAO audit or when 3 years old, whichever is sooner.

235. State Tax File.* These are papers authorizing and supporting the payroll deductions of taxes to be paid to the states.

Dispose of the individual document when superseded.

236. Annual End of Year Leave Balance Report.* This shows balances of leave brought forward by individual employees.

Dispose of when 2 years old.

237. Bi-Weekly Bond Issued Listing.* Shows bureau code, name of owner, deduction, and the number of bonds issued to each employee for the pay period.

Dispose of when 3 years old.

238. Bond Master Listing.* This is the same as the Bi-Weekly Bond Issued Listing, except the amount of deduction, and except the names of all employees authorizing the purchase of bonds are listed whether or not they are issued a bond for the pay period.

Dispose of when a new master listing is received.

239. Annual Cumulative Earning Listings.* This is a list of the total earnings, from gross to net, for each employee in all categories.

Dispose of when 3 years old.

240. Health Benefits Program Carriers File. Consists of folders for each carrier (insurance company) underwriting the various health insurance plans in which employees are participating. Included are transmittals and summary reports to each carrier showing the number and the status of employee covered with related papers. Close carrier's file upon termination of participation in the program.

Dispose of when 5 years old.

241. Employee Payroll Folder.* Contains payroll copies of personnel actions, life insurance forms, health benefit forms, bond authorizations, bank allotments, W-4 tax forms and similar type documents.

Dispose of 3 years after transfer or separation of employee.

242. Bi-Weekly Leave Balance Report.* This report shows the bi-weekly leave balances of employees.

Dispose of when 3 years old.

243. Time and Attendance Report. These are fiscal copies of time, cost and attendance reports showing all types of leave authorized, earned, taken and appropriate totals.

Dispose of when 3 years old.

244. Individual Retirement Files.* This is a record of the service, pay, and summary of retirement deductions for each employee.

This record is sent to the Office of Personnel Management when the employee is separated or retired.

245. Journal Voucher for Reporting Withholding and Contributions for Health Benefits, Group Life Insurance, and Civil Service Retirement. This report is submitted to the Office of Personnel Management to report the withholdings and contributions to employee benefit programs.

Dispose of when 3 years old.

246. Register of Separations and Transfers.* This is a listing of separated employees having retirement benefits showing total retirement deductions. The list is submitted to the Office of Personnel Management.

Dispose of when 3 years old.

247. Operating Procedures File. Consists of control copy of transmittals and operating procedures for the accounting system.

Dispose of when superseded.

248. Chronological (Reading) File. Consists of copies of correspondence prepared in the Accounting Systems Branch and kept by date.

Dispose of when 5 years old.

249. Report Format Control File. Consists of format copies of all reports produced by the Division of Accounts.

Dispose of 2 years after the report is discontinued.

250. Forms Format Control File. Consists of format copies of all forms used by the Division of Accounts.

Dispose of 2 years after the form is discontinued.

251. Program Subject File. Alphabetical program file for the Division of Accounts. Includes incoming and outgoing correspondence, reports, and work papers.

Dispose of when purpose has been served.

252. Report Specifications File. This file consists of report specifications, developed by the Accounts Division, for reports to be produced by the computer.

Dispose of 2 years after the report is discontinued.

OFFICE OF MANAGEMENT INFORMATION SYSTEMS

The Office of Management Information Systems plans, designs, develops, programs, documents and maintains the Administration's computer based information systems; conducts and reviews feasibility studies to determine costs and benefits of acquiring ADP equipment and systems; provides systems analysis, programming, and system software support to all components of the Administration; and manages and operates the electronic data processing facility, including auxiliary equipment.

Office of Director

253. Director's Administrative Management and Technical Subject Files. This file contains incoming and outgoing correspondence pertaining to the executive direction of the Office of Management Information Systems. Also included are papers concerning the contractual, technical, and reimbursable activities of the office. Certain copies of material prepared by organizational components of the office are included in this file.

Dispose of individual documents and contents of file folders when they have served their purpose.

254. Administrative Subject File. These are office copies of documents pertaining to housekeeping matters such as time and attendance, personnel, travel, budget, space, requisitions for supplies and services, and similar housekeeping matters.

Dispose of when 3 years old.

255. Chronological File. This file consists of documents, arranged by date, prepared or signed by the Director.

Dispose of when 3 years old.

256. Weekly Report. Consists of a summary of completed actions and continuing projects in the Office of Information Systems.

Dispose of when no longer needed for current business.

Division of Administrative Information Systems

257. Systems Documentation Manual. Documentation manuals on systems, programs, user and computer operations for all ADP Projects in the Division of Administrative Information Systems.

Dispose of 1 year after discontinuance of the ADP system involved.

258. ADP Project Correspondence File. Consists of ADP requests for the new development, modification, or enhancements of ADP Systems in MarAd. Also included are requests for service from ITA, OS and EDA (DOC).

Dispose of when 5 years old.

NOTE: The accounting, payroll, and personnel management programs of the office are particularly significant because of their coverage and managerial impact. These systems operated by the office are almost fully automated. In these systems, almost all of the manual work involved is devoted to receipt of source documents, processing them for translation to machine language, and subsequent maintenance. After the necessary data have been read on magnetic tape and/or disc, the necessary records are automatically printed out by a computer.

It has been determined that the printouts in the accounting operations, payroll, and personnel offices are the official record copies and they have been scheduled to meet all administrative, legal, and historical needs. Thus, magnetic tapes behind these printouts ~~become reproducibles and they have been scheduled for erasure when they are no longer needed for this purpose~~ are authorized for disposal under GRS 20 and therefore have been scheduled for erasure when they are no longer needed for this purpose.

259. SAOCO Tape File. Consists of Status of Allotments, Lists of Open Commitments and List of Open Obligations.

Scratch tape when 365 days old.

260. Accounting Transaction History File Tapes. Consists of accounting transactions and their relationship to other records.

Scratch tape when 365 days old.

261. General Ledger Tapes. These tapes include data on the following: Beginning-of-Month Summary General Ledger, End-of-Month Summary General Ledger, Past Closing General Ledger Transaction File, Detail General Ledger File, Year-End Summary General Ledger.

Scratch tapes when 365 days old.

262. Commitment Adjustment Transaction File. Consists of monthly accounting input transactions.

Scratch when 365 days old.

263. Master File Adjustment Documents.* This file includes all permanent changes from personnel and payroll that will update the master file plus temporary changes from payroll which will be used to compute pay and leave on a one time basis.

Scratch tape when 90 days old.

264. Bond Issue File.* This file has a record of every bond that is issued in the current pay period.

Scratch tape when 30 days old.

265. Check Issue File.* This file has a record of every check that is issued by the Bi-Weekly Payroll System and is sent to the Treasury for printing.

Scratch 30 days after check has been issued.

266. Alternating Bond File.* This file contains a record for each alternating owner or beneficiary used by the employees for their savings bonds.

Scratch tape when 90 days old.

267. Leave History File.* This file has a leave history record for each employee for every leave period the employee was paid during the leave year.

Scratch tape when 365 days old.

268. Personnel Change File.* This tape contains all of the changes that the Office of Personnel made to their system that affects the payroll system.

Scratch the tape 90 days after creation.

269. Time and Attendance File.* This file contains records for each employee who worked or was on leave for the current pay period. These records also contain all of the project hours that the employee worked or was on leave.

Scratch the tape 90 days after creation.

270. Master Pay File.* The Master Pay File contains a record of every employee who worked for the Maritime Administration during the pay year. This record contains the employee's personal information.

Scratch tape 90 days after creation.

271. Master Bank File. This file contains a record of every bank that receives an employee's check or allotment.

Scratch tape 90 days after creation.

272. Earnings History File.* This file has the Earnings History Record for each employee for every pay period the employee was paid during the pay year. These records contain all of the employee's pay information.

Scratch the tape 360 days after creation.

273. Other Intermediate Tapes.

Scratch when data has been written on another related tape or upon distribution and reconciliation or the related printout, whichever is appropriate.

274. Current Pay File.* This file contains a record for every employee in the Maritime Administration who received some type of pay for the current pay period. This record contains the employee pay and leave information for the current pay period.

Scratch 998 days after creation.

Division of Program Information Systems

275. Documentation Manuals. Documentation manuals include the System Book, Program Book, User Book, and Operations Book.

~~Dispose of 1 year after discontinuance of the system involved.~~

Disposal not authorized.

276. Technical Correspondence File. Consists of incoming and outgoing correspondence concerning matters of general application to ADP projects.

~~Dispose of 3 years after the project is completed.~~ DISPOSAL NOT AUTHORIZED.

277. Program Information System Tapes. Consists of tapes for various Program Information Systems such as Domestic Trade, International Barge Register, National Cargo Shipping Analyses, NATO System, Shipper Information, and similar program information systems.

~~Dispose of after system is superseded or obsolete.~~ DISPOSAL NOT AUTHORIZED.

Division of Foreign Trade Information Systems

278. System Documentation Manual. Documentation manuals include the System Book, Program Book, User Book and Operations Book.

~~Dispose of 1 year after discontinuance of the system involved.~~ DISPOSAL NOT AUTHORIZED.

279. ADP Project File. Consists of copies of requests for programming, copies of source program data and copies of output reports.

~~Dispose of when 5 years old.~~ DISPOSAL NOT AUTHORIZED.

280. Foreign Trade System Tapes. Consists of tapes for the various Foreign Trade systems such as Trade Route Analysis and Commodity Evaluation (TRACE), Vessel Movement Monthly (VMM), Commodity Movement Annual (CMA), Container System (CON), and similar systems.

~~Dispose of after system is superseded or obsolete.~~ DISPOSAL NOT AUTHORIZED.

281. Staff Working Paper Files. Technical reference materials, publications, convenience copies of documents, drafts, and other working papers maintained for convenience of office operations by various members of the Division.

Dispose of when superseded or no longer needed for current business, whichever is sooner.

Division of Computer Operations

282. Tape Library Scratch Report. This is a list of all computer tapes generated by tape number sequence showing the date the tape was created and the designation assigned the tape. The list is used primarily as a control of the tapes and specify those that are authorized to be scratched and reused.

Dispose of when no longer needed for current business.

283. Program Tapes. A program tape contains a sequence of instructions to a computer to make it perform in a desired manner.

Maintain in OMIS tape library on a 2-generation basis, until no longer needed for current business or until superseded, whichever comes first.

284. Input Data Punch Cards. Machine readable punch cards are keypunched from source documents prepared by MarAd activities. The input data cards are used to update the tape files of the various systems and provide printed matter.

Dispose of the punch cards 30 days after the data have been transferred to tape.

285. Console Printout Record. Consists of a record of events between the console operator and the operating system. Includes input and output information, errors, interventions, and such.

Dispose of when 3 months old.

286. Correspondence Files. Consists of incoming and outgoing correspondence pertaining to the purchase, rental, maintenance and release of ADP equipment.

Dispose of when 3 years old.

287. System Activity Reports. These reports reflect the title of the system, start and stop times, type of data (disc, tape, cards), file input, output records processed and other related data.

Dispose of when 1 year old.

288. Run Sheets File. Consists of job number, title, processing time, input data and output file description for all activities.

Dispose of when 1 year old.

289. Administrative Subject File. The file consists of office copies of documents pertaining to such internal housekeeping activities as equipment maintenance, billings for computer services, travel, personnel, training, requisitions for supplies and similar housekeeping activities.

Dispose of when 3 years old.

Systems Software and Management Group

290. File Modification Report File. Consists of requests for file resources when initiating or expanding a new system.

Dispose of 1 year after discontinuance of the system involved.

291. User Validation Report. Consists of identification codes of personnel authorized to utilize the computer system.

Maintain current copy of report and dispose of when superseded.

292. Project Status Report File. Contains the total number of hours, by division, utilized to produce reports.

Dispose of when 1 year old.

293. Resource Utilization File. Consists of Computer Operations Job Report and System Utilization Report which are used to determine the resources used by the systems and Divisions.

Dispose of when 15 days old.

294. Tape Library Reports. Consists of reports representing the most current status of the system. Includes serial report, systems report, user report, scratch reports, backup tape report, master tape report and error report.

Dispose of when superseded.

OFFICE OF MANAGEMENT AND ORGANIZATION

The Office of Management and Organization conducts staffing surveys to determine personnel requirements for all components of the Administration; conducts surveys and studies to improve management practices, organization structures, delegations of authorities, procedures, and work methods; coordinates management improvement activities; maintains a system for the issuance of the manual of orders and other directives; administers programs for the management of reports, forms, correspondence, and committee activities; and prepares special progress and administrative reports to the Office of the Secretary and others, as required.

295. Management Surveys and Studies File. This file consists of management surveys and studies of organization structures, functions, authorities, work methods and procedures of MarAd. Includes general management improvement activities of MarAd, and OMB Circular A-76 reviews.

> Transfer to the WNRC when 6 years old. Dispose of when 10 [redacted] years old.

296. Committee Management Files. Consists of documentation generated by the MarAd Committee Management Officer pertaining to the administration of committees on which MarAd is represented. Agency, interagency, and public advisory committees are included. More specifically, the papers deal with the evaluation, establishment, discontinuance, termination of designation and the membership of various bodies. When a committee is discontinued, the case record is closed.

> Transfer to the WNRC 5 years after the record is closed. Dispose of [redacted] 10 years after closure.

297. Audit Report File. These are copies of incoming and outgoing communications, and copies of audit reports prepared by the General Accounting Office, internal audit reports of the Department of Commerce, and by the MarAd staff. These papers are used to evaluate recommendations presented as a result of the various audits and to appropriately respond to them.

> Transfer to WNRC 2 years after the case is closed. Dispose of [redacted] closed cases when 7 years old.

298. Forms and Reports Control Files. Consists of the analysis, approval, standardization and control of MarAd forms, form letters, and reports including public use reports.

Transfer to WNRC 5 years after the form, form letter, or report is discontinued. Dispose of when 15 years old.

299. Directives Case File. These comprise a case file for MarAd Administrative Orders, bulletins, and related issuances. Each case file contains copies of drafts, clearances, and other background papers with a printed copy of the directive issued.

see appendix I for revision

~~Permanent. Transfer closed (superseded, revoked, etc.) cases to the WNRC after 1 year. Offer for transfer to the National Archives 30 years thereafter.~~

300. Special Reports File. This file consists of special progress and administrative reports and correspondence prepared in reply to questionnaires, inquiries, and other special requests for information received from DOC, OMB, Congress, and others.

Transfer to WNRC when 5 years old. Dispose of when 12 years old.

301. Employee Suggestion File. Consists of documentation on requests to review, evaluate, and make recommendations on employee suggestions to improve efficiency and economy.

Start a new closed suggestion file every year. Dispose of closed suggestion cases when 5 years old.

302. Ceiling Allocation File. Consists of documentation pertaining to manpower and personnel records, staffing requirements, and ceiling allocations for all components of MarAd.

Start a new file every 2 fiscal years and dispose of previous file 10 years after the file is closed.

303. Chronological Files. The file consists of an extra copy of documents prepared or signed in the office and maintained by date.

Dispose of when 3 years old or when they have served the purpose for which created or no longer needed, whichever occurs first.

OFFICE OF PERSONNEL

The Office of Personnel plans and administers personnel programs and activities relating to recruitment, placement, promotion, separation, employee performance evaluation, training and career development, employee recognition and incentive awards, employee relations and services, employee-management relations, position classification, pay management, and various employee benefit programs.

Office of the Director

304. Administrative Subject Files. Contains documents relating to housekeeping and general administrative matters. Records consist of budget reports, space layouts, purchase requisitions, time and attendance, travel requests and authorizations, and similar housekeeping requirements.

Dispose of when 3 years old.

Division of Employment and Training

305. Career Management Subject Files. Consists of subject files documentation pertaining to Merit Assignment Program, Special Employment Programs, employee benefits, employee relations, reports, personnel processing and similar career management activities.

Dispose of when 3 years old.

306. Qualification Standards. Qualification standards for positions issued by the Office of Personnel Management with related drafts, comments and other correspondence.

Dispose of when superseded by a new or revised standard.

307. Merit Assignment Program.* This file contains announcements of vacancies under the Merit Assignment Program, related applications received from applicants, and requirements and procedures which assure qualified candidates are considered for assignment to competitive service positions on the basis of merit qualifications.

Dispose of 2 years after selection has been made.

308. Official Personnel Folders.* This is the official record of the civilian service in the Federal Government of the named employee. Papers authorized for disposal elsewhere are not included. Transfer folders of separated employees to an inactive file on separation in accordance with the Federal Personnel Manual.

a. Right side of folder - Transfer closed folders to the National Personnel Records Center 30 days after separation of the employee. Dispose of 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years.

b. Left side of folder - All correspondence and forms of a temporary nature in accordance with the Federal Personnel Manual. Dispose of upon separation or transfer of employee, except papers pertaining to disciplinary actions which may be disposed of after 3 years, or sooner upon official authorization.

309. Vacancy Announcements. This file consists of all vacancy announcements in the Maritime Administration and regions.

Dispose of when 2 years old.

310. Summer Employment Applications.* These are documents such as applications and related papers pertaining to the hiring of temporary summer employees, other than documents included in the Official Personnel Folders.

Dispose of after completion of the applicable summer employment period.

311. Senior Executive Service (SES).* The SES file contains copies of position description, evaluation statement, vacancy announcement, recruiting sources, evaluation procedures and the rating plan for positions in the Maritime Administration.

Dispose of 5 years after selection has been made.

312. Super Grade Files. Copies of MarAd's request for position description executive selection, and notification of OPM action for supergrade positions in MarAd. Folders include data on executive pay rates, position justifications and related documents.

Dispose of 2 years after selection has been made.

313. Master File Display Program.* This is a print-out of all data stored in the computer on a given employee furnished on request for purposes of checking or verifying actions taken or needed.

Dispose of when superseded.

314. Eligible Request and Certification.* Consists of certificates of eligibles with related requests, forms, correspondences, and statements of reasons for passing over a preference eligible and selecting a non-preference eligible.

Dispose of when 2 years old.

315. Personnel Management Reports. Copies of reports on minority group employment, geographic distribution of employees, manpower by the quarter, occupational distribution of employees, employee salary and wage distribution and similar subjects prepared by MarAd.

Dispose of when 2 years old.

316. Recurring and Special Reports. Copies of recurring reports on established personnel management areas that produce measurement standards for program analysis and evaluation. File also includes special one-time reports that deal with special situations or problems.

Dispose of when 2 years old.

317. Monthly Report of Federal Employment, SF113A or Equivalent. This report, which is submitted to DOC and OPM, provides the overall and ceiling employment to the recipients.

Dispose of when 2 years old.

318. Journals, Notification of Personnel Action.* Copies of all notification of personnel actions arranged chronologically and used for verification purposes.

Dispose of when 2 years old.

319. Employee Training Record. A cumulative printout received periodically, providing all needed pertinent information covering training of individual employees in MarAd.

Dispose of previous printouts when superseded by an updated report.

320. Employee Development Program Subject Files. Contains documents, correspondence and reports relating to all aspects of the Employee Development Division. Includes information on programs for employee training and development, course evaluations, and similar employee development activities.

Dispose of when 5 years old.

321. Employee Training File.* This file contains a record of training courses and employees trained. The file also contains the course title, period attended, hours attended and the Vendor. The original records are filed in the OPF.

Dispose of when 5 years old.

322. Employee Development Subject File. Docuementation pertaining to making training opportunities available to employees of MarAd, including records concerning arrangements for employee training, and contracts and agreements for conducting employee training.

Dispose of when 5 years old.

Division of Classification and Pay Management

323. Classification Appeals Files.* Consists of documents pertaining to classification appeals.

Dispose of 5 years after case is closed.

324. Position Description Files. Consists of files describing established positions including information on title, series, grade, duties and responsibilities and related information.

Dispose of 5 years after position is abolished or when the description is superseded.

325. Senior Executive Service (SES) Position Description Files. Contains position descriptions and related material pertaining to the Senior Executive Service in the Maritime Administration.

Dispose of 5 years after position is abolished or when description is superseded.

326. Classification Survey Files. Contains reports, correspondence, memoranda and other records relating to surveys, desk audits and evaluations.

Dispose of when obsolete or superseded.

327. Pay Schedules other than GS. Consists of copies of the Regular Wage Schedule for blue collar workers under the Federal Wage System, wage schedules and surveys with related papers for Lithographic workers, and special pay schedules for employees, not within standard pay systems, such as crews of vessels, and faculty at the Academy.

Dispose of when 5 years old.

328. Wage Board Correspondence. Incoming and outgoing correspondence concerning the Coordinated Federal Wage System.

Dispose of when 5 years old.

329. Program Subject File. Consists of subject files documentation pertaining to position classification and position management activities, pay systems, appeals, relations with Office of Personnel Management, periodic and special reports, and similar program matters of a non-case nature.

Dispose of when no longer needed for current business or when superseded, whichever is sooner.

330. Statistical and other Reports File. Contains copies of operating statistical and narrative reports concerning the quality and quantity of personnel actions and operations.

Start a new file every year and dispose of when 3 years old.

Division of Labor and Employee Relations

331. Executive Personnel Financial Disclosure Reports.* Statements of outside financial interests and employment filed by employees covered by the Ethics in Government Act of 1978 to avoid development of conflict of interest situations.

Dispose of 6 years after the report is submitted by the employee.

332. Labor-Management Relations General Correspondence. Consists of memoranda, letters, reports and other records relating to the day-to-day relationship between management and employee unions.

After 5 years, move forward to active files any records necessary to establish bargaining history or practice. Dispose of all others when 5 years old.

333. Labor Management Relations Third Party Cases. Consists of correspondence, memoranda, reports, hearings, and other records relating to decisions of third-party authorities in labor relations.

Five years after close of case, move forward to active files any records necessary to establish bargaining history or practice. Dispose of all others 5 years after close of case.

334. Grievance, Appeals File.* Records originating in the review of grievances, and appeals raised by MarAd employees except EEO complaints. Include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.

Destroy 3 years after case is closed.
[redacted].

335. Labor-Management Relations Negotiated Agreements. Consists of agreements negotiated between management and labor organizations together with related papers.

Five years after labor organization is no longer recognized, move forward to active files any records necessary to establish bargaining history or practice. Dispose of all others when 5 years old.

336. Adverse Action Files.* Case files and related records created in reviewing an adverse action (such as disciplinary, removal, suspension, demotion or furlough without pay) against an employee. Contains a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records, excluding letters of reprimand.

Destroy 4
[redacted] years after the case is closed.

337. General Correspondence File. Contains incoming and outgoing correspondence of general application to various elements of personnel management.

Dispose of when 3 years old.

338. General Subject Files. Contains records generated in the course of directing personnel management operations of the MarAd Activity.

Dispose of when 5 years old.

339. Employee Recognition File. Contains papers supporting cash achievements and performance awards. File also contains notification memos, recommendation, and recognition to the individual employee.

Dispose of when 3 years old.

340. Gold, Silver, and Bronze Awards File.* Papers including nominations for awards, notification of awards granted, recommendations, and other supporting papers.

Start a new file every year. Dispose of 3 years later.

OFFICE OF POLICY AND PLANS

The Office of Policy and Plans develops and recommends long-range marine affairs policies and plans, including new program initiatives and modifications of policies and plans for the revitalization of the United States Merchant Marine; conducts economic studies and operations analysis activities in support of the policy and planning functions; identifies major issues and problems affecting shipping, and conducts or directs and coordinates studies and analyses to provide solutions thereto; generates methodologies for the conduct of economic and operational analyses, and provides analytic services to other offices of the Administration; directs and coordinates the development and maintenance of plans for carrying out the administrative responsibilities and functions in the event of mobilization for war or other national emergency; provides representation and participates in the formulation of international and national plans for emergency and mobilization activities; and coordinates disaster assistance plans and programs, energy conservation and related activities of the Administration.

Office of the Director

341. Directors Operating Subject File. These are copies of papers created or collected by the Director or his immediate assistants, having a general application to the Policy and Plans Program. These copies are maintained to facilitate his decision making and a copy of all papers herein having any significant value is maintained in the appropriate case file.

Permanent. Transfer closed files to WNRC when 5 years old. Offer to NARS in 5 year blocks when the latest records are 20 years old.

Division of Marine Plans

342. Marine Plans Subject File. Consists of documentation generated by the Division Chief and the immediate staff pertaining to the development and recommendations of long and short range marine affairs, policies and plans. Among the subjects included are ship construction, tanker supply and demand, dry bulk carriers, maritime policy analysis, economic analysis, and similar documents related to the Marine Plans Activity.

Dispose of when 5 years old.

343. Staff Working Paper Files. The file consists of technical reference materials, publications, convenience copies of documents, drafts and other working papers maintained for convenience of office operations.

Dispose of when superseded or no longer needed for current business, whichever is sooner.

Division of Economic and Operational Analyses

344. Contractor Files. This file consists of informational copies of contracts, correspondence, memos, progress reports, reviews, proposals, award actions and related contract documents.

Dispose of when 5 years old.

345. Correspondence File. Contains copies of incoming and outgoing correspondence pertaining to the economic studies and operational analyses conducted by the office.

Dispose of when 5 years old.

346. Activity Reports File. This file consists of copies of reports generated by the Division. Included are reports on completed actions, continuing projects, new assisgnments and other related papers.

Dispose of when 5 years old.

347. Working Paper Files. The file consists of technical reference materials, publications, convenience copies of documents, drafts and other working papers maintained for convenience of office operations by staff members of the office.

Dispose of when superseded or no longer needed for current business, whichever is sooner.

348. Projects File. This file consists of the documentation pertaining to the development of long range forecasting systems. Among the subjects included are Long Term Waterborne Forecasting, Fleet Forecasting, Ship Operations Dynamic Modeling, Economic Data and related data.

Dispose of when 10 years old.

Division of National Security Plans

349. National Security Planning Subject Files. Consists of documents, background papers, technical data, and coordination records on individual planning subjects.

Dispose of when 10 years old.

350. Planning Background Files. Consists of selected material from the subject files, showing precedents and historical trends, retained for continuing reference after disposition of subject files.

Dispose of when no longer needed for current business.

351. National Security Planning Policy Files. Consists of selected documents establishing or announcing MarAd national security planning policy or policy of other agencies that affects MarAd national security planning.

Dispose of when no longer needed for current business.

352. NATO Document Files. Consists of copies of NATO civil and military planning documents, including numbered documents, working papers, notices, and studies.

Dispose of when superseded or when no longer needed for current business.

353. National Defense Executive Reserve Files.* Consists of documentation pertaining to recruiting and training a complement of National Defense Executive Reservists. Included are applications, appointments, orders, training records, correspondence, and related papers.

Dispose of 1 year after the appointment is terminated.

354. Reserved.

Division of Program Studies and Evaluation

355. Program Subject File. This file includes correspondence survey data, technical data, audit reports, fact sheets and other program background material used in program analysis.

Dispose of when 5 years old or when no longer needed for current business, whichever is sooner.

356. Program Study Report File. The file consists of case folders documenting the program studies carried out by the Division. These study reports, correspondence, and related papers provide a measure of the effectiveness of selected MarAd programs and projects.

Transfer to the Washington National Records Center when 10 years old. Dispose of when 15 years old.

357. Reading File. This file consists of copies of documents generated by the office and arranged chronologically.

Dispose of when 5 years old.

Division of Program Evaluation

358. Program Subject File. These are files reflecting the program evaluation activities by office on the effectiveness of the various MarAd programs. Included in the files are documents on audit reports, fact sheets, program management, background material on various programs to serve as aids in preparing for program evaluation studies or survey, and similar type records.

[redacted] Dispose of when 10 years old. [redacted]

359. Evaluation Study Report File. The file consists of case folders documenting the evaluation studies carried out by the Division. These study reports, correspondence, and related papers provide a measure of the effectiveness of the selected MarAd programs or projects covered.

[redacted] Dispose of when [redacted] 10 years old.

360. Chronological Files. Consists of copies of materials, arranged by date, prepared in the Division.

Dispose of when 3 years old.

361. Through 377. Reserved.

ASSISTANT ADMINISTRATOR FOR MARITIME AIDS

The Assistant Administrator for Maritime Aids is the principal assistant and adviser to the Assistant Secretary on subsidy administration, Title XI ship financing guarantees, capital construction funds, marine insurance activities, and related Government aids programs. The Assistant Administrator for Maritime Aids directs the activities of the following organizational units: The Office of Subsidy Contracts, the Office of Ship Financing Guarantees, Office of Ship Operating Costs, the Office of Trade Studies and Statistics, and the Office of Marine Insurance.

378. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records, such as: concept design, oil pollution, status of LNG project, national emergency plan, ocean thermal energy, subsidy payments, fair and reasonable rate, and other similar documents not related to a specific individual or thing. Permanent. Transfer closed files to WNRC when 5 years old. [redacted] Offer to NARS in 5 year blocks when the latest records are 20 years old.

379. Administrative Subject File. This file contains copies of forms, correspondence, and memoranda pertaining to time and attendance,* travel, personnel, budget, requisitions for services, and similar housekeeping activities.

Dispose of when 5 years old.

380. Reading File. This file contains copies of letters signed by the Assistant Administrator or either of his deputies, which are prepared by them or their subordinate office and division directors, in chronological order.

Dispose of when 5 years old.

OFFICE OF SHIP FINANCING GUARANTEES

The Office of Ship Financing Guarantees receives and processes applications for Federal ship financing guarantees to aid in the financing of ship construction, reconstruction, and reconditioning of vessels pursuant to Title XI of the Act; conducts negotiations with applicants, obtains comments of other offices, and recommends approval or disapproval of these applications; approves and takes other actions within delegated authority, or recommends approval or disapproval thereof, as required, in relation to the administration of Title XI contracts and related agreements entered into by the Administration.

381. Application File. This file contains applications (Form MA-163 revised Feb 80 or equivalent) submitted for credit guarantees granted by the U. S., of debt obligations issued by U. S. shipowners to finance or refinance U. S. flag vessels constructed or reconstructed in U. S. shipyards under Title XI of the Merchant Marine Act of 1936, as amended by P. L. 92-507; contract administration papers of correspondence and white papers (positions of staff prior to official recommendation) and all official actions; financial papers, consisting of balance sheets and offerings of securities; documents, which are ancillary, containing copies of time charters and management agreements (documents refer to the total package but do not cover the entire period of the agreement); and the bound document book of contracts, containing security agreements and contracts of insurance of mortgage.

a. Applications. Transfer to the WNRC when 3 years old. Dispose of when 28 years old.

b. Contract Administration File. Transfer to WNRC when 5 years old; dispose of [redacted] when 28 years old.

c. Financial File. Destroy when 5 years old.

d. Document File. Transfer to the WNRC at termination of contract. Dispose of [redacted] when 28 years old.

e. Bound Documents. Dispose of at expiration of the mortgage.

382. Program Subject File. This file consists of program subjects such as contracts in force, fishing vessels, commitment letters signed and similar papers.

Dispose of when 2 years old.

382. Transmittal of Financial Information File. This file contains financial information regarding the shipowner, such as letter commitment date, security agreement, total actual cost estimated, total guarantee amount, paid off mortgage, and related items, sent to the Office of Financial Management, and which forms the basis for the approved pending application file and approved application record (applications pending and in force).

Dispose of when 5 years old.

384. Approved Applications and Contracts in Force. This file contains a record of all approved applications and contracts in force, showing these items: shipowner, number of ships, type of vessel (tonnage/size), actual cost to owner, original principal amount of mortgage, contract number, and date.

Dispose of when 10 years old or no longer required for current business

~~Permanent. Retain in Office of Ship Financing Guarantees. Offer to the Archives when 10 years old.~~

385. Pending Title XI Application Record. This file contains a list of applications pending conditional approval. It serves as background information for speeches, drafting legislation, and similar purposes.

Dispose of when 10 years old or no longer required for current business.

~~Permanent. Retain in Office of Ship Financing Guarantees. Offer to the Archives when 10 years old.~~

386. Non-Payment of Title XI Mortgage Insurance Premium/Guarantee Fees. This file contains memoranda from the Office of Financial Management notifying the Office of Ship Financing Guarantees that Title XI mortgage insurance or guarantee fees have not been paid.

Dispose of when 2 years old.

387. Notification of Payment Due. This file contains letters of notification to shipowners/trustees of payment due date and guarantee fee rate.

Dispose of when 4 years old.

388. American Bureau of Shipping. This file contains letters to the Division of Domestic Ocean Shipping or the shipowner to determine if the subject ship is in the proper class.

Dispose of when 2 years old.

389. Reading File. This file contains extra copies of documents prepared for or signed by the director of the office, arranged in chronological order.

Dispose of when 5 years old.

OFFICE OF MARINE INSURANCE

The Office of Marine Insurance develops, coordinates, controls, and administers the marine insurance and the marine war risk insurance activities and programs of the Administration; maintains contact with the commercial insurance markets, analyzes events and trends, and takes action to meet changing conditions, and fosters cooperation between the Federal Government and American marine insurance underwriters in helping to strengthen the domestic marine insurance market; gathers, analyzes, and disseminates information on marine insurance useful to ship operators and the marine insurance industry; and settles or recommends settlement of claims of a marine insurance and marine war risk insurance nature.

390. Application for Title XI Insurance File. This file contains applications and correspondence from insurance brokers and attorneys who have applied for insurance under Title XI of the Merchant Marine Act of 1936, as amended.

Dispose of when no longer needed for current business.

391. Exhausted Benefits Claims File.* This file contains claims submitted by seamen whose benefits were exhausted under the Second Seamen's War Risk Insurance Policy and for whom special continuing benefits were provided under PL 449. Disposal Not Authorized.

~~Transfer to WNRC when 1 year old. Dispose of when 26 years old.~~

392. General Agency Operation Claims File.* This file contains claims submitted by seamen or their attorneys for injury, illness or death under Maritime Law and the Jones Act, for serving on ships that are U. S. Government-owned, and privately operated for the account of the Government.

~~Transfer to WNRC 1 year after suit is terminated. Dispose of 75 years after [illegible]~~. Disposal Not Authorized.

393. Publication for Values of War Risk Insurance. This file contains values of vessels, lists prepared by the Ship Valuation Committee, containing: name of vessel, binder number, official number, and valuation. This value is just compensation as provided in Sec. 902 of the Merchant Marine Act of 1936, as amended.

Dispose of when 5 years old.

394. World War II Injury Record. This file contains the name of vessel, date of loss, number of seamen in crew, number of survivors, number of dead, and number injured.

Permanent. Place in inactive file when no longer required for administrative purposes and transfer to WNRC. Offer to NARS when inactive file is 5 years old.

395. Insurance Binder Index Cards. This file contains the official number of vessels, war risk protection and indemnity, number of gross tonnage construction costs, purchase price, date, and value established by the Ship Valuation Committee under Title XII of the Merchant Marine Act of 1936, as amended.

Dispose of 1 year after the binders are terminated.

396. Casualty Returns File. This file contains monthly printed reports of casualty returns (tonnage lost) submitted by foreign insurance companies. This file is used as an historical reference.

Dispose of when 5 years old.

397. World War II Vessels Sunk or Damaged Card File. This file contains name of vessel, date of loss, country of registry, name of operator, number of crew, number of survivors, number killed, and number injured; used to answer inquiries on claims; issue death dertificates; and become the history of the case under Title XII of the Merchant Marine Act of 1936, as amended.

Permanent. Place in inactive file when no longer required for administrative purposes and transfer to WNRC. Offer to NARS when inactive file is 5 years old.

398. War Risk Correspondence. This file contains correspondence of the history of war risk insurance under Title XII of the Merchant Marine Act of 1936, as amended, between this office and the American War Risk Agency and the Military Sealift Command.

Permanent. Place in inactive file when no longer required for administrative purposes and transfer to WNRC. Offer to NARS when inactive file is 5 years old.

399. Operating Subsidy Insurance Approval Letters. This file contains five-year loss records, correspondence from subsidized operators and brokers, memoranda or letters of official certification to the effect that rates are fair and reasonable. These records are submitted to the Office of Subsidized Rates for operator participation in subsidies under Title VI of the Merchant Marine Act of 1936, as amended.

Transfer inactive file to WNRC when 1 year old. Dispose of when 20 years old.

400. Blocked Foreign Seamen's Benefits.* This file contains correspondence, forms, affidavits, translations, supporting documents and Treasury Department licenses allowing payment of claims issued by the Treasury Department to Iron Curtain seamen who served on board American flagships and whose benefits had been blocked.

Disposal Not Authorized.

~~Permanent. Offer to the National Archives when 75 years old or when no longer needed for current business, whichever is earlier.~~

401. Insurance Policies. This file contains insurance policies taken out by ship operators, under custody of this office, as required under Maritime Administration contracts, in hull and machinery, protection and indemnity, general liability and workers' compensation under Titles VI and XI of the Merchant Marine Act of 1936, as amended.

Transfer to WNRC when 5 years old. Dispose of when 10 years old.

402. Company Correspondence File. This file contains correspondence from insured vessel operators and replies regarding insurance terms, minimum insurance, and subsidies under Titles V, VI and XI of the Merchant Marine Act of 1936, as amended.

Dispose of when 5 years old.

403. War Risk Insurance Binder File. This file contains binders, endorsements, vessel data forms, addenda, hull, protection and indemnity, and Second Seamen's Insurance under Title XII of the Merchant Marine Act of 1936, as amended.

Transfer to WNRC when insurance is cancelled. Dispose of 5 years after cancellation.

404. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records, such as all phases of insurance, claims, underwriters, Russian Grain, oil pollution, seamen's benefits loss prevention, Construction-Differential subsidy, foreign legislation, eligibility for pensions, history of PL 449, and other similar subject documents not related to a specific individual or thing.

Dispose of when 5 years old.

405. Certificate of Insurance File. This file contains certificates of insurance submitted by the Regional Offices to certify that a specified vessel is being repaired in the shipyard under proper insurance. Certificates con-

cern limits of liability, policy period, workmen's compensation, employees' liability, longshoremen's and harbor workers' coverage under Title V of the Merchant Marine Act of 1936, as amended.

Dispose of when 3 years old.

406. List of Vessels - War Risk Insurance Values File. This file contains lists of vessels and their war risk insurance values placed on each vessel by the Ship Valuation Committee. These records are used to reconcile variances in values.

Dispose of when 5 years old.

407. Insurance Requirements Sections of Documents File. This file contains the insurance requirements section taken from bound documents, required of the shipowner by Title XI of the Merchant Marine Act of 1936, as amended, showing: costs, contract number, commitment to guarantee obligations, and insurance sections regarding the requirements.

Transfer to WNRC when contract is terminated. Dispose of 3 years after termination.

408. Cargo Vessel File. This file contains information submitted by the vessel owner on loss information -- total loss or damage, vessel sold or transferred or a name change of vessel. Also included is such information when owner has only 1 vessel.

Transfer to the WNRC when 3 years old. Dispose of when 30 years old.

409. Cover Note File. This file contains cover-notes (certification of insurance) submitted by insurance brokers to certify that a vessel is insured. The documents include information on: type of coverage, vessel value, amount of coverage, and size of deductible, required under the Operating-Differential subsidy and Title XI of the Merchant Marine Act of 1936, as amended.

Transfer to WNRC when 5 years old. Destroy when 30 years old.

410. Valuation Card File. This file contains the value of ships insured under Title XI of the Merchant Marine Act of 1936, as amended, in order to establish minimum insurance requirements.

Dispose of when 25 years old.

411. Vessel Value Requests. This file contains the values of vessels, obtained from the Ship Valuation Committee, and posted to Vessel Value Cards and Insurance Requirement Cards.

Dispose of when no longer needed for current business.

412. Title XII Contract Administration. This file contains War Risk Insurance Notices of meetings, budget, Revolving Fund, Statement of Equity (prepared by the Accounting Division), contracts, correspondence, and Record of Fees Paid by the shipowner to the Government under Title XII of the Merchant Marine Act of 1936, as amended.

a. Terminated records - Transfer to WNRC when 1 year old. Dispose of when 6 years old.

b. All other records - Dispose of when no longer needed for current business.

413. Construction - Differential Subsidy. This file contains documents regarding vessels that are being built, including Construction-Differential Subsidy contracts and related correspondence.

Transfer to the WNRC 3 years after completion of ship construction. Dispose of when 28 years old.

OFFICE OF SUBSIDY CONTRACTS

The Office of Subsidy Contracts receives and processes applications for Construction-Differential Subsidies, Operating-Differential Subsidies, construction reserve and capital construction fund agreements, and other forms of Government aid to shipping pursuant to Titles V, VI and VII of the Merchant Marine Act of 1936, as amended; conducts negotiations with applicants, obtains comments of other offices, and recommends approval or disapproval of these applications; and takes other actions within delegated authority, or recommends approval or disapproval thereof, as required, in relation to the administration of the contracts and agreements entered into by the Administration in the above areas.

Office of the Director

414. Orders and Waivers File. This file contains General Orders, Administrative Orders, Manual of Orders, Waiver procedures, 804 waivers, Approval Waiver Book, American Export, and related manuals.

Dispose of when superseded.

415. Shipbuilding Progress Report. This file consists of a copy of the report prepared by the Division of Construction, Office of Ship Construction, on the progresss of ship construction in relation to the Operating-Differential Subsidy and Construction-Differential Subsidy.

Dispose of when ship is completed.

416. General Provisions Part II, Operating-Differential Subsidy Contracts File. This file contains copies of supplements to Operating-Differential Subsidy contracts prepared by the Office of the General Counsel.

Dispose of when 2 years old.

Division of Subsidy

417. Subsidy Contract File. This file contains copies of contracts related to the subsidy programs on charter agreements, operating-differential subsidy, construction-differential subsidy, trade-in and use agreements, and sale of ships -- all under the Merchant Marine Act of 1936, as amended.

a. Construction-Differential Subsidy -- Dispose of 11 years after termination of contract.

b. Operating-Differential Subsidy -- Dispose of 11 years after termination of contract.

c. Trade-In and Use Agreements -- Dispose of 5 years after new vessels are delivered.

418. National Defense Features Affidavit File. This file consists of affidavits from subsidized companies certifying to the use or non-use of national defense features. These records are related to the Operating-Differential Subsidy programs.

Dispose of 3 years after ship is scrapped.

419. Russian Grain File. This file contains contracts, applications, renewals and correspondence under Title VI of the Merchant Marine Act of 1936, as amended, as part of the Operating-Differential Subsidy Program.

~~a. Records created prior to July 1, 1975 -- Dispose of 10 years, 3 months after contract is terminated.~~

~~b. Records created after June 30, 1975~~ Dispose of 6 years, 3 months after contract is terminated.

420. Docket Files. This file contains orders, notices to all parties, petitions, initial decisions, final options, pre-hearing rulings, notice of hearing, correspondence, and other papers related to hearings, brought about when one company objects to another company's request for deviation.

Dispose of when 2 years old.

421. Subsidy Contract Administration. These files contain correspondence on the subsidy program itself or with subsidized operations pertaining to operating problems affecting subsidy payments, and financial and administrative activities of operators, applications, back-up materials, internal correspondence, comments from other offices, and amendments to the applications.

a. Microfilm. ~~Permanent. Transfer to WNRC when 5 years old. Offer to the National Archives when 10 years old. There will be in existence 500 microfiche (1972-[illegible]). 1971-1976 will be in [illegible] filed under authority of a pilot study.~~ Dispose of when no longer needed for current business.

b. Papers. Destroy ~~5 years after papers have been [illegible] filed.~~ when 10 years old.

422. Ships Sold Under the Merchant Marine Act (Baden's Bible). This file consists of reference information regarding ships sold under the Merchant Marine Act of 1936, as amended: sales to U. S. citizens for U. S. flag registry; ships sold under Title V of the Merchant Marine Act from inception to about the end of World War II; trade-in of obsolete vessels under Section 510 of the Act; vessels constructed under the Act; and analysis of vessels sold under the Act.

Dispose of when 2 years old.

423. Pending (Dormant) ODS - CDS Application File. This file contains applications and related correspondence about which action has been discontinued, not closed, or officially withdrawn.

Dispose of when 1 year old.

424. Construction Contracts. Construction contracts, with amendments, of ships built by private companies during Worl War II under the Construction-Differential Subsidy and ships sold under the Ship Sales Act of 1946.

Dispose of when 1 year old.

425. Circular Letters. This file consists of letters sent to each subsidized operator regarding such items as amendments, subsistence costs, maritime appropriation authorization, wage index, and similar documents regarding the subsidy program.

a. Record Copy. Dispose of when program is terminated.

b. Other Copies. Dispose of when 2 years old.

Division of Capital Construction Fund

426. Construction Reserve Fund Agreements. This file contains letters from U. S. flag operators, advising of the sale of a vessel and the wish to deposit proceeds, applications, correspondence, memoranda, affidavits of U. S. citizenship, certificates of amendment, Articles of Incorporation and similar records, created under Section 511 of the Merchant Marine Act of 1936, as amended, which provides that operators defer the gain on the sale of a vessel, provided the proceeds are used to expand (construct) or modernize (reconstruct or recondition) or acquire merchant vessels which are necessary for national defense.

[redacted],

[redacted] Dispose of 6 years, 3 months after the Fund is terminated.

427. Capital Construction Fund Agreements. This file contains contracts, including interim agreements, correspondence, and reports created under Section 607 of the Merchant Marine Act of 1936, as amended, providing for the deferment of Federal income taxes on certain deposits of money or other property into a fund under certain allowable sub-ceilings.

Dispose of 20 years after agreement has been terminated.

428. Correspondence File. This file contains incoming correspondence from operators, who do not yet have a contract or from others regarding the Capital Construction Fund or the Construction Reserve Fund, copies of replies, programs, and an index to contracts.

Dispose of when 3 years old.

429. Capital Construction Fund Financial Benefits Model. This file contains contracts, specifications, users's guide, and system documentation regarding the developmental history of computational instructions, which analyze time value of Federal income tax deferrals, measures impact of loss of investment tax credit, and the effect of alternative depreciation methods.

a. Contracts. Transfer to WNRC when 5 years old. Dispose of when 15 years old.

b. All other papers. Dispose of when 5 years old.

430. Administrative Subject File. This file contains papers pertaining to such internal housekeeping matters as office printing requests, personnel, training, budget, and similar housekeeping matters.

Dispose of when 3 years old.

OFFICE OF SHIP OPERATING COSTS

The Office of Ship Operating Costs collects, analyzes, and maintains data on the relative costs of operating ships under United States and foreign flags; calculates and recommends approval of Operating-Differential Subsidy rates by the Maritime Subsidy Board; reviews applications for Construction-Differential Subsidy and Operating-Differential Subsidy with respect to proposed crewing scales and estimated subsidizable operating costs; reviews and prepares administrative determinations and recommendations on the eligibility of costs for subsidy rate-making and accrual purposes; and develops related vessel operating cost statements and reports, as required.

Office of the Director

431. Subsidized Operator File. This file contains correspondence, memoranda and recommendations, related to the subsidized operator and pertaining to the subsidy rate program, including bulk operators, under Title VI of the Merchant Marine Act of 1936, as amended.

[redacted] Dispose of when 6 years old.

432. Contract-Addenda File. This file contains contracts and addenda, including rates approved by the Maritime Subsidy Board, reached between ship operators and the U. S., including Operating-Differential contracts on subsidized rates under Title VI of the Merchant Marine Act of 1936, as amended. This file is used as an historical reference.

[redacted]

[redacted] Dispose of 6 years and 3 months after termination of contract.

433. Maritime Attache File. This file contains correspondence, memoranda, and telegrams between MarAd and the Maritime attaches regarding operators' rates as they are affected by operators' rates in the countries to which they have been assigned.

Transfer to WNRC when 3 years old. Dispose of when 10 years old.

434. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records,

such as foreign flag competition, operating costs of subsidized vessels, subsidy rates, foreign seamen's wages, general agency agreement, and other similar subject documents not related to a specific individual, vessel, or company.

Dispose of when 4 years old or when no longer needed for current business, whichever is earlier.

435. Administrative Subject File. This file contains office copies of papers pertaining to administrative/housekeeping records and records common to all units of the Maritime Administration such as: travel, personnel, budget, space, requisitions for service, employees' equal opportunity, Privacy Act, legislative proposals, and other similar administrative records.

Dispose of when 5 years old.

436. Correspondence File. This file contains correspondence between subsidized operators and the U. S. regarding subsidized rate programs and the Operating-Differential Subsidy program under Title VI of the Merchant Marine Act of 1936, as amended, replies and work papers.

Dispose of when 2 years old.

Division of Subsidy Rates

Office of the Chief

437. Rate Recommendation File. This file contains tentative and final approved rate recommendations, acceptance and proffering letters, copies of addenda, and memoranda regarding subsidy rates on wages, protection and indemnity, maintenance and repair, and hull and machinery. The file is used as an historical file to reply to inquiries.

a. Acceptance and Proffering Letters. Dispose of when 2 years old.

b. Historical Record of Rates. ~~Permanent. Offer to National Archives when 30 years old or no longer needed for current business, whichever occurs first.~~ Disposal Not Authorized.

c. All other records. Dispose of 2 years after termination of contract.

438. Division Program Subject File. This file contains correspondence, memoranda and other documents pertaining to the substantive portion of office records, such as: status of Operating-Differential Subsidy rates, status of recommendations, maritime administration, and other similar subject documents not related to a specific individual, vessel, or company.

~~Dispose of when 5 years old.~~ Disposal Not Authorized.

439. Reading File. This file contains copies of incoming correspondence and copies of replies signed by the Director of the Office of Ship Operating Costs and the Chief of the Division of Subsidy Rates.

Dispose of when 3 years old.

440. Program Subject File. This file includes:

Cost Reports - labor-management maritime committee which pools its cost-gathering activities. Hires someone to get foreign costs for them for transmittal to MarAd.

Foreign Wage Estimates - wages of foreign seamen and wage costs of competitors, and seamen's social benefits.

Payroll - payrolls of competitive foreign vessels containing wages, and cost items such as overtime, vacation pay, and bonuses.

Vessel Characteristics

Wage Agreements

Disposal Not Authorized.

~~Transfer to WNRC when 7 years old. Dispose of when 10 years old.~~

441. Docket File. This file contains copies of dockets, including testimony, opinions, decisions, notices sent to the parties, transcripts, and similar documents relating to hearings.

Dispose of when 1 year old.

442. Wage Rate Work Books File. This file consists of principal foreign flag wage estimates, by trade routes, and predominant vessels type and copies of work related papers used in preparing foreign wage estimates.

Transfer to WNRC when 8 years old. Dispose of when 20 years old.

443. Foreign Costs Program Subject File. These files consists of documents maintained on the subsidy rates program on such subjects as Operating-Differential Subsidy rates, Board decisions, requests for cost data, clothing allowances, and other similar subject documents not related to a specific individual, vessel, or company.

Disposal Not Authorized.

~~Transfer to WNRC when 6 months old. Dispose of when 10 years old.~~

444. U. S. Wage Costs Program Subject File. This file includes:

Approved Manning Scales - by rating and complement within the rating, including deck, engine, and steward departments.

BLS Index - correspondence, wholesale price index, consumer price index, memoranda on collective bargaining increases, and wage increases.

Company Correspondence - wage rates in effect, manning tables, acceptance of subsidy by ship operator, schedules A (cost experience) and B (wage and contributions schedules and manning summaries).

Domestic Cost Studies - tentative rates, revision of competition, overpayment, final ODS rates, and disallowance.

Final Rates - computer printout of composite weighted percentage of foreign country trade against U. S. trade. Includes crew complement, base wages, overtime, vacation pay, bonuses and allowances, and social security.

Rate Making - tentative and final rates for subsidized operators. Includes computer printouts showing transaction and error listing, name of operator, year, and social security rates.

Tentative and Final Rates Support

Tentative Rate Calculations - this is an index of actual arithmetic used to calculate rates.

Union Fringe Benefits - fringe benefits contribution to U. S. seamen whose operators are subsidized. Used to calculate tentative and final subsidized rates.

Union Wage Agreements - lists or schedules of base wages by rating prepared by the trustees of labor and management.

Unpredictably Timed Billings - unexpected subsidizable additional expense paid by the U. S. Government to operators for unforeseen increased contribution.

Schedule A Reports - Includes wage and subsistence costs by vessel type and trade route. Used to calculate U. S. wages.

Transfer to the WNRC when 7 years old. Dispose of when 10 years old.

Machine and Repair and Insurance Branch

445. Program Subject File. These files include:

Subsidy Insurance Rates: correspondence, memoranda, work papers, reports from operators, rate recommendations, contracts and addenda, pertaining to maintenance and repair, hull and machinery, and protection and indemnity insurance subsidy rates, including tentative rates in the Russian Grain Program.

U. S. Salvage Association - Central Insurance Statistics Contracts: cost data on maintenance and repair and protection indemnity insurance supplied by the U. S. Salvage Association and Central Insurance Statistics under contract to the United States. It includes contracts, correspondence, supporting papers, and recommendations to the Maritime Subsidy Board.

Voyage Stores, Supplies, and Expendable Equipment: correspondence and technical reference papers regarding voyage stores, supplies, and expendable equipment.

Vessels in Subsidized Service: correspondence reports, particular average loss costs, from operators, and supporting papers on hull and machinery insurance.

Transfer to WNRC when 5 years old. Dispose of when 10 years old.

446. Hearings File. This file contains copies of correspondence, protests, supporting papers, exhibits, work papers, issues relating to an objection to a ship operator's departure from acceptable ship practices.

Dispose of when 1 year old.

Division of Subsidy Analysis

447. Reading File. This file consists of a copy of documents, prepared or signed in the Office of the Chief, Division of Subsidy Analysis, and maintained in date order.

Dispose of when 3 years old.

448. Budget Accrual Reports File. This file contains forms of actual versus planned ship operations in summary and detail, days planned versus actual subsidized ship operations, total voyage (days in a time period), accounting for variance expressed in days and dollars and related papers. Used to monitor ODS budget. The reports go to the Division of Budget and the Division of Accounts.

Dispose of when 10 years old.

449. Operation - Differential Subsidy Budget File. This file contains correspondence, recommended levels of subsidy reports, transmittal memoranda, budget calculations work sheets, base data files, assumptions, printouts, and working files. The file is used to formulate the ODS budget.

Dispose of when 8 years old.

450. ODS - CDS Application File. This file contains copies of applications for Operating-Differential Subsidy and Construction-Differential Subsidy, sent here for recommendation, correspondence, memoranda, comments or recommendations, supporting schedules with financial information on expected expenses and revenue, projection of feasibility, intent of employment and related documents.

a. Deferred action applications. Transfer to WNRC when 5 years old. Dispose of when 10 years old.

b. Withdrawn applications. Dispose of when 5 years old.

c. Applications which result in executed contracts. Transfer to WNRC when 5 years old. Dispose of when 10 years old.

451. Project File. This file contains correspondence, memoranda, recommendations, computer printouts, background studies, analyses based on staff opinions regarding ship operations, work sheets, supporting papers based on assumptions (what was used to arrive at conclusions), and raw data on such projects as fuel, NATO, freight rates, Soviet grain, abatement levels, exchange rate, non-availability charter, regulations, cost breakdowns, fleet

performance, operating costs, intermodal vessels, dry bulk, tanker foreign costs, and related projects.

Dispose of when no longer required for current business.

452. China Grain File. This file contains studies from other agencies on trading with the Peoples Republic of China, work papers, recommendations on freight rates, memoranda, and related papers. This file is used to estimate vessel operating cost to transport commodities to and from U. S. and China.

Dispose of when agreements have been terminated.

453. Cargo Preference File. This file contains correspondence, memoranda, recommendations, copies of dockets, work papers, and related documents concerning the formulation of regulations setting forth the criteria to be used in determining whether civilian preference cargo is carried at world rates and, if carried, instead at a higher premium rate, under what circumstances a reduction in ODS payable should be made under Part 280 Interim Regulations on Preference Cargo.

Dispose of when no longer needed for current business.

454. Cost Document File. This file contains Schedule A (Voyage Expense Report) including wage and subsistence costs by type of vessel and trade route, used to verify the Financial Report, which includes vessel expenditure by type of vessel and trade route, and is a source document for operator costs. These reports are submitted by the subsidized operator to MarAd.

Transfer to WNRC when 7 years old. Dispose of when 10 years old.

455. Daily Operating Cost of Subsidized Vessels File. This file contains work sheets and memoranda relating to the daily cost of operating subsidized vessels. This file is used for trend analyses and productivity analyses, i.e. size of crew, delivery capacity, and turnaround times (loading and unloading), which are included in annual reports, copies of which are sent to all MarAd offices and industry.

a. Annual Reports. Permanent. Offer to National Archives when 30 years old or no longer needed for current business, whichever occurs first.

b. Work papers. Dispose of when 2 years old.

456. Manning Dispute File. This file contains briefs, legal opinions, recommendations, petitions, appeals, initial and final decisions, docketed and non-docketed cases, litigation reports, and related documents regarding the manning of ships. This file is used for vessel manning and to respond to inquiries from unions, Congressional Committees and the general public.

Transfer to the WNRC when manning disputes are settled. Dispose of when 10 years old.

457. Voucher File. This file consists of correspondence, memoranda, document transmittal with voucher number for payment, audit note explaining why change was made, certificate of deposit when operator owes U. S. funds, register by company, number, record of spending by the regions and balance, financial statement, extra copy of voucher used as authority to pay for subsidy in grain program operating costs, as well as ODS-bulk subsidies.

a. ODS Monthly Vouchers - Dispose of when all rates are final and vouchers are audited and paid.

b. Voucher Register - Dispose of when no longer required for current business. Retain in Division Chief's files.

c. All other records - Dispose of when 4 years old.

458. Sailing Schedules. This file contains (1) the schedules of sailings, including voyage number, days and dates, type of ship, start and end of voyage, published by the Division of Trade Studies; (2) sheet for every voyage and every ship, approved for total voyage days, arrived and sailed; (3) correspondence from operators to the Division of Trade Studies, and from the regions and Trade Studies.

Dispose of when 10 years old.

Foreign Cost Branch

459. Manning Group Program Subject File. This file contains:

Foreign Crew Manifest: Immigration and Naturalization Service microfilmed crew manifests needed to ascertain manning on foreign vessels.

Manning Computer Printout: Foreign crew manifests, including vessel name, job title of crew member, number of seamen in each job title, presented to U. S. officials by foreign ship operators at each arrival at a U. S. port.

Maritime Analysis Series: Listing of all active vessels in the world, including characteristics of the vessels, length and width, horsepower, speed, year built, cargo and passenger capacity. This file is used to find foreign vessels comparable to U. S. subsidized vessels with respect to manning.

Foreign Maritime Representative (FMR) Correspondence: Correspondence and cables from MarAd to FMR's requesting manning information and replies.

Manning Estimates: Final product of manning estimates: how a foreign operator would man a comparable U.S. subsidized vessel, and a summary containing crew descriptions, such as deck, engine, and steward departments.

Transfer to WNRC when 5 years old. Dispose of when 10 years old.

460. Grain Program Rates Group Program Subject File.

Company Operators - Correspondence, tentative rates, work papers, application for subsidy, cost data, financial reports and statements, subsidy agreements, and cargo fixtures agreement.

Contracts - Copies of contracts between the U. S. and American ship operators for the transportation of U. S. grain to Russia, and addenda to those contracts.

Final Rates - Final rates calculated for a specific grain voyage, recommendations to the Maritime Subsidy Board, U. S. costs, audits, including those of actual expenses for a specific voyage, manning, fuel, repairs, insurance, and supporting papers.

Status of Operating - Differential Subsidy Rates - Status of Russian grain vessels on voyage to be made (origin and destination), amount of subsidy paid and responses prepared for the Maritime Subsidy Board. Oldest document date 1976.

a. Contracts - Dispose of 6 years, 3 months after the contract is terminated.

b. All other papers - Dispose of 10 years after termination of U. S. - U. S. S. R. Maritime Agreement or when no longer needed for current business, whichever is earlier.

OFFICE OF TRADE STUDIES AND STATISTICS

The Office of Trade Studies and Statistics analyzes and recommends the trade route structure and service requirements of the foreign oceanborne commerce of the United States, pursuant to Section 211 of the Act; analyzes and recommends the substantiality and extent of foreign flag competition on essential trade routes; reviews and approves or disapproves voyages of subsidized U. S. - flag operators; evaluates and prepares recommendations on requests of subsidized operators for changes in service descriptions, sailings, and related requirements; prepare reports on traffic and related aspects of applications for Construction and Operating-Differential Subsidies and ship financing guarantees; and collects, maintains, analyzes, and disseminates statistical data on cargo and commodity movements in the foreign oceanborne commerce of the United States, on composition and characteristics of world's merchant fleets, and on employment and utilization of U. S. - flag ships.

461. Reading File. This file consists of copies of correspondence signed by the Director of the Office, subordinate division directors, Assistant Administrator for Maritime Aids, and the Secretary of the Maritime Subsidy Board, arranged in chronological order.

Dispose of when 5 years old.

Division of Trade Studies

462. Operating - Differential Subsidy Contracts. This file contains 20-year Operating-Differential Subsidy contracts, entered into by subsidized operators and the U. S. Government, regarding the agreed-upon trade routes the operator is required to serve, and those ports which he is privileged to serve. These contracts are used when problems develop on the operators' services.

[redacted]

[redacted] Dispose of 6 years and 3 months after termination of contract.

463. Contract Administration File. This file contains correspondence, recommendations, dockets, deviation approval letters, memoranda, including cover memoranda, working materials, and an index of the contents of each folder, used to administer the contract of the subsidized operator.

Transfer to WNRC 3 years after termination of contract. Dispose of [redacted] 10 years after termination.

464. Trade Routes Review File. This file contains information regarding the essentiality of U. S. flag requirements on trade routes in determining that vessels are needed on a specific route and are suitable under Sec. 211 of the Merchant Marine Act of 1936, as amended.

Dispose of when superseded or no longer needed for current business, whichever is earlier.

465. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records, such as: Construction-Differential Subsidy, container handling, rate agreements, trade routes, including essentiality, ship sales and exchanges, and other similar subject documents not related to a specific company.

Dispose of when 5 years old.

466. Soviet Grain File. This file contains applications, contracts, addenda, shipping schedules and other papers related to the Soviet Grain Operating - Differential Program.

Transfer to WNRC 3 years after termination of contract. Dispose of 23 years after termination.

467. Docket File. This file contains correspondence, initial opinions, notices to the parties, petitions, intervenors, final options, pre-hearing rulings, notice of hearings, orders, and other papers related to hearings.

Dispose of 2 years after case is closed.

468. Records of Sailings - Sailing Schedules. These files contain three schedules: (1) Monthly sailing schedules which approve sailings for Operating-Differential Subsidy payment; (2) records of sailings which show approved subsidized sailings, by trade route, and (3) year-end letters. Used as a basis for reviewing the long-term operating-differential subsidy contracts.

a. Monthly Sailing Schedules - Transfer to WNRC when 3 years old. Dispose of when 6 years old.

b. Record of Sailings - Dispose of when 25 years old.

c. Year-End Letters (Recapitulation of Sailing Schedules). Dispose of when no longer needed for current business. Retain in the office of Division of Trade Studies.

469. Transshipment - Pooling Agreement File. This file contains correspondence, memoranda, recommendations, statistical reports by operators, ad-

denda and agreements such as: (1) Pooling Agreements between ship operating companies (a) revenue pools where profits or losses of a trade are shared among member lines according to a fixed, agree-upon formula; (b) joint services agreements in which each participant commits itself to a specified number of sailings or ships in a trade or to a particular geographic range of service; (2) Transshipment Agreements which provide that cargo moving from Port A to Port C and transshipped at Port B, shall move on the first carrier's ship from A to B, on the second carrier from B to C, and the through rate (freight) and sometimes expenses, shall be divided between them on an agreed-upon proportion or rate.

Transfer to WNRC when agreements have been cancelled.
Dispose of 3 years after cancellation.

Division of Economic Analysis

470. Title XI, CDS, ODS Application File. This file contains applications submitted by non-liner operators and forwarded to this Division for analysis of the traffic and revenue aspects of ship financing guarantees, Construction-Differential Subsidy and Operating-Differential Subsidy to determine the economic soundness of the applications based on these analyses, under Title V and Title XI of the Merchant Marine Act of 1936, as amended. The file also includes correspondence, memoranda, recommendations, supporting documents, and other papers related to the appropriate subsidy program.

Separate supporting papers from application file.

a. Applications. Dispose of when 2 years old.

b. Supporting Papers. Transfer to WNRC when 5 years old. Dispose of when 25 years old.

471. Bilateral Maritime Agreement File. This file contains agreements (contracts), amendments, changes, correspondence between members of the agreement, and other documents stipulating the terms of transportation by sea of commodities written into the agreement.

[redacted]

[redacted] Dispose of 6 years, 3 months after the agreement is terminated.

472. Vessel Movement by Port File. This file contains transmittal memoranda and statistics on coastal port vessels (inbound and outbound), according to vessel type and draft. It is used to indicate the quantity of traffic available for ship support services and as a definition of port growth.

Dispose of when superseded.

473. Weekly Charter Letter Report File. This file contains data on worldwide chartering activity, with emphasis on U. S. trade routes. It is used to determine current charter rates, chartering frequency, and size of vessel chartered.

Dispose of when 5 years old.

474. Regulatory Analysis File. This file contains correspondence, memoranda, work papers, studies, draft regulations, instructions, EO 12044, regulatory calendar entries, summary of analyses and background to modify maritime regulations or to initiate such regulations. The analysis enables the lawmakers to change or initiate a regulation.

Transfer to WNRC when 5 years old. Dispose of when 15 years old.

475. Reading File. This file contains copies of each letter, memorandum, recommendation, and telex prepared for the signature of the Director of the Division, the Director of Trade Studies and Statistics, the Assistant Administrator of Maritime Aids, the Assistant Secretary for Maritime Affairs, and the Secretary of Commerce, arranged in chronological order.

Dispose of when 5 years old.

Division of Statistics

476. Failure to File Penalty File. This file consists of correspondence notifying the District Director of Customs that certain shipowners had failed to file the vessel utilization report upon entering the first U. S. port and leaving the last U. S. port, penalty disposition, appeals correspondence, and similar documents related to failure to file reports required by the Merchant Marine Act of 1936, as amended.

Destroy when 5 years old.

[redacted]

477. Docket File. This file consists of orders, notices to all parties, petitions, initial and final decisions, final options, pre-hearing rulings, notice

of hearing and similar documents related to hearings arising out of objection by shipowners to deviation of a shipowner from the following prescribed maritime practices.

Dispose of 5 years after case is closed.

478. Vessel Characteristics Contract File. This file contains contracts with Lloyd's of London, renewable annually, to submit data on vessel characteristics of all active ships in the world, correspondence, memoranda, and services regarding these contracts.

Dispose of when 3 years old.

479. Weekly Activity Report. This file contains reports on the progress made by this office during the week and future projects and plans.

Dispose of when 3 years old.

480. Administrative Subject File. This file contains office copies of papers on such matters as time and attendance,* personnel actions, budget, space, requisitions for service or supplies, legal matters, including legislative bills and laws, and similar housekeeping activities.

Dispose of when 3 years old.

481. Missing Container Reports File. This file contains correspondence to the District Director of U. S. Customs notifying him that ship owners in his district have not submitted the Container-Trailer Report, Form MA 578A or equivalent, and that the shipowner be requested to submit another copy of the report.

Dispose of when 1 year old.

482. Commodity Movement Annual Report (CMA) and Commodity Movement Monthly Report (CMM). This file contains information received from the Census Bureau separated by all container tonnage and dollar value for each U. S. Flag portion carried on U. S. flag vessels, on how the data are aggregated and printed. The data contain movement of commodities (entry and export) in U. S. Oceanborne trade, broken down into U. S. flag and foreign flag categories and showing U. S. flag percentages. The monthly report is preliminary and contains individual flags. The reports cover such items as: commodity by U. S. port; commodity by trade routes; commodity by type of service; trade route by type of service; trade route by direction; U. S. port by type of service; and similar reports related to oceanborne foreign trade. Ad hoc reports are prepared from available information.

a. Division of Statistics copy. Dispose of when 3 years old.

b. Microfiche. Dispose of when 10 years old.

483. Container Cargo System. This file contains computer printouts on oceanborne foreign trade with respect to tonnage, the number of containers, and TEU's (20 foot equivalent unit), loaded and empty. Used to reply to inquiries, and to produce containerized cargo statistics. It is the sole source of container cargo system data.

Dispose of when no longer needed for current business. (Related machine records are not disposable under this item.)

484. Vessel Status Card File. This file contains a record of all U. S. commercial ocean-going vessels, including the form of subsidy agreement, port of delivery date and time delivered, flag, type of cargo, former name and status vessel; e. g., sunk or other disposition. Used as supporting documents for seamen seeking Government retirement.

Permanent. Retain in office. Offer to National Archives when no longer needed for current business or when 30 years old, whichever comes first.

485. Status of Employment - U. S. Flag File. This file contains computer printouts of the area of employment, name of owner or operator, dimensions, type and design of vessel, and the vessel name.

Dispose of when 2 years old. (Related machine readable records are not disposable under this item.)

486. Vessel Inventory Report. This file contains an inventory report of U. S. flag dry cargo and tanker fleets 1,000 gross tons and over by: name of vessel, vessel type, owner/operator, design type, and dead weight tons. This report is used to reply to inquiries, and serves as a basis for preparation of "Vessel Inventory Report."

Dispose of when 25 years old.

487. Status and Area of Employment File. This file contains a summary of all vessel types - name of record such as total tonnage, combination passenger and cargo, freighters, and tankers, and the dead weight of each, excluding vessels operating exclusively on the Great Lakes, inland waterways, and those owned by the U. S. Army and Navy and certain special types.

Permanent. Transfer closed files to WNRC when 5 years old. ~~Offer to National Archives when 30 years old or no longer needed for current business, whichever comes first.~~ Offer to NARS in 5 year blocks when the latest records are 20 years old.

488. Summary - All Vessel Types File. This file contains statistics regarding the employment of U. S. flag ocean-going merchant fleet, vessels

of 1,000 gross tons and over by ownership, status and area of employment, including the total gross and DWT tons, combination passenger and cargo, freighter, and tanker gross and DWT, active and inactive vessels, indexed historical utilization of U. S. commercial vessels since 1946.

Permanent. Transfer closed files to WNRC when 5 years old. Offer [redacted] to NARS in 5 year blocks when the latest records are 30 years old or when no longer required for current business, whichever comes first.

489. U. S. Master File of Ship Descriptions. This file contains the ship description sheet, dimensions, tonnage, owner, shipbuilder, year built, engine type, boiler, steel material, dead weight, gross, and speed. It is used to update name changes, and serve as a history of ships.

Permanent. Transfer closed files to WNRC when 5 years old. [redacted] Offer to NARS in 5 year blocks when the latest records are 20 years old.

490. Maritime Administration Trade System File. This file contains computer printouts on vessel sailings showing vessel ID, operator (for liner service), type of service (liner, non-liner, tanker), commodity, weight and value under Section 212A of the Merchant Marine Act of 1936, as amended. Data base statistics are used to provide the basis for developing foreign flag competition.

Dispose of when 2 years old. (Related machine readable records are NOT disposable under this item.)

491. Foreign Flag Competition File. This file contains recommendations to the Maritime Subsidy Board on determination of substantiality of foreign flag competition and approval of the percentage weights to be accorded each principal competitive foreign flag for use in calculating Operating-Differential Subsidy rates, correspondence, summaries, computer printouts, and work sheets created to support the recommendations. Used by the General Accounting Office to determine how much is paid out in subsidies and to reply to inquiries.

Dispose of when contract is terminated.

492. Container Trailer Report File Form 578A or Equivalent. This file contains data regarding tonnage in and out of the U. S. and to and from foreign ports, on Form 578A or equivalent.

Transfer to WNRC when 1 year old. Dispose of when 5 years old.

493. Lloyd's Voyage Record File. This file contains a record of all active vessels in the world; it includes the name of the vessel and its movements. The record is used to verify vessel movements in controlling Container/Trailer Reports, Foreign Trade information, Form MA 578A or equivalent.

Transfer to the MarAd library when 2 years old as nonrecord material.

ASSISTANT ADMINISTRATOR FOR SHIPBUILDING AND SHIP OPERATIONS

The Assistant Administrator for Shipbuilding and Ship Operations is the principal assistant and adviser to the Assistant Secretary on ship construction, shipbuilding costs, and ship operations activities, and directs the activities of the following organizational units: The Office of Ship Construction, Office of Shipbuilding Costs, and the Office of Ship Operations.

Immediate Office of the Assistant Administrator

(Assistant Administrator)

494. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records that are filed under subjects because they do not concern a specific shipowner, vessel, or other specific entity. Examples are: foam, fisheries, manning, LNG tankers, prepositioning ships, and slow speed diesel.

Permanent. Transfer closed files to WNRC when 5 years old. Offer to NARS in 5 year blocks when latest records are 20 years old.

495. Shipping Companies - Shipyards File. This file contains information copies of in-house correspondence and outside letters regarding ship construction, ship fueling costs, and domestic shipping.

Dispose of when no longer needed for current business.

496. Reading File. This file contains extra copies of documents prepared for the signature of the Assistant Administrator and his superiors, arranged chronologically.

Dispose of when 5 years old.

OFFICE OF SHIP CONSTRUCTION

Immediate Office of the Director

497. Shipowners' File. This file contains correspondence, reports, memoranda, information copies of contracts, amendments, and related documents regarding the building of ships under Title V of the Merchant Marine Act of 1936, as amended.

Dispose of when contract has been completed.

498. Program Subject File. This file contains documents on such subjects as tug-barge, including mobilization, heavy lift ships, LNG transportation, Glomar Explorer, tankers, minority business enterprise, women's business enterprise, national defense reserve fleet, ocean thermal energy conversion, nuclear ship program, Buy American and cargo preference.

Dispose of when superseded.

499. Committee File. This file contains agendas, reports, studies, correspondence, memoranda, rough notes, and supporting documents on interagency committees, used to promote shipbuilding and ship repair in American shipyards.

Dispose of when 10 years old, or when no longer needed for current business, whichever occurs first.

500. Administrative Subject File. This file contains office copies of materials pertaining to such internal housekeeping matters as travel, personnel, requisitions, job descriptions, and similar housekeeping documents.

Dispose of when 5 years old or when no longer needed for current business, whichever occurs first.

501. Weekly Activity Reports File. This file contains reports of progress during the week and plans for the future from subordinate organizational units and their consolidation at the office level.

Dispose of when 4 years old.

502. Reading File. This file contains extra copies of papers prepared or signed by the Director and superior officials, arranged chronologically.

Dispose of when 5 years old.

503. Title XI Application for Guarantee of Obligation File. This file contains applications, plans, specifications, financial documents, estimated costs, contracts, recommendations, correspondence and memoranda pertaining to application for guarantees of obligations under Title XI of the Merchant Marine Act of 1936, as amended.

Transfer to inactive file when 2 years old. Transfer to WNRC when 7 years old. Dispose of when 15 years old.

504. Title V Changes Under Contract File. This file contains copies of contracts submitted by shipowners requesting construction-differential subsidies under Title V of the Merchant Marine Act of 1936, as amended. The file is used when the shipowner requests financial assistance on building a second identical ship and in claims and disputes cases. Dispute file is transferred to the Division of Domestic Costs, Office of Shipbuilding Costs when the dispute has been resolved.

[redacted]

[redacted] Dispose of 6 years, 3 months after the contract is terminated.

505. Contract File. This file contains contracts, amendments, transmittal correspondence, memoranda, comments, and final decisions on shipowners' request for Construction-Differential Subsidies under Title V of the Merchant Marine Act of 1936, as amended.

[redacted]

[redacted] Dispose of 6 years, 3 months after the contract is terminated.

506. Committee File. This file (located in the office of the Assistant to the Director) contains correspondence, reports, publications, regarding professional technical activities, interagency professional societies, which promote the Merchant Marine and advance the state of the art.

Dispose of when Assistant to the Director is no longer a member or chairman.

507. Program Subject File. This file, maintained by the Assistant to the Director, contains correspondence, memoranda and other documents pertaining to the substantive portion of the office records that are filed under

subjects because they do not concern a specific shipowner, specific vessel or any other specific entity. Examples are: Title V ships, Buy American, fixed fire fighting equipment, disputes, and shipyard practices.

Dispose of when 3 years old.

508. Policy File. This file contains a collection of filings, decisions, and policy announcements, dealing with MarAd's administration of Title V and Title XI of the Merchant Marine Act of 1936, as amended. The file is used as a guide for the Office of Ship Construction and represents internal decisions and public announcements.

Dispose of when superseded.

509. Administrative Subject File. This file contains office copies of papers on matters such as time and attendance,* personnel actions,* budget, space, requisitions for services and other objects, and similar housekeeping requirements.

Dispose of when 3 years old.

510. Computer Program Portfolio File. This file contains the audit trail of program development and revisions. Information obtained from the user refers to records theory and program logic. It consists of a listing of the program, test and validation, and sample runs, charts, reports, and supporting papers and memoranda.

Dispose of when superseded.

511. Engineering Computer Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records that are filed under subjects because they do not concern a specific shipowner, vessel or other specific entity. Examples are: total transportation system, projects, mobilization tug-barge, naval architecture, contracts including leased services contracts, agreements, services, competitive bid procedure, Buy American, disputes, maritime policy, subsidy, power plants, fuels, and energy.

Dispose of when 5 years old.

512. Source Punched Card Computer Program Backup File. This file contains punched cards for each program in the program library. When programs are modified or updated, only the punched cards that need to be changed are changed, and the program is recompiled.

Dispose of when superseded.

513. Run Book File. This file contains updated listings of modified programs, current sample runs and printouts, consisting of the library number, title of program, and whether or not program is in card image or binary form.

Dispose of when superseded.

514. Program Run Accounting File. This file contains the account number, user charge number, program number, and transactions during the run. Its purpose is to verify charges from the vendor and the utility of the system (percentage of time used).

Dispose of when updated.

Division of Engineering

515. Administrative Subject File. This file contains documents pertaining to directives, bulletins, paperwork management, management improvement, budget, freedom of information, supplies, equipment, personnel management, training, security clearances, travel and similar housekeeping activities.

Dispose of when 5 years old.

516. Reading File. This file contains extra copies of letters and memoranda prepared for the signature of the Chief of the Division, his superiors and his subordinates, arranged chronologically.

Dispose of when 3 years old.

517. CDS Contract Ship Correspondence File. This file contains correspondence regarding contracts on ships being constructed under Title V of the Merchant Marine Act of 1936, as amended, letters from shipyards, minutes of meetings by the local contract representative, and letters from the Coast Guard. The file is used as an historical reference, background for disputes, contract changes, and comparison of contracts.

a. Technical documents. Dispose of when superseded.

b. All other papers. Dispose of when contract has been completed.

518. Piping Blueprint File. This file contains blueprints submitted by shipbuilders to MarAd for information and approval. Upon approval, the ship will be built under the Construction-Differential Subsidy Program, Title V of the Merchant Marine Act of 1936, as amended. This file is used as a reference to design a ship in-house.

Dispose of when no longer needed for current business.

519. Title V Precontract File. This file contains technical comments on plans and specifications on Title V application for Construction-Differential Subsidy, review and approval, and correspondence. The file is used as an historical reference and in case a contract needs to be changed, to determine whether to subsidize the change.

Dispose of when ship has been delivered.

520. Post-Contract File. This file contains correspondence to shipyards, shipowner, and MarAd offices (after the contract has been awarded) in clearing up difficulties that have arisen.

Dispose of 1 year after agreement has been reached.

521. Pollution File. This file contains equipment description, technical reference, correspondence, memoranda, publications, reports, manufacturers' catalogues, and similar documents used to determine what equipment each new ship should have.

Dispose of when superseded.

522. Dispute File. This file contains correspondence, drawings, memoranda, dispute documents, including dispute decisions and papers related to a dispute between the shipowner and the shipbuilder, to which MarAd is the third party to the contract.

Dispose of 3 years after the case has been settled.

523. Heating and Ventilation Plan File. This file contains plans submitted to MarAd by the shipbuilder on how the ship will be built as far as heating and ventilation are concerned. The file is used as an historical reference in MarAd and on the technical committee to promote the marine industry.

Dispose of when no longer needed for current business.

524. Preliminary Design Drawing File. This file contains drawings submitted by shipbuilders on machinery piping, electric equipment and machinery arrangements for review by MarAd. Recommendations are made to the shipbuilder, some of which he is required to follow, and others are not so required.

Dispose of when subsidy contract has been signed.

525. Heat Balance Computer Program File. This file contains a computer printout of test runs of hand-calculated heat balances. The file is used to obtain an estimate of the specifications of a proposed power plant of a ship

built under the Construction-Differential Subsidy, Title V of the Merchant Marine Act of 1936, as amended.

Dispose of when superseded.

526. Design Study File. This file contains reports, proposals, recommendations, comments, correspondence, memoranda, statistics, technical articles, plans and proposals, design studies on nuclear-powered vessels, nuclear accidents, including the rest of nuclear-propelled power plants, study of marine power plants, feasibility studies and other studies related to the improvement of engineering in the marine industry.

Dispose of when 30 years old.

527. Title XI Design Comment File. This file contains comments on designs submitted by shipowners to MarAd whose engineers perform technical review; in essence it amounts to an approval subject to the comments. The file is used to form the basis for building a vessel identical with a previous one under the Ship Construction-Differential Subsidy program, Title V of the Merchant Marine Act of 1936, as amended.

Dispose of when 3 years old.

528. Domestic Preference - Buy American File. This file consists of correspondence between MarAd and shipowners and shipbuilders on the administration of Section 505 of the Merchant Marine Act of 1936, as amended, to insure that all ship components are American.

Dispose of when no longer needed for current business.

529. Technical Publication File. This file consists of background material on publications developed and issued by professional engineers on all phases of marine engineering in their areas of competence, under the auspices of the Society of Naval Architects and Naval Marine Engineers (SNAME).

Dispose of when 4 years old.

530. Project File. This file consists of correspondence, plans, memoranda, working files, proposed standards, purchase orders, specifications, information copies of contracts, including contract changes, thermal energy conversion, LNG and similar areas of engineering. This file is used to reply, upon request, to a deficiency by referring to the plans, historical reference, and as a sample in preparing contracts.

Dispose of 1 year after ship has been delivered.

537. Reading File. This file contains copies of outgoing letters prepared for the signature of the Chief, Assistant Chief, anyone designated to act as Chief, and superiors up to the level of Assistant Secretary, arranged chronologically.

Dispose of when 3 years old.

538. Commercial Ship Design Files. This file contains information copies of plans and materials schedules, photographs, including progress photographs, plans and correspondence procedures used in the design of ships in the Construction-Differential Program, under Title V of the Merchant Marine Act of 1936, as amended, regarding privately-owned ships built in private shipyards.

Transfer to WNRC 6 months after the last ship under contract is delivered.

Dispose of when 5 years old.

539. Ship Delivery Documents. This file contains American Bureau of Shipping and U. S. Coast Guard Certificates certifying to the sea-worthiness of subsidized ships built by private owners in private shipyards under Title V of the Merchant Marine Act of 1936, as amended.

Transfer to the WNRC 6 months after the last ship under contract has been completed.

Dispose of when 10 years old.

540. Visual Aids. This file contains slides, Vu-graphs, photo prints, and presentations shown to industry, schools and other interested groups on the work of the Office of Ship Construction.

Dispose of when superseded.

541. Shipbuilding Facilities File. This file contains data on the number and types of shipways, shops, dry docks, and shipyard plans required by Section 211 of the Merchant Marine Act of 1936, as amended, directing maintenance of current records of the number, location, and efficiency of U. S. shipyards.

Dispose of when superseded.

542. Program Subject File. This file contains correspondence, memoranda and other documents pertaining to the substantive portion of office

531. Delay Claims File. This file contains delay claims on Title V applications because of delays in completion dates, excusable under the contracts.

Dispose of when 1 year old.

532. Print Correspondence File. This file contains correspondence submitted by shipbuilders transmitting prints for (1) original approval and/or comments; (2) revision approval and or comments; and (3) information and file. Most of the file refers to Title V projects in dispute.

Dispose of when 10 years old.

533. Court Action File. This file consists of petitions for court action on claims which are brought into the U. S. Court of Claims and correspondence on changes of contract which result in disputes in which the Maritime Subsidy Board is a party. The file also contains reports of the status of cases.

Dispose of when 10 years old.

534. Design Listing of Changes Under Title V File. This file contains design listing of change letters for approval for Construction-Differential Subsidies, requested by shipowners and contractors under Title V of the Merchant Marine Act of 1936, as amended.

Dispose of when 15 years old.

Division of Production

535. U. N. Organization for Economic Cooperation and Development File. This file contains a copy of an international organization report requested of MarAd by the Department of State "Working Party no. 6 of the Council of Shipbuilding," on which MarAd indicates statistical data on merchant ships constructed in the U. S. and a report in which all countries of the world furnish the same information for their countries.

Dispose of when 2 years old.

536. Program Subject File (Division Chief). This file contains documents pertaining to the substantive portion of office records that are filed under subjects because they do not concern a specific shipowner, vessel, or other specific entity. Examples are: subcommittee on shipbuilding, National Fire Protection Association, CDS Two-Party contracts, shipbuilding analysis, construction representatives, and similar documents.

Dispose of when 5 years old.

records that are filed under subjects, because they do not concern a specific shipowner, vessel or any other specific entity. Examples of such subjects are: CDS, contracts, ship design, production, shipyard design, ship construction, ship operation, classification sheets, design classification, index of applications, and major events.

Dispose of when no longer needed for current business.

543. Metric Implementation Conversion Act File. This file contains minutes, guidelines, administrative orders, technical conversion data, reports, studies and similar papers of various groups assigned to convert to the metric system for the Marine Section.

Dispose of when superseded or upon non-participation in various committees, whichever is first.

544. Value Engineering File. This file contains correspondence, memoranda, vendor manuals, ship designs, projects, studies, work papers, and similar papers calculated to improve ship design and construction by establishing new ways of performing the same operation at reduced costs, new designs, and informing ship designers of the advanced state of the art.

a. Design File - Dispose of 1 year after completion of applicable ship contract.

b. Project File. Dispose of when 10 years old.

c. Value Engineering Informational Letters. Dispose of when superseded.

545. Minority Business Enterprise Program File. This file consists of reports, correspondence, memoranda, and similar papers regarding the minority business enterprise agency promotional program directed toward stimulating the participation of minority business in the maritime industry.

Dispose of when no longer needed for current business.

546. Woman's Business Enterprise Program File. This file contains reports, correspondence, memoranda, and similar papers regarding the women's business enterprise agency promotional program directed toward stimulating the participation of women in business in the maritime industry.

Dispose of when no longer needed for current business.

547. Design File. This file contains operating procedures, design classification sheets, identification of specifications, memoranda specification data, addenda regarding ships constructed under the Construction-Differential Subsidy program of the Merchant Marine Act of 1936, as amended.

Dispose of when 10 years old.

548. Microfilm File. This file contains 35 mm rolls and 105 mm microfilm of shipyard drawings, including indexes, provided for ships built under Title V, VII, and XI of the Merchant Marine Act of 1936, as amended.

Permanent. Offer to the National Archives when 30 years old or no longer needed for current business, whichever occurs first.

549. Blueprint Index Logs. This file contains indexes to blueprints which are stored at the Washington National Records Center.

Dispose of when 30 years old.

550. Request Correspondence File. This file contains incoming correspondence and copies of outgoing correspondence regarding requests for drawings, tracings, and machinery procedure.

Dispose of when 5 years old.

551. Design Correspondence File. This file contains incoming letters, plans, requisitions, purchase orders, testing data and similar documents.

Transfer to WNRC 5 years after completion of contracts. Dispose of when 10 years old.

552. Ship Parts Correspondence File. This file contains correspondence from shipyards and shipowners regarding components, material, equipment, and other parts of a ship being built under Titles V, VII, and XI of the Merchant Marine Act of 1936, as amended.

Dispose of when 10 years old.

553. Owners and Contractors Correspondence File. This file contains correspondence, (a transmittal letter used to transmit blueprints to Mar-Ad), and a correspondence control sheet, MA 61 or equivalent, used as a control sheet. Blueprints are submitted by the shipowner or design agent.

Transfer to WNRC when contract is closed. Dispose of 10 years after closure.

554. Plans Correspondence. This file contains correspondence concerning ship's plans for construction of vessels under the Construction-Differential Subsidy program under Title V of the Merchant Marine Act of 1936, as amended.

Dispose of when contracts have been closed.

555. Ship Specifications File. This file contains ship specifications regarding the construction of ships under Titles V, VII, and XI of the Merchant Marine Act of 1936, as amended.

Dispose of when no longer required for current business.

~~Permanent. Retain in office. Offer to National Archives when 30 years old or no longer needed for current business, whichever occurs first.~~

556. Blueprint File. This file contains blueprints from shipyards, vendors, and design agents. They are the working plans of a ship to be constructed. The file also contains a planned schedule which is essentially an index and a copy of the incoming letter. The file is used for historical reference.

Transfer to WNRC when contract is closed. Dispose of when 10 years old.

557. Engineers' Operating Manual File. This file contains engineers' operating manuals describing the operation of piping systems description, mechanical ventilation, electrical systems and similar operating instructions for MarAd engineers.

Transfer to WNRC 2 years after close of contract. Dispose of 10 years after closure.

558. Instruction Books File. This file contains preliminary and final instructions submitted by shipyards on the maintenance and operation of ship parts.

Transfer to the WNRC 6 months after contract has been closed. Dispose of 10 years after closure.

559. Shipbuilding Base File. This file contains data on shipyards which are actively building or seeking construction contracts for Merchant Marine or Navy ships. It includes MA 832, Shipbuilding Order Book and Shipyard Employment or equivalent, a monthly survey and workload projection. It serves as a comparison for Navy, MarAd, and private yards, for mobilization, and for national emergency.

Dispose of when 5 years old.

560. Title V Tracings File. This file contains tracings of ship plans of ships to be constructed under Title V of the Merchant Marine Act of 1936, as amended, the Construction-Differential Subsidy program.

Dispose of when 25 years old.

561. Status of Major Shipbuilding in U. S. Commercial Shipyards File. This file contains a report on the status of major shipbuilding in U. S. commercial shipyards prepared in the Division of Production from the Navy Report and shipyard and from Shipyard Form MA 832 or equivalent showing the shipbuilding industry workload projection and building position utilization of all merchant and Navy ships.

Dispose of when 10 years old.

562. Shipbuilding Progress Report File. This file contains the Shipbuilding Progress Report on Differential Subsidy construction, private construction, and a summary sheet regarding progress of merchant ships. The report shows the name of the contractor, design hull humber, builder hull number, vessel name, vessel owner, percentage of completion, contract award date, and construction dates (keel, launch and delivery).

Dispose of when 25 years old.

563. Naval Sea Systems Command Monthly Progress Reports. This file contains a report of Naval Sea Systems Command Monthly Progress for shipbuilding and conversion of ships and service craft in the U. S. for the U. S. navy and the Security Assistance Program.

Dispose of when 5 years old.

564. Reading File. This file consists of a copy of outgoing letters, prepared in the Division Records Management group and maintained in chronological order.

Dispose of when 3 years old.

Division of Naval Architecture

565. Design Classification Sheets File. This file contains issue design numbers based on the principal characteristics of the design of ships built under Title V of the Merchant Marine Act of 1936, as amended.

Destroy when no longer required for current business.

566. CDS Application File. This file contains pending, active, completed, and inactive applications, correspondence, and plans submitted by the shipowner for Construction-Differential Subsidy under Title V of the Merchant Marine Act of 1936, as amended. It is used as a basis for application review.

Dispose of 10 years after the application is withdrawn or cancelled, or 10 years after the last ship to be constructed under contract has been delivered, whichever is earlier.

567. National Defense Features File. This file contains documents on national defense features on specific ships, correspondence, and supplements to specifications. It is used to determine how modifications of the ship would affect national defense capability, and as a source document to reply to inquiries by the Navy Department.

Dispose of when 30 years old.

568. National Defense Features Plans File. This file contains plans of ships built and to be built under the Construction-Differential Subsidy Program, Title V of the Merchant Marine Act of 1936, as amended. It is used as a source for determining what features are on ships built under this program.

Dispose of when 30 years old, or when no longer needed for current business, whichever occurs first.

569. Ship Specifications File. This file contains ship specifications which are detailed descriptions of the way ships are built with Construction-Differential Subsidies under Title V of the Merchant Marine Act of 1936, as amended. The file is used to review necessary appropriateness in preparing the contract; to design new ships; and as an historical reference.

Dispose of when 30 years old.

570. Design Correspondence File. This file contains correspondence on design changes, addendums, granting of subsidy for change, approvals of change and other documents relating to design. The file is used to determine how current design was arrived at, and as an historical reference.

Dispose of when 10 years old.

571. Company-Agency Correspondence File. This file contains correspondence from companies and agencies on subjects not identifiable with any part of the Construction-Differential Subsidy program and cannot be filed under a specific design number.

Dispose of when 5 years old.

572. Program Budget File. This file contains the budget call, budget submittal, and the total operating budget request for the Construction-Differential Subsidy program.

Dispose of when 10 years old.

573. Policy. This file contains maritime policy, CDS policy, and ship construction policy.

Dispose of when superseded.

574. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records that are filed under subjects because they do not concern a specific shipowner, vessel or any other specific entity under which papers could be filed. Examples of such subjects are: bulk carriers, cargo preference, crew's quarters, LNG tankers, national defense features, model testing, tonnage measurements, and similar documents.

Start a new file every 3 years. Move active papers forward.
Dispose of when 10 years old.

575. Committees - Panels File. This file contains reports, minutes, notices of meetings, and correspondence pertaining to committees, and panels of which MarAd professional engineers are members who promote MarAd interests and improve the Merchant Marine.

Dispose of when 10 years old.

576. Administrative Subject File. This file contains papers on matters such as time and attendance,* personnel, space, requisitions for services, and similar housekeeping requirements.

Dispose of when 5 years old.

577. Plans - Technical Documents File. This file contains plans and technical documents used to administer changes under contract; approval of conversion of principal characteristics; and as an historical reference.

Dispose of when 30 years old.

578. Maritime Prepositioning Program File. This file contains plans prepared by shipbuilder designers for ships to be built by MarAd for use by the U. S. under the Maritime Prepositioning Program. Also contains correspondence and reports.

a. Plans. Dispose of when 30 years old.

b. Correspondence and Reports. Dispose of 5 years after ship is delivered.

579. Program Administration File. This file contains papers, such as ship lists, naval architecture, project managers' manual, navigation channels, and similar papers which serve as the basis for managing the Naval Architecture Program.

Dispose of when superseded.

580. Visual Aids. This file contains slides, Vu-graphs, and photographs presented to the MarAd staff and to members of Congress, the Department of Defense, professional groups and others who have a legitimate interest in the Mobilization Ship Project.

Dispose of when no longer needed for current business.

581. Mobilization Project File. This file contains design data, reports, solicitations, proposal evaluations, contracts, invoices, financial data, correspondence and technical documents on the Mobilization Project, under which ships will be built in large numbers should a national emergency arise.

Dispose of when project is completed.

582. Plans File. This file contains plans of ships under construction and completed under the Construction-Differential Subsidy Program.

Dispose of when 30 years old.

583. Title XI Recommendation File. This file contains memoranda, supporting papers, correspondence with shipyards, shipowners, other Federal agencies, contracts, and technical information on ships to be built under the Construction-Differential Subsidy Program (Title XI of the Merchant Marine Act of 1936, as amended).

Dispose of [redacted] when 10 years old. [redacted]

584. Shipbuilding Progress Report File. This file contains: (1) The status of progress being made on ships under Construction-Differential Program and under private Construction-Shipbuilding Progress Report, issued monthly; (2) permanent report of completed ship construction contracts; and (3) summary of ships built during World War II.

a. Monthly Reports. Dispose of when 5 years old.

b. Completed Ship Construction. Dispose of when superseded.

c. Summaries. Permanent. Offer to National Archives when 30 years old or no longer needed for current business, whichever occurs first.

585. Technical Design Comments File. This file contains MarAd comments on designs submitted by shipowners to MarAd for Construction-Differential Subsidy funds. The comments are sent to the shipowner with a covering letter, so that he will modify specifications -- those he must make for approval of his design and those which will improve the design. The file is used in ship conversion; MarAd determines if optional suggestions were followed.

Transfer closed files to WNRC every 5 years. Dispose of when 20 years old.

586. Specifications File. This file contains Federal, military, and other organizational documents by referenced standard specifications on components, hardware, materials, and similar types of specifications, not including ship specifications.

Dispose of when superseded.

587. Outside Design File. This file contains designs whose source is outside, hydrofoils, naval ships, in-house designs and related designs. The file is used in designing new ships.

Dispose of when 15 years old.

588. Preliminary Design Studies File. This file contains working documents leading to a study to determine the feasibility of a projected design in its broadest aspects. The design is modified as it progresses to its final form. It also contains reports and design summaries.

Dispose of when 10 years old.

589. Offsets Punched Cards. This file contains measurements of ships that define a hull shape of a ship, prepared from drawings and transcribed to punched cards.

Disposal NOT Authorized.

~~Dispose of when no longer needed for current business or when 20 years old, whichever occurs first.~~

590. Computer Program Punched Card File. This file contains computer programs on punched cards relative to the design of ships built under TitleV and XI of the Merchant Marine Act of 1936, as amended, in-house or by outside designers.

Disposal Not Authorized.

~~Dispose of when superseded.~~

591. Title XI Plans, Applications, and Specifications File. This file contains plans, applications, and specifications pertaining to ships built under Title XI, Construction-Differential Subsidy. The file is used by MarAd officials on inspection trips.

Transfer to WNRC 1 year after inspection of vessel. Dispose of when 5 years old.

592. Owner-Contractor Green Sheets File. This file contains correspondence from shipowners or shipyards regarding the transmittal of plans and a route slip for routing correspondence for comment.

Dispose of when contract is closed.

OFFICE OF SHIPBUILDING COSTS

The Office of Shipbuilding Costs collects, analyzes, and maintains data on the relative costs of shipbuilding in the United States and in foreign countries; calculates and recommends the amount of Construction-Differential Subsidy; prepares cost estimates, invitations to bid, and recommendations for the award of ship construction type contracts; authorizes progress payments; prepares cost estimates of changes in contract plans and specifications, adjudicates change orders, and recommends approval of cost settlements and contract addenda; secures, analyzes and maintains data on domestic and world market values of ships; directs and coordinates a pollution abatement program to protect and enhance the quality of the marine environment by control and abatement of ship-generated pollution; and coordinates implementation of the provisions of the National Environmental Policy Act of 1963 within the Administration.

Office of the Director

593. Administrative Subject File. Consists of office copies of items of an administrative nature, including personnel, position description, Senior Executive Service (SES), training, EEO, and other housekeeping matters.

Dispose of when 5 years old or when no longer needed for current business, whichever is earlier.

594. Project File. Includes copies of project proposal, correspondence and recommendations to Maritime Subsidy Board on foreign centers and proposed subsidy rates.

Dispose of when no longer needed for current business or when 10 years old, whichever is earlier.

595. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records that are filed under subjects because they do not concern a specific shipowner, vessel or other specific entity. Examples are: Bulk carriers, LNG, computer-aided activities, Construction-Differential Subsidy, energy conversation, foreign construction of vessels, hospital ships, oil spills, U. S. shipyard modernization, Title XI (vessel cost approval).

Dispose of when no longer needed for current business.

596. Shipowner-Shipbuilder Company File. This file consists of shipowner-shipbuilder documents such as Title V, Construction-Differential Subsidy, Title XI, ship financing guarantees, cost data, technical reference regarding subsidies and other maritime benefits to the shipowner.

Dispose of when no longer needed for current business.

597. Ship Appraisals Correspondence and Administrative File. Contains Ship Appraisals provided under contract by 4 independent appraisers. This information, as well as independently developed appraisals, are programmed into computer systems resulting in semi-annual Ship Appraisal Report provided to the Ship Valuation Center. Used to determine trade-in values and insurance valuations.

Dispose of when 10 years old or when no longer needed for current business, whichever occurs first.

598. Ship Valuation Committee Correspondence and Minutes. Contains correspondence with minutes of, and miscellaneous special cases of, the Ship Valuation Committee.

Minutes of Ship Valuation Committee:

a. Record Copy - Permanent - Transfer closed files to WNRC when 5 years old. Offer to NARS in 5 year blocks when the latest records are 20 years old.
b. Correspondence and other material: Dispose of when 10 years old, or when no longer needed for current business, whichever occurs first.

599. Reading File. This file consists of an extra copy of documents signed by the director, his superiors, and subordinates, arranged chronologically.

Dispose of when no longer needed for current business.

Division of Foreign Costs

600. Program Subject File. Research Data Base: Includes copies and excerpts from U. S. and foreign trade publications, collected and used on a continuing basis to provide information on costs in foreign shipyards. Material used to develop foreign costs estimates and recommendations for submission to the Maritime Subsidy Board and in briefing agency officials visiting overseas areas. Included in this file is a history of the methods

and procedures for determining cost differential subsidies covering the period 1954 to present.

Dispose of when 10 years old or no longer needed for current business, whichever is earlier.

601. Country File. Contains information on shipbuilding facilities, capabilities and experience in a given country. Information is gathered from industry publications and journals, MarAd overseas reqpresentative and directly from companies concerned. Includes correspondence. Information is used to help establish foreign ship building centers for a particular class and type of ship.

Dispose of when 10 years old or no longer needed for current business, whichever occurs first.

602. Quarterly Report on World Shipbuilding (Vessels 5000 DWT and over). This file contains narrative reports based on subject and country files. The report is used as a basis of recommendation on Cost Differential Subsidy submitted to the Maritime Subsidy Board.

a. Reports. Dispose of when 25 years old.

b. Backup material and work papers: Dispose of 2 years after the report is issued.

603. Administrative Subject File. Consists of office copies of routine office operations and procedures. Includes personnel, training, comments on progposed policy matters, budget, Time and Attendance,* requisitions for supply and services, travel, trip reports and other housekeeping matters.

Dispose of when 5 years old or no longer needed for current business, whichever occurs first.

604. LNG Project File. This file contains contracts, news clips, telexes, transcripts, correspondence, and memoranda. This file serves as a source to advise industry and other Government agencies on LNG projects and LNG construction.

Official papers (correspondence and LNG): Dispose of when 15 years old.

Work and reference papers: Dispose of when no longer needed for current business.

605. Economic File. This file contains publications, cablegrams, news clips, statistics on labor costs, material costs, foreign exchange routes, international trade, and financial data used as a source to advise the staff on economic conditions and costs on foreign shipbuilding countries.

Dispose of when no longer needed for current business.

606. Foreign Estimates Project File. Contain correspondence and work papers including contract guidance plans and specifications submitted with applications for construction subsidy. The information is used to develop independent cost factors and to provide recommendations on cost differential subsidies to the Maritime Subsidy Board.

a. Official papers (correspondence and estimates of foreign costs): Dispose of when 15 years old.

b. Work and reference papers: Dispose of when no longer needed for current business.

Division of Domestic Costs

607. Contract Subsidy File. Bid and correspondence files documenting the methodology of contract subsidy, procedures and methods. Used as backup to certain types of contract files. Primarily consist of completed contracts for purposes of developing current procedures and methods and contracts.

Dispose of when no longer needed for current business.

608. Program Administration File. Work papers and Program Administrative files.

Official papers: Dispose of when 10 years old or no longer needed for current business, whichever is earlier.

Work papers: Dispose of when no longer needed for current business.

609. Administrative Subject File. Papers concerned with routine office procedures and operations, requisitions, equipment inventory and other housekeeping files, etc., including office copy of Time and Attendance Report* submitted biweekly.

Dispose of when 3 years old or no longer needed for current business, whichever is earlier.

610. New Construction Applications and Estimates of Cost File. Contains cost estimating details, correspondence and data submitted by owners and shipyards. Material reviewed to determine eligibility for subsidy, develops independent cost estimates, negotiates price adjustments as appropriate, determines "reasonable" costs and provides recommendations for final determination and action by the Maritime Subsidy Board.

a. Transfer to WNRC 5 years after acceptance by owner.

b. Dispose of when 25 years old.

611. Pre-Contract Application File. Contains detailed cost estimates developed by shipyards prior to letting contract. Reviewed to determine validity of costs. Independent estimates are generated; previous work by same contractor is examined and used for comparison purposes. Correspondence is filed in folder separate from the application file.

Transfer to WNRC when 6 years old. Dispose of when 10 years old.

612. Annual Report to Congress-"Relative Cost of Shipbuilding in the Various Districts of the U. S." Backup data and analysis; work papers and 1 copy of each report. Dispose of when no longer required for current business.

~~a. Annual Report [illegible] Office to National [illegible] 25 years old.~~

~~b. Backup data and work papers used to [illegible]. Dispose of when [illegible] 25 years old.~~

613. Contract File. This file contains copies of contract document, amendments, etc. Correspondence placed in auxiliary file.

Transfer to WNRC when 5 years old. Dispose of when 25 years old.

614. Contract Correspondence File. Filed by contract number as ancillary file, contains all correspondence concerned with a given contract.

Transfer to WNRC with contract when 5 years old. Dispose of when 25 years old.

615. Progress Payment Documents. Progress payment requests and approvals.

Dispose of progress payment document when all outstanding matters are settled for the contract.

Final payment documentation held with contract.

616. Obligations. Filed by contract number. These files document the obligation of funds to cover costs of national defense features built into vessels. Plan proves running plus prorated contract amount, escalation, change order.

Transfer to WNRC when 5 years old. Dispose of when 25 years old.

617. Change Orders to Contracts. Monitored to determine and authorize additional costs or payments (payment approval mechanism).

Transfer to WNRC when 5 years old. Dispose of when 25 years old.

618. Closure File. Primarily financial documents, containing details of construction costs. Totals reconciled between payments and obligations.

Dispose of when 5 years old.

619. Memos of Agreement. Informal document used to permit contractor to build. This is used in lieu of formal contract amendment. Provides Title V tabulations and breakdown of costs. Used to establish basis of recommendation to Subsidy Board.

Transfer to WNRC when 2 years old. Dispose of when 5 years old.

620. Withdrawal Files for Title XI Construction Loan and Mortgage Guarantees. Document the withdrawal of funds under construction/loan and mortgage guarantees.

Dispose of 5 years after ship is delivered.

621. Contract Change Estimate File. Copies of application for subsidy or changes to ship construction plans includes drawings, specifications and estimated costs submitted by owners or shipyards to support application. Used to determine (a) eligibility under subsidy criteria; (b) to prepare independent cost estimates; (c) to negotiate appropriate financing, as necessary, and (d) to prepare recommendations for the Maritime Subsidy Board.

- Send to WNRC 5 years after delivery of ship.
- Dispose of when 25 years old.

622. Title XI File, Applications for Loan Guarantees. Applications for guarantee of obligations (submitted by owners) to aid in securing financing of construction costs, files used to determine compliance with the Maritime Act, reasonableness of cost estimates so that a commitment memo may be

issued. Construction progress is monitored to certify and authorize payments as work on vessels is completed.

Destroy when 3 years old.

623. Reading File. This file consists of all extra copies of documents prepared or signed in the office, maintained in date order.

Dispose of when 3 years old or when no longer needed for current business, whichever comes earlier.

Division of Environmental Activities

624. Program Subject File. Contains correspondence, comments, reports, proposed regulations, affecting the environment from outside organizations at the Federal, state and international level. Includes International Conferences and Agreements, Bilateral and Regional agreements concerning various aspects of environmental activities (EA) affecting pollution by marine systems. Also includes documentation of MarAd participation.

a. Official documents such as MarAd prepared EIS's and comments on EIS's by other agencies and organizations and related documentation. Transfer to WNRC when 10 years old. Dispose of when 25 years old.

b. Working Papers: Dispose of when no longer needed for current business.

625. Quarterly Pollution Abatement Report. This document provides a continuing chronology of environmental concerns of the MarAd and highlights those of current concern, particularly vessel source pollution. Source: Program Subject documentation, Federal Register items, technical journals, news clippings, EA weekly activity reports including advice on shipbuilding and reconstruction to provide appropriate control measures and means of utilizing dock-side facilities to treat ballast, tank and other effluents. Provides the Assistant Secretary for Maritime Affairs with highlights of current environmental concerns of MarAd. Report receives limited distribution to MarAd offices and other Federal agencies.

a. Quarterly Pollution Abatement Report: Transfer to WNRC when 10 years old. Dispose of when 25 years old.

b. Backup Materials: Dispose of 1 year after submission of report.

OFFICE OF SHIP OPERATIONS

The Office of Ship Operations formulates national policies and programs for the operation, maintenance and repair of Administration-owned or acquired merchant ships, conduct of ship condition surveys, maintenance of the national defense reserve fleet, including the ship preservation programs, and related ship operations activities; recommends terms of and administers general agency, charter, and related agreements for operation of ships; awards or recommends approval of the award of ship repair contracts; administers the ship sales program; provides safety engineering services; approves or recommends approval of transfers of ships to foreign ownership, registry or flag; develops plans for the acquisition, allocation, and operation of merchant ships in time of national emergency and administer these activities, as required.

626. Employee Accident Report. This report is submitted by the supervisor when his subordinates (MarAd employees) are injured on the job or when they are leaving the premises.

Dispose of when 5 years old.

Division of Ship Management

627. Division Chief's Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records that are filed under subjects because they do not concern a specific shipowner, a specific vessel, or any other specific entity. Examples are: MarAd advisories, use agreements, disputes, salvage, ship components, and vessel operating expense.

Dispose of when 3 years old.

628. Foreign Transfer Vessel File. This file contains applications and supporting papers filed with MarAd by U. S. citizens pursuant to the provisions of the Shipping Act of 1916 for permission to transfer ships to alien flags.

Small Vessels: Dispose of when 3 years old.

Large Vessels: Transfer to the WNRC when 5 years old. Dispose of when 10 years old.

629. Vessel Contract File. This file contains contracts on U. S. flagships transferred to alien flags under MarAd contract and control.

Dispose of when ships are scrapped.

630. Foreign Transfer Program File. This file contains memoranda and transmittal letters on actions taken by MarAd on receiving, investigating, approving or disapproving or recommending the transfer of vessels under U. S. flag to alien flags under the provisions of the Shipping Act of 1916.

Transfer to WNRC when 5 years old. Dispose of when 10 years old.

631. Annual Trustee File. This file contains citizenship papers and financial statements filed with MarAd under the provisions of PL. 89-346 and 46 CFR, Part 221 for approval or disapproval of banks and trust companies to act as trustees to hold a mortgage.

Dispose of when no longer needed for current business.

632. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records that are filed under subjects because they do not concern a specific shipowner, vessel, or other specific entity. Examples are: budget projection, estimate of trade-in and lay-up of ships, drydock costs, average monthly shipyard employment, foreign flag vessels repaired in U. S. ports, labor agreements, and repair contracts.

Dispose of when 10 years old.

633. Russian Grain Program File. This file contains contracts, general orders, applications for subsidy under General Order 116, correspondence, work sheets, audit reports, and other documents relating to the Russian Grain program.

[redacted]

[redacted] Dispose of 6 years, 3 months after termination of the contract.

634. Daily Mid-Life Maintenance and Repair Costs File. This file contains a record of daily mid-life maintenance and repair costs, mark sheets, correspondence and replies on various types of ships, such as: tankers, LNG, tugboats, drilling rigs, and tug-barges.

Dispose of when 10 years old.

635. Use Agreement File. This file contains service agreements, use agreements, and trade-in contracts, memoranda, specifications, requests for reimbursements for repairs, and provisions regarding obsolete ships traded in but being used while the new ship is being built and an allowance of credit is granted toward the new ship.

Dispose of when new vessel has been delivered.

636. Training Ships File. This file contains specifications, correspondence, surveys, financial sheets, invoices, financial plans, legislation, and related papers dealing with the determination of costs of annual repairs, including emergency repairs of training ships.

Dispose of when 10 years old.

637. Ready Reserve Fleet File. This file contains correspondence, financial sheets, estimates, specifications, survey reports and progress reports regarding the Ready Reserve Fleet, and the status of each vessel. In a national emergency, these vessels stand ready to transport goods and military cargo.

Dispose of when 10 years old.

638. Special Projects File. This file contains estimates for: (1) getting ships converted to aid Cuban passengers and (2) emergency sea deployment to send overseas. More specifically, the file contains estimates of costs of project, estimate work sheets, correspondence, specifications, and drawings.

Dispose of when 10 years old.

639. Conversions and Modifications File. This file contains specifications, survey reports, drawings, correspondence, and cost estimates to convert and modify tankers, Liberty and Victory ships, C-4's and B-4 tugs.

Dispose of when 10 years old.

640. Reserve Fleet Deactivation File. This file contains specifications, cost estimates, and correspondence on the reactivation and deactivation of the victory ships in the southeast Asian reserve fleet program.

Dispose of when no longer needed for current business.

641. Titles V, VI and XI Application File. This file contains applications, comments, work sheets, and memoranda, submitted by shipowners to MarAd

as a request for subsidies under Title V and VI of the Merchant Marine Act of 1936, as amended, and as a request for financial guarantees under Title XI of the same Act.

Dispose of when 2 years old.

642. Titles V, VI and XI Blueprint File. This file contains blueprints, capacity plans, and general arrangement plans regarding unique marine equipment.

Dispose of when no longer needed for current business.

643. Interagency Agreement File. This file contains interagency agreements between MarAd and National Science Foundation to make conditioned surveys and recommended maintenance program by use of MarAd contractors, condition reviews, narrative reports, memoranda, and related material regulating the interagency agreement, and vessel surveys. The National Science Foundation reimburses MarAd and MarAd pays the contractor.

a. Interagency Agreements. Records created after June 30, 1975 - Dispose of 6 years, 3 months after the agreement is terminated.

b. All other papers - Dispose of when no longer needed for current business.

644. Vessel Operating Expenses - Special Ship Costs Studies File. This file contains cost studies of cruise vessels, EDA, ship operating cost studies, and estimated operating expenses.

Dispose of when 10 years old.

645. Port Tariff File. This file contains documents regarding dockage, wharfage, warehousing, pilotage, and tug service, and costs used to develop voyage costs. These are posted whenever there is a change in the tariff, developed by the applicable U. S. port authority. Tariff changes are posted as received for facilities and services.

Dispose of when no longer needed for current business.

646. DOD - Vessel Itinerary Schedules of Military Sea Lift Command File. This file contains reports of ships from DOD regarding tanker and dry cargo schedules of ships which serve as a nucleus of the Military Sea Lift Command.

Dispose of when 1 year old.

647. General Agency Agreement (NSA) File. This file contains agreements with ship companies, memoranda, copies of contracts, amendments, recommendations, comments, proposals, and other material related to the operation of ships during an emergency under MarAd orders. The file is used for determining (1) operational capability of a company; (2) vessel charter rates; (3) management renumeration; (4) assignment of vessels; and (5) reference source for compliance.

Dispose of when contracts are superseded.

648. Chart Survey File. This file contains computer runs of strategic commodities moving annually between the U. S. and foreign ports. Ports are rated on the strategic importance for U. S. economic viability. Review Chart coverage is provided to the Defense Mapping Agency. The file also contains vessel navigational and vessel operational data such as: optimum track ship routing system, satellite navigation, vessel traffic control systems and other data related to navigation and operating of vessels.

Dispose of when superseded.

649. National Defense Executive Reserve Program File. This file contains correspondence and telexes relating to U. S. citizens residing in foreign countries who have the expertise to represent the National Shipping Authority during national emergencies, arranged geographically.

Dispose of when 10 years old or no longer needed for current business, whichever occurs first.

650. Emergency Planning Program File. This file contains draft position papers regarding agency proposed programs and duties, responsibilities, and functions during a national emergency. This program is to assure effective management of ships, ports, shipyards, repair yards, and maritime personnel.

Dispose of when superseded or program has been implemented by the Assistant Secretary for Maritime Affairs.

651. U. S. Merchant Vessel Locator Filing System File. This file contains policy position papers of USMER, the merchant vessel locator program, whose purpose it is to keep agencies of the Federal Government informed concerning arrivals, departures, and at-sea locations of U. S. flag merchant vessels and particular foreign flag, U. S. owner vessels throughout the world. The file shows: weekly and daily vessel position of U. S. flag, name of ship, ship flag, type, departure port, date departed, vessel destination and other locator items.

a. Vessel Positions. Dispose of when 4 weeks old.

b. Policy. [redacted] Dispose of when no longer needed for current business.

652. National Shipping Authority Order File. This file contains orders initially put out by MarAd and subsequently acted upon by NSA as its order on such subjects as: fiscal rates, tanker rates, operations, dry cargo and passenger rates, insurance, dry cargo traffic, labor regulation, and repair and maintenance. It furnishes the authority and responsibility in estimating writing specifications. Dispose of when no longer required for current business. [redacted].

653. MarAd Advisory Program File. This file contains Early Warning telegrams or letters to steamship companies in the U. S. regarding military and political information, including declaration of hostilities and territorial sea claims, and others. Dispose of when no longer needed for current business. [redacted].

654. Title XI Survey Reports File. This file contains survey reports from the American Bureau of Shipping and from shipowners on the condition of ships that MarAd guarantees under Title XI of the Merchant Marine Act of 1936, as amended. The ships must meet standards until the mortgage is paid off to MarAd.

Dispose of when superseded.

655. Title XI Delinquent Correspondence File. This file contains documents relating to delinquent survey reports. The response to letters is sent to the Ship Financing Guarantees Office.

Dispose of when vessel is sold, scrapped, or paid off.

656. Computer Printout Vessel Machinery and Repair Cost File. This file contains computer printouts of vessel Machinery and Repair analyses of costs of ships under subsidy by MarAd. The file shows by month: name of ship, ship design, class, ship component, cost, time, average cost (dollars per ship per month), average cost (by design), and average cost (by cost).

Dispose of when 1 year old.

657. Ship Drawing File. This file contains plans of ships in the Ready Reserve Fleet, World War II and after.

Dispose of when ship is removed from Ready Reserve Fleet Program.

658. Ready Reserve Fleet Ship File. This file contains documents relating to the purchase, repair, reports, analyses, spare parts, and inspection of equipment of ships that are part of the Ready Reserve Fleet.

Dispose of when ship is removed from the Ready Reserve Fleet program.

659. Ship Hulls Video Tape File. This file contains underwater tapes of ship hulls in the Ready Reserve Fleet, whose purpose it is to review the conditions of ship bottoms.

Dispose of when ship is no longer in the Ready Reserve program.

Division of Reserve Fleet

660. Invitation for Bid - Contract File. This file contains invitations for bid (contracts), correspondence, memoranda, amendments, work papers, and other documents related to invitations for bid on vessels in the reserve fleet.

a. Scrapped Vessels papers.

[redacted]

[redacted] - Dispose of 6 years, 3 months after the contract is terminated.

b. Non-transportation Use Vessels. Transfer to WNRC when bonding period is up. Dispose of 20 years after bonding period is up.

661. Fish Reef Program File. This file contains papers regarding P. L. 92-402, under which MarAd gives away Liberty ships to states to be sunk as artificial fishing reefs, and including applications from states, assessment from reef project, concurrences from other Government agencies, transfer certificates, and correspondence.

Dispose of when 10 years old or no longer needed for current business, whichever occurs first.

662. Sunk/Disposed of Vessel Card File. This file contains a record of vessels in the reserve fleet which have been sunk, transferred, used as artificial fisheries, exchanged or disposed of by any other means. More specifically, the card file Record of Ship Sales (4 x 6) shows the name of the vessel, awarded to, purchase price, contract number, year built, dimensions, gross tons, location of the vessel, and other pertinent data. The Ship Sales Data and related forms show: the name and address of purchaser, type, date awarded, name of vessel, location, delivery deadline date, actual delivery date, and other essential data.

Permanent: Offer to National Archives when 10 years old or no longer needed for current business, whichever occurs first.

663. Ship Exchange File. This file contains contracts and correspondence regarding the exchange of U. S. privately-owned ships to the Government for scrap ships under P. L. 95-177.

[redacted]

[redacted] - Dispose of 6 years, 3 months after the contract is terminated.

664. Facilities File. This file contains data on shore facilities, dredging and surrounding moorings, leases and permits, aids to navigation, facility inspection, photographs, marine bases, test panel boards, and other documents which relate to shore facilities.

Dispose of when superseded or no longer needed for current business.

665. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records that are filed under subjects because they do not concern a specific shipowner, vessel, or any other specific entity. Examples are: radio equipment, radio sets, tests and experiements, specifications, salinity reports and charts, ship photographs, mooring basins, drawings, studies, inspection reports, preservation, bills of lading fleet phase out, boilers, fuel tanks, paint, dry cargo vessels, tankers and other documents related to the Reserve Fleet.

Dispose of when

[redacted] 10 years old or no longer needed for current business.

666. Project File. This file contains a list of materials to do the job, correspondence, memoranda, unit size comparison, manufacturers' literature

assignment, recommendation, request for bill of lading, cost of project, and final report.

Dispose of when 5 years old.

667. Cathodic Protection File. This file contains correspondenc, reports, drawings, memoranda, ship names in reserve fleet, moorings of ships and other documents relating to cathodic protection, which is the application of current to ship bottoms to preserve them from wasting away (rusting).

Dispose of when no longer needed for current business.

668. Dehumidification Reports File. This file contains a report on all ships MarAd takes custody of in the National Defense Reserve Fleet on dehumidification inspection to maintain desired humidity. The report is submitted by the fleet superintendent to MarAd after he checks on dehumidification when MarAd wants to activate a ship.

Dispose of when ship is scrapped.

669. Supplies and Equipment - Reserve Fleet File. This file contains requisitions for supplies and equipment from the fleet regional index, and copies of contracts. Old copies are used for vendor prices.

Start a new file every 3 years. Dispose of inactive papers when 7 years old.

670. Periodic Recurring Operations Monthly Report File. This file contains data on man-days expended on ship preservation, wage board employees of MarAd and supervisors.

Start a new file every 2 years. Dispose of inactive papers when 5 years old.

671. Field Survey Reports - Preservation Materials File. This file contains reports on the amount of labor and material fleet workmen used to preserve ships in the reserve fleet on expendable items. The file is used to plan the following year's work in preserving the fleet.

Dispose of when 5 years old.

672. Reserve Fleet Drawings. This file contains drawings prepared by shipbuilders of profile of ships, not complete drawings. They are plans of component parts of ships.

Dispose of when no longer needed for current business.

673. Specifications File. This file contains specifications for equipment and materials used in the reserve fleet.

Dispose of when no longer needed for current business.

674. Fleet Reserve Correspondence File. This file contains correspondence on the disposal of ships, grain storage program, hospital ships, exchange ships, date ships went out with which fleet and other areas of correspondence affecting the reserve fleet.

Dispose of when no longer needed for current business.

675. Allowance List File. This file contains the quantity of ship components, under supplies and equipment, that go into the outfitting of classes of ships.

Dispose of when last ship in its class has been scrapped.

676. Regular Wage Schedule. This file contains data on wage rates established in each wage area. This file is used as a source in making up a new wage schedule.

Dispose of when 3 years old.

677. Ready Reserve Fleet Program File. This file includes correspondence, contracts, financial records, working papers, program documents, and travel in connection with the Ready Reserve Fleet Program.

Dispose of when no longer necessary for current business.

678. Vessel Data Card File. This file contains data on all ships in the reserve fleet: ship's name, type of ship, fleet laid up, date and time ship arrived, if withdrawn from fleet, name of shipbuilder, ship characteristics, ships added to fleet or withdrawn for scrap, sales, ships transferred to the Navy Department or other agencies.

Permanent. Offer to National Archives when ~~30~~ 20 years old or no longer needed for current business, whichever occurs first.

679. Vessel Status - Accounting Change Card File. This file contains a record of ships transferred from other agencies or from shipping industry which may be traded in or available for other reasons. The data show ships in lay-up and inactive status.

Dispose of [redacted] when 30 [redacted] no longer needed for current business, [redacted].

680. Sold Ship Card File. This record contains a card file on ships sold from the reserve fleet (1) by invitation for bid by industry or private individuals for scrapping or non-transportation use, and (2) ships in lay up returned to other agencies.

Dispose of [redacted] when [redacted] no longer needed for current business, [redacted].

681. Ship Exchange Program File. This file contains data regarding ships built by the Government in World War II and put into lay up; other steamship companies exchange their vessels for those in better condition, newer, more advanced or otherwise more advantageous to them.

Transfer closed files to WNRC when 5 years old.
[redacted].
Dispose of when 25 years old.

682. Reserve Fleet Ship File. This file contains correspondence, memoranda, ship condition report, preservation work report, log books, electrical inspection reports, ship movement report and other documents relating to each ship in the Reserve Fleet.

Transfer closed files to WNRC when 5 years old.
Permanent. [redacted] Offer to NARS in 5 year blocks when the latest records are 20 years old.

683. Reserve Fleet Surface Craft File. This file contains acquisition documents, service records, date painted, dry docked or other repairs of service craft in the reserve fleet, such as tugs, landing craft, barges, patrol boats, and personnel craft (landing craft).

Dispose of documents when craft is disposed of.

684. Reserve Fleet Summaries of Ships Withdrawal Report File. This file contains statistical reports of laid up ships in the reserve fleet and accumulated ship arrivals, arrivals into fleet, summarized reasons for being laid up, withdrawn, and by whom, on various programs.

Dispose of when 2 years old.

685. National Defense Reserve Fleet Ship File. This file contains the various categories of ships in the National Defense Reserve Fleet Ships by: design, commercial dry cargo, military auxiliary, commercial, miscellaneous. The file is the only source of data on National Defense Reserve Fleet Ships to be used in the event of a shipping emergency.

Dispose of

[redacted] when [redacted] or no longer needed for current business, [redacted].

686. Arrival and Departure Ship Report File. This file contains reports from the various reserve fleets on the arrival and departures of reserve fleet ships in and out of the fleet.

Dispose of when 2 years old.

687. Direct and Reimbursable Program File. This file contains copies of travel orders, budget documents, requisitions, memoranda, telexes, job orders, and related papers on the Reserve Fleet Program.

Dispose of when 7 years old.

ASSISTANT ADMINISTRATOR FOR MARKETING AND DOMESTIC ENTERPRISE

The Assistant Administrator for Marketing and Domestic Enterprise is the principal assistant and adviser to the Assistant Secretary on market development, port and intermodal transportation development, cargo preference, and domestic shipping activities, and directs the activities of the following organizational units: The Office of Market Development, the Office of Port and Intermodal Development, and the Office of Domestic Shipping.

OFFICE OF DOMESTIC SHIPPING

The Office of Domestic Shipping formulates and implements national policies and programs for the development and promotion of the domestic waterborne commerce of the United States, including the inland waterways and non- contiguous, coastwise and intercoastal trades; formulates plans, conducts studies, and makes recommendations to improve the competitive position and increase utilization of domestic waterborne transportation; and collects, maintains, analyzes, and disseminates data on cargo and commodity movements in the domestic waterborne commerce of the United States.

Division of Domestic Ocean Shipping

688. Administrative Subject File. This file consists of records pertaining to internal housekeeping matters such as press reports, releases, speeches, trade association newsletters and directives, weekly activity reports, annual report tests, equal employment opportunity, property inventory, security, budget, and legislation.

Dispose of when 3 years old.

689. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records that are filed under subjects because they do not concern a specific shipowner, vessel, or other specific entity. Examples are: MarAd assistance and promotion programs, program planning, contractors, program policy, mortgage insurance, national defense reserve fleet, capital construction funds, coal, petroleum, LNG, pollution, cargo preference, terminals, bulk cargo, Great Lakes and off-shore industry.

Dispose of when no longer needed for current business.

690. Non-Contiguous Trade Area File. This file contains trade studies, economic studies, trade publications, and correspondence concerned with those non-contiguous states and territories served by domestic ocean shipping.

Dispose of when superseded.

691. Vessel Operators' File. This file contains correspondence, news clippings, and operators' trade journals which give a history of each oper-

ator of vessels and barges engaged in domestic ocean shipping. The file is used to distinguish who operates in various trades (geographical) and assists other MarAd divisions in identifying operators in various trades.

Dispose of when no longer needed for current business.

692. In-House Trade Reports File. This file contains reports prepared and issued by MarAd on specific trade activity; e.g., Maine-Florida marine transportation study, role of U. S. tanker in the Virgin Islands, U. S. - Main-land oil trade, and coastwise coal carriage.

Dispose of record copy of report when no longer needed for current business.

693. Domestic Trade Statistics Computer Reports File. This file contains printouts of domestic trade statistics covering operator, commodity, tonnage, districts, ports, and vessel types. Source data are obtained from tapes from the Army Corps of Engineers. The file is used to furnish data to domestic trade operators, MarAd staff, other Government agencies, brokers, and shipyards.

[redacted]. Dispose of when 5 years old.

694. Photograph- Slides File. This file contains photo-slides of operators, ports, and vessels photographed on an inspection trip.

Dispose of when no longer needed for current business.

695. Reading File. This file contains an extra copy of documents prepared for the signature of the division chief and his superiors, arranged chronologically.

Dispose of when 5 years old.

Division of Inland Waterways

696. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records that are filed under subjects because they do not concern a specific shipowner, vessel, or other specific entity. Examples are: pollution, domestic waterborne commerce, Federal Assistance Programs, environmental impact, ports and intermodal systems, water resources, terminals, hazardous materials, energy conservation, locks and dams, research and development.

Dispose of when 5 years old.

697. Project File. This file consists of final reports, monitoring reports, and interim repairs (technique for repairing barges that is not permanent). Examples of projects are: Tank Barges Interior Repair Techniques, Transportation of Hazardous Substances in bulk and Inland Waterways Trade Areas, and correspondence between MarAd and the contractor and individual companies involved in the study.

Dispose of when 10 years old.

698. Administrative Subject File. This file consists of office copies of documents relating to such internal housekeeping matters as budget, Equal Employment Opportunity, work plans, weekly activity report, position descriptions, meetings and conferences, presentations, trip reports, speeches.

Dispose of when 3 years old.

699. Reading File. This file consists of an extra copy of documents prepared or signed in the division by the chief and his superiors, arranged chronologically.

Dispose of when 5 years old.

OFFICE OF MARKET DEVELOPMENT

The Office of Market Development formulates policies and conducts programs for the promotion and development of increased trade for U. S. - flag ships in the foreign commerce of the United States; develops and maintains cooperative efforts with Government agencies, and with shippers, forwarders, bankers, insurance and other groups to promote cargo and trade expansion for U. S. - flag ships; calculates and recommends guideline rates, terms and conditions for transportation of Government-financed cargoes; and regulates, reviews and reports on the administration of cargo preference activities under Public Law 664, 83rd Congress, Public Resolution 17, 73rd Congress, and other statutes, in accordance with Section 901 of the Act.

Office of the Director

PRINT-OUT

700. Cargo Operations Ship Information Systems File (COSIS). This file contains a computer [redacted] of comparison of imports and exports of commodities of other countries with the U. S. The file shows the port, commodity, description, long tons, dollar value, for all U. S. ports.

Dispose of when 5 years old.

701. Administrative Subject File. This file contains papers on such matters as budget, leave, flexitime, personnel, emergency planning, travel, training, and similar housekeeping requirements.

Dispose of when 5 years old.

702. US/USSR Maritime Information Systems Agreement File. This file contains agreements, contracts, correspondence, memoranda, invoices, modifications, and budget data concerning the agreement between U. S. and USSR on information systems. The file also contains supporting papers and cargo information sheets prepared by private American companies and submitted to MarAd. MarAd forwards the information to USSR. It shows type of vessel, number of voyages, port vessel went to, weight, and freight rates.

a. Agreements - Contract Documents

[redacted]

[redacted] Dispose of 6 years, 3 months after the agreements/contracts have been terminated.

b. All other papers - Dispose of 5 years after the contract has been completed or when the papers are no longer needed for current business, whichever is earlier.

Market Analysis Program

703. Research Contract File. This file contains correspondence, precontract documents, contracts, amendments, progress reports, papers related to the study, proposals, drafts, selection records, and similar documents related to contracts with research contractors. Oldest record dated 1976.

Transfer to the WNRC after completion of contract. Dispose of 6 years, 3 months after termination of contract.

704. PreContract Study Areas File. This file contains data gathered from technical sources from which contracts' scope of work is derived. It consists of journal articles, press clips, trade magazines, previous studies, and similar materials.

Dispose of when superseded.

705. Panel File. This file contains project outlines, panel results (evaluations), status reports, slide show, correspondence, agenda, memoranda, and similar panel materials.

Dispose of when 3 years old.

706. Reading File. This consists of copies of letters prepared for the signature of the program manager for market analysis.

Dispose of when 3 years old.

Division of Commercial Cargo

707. Country File. This file contains trade data (cables and publications) and any papers relating to trade used as enhancement of the market lead system, which is an intelligence gathering system directed to U. S. flag ocean carriers.

Dispose of when superseded.

708. Steamship Lines File. This file contains steamship lines promotional documents, articles of current interest, and available steamship services. The file is used to enable MarAd staff to be up-to-date on steamship services and equipment.

Dispose of when superseded.

709. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records that are filed under subjects because they do not concern a specific shipowner, vessel, or any other specific entity. Examples are: USSR/US Bilateral Agreement, including manifests, edit listings (cargo listings of USSR/US ships), reports, monitoring of freight sharing agreements, studies, such as voyage analysis, and other similar documents.

Dispose of when superseded.

710. Market Lead System Reports. This file contains specialized reports relating to the market lead system. issued by MarAd at the request of steamship lines. Each report concerns several countries.

Dispose of when 3 years old.

711. Flag Penetration of U. S. Foreign Trade Route Report File. This file contains reports prepared by the Office of Management Information, tailor-made to an individual request, relating to trade and vessel statistics for a given period. It is used to evaluate the trend of trade, expecially in U. S. participation, whether good or bad.

Dispose of when 10 years old.

712. Bulk Conference Work Program File. This file contains work assignments and supporting documents created for the promotion of action on the part of other agency officials to improve bulk shipping.

Transfer closed files to WNRC when 5 years old.

Permanent. [redacted]

Offer to NARS in 5 year blocks when the latest records are 15 years old.

713. Major Bulks - Shippers' File. This file contains correspondence, memoranda, analyses, and corporate data which form an historical record on MarAd's efforts to promote the ownership and operation of American ships.

Dispose of when project has been completed.

714. Projects File. This file contains correspondence, outside contracts, supporting papers, and similar material relating to projects with respect

to independent companies on subjects such as: tug barge promotion, Bureau of Mines study on non-fuel mineral policy, standard bulk vessels, and coal working group.

Dispose of when project has been completed.

715. Operator File. This file contains the names of persons of actual and potential shipowners and ship operators who are induced by MarAd to build and operate ships for the transportation of commercial cargo.

Dispose of when project has been terminated.

716. Program Administration File. This file contains budget justification, study, proposals, program definitions, quarterly reviews and goals of the administration of programs to promote the increased construction and operation of ships for use in the transportation of commercial cargo.

Dispose of when program has been terminated.

717. Conference File. This file contains minutes, agenda, reports to industry, administrative record, bulk, conferences, vessel construction, vessel financing, vessel operations, technological considerations, domestic trading, labor, and similar conference documents. This file may be incorporated into the agency's history.

Dispose of when incorporated into agency's history.

718. Shipper Information System File. This file contains Form MA 740, Exporter/Importer Data or equivalent, submitted to MarAd by exporters/importers, furnishing data on such items as: commodities shipped, foreign trade areas, U. S. destination, foreign origin, volume, ships' preference cargo, method of shipment, mode, and related information; a commitment (by policy directive) by exporters/importers to use U. S. flagships in surface transportation; and a deletion list of shippers who no longer participate in the program.

Dispose of when (a) firms go out of business; (b) firms become inactive as exporters/importers; or (c) upon termination of shippers' contract program, whichever occurs first.

719. Foreign Maritime Representatives Correspondence File. This file contains correspondence between MarAd and foreign maritime representatives abroad in all aspects of the shipper contract promotion program abroad. The file is used as an historical reference.

Dispose of when 1 year old.

720. Quarterly Progress Report File. This file contains summaries of the progress of regions' activity quarterly and annually, prepared by MarAd from data submitted by the regions.

Dispose of when 5 years old.

721. Commodity Target Program Associations File. This file contains documents relating to the promotion of benefits which will accrue to the constituency involved in exporting/importing whose cargoes have not moved in American flagships to the extent that MarAd desires; MarAd identifies the shipping problems that are shared and solved.

Dispose of when 5 years old.

722. Carriers' Request for SIS Data File. This file contains requests by carriers for information concerning the Shippers' Information System.

Dispose of when 1 year old.

723. Overseas Business Report File. This file contains updated information on the transportation section of the Overseas Business Report, which is issued annually or within two or three years, as needed. This is a reference file.

Dispose of when 3 years old.

724. Commodity Target Program File. This file contains background on the program, names of exporters, statistics, location of shippers and related documents, used to identify an industry which manufactures a commodity not now moving on American ships.

Dispose of when 5 years old.

725. Potential Exporter List File. This file contains names, addresses, regions located, summary of who have been contacted and if they have issued a U. S. flag policy to ship on American vessels; also contains Fortune and Forbes photocopy listings.

Dispose of when 3 years old.

Division of National Cargo

726. Export - Import Bank File. This file contains correspondence, memoranda, documentation reports and other documents as they are related to the

functions of the Export - Import Bank in the advancement of funds or credit to foreign importers purchasing American equipment, materials, or commodities which must be transported in privately-owned U. S. flag commercial vessels in 100 percent of the gross tonnage of such cargoes, under Public Resolution 17, unless the requirement is waived for sufficient reasons. Also contains individual loan file, country quotas file and discrimination files.

Dispose of when 5 years old.

727. Federal Agencies File. This file contains Federal agency regulations on cargo preference, correspondence, memoranda, press clips, legal documents, copies of contracts between Federal agencies and private entities which MarAd monitors to assure that they contain the cargo preference clause.

Dispose of when cargo preference program has been terminated.

728. Military-Related Company File. This file contains correspondence, memoranda, and copies of letters (contracts) between foreign governments and American companies under which the foreign government purchases various military goods from the American companies and transports the goods in American bottoms, under the cargo preference law.

Dispose of when 4 years old.

729. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records that are filed under subjects relating to all the various programs under cargo preference. Examples are: double subsidy, cargo preference liaison program, waivers, USDA grain standards, guideline rate review, Alaska oil, freight payments, and legal opinions.

Dispose of when program is terminated.

730. Bills of Lading File. This file contains computer cover sheets entered into the computer system and bills of lading which verify shipment in U. S. - flag vessels by American companies under contract with foreign entities to supply U. S. materials.

Dispose of when 2 years old.

OFFICE OF PORT AND

INTERMODAL DEVELOPMENT

The Office of Port and Intermodal Development formulates national policies and programs, and conducts programs for the development and promotion of intermodal transportation systems; conducts studies and formulates plans for the promotion, development and utilization of ports and port facilities; provides technical advice to other Government agencies, private industry and State and municipal governments in the above fields; coordinates and provides leadership to the Department's overall effort to reduce, simplify and otherwise facilitate the use of documents required for trade, travel, and transport purposes; and conducts emergency planning for the utilization and control of ports and port facilities under national mobilization conditions.

731. Information and Publication Request File. This file consists of the request and a copy of the reply to requests for information and publications, and other routine informational requests, involving no significant record or policy matters.

Dispose of when 1 year old or return to requester with the material requested, whichever is preferable.

732. Equipment - Facilities Program Files. This file contains instructions for program development, drafts, plans, correspondence, and background data for the development of the 5-year plan.

Dispose of when 3 years old.

733. Equipment - Facilities Project File. This file contains correspondence, memoranda, reports, contracts, amendments, technical references, solicited and unsolicited proposals, and similar documents regarding studies of public marine terminals, port emergency planning; terminal facilities, computer simulation models, computerized data base of U. S. port facilities, marine fire protection, and other similar studies in the areas of management, demonstrations, and equipment.

a. Contract papers. [redacted] dispose of 6 years and 3 months after completion.

b. All other papers. Dispose of when 5 years old.

734. Nautical Chart File. This file contains nautical charts of U. S. ports and harbors. It is used to support projects and studies. It is reference material, consisting of charts produced by the National Oceanic and Atmospheric Administration.

Dispose of when superseded.

735. Visual Aids. This file contains camera copy slides, by Vu-graph when reports are printed.

Dispose of when superseded.

736. Port Planning Project File. This file contains correspondence, memoranda, reports, copies of contracts, amendments, technical references, solicited and unsolicited proposals, and similar documents regarding studies in cooperative master planning: financial and economic aspects of port development; local and regional, and national conferences; capability and productivity issues; terminal facilities; computer simulation models; port utilizational in periods of emergency; promotion, analytical processing methods; international activities; environmental and energy aspects of port planning; and related projects.

a. Copy of contract. For those completed before July 1, 1975, dispose of when 10 years and 3 months old; for those completed after June 30, 1975, dispose of 6 years and 3 months after completion.

b. All other papers. Dispose of when 5 years old.

737. Port and Port Facilities File. This file contains contracts, studies, projects, proposals, scope of work, reports, and other documents related to research, prepared in-house or by universities or industry from ideas originated by MarAd staff or outside, calculated to formulate national policies, objectives and plans and conduct programs for the development and utilization of ports and port facilities. Used as a basis for future contracts or as an historical reference.

a. EDA Port applications. Dispose of when no longer needed for current business.

b. Cooperative port planning studies. Dispose of when 10 years old.

c. Port promotional materials. Dispose of when 3 years old.

d. Contracts.

~~(1) Records created prior to July 1, 1975. Dispose of 10 years, 3 months after the contract is terminated.~~

~~(2) Records created after June 30, 1975.~~ Dispose of 6 years, 3 months after contract is terminated.

e. All other documents. Dispose of when 5 years old.

738. Reports File. This file contains reports prepared by ports as year in review (commercial and economic development and financial review). It serves as a source for information upon request by MarAd staff, and as promotional material.

Dispose of when superseded.

739. Port Program Subject File. This file contains correspondence, memoranda, reports, proposals, contracts, studies regarding industry associations, intermediate transportation, program planning and organization, reports, research and development and types of vessels, and other subject document pertaining to the substantive portion of office records which are not related to a specific individual or thing.

Dispose of when 3 years old.

740. Port File. This file includes correspondence, memoranda, news printouts, magazines and committee meeting data regarding contracts. This file is a source document for preparation of contracts and historical reference regarding U. S. and foreign ports.

Dispose of when 5 years old.

ASSISTANT ADMINISTRATOR FOR RESEARCH AND DEVELOPMENT

The Assistant Administrator for Research and Development is the principal assistant and adviser to the Assistant Secretary on research and development. Within the immediate office of the Assistant Administrator are personnel responsible for overall program development and control in the above areas, and for planning, directing and coordinating the activities of the National Maritime Research Center located at Kings Point, N. Y. The Assistant Administrator directs the activities of the following organizational units: The Office of Maritime Technology, The Office of Advanced Ship Development, and The Office of Advanced Ship Operations.

Immediate Office of the Assistant Administrator

741. Research and Development Project File. This file contains information on ports and background information on the coal situation and suggestions for solution by the Coal Export Task Force.

Dispose of when 5 years old.

742. Society of Naval Architects and Marine Engineers (SNAME) File. This file contains reports, memoranda, summary of findings and similar documents related to the Society of Naval Architects and Marine Engineers.

Dispose of when the Deputy Assistant Administrator is no longer a member of the Committee.

743. Contract Completion Reports. This file consists of completion reports sent in by the contracting officer of MarAd on contracts originated in-house on research.

Dispose of when 3 years old.

744. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records that are filed under subjects because they do not concern a specific individual, company, or thing. Examples of the subject file are: bulkers, cargo preference, commerce cities, U. S. Coast Guard, marine fire protection, LNG, Maritime Research Information Service, non-fuel minerals, offshore terminals, and other similar subjects related to commercial development. Permanent. Transfer closed files to WNRC when 5 years old. Offer to NARS in 5 year blocks when the latest records are 20 years old.

OFFICE OF ADVANCED SHIP DEVELOPMENT

The Office of Advanced Ship Development develops, organizes, coordinates and manages programs for the application of scientific and technological developments to improve ship systems, shipbuilding, ship machinery, equipment, and other components, with the objective of increasing the efficiency, productivity, and effectiveness of the United States merchant marine; initiates, solicits, develops, and recommends specific projects; develops technical scopes of work for contracts; and administers technical aspects of contracts in these areas.

745. Program Reference File. This file contains instructions for program development, drafts, budget, evaluations, action plans, clippings, bulletins, correspondence and background data for the development of advanced ships.

Dispose of when 5 years old.

746. Project File. This file contains correspondence, memoranda, reports, copies of contracts, amendments, technical reference, solicited proposals, evaluations, and similar documents related to advanced ship developments and R and D programs in the following areas: advanced ship machinery, shipbuilding R and program, Arctic marine transportation R and D programs, and the Savannah project.

a. Contracts

[redacted]

[redacted] Dispose of 6 years, 3 months after the contract is terminated.

b. All other papers - Dispose of when 5 years old.

747. Administrative Subject File. This file contains documents relating to such internal housekeeping records as budget, time and attendance,* requisitions for services and supplies, travel, legal, information, reports and similar documents on housekeeping requirements.

Dispose of when 5 years old.

748. Reading File. This file contains Weekly Activity Reports, and copies of documents prepared for the signature of the Office Director, the program managers, and the project managers, arranged chronologically.

Dispose of when 1 year old.

749. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records that are filed under subjects because they do not concern a specific research company, powerplant, tanker or any other specific entity, on such subjects as: Atlantic research, bulk carrier, competitiveness of American Merchant fleet, liquified natural gas center and related subjects.

Dispose of when 2 years old.

OFFICE OF ADVANCED SHIP OPERATIONS

The Office of Advanced Ship Operations develops, organizes, coordinates and manages programs for the application of scientific, technological, and other developments to upgrade the operational efficiency and competitive position of the United States merchant marine; initiates, solicits, develops, and recommends specific projects in these areas, including fleet management, navigation and communications, port and terminal operations, cargo handling, marine personnel requirements, ship performance and safety; develops technical scopes of work for contracts; and administers technical aspects of contracts in above areas.

750. Program File. This file contains information for program development, drafts, correspondence, and background data, including budget preparation and plans for the development of advanced ship operations in the following areas: ship performance, productivity, and safety; fleet management technology, and cargo handling.

Dispose of when 3 years old.

751. Project File. This file contains copies of contracts, reports, proposals, evaluation, correspondence, memoranda, technical performance on the job, technical materials, supporting papers, and other documents related to projects conducted in the following areas; fleet management technology, ship performance, and safety.

Transfer to WNRC when 3 years old. Dispose of when 10 years old.

752. Final Report File. This file consists of reports submitted by research contractors concerning all aspects of completed research projects.

Dispose of when 10 years old.

753. Office Subject File. This file contains correspondence, and other documents pertaining to the substantive portion of office records which are filed under a subject because they do not concern a specific individual or thing. Examples of such subjects are: cooperative agreements, research and development reports, cargo handling, pollution abatement, and similar subjects which cannot be filed under a specific program file.

Dispose of when 5 years old.

754. Reading File. This file consists of a copy of documents prepared and signed in the office, arranged in chronological order.

Dispose of when 3 years old.

OFFICE OF MARITIME TECHNOLOGY

The Office of Maritime Technology conducts basic research to raise the level of marine scientific knowledge and advance the technological base on which ships are designed to provide construction and operating systems for a more productive and competitive merchant marine. Conducts research in hydrodynamics, structures, oceanography, and other subjects which have a bearing on improvements in the merchant marine, including institutional and university research in marine science and technology appropriate to maritime affairs. Identifies areas of research to enhance present systems and design new systems responsive to types of cargo and conditions of trade routes and offshore structures. Conducts exploratory research into advanced ship concepts such as tug-barge systems, express cargo systems, neobulk and bulk cargo shipping systems, and industrial plant vessels. Investigates used of advanced electronic systems to enhance ship efficiency and productivity.

755. R and D Contracts - Project File. This file consists of copies of contracts, amendments, accepted proposals, evaluations, documentation, background and supporting papers, technical reference, and similar documents created in the areas of advanced ship systems, marine sciences, industrial plant vessels, and navigation and communications.

Dispose of 7 years after contract has been terminated.

756. Rejected Proposals File. This file contains proposals to perform research submitted by contractors to MarAd, and rejected by the Assistant Administrator for Commercial Development or by program managers because of technical inadequacies or funding limitations.

Dispose of when 3 years old.

757. Program Development Files. This file contains instructions for program development, drafts, correspondence, and background data, including budget preparation and plans for the development of advanced ship systems, communication and navigation, market analysis, maritime sciences, industrial plant vessels, university programs and technology transfer.

Dispose of 2 years after completion of all projects in the pertinent program.

758. Program Subject File. This file consists of correspondence, memoranda, and other documents pertaining to the substantive portion of office

records that are filed under subjects because they lack a specific individual or thing, to file them under. Examples of subjects in this file are: auxiliary power defense unit, heeling rudder concept, spread spectrum test, U.S. Coast Guard, Arctic Trafficability Study, SNAME marine system, aeronautics and space activities.

Dispose of when 5 years old.

759. Contracting Source Information File. This file contains brochures and pamphlets submitted by potential contractors as a perspective of their capabilities. It is used to prepare a list of eligible contractors.

Dispose of when potential contractor is no longer in business.

760. Visual Aids. This file contains original, Vugraphs and camera copy slides presented to the staff, industry, shipyards, and other Government agencies, to tell the Maritime Technology story.

~~Dispose of when superseded.~~ see appendix I for revision

761. Ship Structures Committee. This file consists of reports, minutes, programs, joint meetings, university grants, research, correspondence, and supporting documents related to the funding of committee activities, active projects funded by the Committee, whose primary function is to sponsor research.

Dispose of 1 year after project has been completed.

762. Committees Reports. This file consists of reports, submitted by committees established to solve specific maritime communication and navigational problems, and working papers. The working papers are used to write a report, develop a project, and define an area for contractual work; the reports are used as a source document for development, planning, specification and design of system architecture, and in the preparation of contracts.

a. Working Papers. Dispose of when issue has been resolved.

b. Reports. Dispose of when superseded or when no longer needed for current business, whichever comes first.

THE NATIONAL MARITIME RESEARCH CENTER

The National Maritime Research Center identifies specific problems of the maritime industry, recommends work to alleviate these problems, and serves as the focal point to bring together institutions, industries and municipalities for purpose of identification of requirements and dissemination of research and development results for users. The Center provides support to the Maritime Administration for specific projects and recommends introduction of applicable results into the maritime industry by the most beneficial means. The Center also provides a test capability to support Maritime Administration programs for which experimental evaluation is required. It establishes testing techniques and provides testing services for use by the maritime industry.

763. Research and Development Program Subject File. The file consists of documentation generated or collected by the Director and his Laboratory Managers pertaining to specific programs in operation and those under development. These records are used to facilitate decision making and maintaining executive oversight of all the Research and Development activities.

Dispose of when 5 years old or when purpose has been served, whichever is sooner.

764. NMRC Documentation Management Files. Contains an official file copy of each technical report or unpublished manuscript of a report prepared in connection with a project, article reprints, terminal narratives, statistical and graphic compilations, summarizations and analyses.

Dispose of when no longer needed for current business.

765. Research and Development Technical Reference. Consists of technical reports, background papers, specifications, and other technical and scientific data generated by the office or received from Government agencies, commercial concerns, or other sources. The data are used as a reference source in the performance of the research and development function, but supplementary to the official file copies of these documents.

Dispose of the individual documents or contents of the file when superseded or no longer needed for current business, whichever is sooner.

766. Research Contract Case File. These are record copies of contracts awarded to private qualified institutions and organizations for research projects. The file case contains a copy of the contract and any pertinent amendments or modifications with related papers pertaining to the content

of the project, status and payments as prescribed in the contract. The case also contains a copy of the approved final report. Although a fiscal contract case file on a research contract is maintained in the procurement activity, it does not duplicate these case files which contain primarily all of the authoritative program papers. Cases are closed upon receipt and approval of the final report.

Dispose of 10 years and 3 months after closure of contract.

767. Research Program Subject File (CAORF). Consists of program documents and correspondence maintained by the office responsible for the execution, review, and analysis of the Computer Aided Operations Research Facility program, and also the general planning and supervision of the system.

Dispose of the individual documents or contents of the file when superseded or no longer needed for current business, whichever is sooner.

768. Computer Aided Operations Research Facility (CAORF) Systems File. Records maintained at the CAORF Facility in Samuels Hall reflect a complete history of the project from initiation through research, development design, and testing to completion. Included are procurement documents, consisting of a copy of each contract or agreement for research services with related modifications, changes or addenda; project authorization documents; project cards, technical characteristics; test and trial results; drawings and specifications considered to be essential to document design, modifications and engineering development; technical and progress reports; notice of completion or cancellation; reference to the location of prototype models, films; and correspondence influencing the course of action taken on a project.

Disposal Not Authorized.

~~Permanent. Offer for transfer to the National Archives 10 years after the contract is terminated.~~

769. Research Report File (CAORF). Contains an official file copy of each technical report or unpublished manuscript of a report prepared in connection with a project, article reprints, terminal narratives, statistical and graphic compilations, summarizations and analyses.

Dispose of when no longer required for current business.

~~Permanent. Offer for transfer to the National Archives 10 years after the CAORF system is terminated.~~

770. SS Manhattan Arctic Marine Project. The file consists of technical reports, various support documentation and raw data. Included are full scale icebreaking tests, model tests and analytic design studies, feasibility design of new ice-breaking tankers, feasibility design of an Arctic marine terminal, and environmental studies. The records in custody of

NMRC are made available to select members of U. S. industry and foreign governments for the technical exchange of data from the Manhattan experiments.

a. Official Documents. Disposal Not Authorized.

~~Permanent. Offer for transfer to National Archives when no longer needed for current business.~~

b. Working papers. Disposal Not Authorized. ~~Dispose of when purpose has been served.~~

771. NS Savannah Project Files. This file consists of reports and records pertaining to the construction and operation of the Nuclear Ship Savannah. Included in the files are training records, vendor drawings, ships design, ship repair, nuclear instrumentation safety system, dry docking, progress reports; ship operations, specifications, instruction manuals, contracts, progress reports, and similar type documents.

a. Official Documents. Disposal Not Authorized.

~~Permanent. Offer for transfer to National Archives when no longer needed for current business.~~

b. Working papers. Disposal Not Authorized. ~~Dispose of when purpose has been served.~~

772. Management Control Reports. These are copies of reports and correspondence that are collected or generated to maintain management control of the program activities. They include such items as obligation and cost reports, activities reports, expense statements for administrative costs, project narratives, budgets, production reports and other similar reports that pertain to the program.

Dispose of when 3 years old.

773. Procurement File. These are office copies of requisitions and purchase orders for services and other objects. Procurement and fiscal accountability are maintained in the Procurement and Budget and Accounts Activities.

Dispose of when 5 years old.

774. Finance and Budget Control Reports. This file consists of financial and budget reports of the Research Center. Included is the status of research and development operations.

Dispose of when 3 years old.

775. Office Chronological Files (Reading Files). The file consists of chronologically filed copies of incoming and outgoing correspondence, and memorandums prepared or signed by the Director or his Division Chiefs.

Dispose of when 5 years old.

776. Invoice Files. These are office copies of invoices with related schedule of withdrawals and credits, subscriptions, bills, and similar documents.

Dispose of when 2 years old.

U. S. MERCHANT MARINE ACADEMY (USMMA)

The U. S. Merchant Marine Academy is under the direction and supervision of a Superintendent who reports to the Assistant Secretary for Maritime Affairs.

Immediate Office of the Superintendent

The Immediate Office of the Superintendent is responsible for planning and directing the activities of the U. S. Merchant Marine Academy.

Deputy Superintendent

The Deputy Superintendent is responsible for:

- Advanced planning for the Academy, including planning for future needs of the Academy's physical plant and equipment to meet future marine occupations.

- Planning, directing, and coordinating Academy functions and activities involving Congressmen, dignitaries, and other high-level officials.

Chaplains' Office

The Chaplains' Office, staffed by U. S. Navy Chaplains assigned by the Department of the Navy, provides for and gives support and general direction to a program of religious and spiritual activities for Midshipmen.

(NOTE: The files of the Chaplains' Office are kept as part of the files of the Immediate Office of the Superintendent.)

External Affairs Office

The External Affairs Office:

Provides for the admittance of Midshipmen to the Academy in accordance with criteria approved by the Assistant Secretary for Maritime Affairs.

Conducts studies of the validity of existing criteria for admission and recommends revisions to such criteria, when appropriate. Maintains liaison with alumni groups for the benefit of the Academy, conducts activities toward obtaining suitable maritime employment for graduates of the Academy, maintains up-to-date records of graduates, and prepares studies and reports of their employment status.

Provides for the dissemination of information about the Academy through news media, personal appearances, public events, speeches by Academy officials, and audio-visual aids, subject to policy direction and clearance, as appropriate, by the Headquarters Public Affairs Officer.

Provides non-academic counseling to Midshipmen.

Immediate Office of the Superintendent

777. Academy Program File. Programmatic and transaction documents used to formulate and execute the Academy's program. Includes: agenda and minutes; agreements; comments, requests, recommendations, or proposals; evaluations, reports, or studies; schedules, statistics, or summaries; instructions; background or work papers; correspondence or memoranda; and comparable ore related documents concerning policy, plans, issues, goals, and objectives relating to: mission and functions; operations and workloads; budgets; committees; meetings and conferences; inspections and official visits; future needs; and other topics pertinent to developing, directing, and reviewing the Academy's program. Specifically includes as subjects: Advisory Board; Board of Visitors; Executive Board; ceremonial functions and activities; and external organizations and institutions.

Dispose of when 10 years old, or no longer needed for current business, whichever occurs first.

Office of External Affairs

Directors Office

778. External Affairs Program File. Programmatic and transaction documents used to formulate and execute the external affairs program. Includes: informational and instructional papers; agenda and minutes; requests, reports, recommendations, and studies; schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and comparable and related documents concerning plans; issues, goals, and objectives relating to: functions; operations and workloads; budgets, audits;

meetings and conferences; and other topics pertinent to the planning, managing, and reviewing of admissions, placement, alumni affairs, and public information functions and activities.

Dispose of when 5 years old or when no longer needed for current business, whichever comes first.

779. Graduate Survey File.* Transaction documents used to provide biographical data on the USMMA graduate body. Includes: biographical data questionnaires; graduate master listing; and related documents involved in preparing required statistics, graduate directories; and alumni data.

Dispose of when no longer needed for current business.

780. Midshipman Loans File.* Transaction documents used to administer individual student loans under the Guaranteed Student Loan Program. Includes: loan applications; bank charges statements; ledger sheets; loan index cards; memoranda; and related documents involved in processing and monitoring educationally related financial assistance for midshipmen.

Dispose of 5 years after graduation.

Admissions Office

781. Admissions Program Subjects File. Programmatic and topical documents concerning the administration and operation of admission program functions. Includes: informational and instructional papers; agenda and minutes; requests, recommendations, reports, and studies; schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and comparable and related documents of a general or specific nature on transactions and subjects not documented in other admissions files. Includes as subjects: admissions standards and procedures; candidate recruitment; admissions outreach; and other pertinent to aspects of the admissions program.

Dispose of when 5 years old, or when no longer needed for current business, whichever occurs first.

782. Admissions Processing File. Transaction documents used to control admissions operational procedures. Includes: applicant data cards; candidate status cards; registers and logs; memoranda; and related documents involved in monitoring the admissions process.

Dispose of 1 year after incoming class enters.

783. Admissions Candidate Case File.* Transaction documents used in processing individual candiates for admission to USMMA. Includes: sponsor's nomination notices; admissions applications with grade transcripts and supporting papers; college entrance test score reports; correspondence; and related documents involved in administering the competitive appointment process.

a. Combine file of final appointees with Midshipman Personnel Folder. (See Assistant Superintendent for Regimental Affairs.)

b. Dispose of files of unappointed candidates after 1 year.

784. Admissions Evaluation File.* Transaction documents used in evaluating candidate's qualifications and standings for admission to USMMA. Includes: candidate evaluation cards; competitive selection listings; memoranda; and related documents involved in administering the competitive appointment process.

Dispose of 8 years after respective class enters.

785. Admissions Sponsors File. Transaction documents used in communications with individual nominating authorities. Includes: competition selection reports; correspondence and memoranda; and related documents involved in reporting candidate selection and answering inquiries concerning the competitive appointment process.

Dispose of 6 years after sponsor leaves office.

Placement Office

786. Placement Services Subjects File. Topical documents concerning the administration and operation of placement services program functions. Includes: informational and instructional papers; agenda and minutes; requests, reports, and studies; schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and related documents of a general or specific nature on transactions and subjects not documented in other placement services files. Includes as subjects: maritime company profiles; maritime positions, maritime career seminars; maritime industry recruiting; and others pertinent to aspects of placement services.

Dispose of when 5 years old, or when no longer needed, whichever occurs first.

787. Placement Registration File.* Transaction documents used to provide job placement services for graduating midshipmen and USMMA alumni. Includes: employment information cards; placement registration cards; employment advertisement data cards; resumes; interview records; correspondence and memoranda; registers and logs; and related records involved in assisting USMMA graduates to secure employment in the maritime industry.

a. Dispose of cards and registers 5 years after date of registration.

b. Dispose of other records when no longer needed for current business.

Public Information Office

788. Information Services Subjects File. Topical documents concerning the administration and operation of information services program functions. Includes: informational materials; agenda and minutes; requests, recommendations, reports, and studies; schedules, statistics, and summaries; correspondence and memoranda; background and work papers; and comparable and related documents of a general or specific nature on transactions and subjects not documented in other information files. Includes as subjects: USMMA programs, activities, events, groups, personages, or history; vendor products or services; information or public relations projects; and others pertinent to aspects of the information services.

Dispose of when 5 years old, or when no longer needed for current business, whichever occurs first.

789. Information Representatives File.* Transaction documents used to administer participation of selected individuals in the USMMA public relations program. Includes: appointment papers; activity reports; local press clippings; promotional and administrative materials requests; correspondence or memoranda; and related indexes and documents involved in supporting public information and applicant recruiting activities by field representatives.

Dispose of when no longer needed for current business.

790. Information Publications File. Specimen documents providing a record set of formal informational publications. Includes: catalogs, bulletins, brochures, flyers, posters, newsletters; press releases; official speeches, related indexes; memoranda and related documents involved in disseminating information to the public concerning USMMA programs, activities, events, and personages.

see Appendix I for revision

~~Permanent. Offer for transfer to the National Archives when no longer needed for current business.~~

791. Information Photographic File. Pictorial records providing visual documentation of the USMMA. Includes: original black and white or color negatives and captioned prints; original color transparencies; related indexes or finding aids; memoranda; and related documents involved in the still photographic portraying of USMMA activities, events, or personages for public information or internal usage.

see appendix I for revision

~~Permanent. Offer for transfer to the National Archives when no longer needed for current business.~~

792. Information Audio-Visual File. Specimen pictorial and or sonic records providing aural and aural-visual documentation of the USMMA. Includes: motion picture films; video recordings; sound recordings; related indexes or finding aids; scripts, transcripts, other related production documents; and memoranda involved in audio-visually portraying, describing, explaining, or promoting USMMA programs, activities, or events for public information or internal usage.

~~Permanent. Offer for transfer to National Archives when no longer needed for current business.~~

A. Video recordings. Permanent. Offer to NARS the original or earliest generation, and a dubbing if one exists, with related production files and finding aids when 5 years old or when no longer needed for current business.

B. Audio recordings. Permanent. Offer to NARS the original and earliest generation, and a dubbing if one exists, with related production files and finding aids when 5 years old or when no longer needed for current business.

ASSISTANT SUPERINTENDENT FOR ADMINISTRATION

The Assistant Superintendent for Administration is responsible for:

Planning, directing and supervising of all administrative functions and services necessary for the efficient management and operation of the Academy, including personnel management activities.

Administering, through a Food Services Officer, the provisions of the Food Services Contract.

Under the Assistant Superintendent for Administration there are the following organizational units (see below):

The Department of Administrative Services and Procurement
The Department of Budget and Accounts
The Department of Public Works
The Department of Waterfront Activities
The U. S. Merchant Marine Academy Infirmary.

Office of the Assistant Superintendent

793. Administration Program File. Programmatic and transaction documents used to formulate and execute the Academy administration program. Includes: agenda and minutes; agreements; comments, requests, recommendations and proposals; evaluations, reports, and studies; schedules, statistics, and summaries; instructions; background and work papers; correspondence and memoranda; and comparable and related documents concerning policy, plans, issues, goals, and objectives relating to: mission and functions; operations and workloads; budgets; committees; meetings and conferences; inspections and official visits; and other topics pertinent to developing, directing, and reviewing the Administration program. Specifically includes as subjects: Ship's Service; Ship's Services financial audits; Privacy Act; Freedom of Information Act; food services; and Academy programs.

Dispose of when 10 years old, or no longer needed for current business, whichever comes first.

Personnel Office

794. Personnel Management Subject File. Topical documents concerning the administration and operation of personnel management functions. Includes:

informational and instructional papers; agenda and minutes; requests, reports, and studies; schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and related documents of a general or specific nature on transactions and subjects not documented in other personnel files. Specifically includes as subjects: employment; equal employment opportunity; conduct; performance evaluation; grievances and appeals; training, retention; insurance and health benefits; and others pertinent to aspects of personnel management.

Dispose of when 5 years old, or when no longer needed for current business, whichever occurs first.

795. Personnel Applications File.* Transaction documents used in selecting and appointing employees. Includes: applications and supporting papers; certificates of eligibles and related papers; appointment offers; correspondence and memoranda; and comparable and related documents involved in selecting for, and offering appointment to, available positions.

Dispose of when 2 years old (note FPM 333, A-4) except applications of:

a. Accepted appointments are filed in OPF.

b. Declined appointments of certified eligibles are to be returned (with applicant reply) to OPM.

796. Official Personnel Folders File.* Transaction documents reflecting the employment status and service of individual employees. Includes: personal qualifications and prior service statements; investigative papers; appointment affidavits; personnel action notices; insurance and health benefits papers; beneficiary designations; status or action certification, authorization, and approval papers; performance rating notices; commendation and award papers; training records; injury or disease notices; resignation or retirement notices; correspondence and memoranda; and comparable and related documents involved in recording employee appointment, service, and separation.

Dispose of folders of employees:

a. Transferred by forwarding to new employing office in accordance with the FPM.

b. Separated by forwarding to NPRC 30 days after separation.

797. Personnel Promotions File.* Transaction documents used in monitoring employee placement and advancement. Includes: Vacancy announcements; qualification, evaluation, and selection papers; individual candidate evaluations; correspondence and memoranda; and related documents involved in merit promotion competition or excepted service promotion.

Dispose of 2 years after the related personnel action has been taken.

798. Personnel Awards File.* Transaction documents used to accomplish commendation or award for noteworthy employee achievement. Includes: recommendations; approved nominations; committee and program reports; awardee lists; correspondence and memoranda; and related documents involved in recognizing length of service or quality of performance, and granting appropriate commendation or award.

Dispose of 2 years after approval or disapproval.

799. Personnel Position Management File. Narrative analytical documents used in job classification and control. Includes: position descriptions; job evaluations; correspondence and memoranda; and related documents involved in describing currently existing duties and responsibilities comprising authorized positions.

Destroy 5 years after position is abolished or description is superseded.

DEPARTMENT OF ADMINISTRATIVE SERVICES AND PROCUREMENT

The Department of Administrative Services and Procurement, under the direction of a Department Head, and within applicable directives of the Maritime Administration and the Department of Commerce, provides for administrative services to include: procurement of supplies, equipment and services, personal property management, property disposal, safety, imprest funds, travel, mail communications, printing, forms and reports control, records management, organization and methods studies and is responsible for the coordination of these functions with the appropriate Headquarters Office. The Head, Department of Administrative Services and Procurement also is responsible for maintaining surveillance over the operation of the Ship's Service Organization.

Office of the Department Head

800. Administrative Services Program File. Programmatic and transaction documents used to formulate and execute the administrative services program. Includes: informational and instructional papers; agenda and minutes; requests, reports, recommendations, and studies; schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and comparable and related documents concerning plans, issues, goals, and objectives relating to: functions; operations and workloads; budgets; audits; meetings and conferences; and other topics pertinent to planning, managing, and reviewing administrative services functions and activities.

Dispose of when 5 years old or when no longer needed for current business, whichever occurs first.

801. Administrative Services Subjects File. Topical documents concerning the administration and operation of administrative services program functions. Includes: informational and instructional papers; requests, reports, recommendations, and studies; schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and related documents of a general or specific nature on transactions and subjects not documented in other administrative services files and pertinent to providing, conducting, and coordinating facilitative services.

Dispose of when 5 years old, or when no longer needed for current business, whichever occurs first.

Contracts and Procurement Section

802. Procurement Contract Case File. Transaction documents used to procure requisitioned services, supplies, materials, or equipment requiring contractual action. Includes: requisitions; purchase orders; specifications; vendor proposals, certifications, and compliance statements; procurement justifications, evaluations, and recommendations; awards and contracts and amendments or modifications thereto; generalized drawings and plans; reports, correspondence, and memoranda; control registers and logs; and related documents involved in authorizing and managing contractual procurement.

After an individual case file is closed, dispose of (including related records) those created:

~~a. Prior to July 1, 1975 - after 10 years, 3 months.~~ see appendix I for revision

~~b. After June 30, 1975 - after 6 years, 3 months.~~

803. Procurement Case Files (Non-Contractual). Transaction documents used to procure requisitioned services, supplies, materials, or equipment. Includes: requisitions; purchase orders; vouchers, receipts, and receiving reports; bills of lading; vendor's invoices and supporting papers; correspondence and memoranda; summary and control registers and logs; and related documents of authorization, justification, and approval involved in processing procurement actions.

After an individual case file is closed, dispose of (including related records) after:

	~~created prior to 7/26/74~~	~~created after 7/25/74~~
~~3 years if~~	~~for $2,500 or less~~	for $10,000 or less
~~6 years, 3 months if~~	~~for over $2,500~~	~~for over $10,000~~

see appendix I for revision

804. Procurement Index File. Procurement transaction documents used ~~secondarily~~ either (1) as a summary reference of individual vendors, their awards and status, or (2) as a cross reference to the procurement case files. Includes: purchase orders; awards and contracts and appropriate amendments or modifications; correspondence and memoranda; and related documents in-

volved in general or specific transactions with vendors not documented elsewhere when procuring services, supplies, materials, or equipment.

Dispose of on an individual basis when no longer needed for current business.

805. Procurement Management Report File. Subsidiary and summary statement documents used internally or required externally for procurement program management or statistical purposes. Includes: reports of routine and special program procurement operations, volume, or workload with related background, supporting, transmittal, and control documents, and correspondence and memoranda involved in the required periodically recurring or special reporting to higher echelons for management review, further consolidation, or reporting to staff agencies.

Dispose of when 2 years old.

806. Procurement Catalogs File. Published documents used for informational purposes in processing procurement transactions. Includes: vendor catalogs, brochures, flyers, price lists, and contract schedules; guideline and specimen materials; memoranda; and related documents involved in determining specifications, sources, and costs of requisitioned services, supplies, materials, or equipment.

Dispose of when superseded, or no longer needed for current business, whichever occurs first.

807. Procurement Subject File. Topical documents concerning the administration and operation of procurement services. Includes: informational and instructional papers; reports, studies, schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and related documents of a general or specific nature on transactions and subjects not documented in other procurement files, and pertinent to aspects of the overall procurement process.

Dispose of when 5 years old, or when no longer needed for current business, whichever occurs first.

808. Travel Case File.* Transaction documents used to procure transport, lodging, and food services for midshipmen, faculty, or employees authorized to travel officially. Includes: travel orders; schedules; vouchers; receipts; correspondence and memoranda; registers and logs; and related documents involved in disbursing funds for travel advances, expense reimbursements, or vehicle rentals.

Dispose of when 5 years old.

809. Travel Subject File. Topical documents concerning the administration and operation of travel procurement services. Includes: informational and instructional papers; reports, studies, schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and related documents of a general or specific nature on transactions and subjects not documented in other travel procurement files, and pertinent to the travel procurement process.

Dispose of when 5 years old, or when no longer needed for current business, whichever occurs first.

810. Imprest Fund Account File. Memorandum copies of vouchering documents used to certify imprest fund expenditures and to request fund reimbursement. Includes: reimbursement vouchers; travel voucher memoranda; purchase order/invoice vouchers; receipts and expenditure reimbursement claims; memoranda; and related documents involved in certifying voucher authenticity and the status of the imprest fund.

Destroy 3 years after the period of the account.

811. Property and Supply Subject File. Topical documents concerning the administration and operation of property management and supply services. Includes: informational and instructional papers; reports, studies, schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and related documents of a general or specific nature on transactions and subjects not documented in other property or supply files, and pertinent to property and supplies acquisition, distribution, use, and disposition.

Dispose of when 5 years old, or when no longer needed for current business, whichever occurs first.

812. Property Acquisition Case File. Transaction documents used to acquire personal property. Includes: requisitions and purchase orders; awards and contracts; gift and bequest records; vendor's invoices and supporting papers; vouchers, receipts, and receiving reports; inventory data entry slips; correspondence and memoranda; control registers and logs; and related documents involved in the authorization and administration of property acquisition.

After an individual case file is closed, dispose of (including related records) after: see appendix I for revision

	created prior to 7/26/74	created after 7/25/74
3 years if	for $2,500 or less	for $10,000 or less
~~6 years, 3 months if~~	~~for over $2,500~~	~~for over $10,000~~

813. Property Management File.* Survey, control, and summary documents used to establish and maintain inventories of personal property. Includes: property survey reports; inventory work sheets and control cards; inventory lists and entry summaries (PMIS); property custody receipts and records; property value accounting cards, ledgers, and reports; and related documents involved in administering property management.

a. Dispose of PMIS materials when superseded or no longer needed, whichever occurs first.

b. Dispose of other materials 3 years after (1) subsequent inventory of (2) removal of property from inventory.

814. Property Disposal Case File. Transaction documents used to dispose of personal property. Includes: property survey reports; excess property lists; property transfer or disposal notices and orders; saleable property reports, announcements, invitations, bids, acceptances, and award notices; bidder correspondence; delivery tickets; vouchers and receipts; correspondence and memoranda; registers and logs; and related documents involved in initiating, authorizing, and administering property disposal.

After an individual case file is closed, dispose of (including related records) after: see appendix I for revision

	~~created prior to 7/26/74~~	~~created after 7/25/74~~
~~3 years of~~	for $2,500 or less	for $10,000 or less
~~6 years of~~	~~for over $2,500~~	~~for over $10,000~~

815. Property Management Report File. Subsidiary and summary statement documents used internally or required externally for property or supply program management or statistical purposes. Includes: reports of routine and special property or supply operations, volume, or workload with related background, supporting, transmittal, and control documents; and correspondence and memoranda involved in the required periodically recurring or special reporting to higher echelons for management review, further consolidation, or reporting to staff agencies.

Dispose of when 2 years old.

816. Supply Inventory File. Transaction and control documents used to administer stock inventories. Includes: requisitions and purchase orders; receipts; stockroom inventory lists; inventory stock cards; control registers

and logs; and related documents involved in the replenishment and issuance of recurrently requisitioned supplies.

Dispose of 2 years after (1) issuance, (2) inventory, (3) discontinuance of item, or (4) stock balance transfer to new posting media or classification.

DEPARTMENT OF BUDGET AND ACCOUNTS

The Department of Budget and Accounts, under the direction of a Budget and Accounting Officer, and within applicable directives of the Maritime Administration and the Department of Commerce, develops fiscal plans essential to the presentation of the annual and special budgetary requirements of the Academy, prepares the Academy's budget requests and justifications, and executes the budgeted fiscal plans, including the appropriated and reimbursable accounts. In addition, the Department of Budget and Accounts provides all accounting services, including certification and processing for payment of public vouchers, maintenance of accounting records on midshipmen accounts and the maintenance of the official books of account and the preparation of financial reports therefrom. The Budget and Accounting Officer also provides technical guidance as to the accounting and internal control requirements for operation of the non-appropriated funds at the Academy (except those concerned with the operation of the Ship's Service Organization).

817. Budget and Accounts Subject File. Topical documents concerning the administration and operation of budget and accounting program functions. Includes: informational and instructional papers; reports, studies, schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and related documents on transactions and subjects not documented in other budget and accounting files. Specifically includes as subjects: audits; certifying officers; claims, cost comparisons; funds control; housing rental; imprest funds; midshipmen accounts; personnel payroll, wages and allowances; public works; property accounting and management; ship's service activities; tax exemption; travel and transportation; voucher processing; and others pertinent to fiscal program development, submission, execution, and oversight.

Dispose of when 5 years old, or when no longer needed for current business, whichever occurs first.

818. Budget Program File. Programmatic and transaction documents used to plan, propose, administer and review execution of the fiscal year budget. Includes: program and fiscal plans, analyses, reports, and summaries; cost statements and change justifications; funding requests; vouchers, schedules, and supporting papers; fiscal data spread sheets and work papers; correspondence and memoranda; and comparable or related documents concerning: 5-year budget plans; fiscal year plans and budget execution; modernization programs; proposed future projects and programs; budget estimates; operating and supplemental budgets; reimbursables; collections; monthly status of funds; allotment advices; or travel allocations; and other topics pertinent to estimating, requesting, and justifying the fiscal program, and monitoring funds expenditure.

Dispose of 5 years after close of the fiscal year involved or when no longer needed for current business, whichever occurs first.

819. Payroll Attendance File.* Transaction documents used to administer time, attendance, and leave accounting of individual employees for payrolling purposes. Includes: time, attendance, and leave reports; leave applications and supporting papers; and related data entry and control documents involved in entering current attendance status into the payrolling process.

Dispose of when 6 months old.

820. Payroll Accounts File. Transaction documents used to administer disbursements to individual employees for personal services. Includes: personnel action notices; overtime authorizations; payroll summary cards; memoranda; and related documents involved in authorizing and posting individual payroll actions.

a. Dispose of summary cards 10 years after separation of employee.

b. Dispose of other records 3 years after action.

821. Payroll Master File. Accounting documents used for overall payroll administration. Includes payroll: memorandum copies; account detail sheets; spread sheets; account voucher summaries; certification and summary memoranda; control registers; and related documents involved in preparing and processing employee payrolls.

Dispose of when 10 years old.

822. Account Voucher Case File. Transaction documents used to record obligations and accomplish their payment. Includes: purchase orders; vendor's invoice and supporting papers; receiving reports; SIBAC statements; voucher jackets; initial and accomplished voucher schedule of payments; accounting coding and batch sheets (MAFIS); memoranda; control registers, logs, and indexes; and related documents involved in obligating and authorizing specific expenditures, and posting to ledger accounts.

Dispose of after end of period covered by account (including related records) those records created:

[redacted]

[redacted] Dispose of 6 years, 3 months after termination of account.

823. Account Collections File.* Transaction documents used to adminster accounts receivable. Includes: billing justifications; invoices; gift and bequest records; property sale bid/awards; payment statements; receipts and supporting papers; receipt records; transfer vouchers; deposit tickets; financial statements and worksheets; correspondence and memoranda; and related documents involved in the availability, collection, deposit, and status of funds due for goods or services tendered by the USMMA.

Dispose of [redacted] 6 years 3 months after termination of account.

[redacted].

824. Account Deposit File.* Transaction documents used primarily to administer midshipmen deposit accounts. Includes: cash/check receipt vouchers and records; deposit tickets; bank account statements; cancelled checks; check stubs; account transaction slips; ledgers and worksheets; class rosters; memoranda; and related documents involved in processing and accounting for deposited funds.

Dispose of [redacted] 6 years 3 months after termination of account.

[redacted].

825. Allowance Accounts File. Transaction documents used primarily to administer authorized allowances for uniforms or clothing. Includes: payment vouchers and schedules; rosters; memoranda; and related documents involved in processing and accounting for allowance funds.

Dispose of [redacted] 6 years 3 months after termination of account.

[redacted].

826. Account Ledgers File. Final entry documents used to summarize receipt and expenditure of funds. Includes: general and subsidiary ledgers divided into appropriate accounts; appropriation allotment ledgers, plant

account ledgers; and related documents involved in summarizing financial transactions and status, and providing general control over expenditures.

Dispose of 10 years after close of fiscal year involved.

827. NAF Account Case File. Transaction documents used to receipt, expend, and control funds for USMMA activities not supported by appropriated monies. Includes: purchase orders; vendor's invoices and supporting papers; receipts and disbursement vouchers for accounts receivable and payable; deposit receipts, bank statements, and cancelled checks; inventory lists; accounting work and balance sheets; journals, ledgers, and charts of accounts; payroll and tax statements and returns; contracts; audit reports; correspondence and memoranda; and related documents involved in the fiscal management and oversight of the athletic association, morale fund, officer's club, cultural events, academy yearbook, and chapel funds among others.

Dispose of 6 years after end of period of account.

828. NAF Audit File. Topical documents concerning the fiscal management and accounting operations of USMMA non-appropriated fund activities. Includes: activity by-laws; accounting policy, standards, and procedures directives; financial and audit reports with supporting papers; correspondence and memoranda; and related documents involved in the fiscal oversight of these activities.

a. Dispose of regulatory materials when superseded or revoked.

b. Dispose of other materials when 5 years old or no longer needed for current business, whichever occurs first.

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works, under the direction of a Public Works Officer, provides for building and grounds maintenance, mechanical, electrical, heating, ventilation and air conditioning services, transportation services, custodial services, fire and security protection, and engineering services, including the coordination of architectural/engineering design services for the construction or renovation of Academy buildings and facilities, as applicable; and, as designated, serves as the on-site contracting officer's technical representative to monitor performance under contracts awarded for construction, repair, renovation, and other public works projects.

829. Public Works Program File. Programmatic and transaction documents used to formulate and execute the public works program. Includes: informational and instructional papers; agenda and minutes; requests, reports, recommendations, and studies; schedules, statistics, or summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and comparable and related documents concerning plans, issues, goals, and objectives relating to: functions; operations and workloads; budgets; audits; meetings and conferences; and other topics pertinent to the planning, managing, and reviewing public works functions and activities.

Dispose of when 5 years old or when no longer needed for current business, whichever occurs first.

830. Public Works Subject File. Topical documents concerning the administration and operation of public works functions. Includes: informational and instructional papers; agenda and minutes; requests, reports, and studies; schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and related documents of a general or specific nature on transactions and subjects not documented in other public works files. Specifically includes as subjects: energy and environmental management; custodial, maintenance, and engineering services; labor supervision; motor vehicle services; housing and real property maintenance; fire, security, and safety inspections; and others pertinent to aspects of public works services.

Dispose of when 5 years old, or when no longer needed for current business, whichever occurs first.

831. Public Works Project File. Transaction documents of a textual or graphic nature used to plan, design, build, or alter structures, utilities systems, or equipment installations. Includes: cost estimates and working budgets; planning and conference reports; purchase and work orders; bid

solicitations and offers; contracts and awards, and modifications or amendments thereto with supporting papers; contract plans, drawings, sketches and specifications; materials test and site inspection reports; work and progress photos, logs, and reports; contractor: bonds, certifications, guarantees, estimates, billings, and claims; vendor: materials or services specifications, prices, certifications and invoices; correspondence, memoranda, and work papers; and comparable and related documents involved in the architectural or engineering aspects of public works projects.

Dispose of when no longer needed for current business.

832. Public Works Master Plan File. Original manuscript and duplicate drawings of structures, utility systems, or equipment installations. Includes: final working drawings; "as-built" drawings; shop drawings; standard detail drawings; repair and alteration drawings; related explanatory specifications; and comparable documents involved in the architectural or engineering aspects of the design, construction, or alteration of public works projects.

Permanent. Offer to National Archives when no longer needed for current business.

833. Public Works Project Specification File. Adjunct reference documents used to detail and explain materials or equipment requirements, dimensions, composition, or operation as listed or depicted in related documents or drawings. Includes: plans, drawings, and sketches; vendor specifications and certifications; maintenance and operational manuals; correspondence and memoranda; and comparable and related documents involved in the architectural or engineering aspects of the design, construction, maintenance, alteration, or operation of public works projects.

Dispose of with related records or when no longer needed for current business.

834. Public Works Catalog File. Published documents used for informational purposes in public works design, and for procurement of architectural, constructional, or engineering materials, products, or services. Includes: vendor catalogs, brochures, flyers, and price lists; correspondence and memoranda; and comparable documents involved in determining specifications, sources, and costs of items or services required in public works projects or activities.

Dispose of when superseded or no longer needed.

835. Public Works Requisition File. Transaction documents used to procure required services, supplies, materials, or equipment. Includes: requisitions; purchase orders; materials/services lists; vendor's specifications and price lists; contracts and awards, and amendments or modifications thereto; vendor's invoices and supporting papers; receiving reports; correspondence and memoranda; control registers and logs; and comparable and related documents involved in requesting, justifying, or authorizing procurement actions supporting public works activities.

After an individual case file is closed, dispose of (including related records) after: see appendix I for revision

	~~created prior to 7/26/74~~	~~created after 7/25/74~~
3 years if	for $2,500 or less	for $10,000 or less
~~6 years, 3 months if~~	~~for over $2,500~~	~~for over $10,000~~

836. Public Works Services File. Transaction documents used to request and administer mechanic services. Includes: work orders; damage reports; work sketches; control registers and logs; and comparable and related documents involved in accomplishing routine maintenance, repairs, and minor improvements, or other comparable public works services.

Dispose of when 3 years old.

837. Vehicle Operator Applications File.* Transaction documents used to certify individual employees as operators of government-owned motor vehicles. Includes: operator applications, copies of private operators' licenses; physical fitness inquiries; road test checklists; control registers and logs; and related documents involved in the issuing or reissuing of vehicle operator permits.

Dispose of 3 years after:

a. Separation of employee.

b. Recission of permit.

838. Public Works Security File. Summary journal and subsidiary control documents created during security services operations. Includes: guard office master daily log; guard rounds reports; punch clock dial sheets; visitor and vehicle transit control registers and tickets; and comparable documents involved in administering facilities security services.

Dispose of when 5 years old.

DEPARTMENT OF WATERFRONT ACTIVITIES

The Department of Waterfront Activities, under the direction of a Department Head (Sailing Master), is responsible for the custody, maintenance, and operation of all small craft assigned to the Academy and the Academy training ship, piers, workshop, and marina-type buildings associated with the waterfront activity. The Sailing Master is also responsible for administration of the sailing program, including midshipmen sail-training and competition.

Office of the Sailing Master

839. Waterfront Activities Program Subjects File. Programmatic and topical documents concerning the administration and operation of waterfront program functions. Includes: informational and instructional papers; agenda and minutes; requests, reports, and studies; schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and comparable and related documents of a general or specific nature on transactions and subjects pertinent to the custody, maintenance, and operation of assigned small craft, training ships, and waterfront facilities, and to related training and recreational programs.

Dispose of when 5 years old or when no longer needed for current business, whichever occurs first.

U. S. MERCHANT MARINE ACADEMY INFIRMARY

The U. S. Merchant Marine Academy Infirmary, under the supervision of commissioned medical and dental officers of the U. S. Public Health Service, is responsible for the medical and dental care and treatment of Midshipmen.

840. Medical/Dental Services Subjects File. Topical documents concerning the administration and operation of health services functions. Includes: informational and instructional papers; agenda and minutes; requests, reports, and studies; schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and comparable and related documents of a general or specific nature on transactions and subjects not documented in other health services files, and pertinent to aspects of medical or dental services.

Dispose of when 5 years old, or when no longer needed for current business, whichever occurs first.

841. Midshipmen Medical/Dental Case File.* Transaction documents providing a continuous history of an individual midshipman's health care. Includes: medical history statements; personal physician's examination reports; medical care logs; physical examination records; clinical examination reports; immunization records; accident/injury reports; physician's progress notes; electrocardiographic records and tracings; radiographic reports and films; dental history statements; dental health and oral hygiene questionnaires; dental health records, dental examination reports; clinical information, disclosure authorizations; correspondence and memoranda; and related documents involved in regular physical or dental examination and treatment.

a. Radiographic film, salvage 5 years after graduation of midshipman.

b. Other documents, combine with Midshipman's Personnel Folder after graduation.

842. Employee Medical Case File.* Transaction documents providing an intermittent history of emergency medical care for individual employees. Includes: consultation and examination reports; medical treatment records; radiographic reports and films; memoranda; and related documents involved in occasional physical examination or treatment.

Dispose of 6 years after employee transfer or separation; except that pre-employment, fitness for duty, or disability retirement physical examination reports are to be filed in the employee's Official Personnel Folder upon transfer or separation (FPMS 293-31). (Note: radiographic film dispose of by salvage.)

843. Medical/Dental Appointment File. Control documents used to record daily infirmary visits. Includes: chronological logs and journals; memoranda; and related documents involved in registering planned and completed visits for health care purposes.

Dispose of 2 years after date of last entry.

844. Medical/Dental Management Report File. Subsidiary and summary statement documents used internally or required externally for health program management or statistical purposes. Includes: reports of routine and special program medical/dental activities or workload; related background, supporting, transmittal and control documents; and correspondence and memoranda involved in the required periodically recurring or special reporting to higher echelons for management review, further consolidation, or reporting to staff agencies.

Dispose of when 5 years old.

ASSISTANT SUPERINTENDENT FOR ACADEMIC AFFAIRS

The Assistant Superintendent for Academic Affairs is responsible for developing, recommending, administering and directing the academic program of the Academy. The Assistant Superintendent for Academic Affairs serves as the Dean of the Academy and is responsible for:

Developing academic policy and curricula to implement that policy.

Administering faculty affairs, including the selection, orientation, supervision, guidance, and career development of the faculty.

Controlling and evaluating the instruction, testing and grading of Midshipmen, including evaluation of instructor and student performance.

Providing academic education necessary to qualify Midshipmen to receive the Bachelor of Science Degree in accordance with standards of the Middle States Association of Colleges and Secondary Schools.

Providing naval science training, in accordance with requirements of the Department of the Navy, to qualify graduates as Naval Reserve Officers.

Providing technical education necessary to qualify graduates to serve as licensed merchant marine officers in accordance with U. S. Coast Guard requirements.

A program of on-the-job training aboard ships for Midshipmen.

Providing audio-visual services to all elements of the Academy.

Under the Assistant Superintendent for Academic Affairs there are the following academic departments, each under the supervision of a Head of Department:

The Department of Nautical Science provides for the teaching of practical and theoretical subjects relating to nautical science.

The Department of Engineering provides for the teaching of practical and theoretical marine engineering and related subjects, including basic theory and application of digital and analog computers.

The Department of Mathematics and Science provides for the teaching of the mathematics and science phase of the curriculum.

The Department of Maritime Law and Economics provides for the teaching of Maritime Law, Economics, Marine Insurance, and related subjects.

The Department of Humanities provides for the teaching of the liberal arts phase of the curriculum.

The Department of Naval Science is operated by Department of the Navy personnel to provide for the teaching of the Naval Science phase of the curriculum.

The Department of Physical Education and Athletics administers programs to provide for the physical training of Midshipmen, including intra-mural, inter-collegiate and recreational athletics.

In addition, under the Assistant Superintendent for Academic Affairs, there are the following Offices:

The Registrar's Office registers and assigns Midshipmen to classes, issues degrees and grants retroactive degrees in accordance with applicable regulations, and maintains student academic records.

The Library, headed by a Librarian, provides necessary library services to the Midshipmen, faculty and staff.

The Shipboard Training Office develops, supervises, and coordinates the internship and at sea training programs for Midshipmen. Within this Office are three Academy Training Representatives stationed at New York, New Orleans, and San Francisco.

Office of the Academic Dean

845. Academic Program File. Programmatic and transaction documents used to formulate and execute the Academic program. Includes: agenda and minutes; agreements; comments, requests, recommendations, and proposals; evaluations, reports, and studies; schedules, statistics, and summaries; instructions; background and work papers; correspondence and memoranda; and comparable and related documents concerning policy, plans, issues, goals, and objectives relating to: mission and functions; operations and workloads; budgets; committees; meetings or conferences; inspections and official visits; and other topics pertinent to developing, directing, and reviewing the Academic program. Specifically includes as subjects: attrition; boards and committees; curriculum; counseling; Dean's Memorandums; deficiencies; departments; electives and minors; faculty appointments,

evaluation, orientation, promotions, qualification standards, and tenure; license examinations; maritime education and training; sea projects; seminars; Kings Point Scholars; Middle States Association; associations and organizations; and unions.

Dispose of when 10 years old, or when no longer needed for current business, whichever occurs first.

Academic Departments

846. Academic Department Program Subjects File. Programmatic and topical documents concerning the administration and operation of the academic department. Includes: informational and instructional papers; agenda and minutes; requests, reports, recommendations, and studies; schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and comparable and related documents of a general or specific nature on transactions and subjects not documented in other departmental files, and pertinent to the development, conduct, and review of the department's academic program.

Dispose of when 5 years old or when no longer needed for current business, whichever occurs first.

847. Academic Department Class Record File.* Control documents used to monitor and report class attendance and progress of midshipmen. Includes: class roster and grade books; progress, deficiency, and absentee reports; memoranda; and related documents retained by instructors or department heads for supervision or administrative purposes.

Dispose of when 5 years old.

848. Academic Department Examination File. Testing documents used to measure academic progress of midshipmen. Includes: proposed exams; completed course exam papers; sea project reports; specimen completed exams; memoranda; and related documents retained by instructors or department heads for grading, review, evaluation, or accreditation purposes.

Dispose of completed course exam papers after 1 year. Dispose of sea project reports after respective class year graduation. Dispose of other exam materials and related documents when no longer needed for administrative or accreditation purposes.

849. Academic Department Curriculum File. Descriptive documents providing syllabuses of academic courses offered to midshipmen. Includes:

course lists, cards, and outlines; course memoranda and handout specimens; lesson plans; curriculum and course proposals or change proposals; specimen exams; specimen class rosters; and related documents retained by instructors or department heads for planning, review, evaluation, or accreditation purposes.

Dispose of when no longer needed for administrative or accreditation purposes. Offer representative samples of selected curriculum materials to USMMA library at that time.

Department of Shipboard Training

850. Shipboard Training Program Subjects Files. Programmatic and topical documents concerning the administration and operation of the shipboard training program. Includes: informational and instructional papers; agenda and minutes; requests, reports, recommendations, and studies; schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and comparable and related documents of a general or specific nature on transactions and subjects related to shipboard training and not included in other academic program files. Includes as subjects: Area Training Representatives; maritime enterprises; steamship companies; Sea Year Projects and Committee; and others pertinent to aspects of developing, supervising, and coordinating shipboard and internship training programs for midshipmen.

Dispose of when 5 years old or when no longer needed for current business, whichever occurs first.

Registrar's Office

851. Registrar Subject File. Topical documents concerning the administration and operation of Registrar functions. Includes: informational and instructional papers; agenda and minutes; requests, recommendations, reports, and studies; schedules, statistics, and summaries; data work and spread sheets; background and work papers; correspondence and memoranda; and comparable and related documents of a general or specific nature on transactions and subjects not documented in other Registrar files. Includes as subjects: academic calendars; curriculum; diplomas and degrees; departments; Academic Board or faculty meetings; classroom utilization; instructor workloads; textbooks; and others pertinent to aspects of the registrar process.

a. Dispose of classroom utilization report when 10 years old.

b. Dispose of all other papers when 5 years old, or when no longer needed for current business, whichever occurs first.

852. Registrar Registration File. Transaction documents used in enrolling midshipmen in core curriculum or elective academic courses. Includes: EAM midshipman and course cards; course lists; course enrollment lists; midshipman enrollment lists; and related documents involved in producing academic rosters and control lists.

Dispose of 1 year after end of respective academic year.

853. Registrar Scheduling File. Transaction documents used in scheduling academic courses or final examinations. Includes: master course scheduling lists; instructor lists; midshipman strength reports; master classroom lists; instructor and midshipman academic schedules; curriculum matrices; and related worksheets; eligible exam room lists; final exam exemption requests; course class lists; and related worksheets; memoranda; and related documents involved in assigning instructors, midshipmen, and classrooms to schedules for academic courses and final examinations.

Dispose of 1 year after end of respective academic year.

854. Registrar Academic Year File. Summary statement documents used internally for academic administration. Includes: midshipmen or sea project rosters; final class lists; academic precedence lists; academic performance reports; honors reports; master course and final examination schedules; grade analyses; grade verifications; academic analysis; and related documents involved in periodically recurring or special review, analysis, or reporting of individual and collective academic performance of midshipmen.

a. Dispose of: rosters - 1 year; lists, reports, and schedules - 5 years; and grade analyses - 10 years; after end of respective academic year.

b. Dispose of grade verifications and academic analyses 40 years after end of respective academic year.

855. Registrar Official Student Records File.* Summary statement documents of the official academic grades and class standings of individual midshipmen. Includes: official student record transcripts of currently enrolled midshipmen; official student record transcripts and personal history records of graduates; involved in recording academic achievement and rank for administrative and reference purposes.

Dispose of 60 years after graduation of class.

856. Registrar Transcript Requests File. Transaction documents used to answer requests for the Official Student Record of individual midshipmen or graduates. Includes: information release authorizations; transcript requests; fee requests and receipts; correspondence or memoranda; control registers or logs; indexes; and related documents involved in providing and controlling release of transcript information to legitimate requestors.

Dispose of 5 years after date of transaction.

Schuyler Otis Bland Memorial Library

857. Library Program Subjects File. Programmatic and topical documents concerning the administration and operation of the library program. Includes: informational and instructional papers; requests, reports, recommendations, and studies; schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and comparable and related documents of a general or specific nature (exclusive of library collection primary or secondary card catalogs or control lists) pertinent to providing necessary library media resources for the USMMA.

Dispose of when 5 years old or when no longer needed for current business, whichever occurs first.

Office of Instructional Media

858. Instructional Media Subject File. Topical documents concerning the administration and operation of instructional media services. Includes: informational and instructional papers; requests, reports, recommendations, and studies; schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; inventory lists; control registers and logs; and related documents of a general or specific nature pertinent to providing necessary audio-visual media resources for the USMMA.

Dispose of when 5 years old or when no longer needed for current business, whichever occurs first.

ASSISTANT SUPERINTENDENT FOR REGIMENTAL AFFAIRS

The Assistant Superintendent for Regimental Affairs also serves as Commandant of Midshipmen and is responsible for all midshipmen activities of a non-academic nature, including military type organization, discipline, and system of self-government; monitoring the adequacy of the midshipmen quarters, clothing, food, and related commissary services; and providing and directing a program of social and non-athletic recreational activities.

Office of the Commandant of Midshipmen

859. Regimental Program File. Programmatic and transaction documents used to formulate and execute the Regimental Affairs program. Includes: agenda and minutes; agreements; comments, requests, recommendations, and proposals; evaluations, reports, and studies; schedules, statistics, and summaries; instructions; background and work papers; correspondence and memoranda; and comparable and related documents concerning policy, plans, issues, goals, and objectives relating to: mission and functions; operations and workloads; budgets; committees; meetings or conferences; inspections and official visits; and other topics pertinent to developing, directing and reviewing the Regimental Affairs program. Specifically includes as subjects: band; barracks; class advisors; conduct and discipline; exchange visits; honor board; inspections, leave and liberty; merit system; midshipmen regulations; parades; uniforms; and watch bills.

Dispose of when 10 years old, or no longer needed for current business, whichever occurs first.

860. Commandant's Executive Board Case File.* Transaction documents used to review individual cases and make recommendations concerning the setback, resignation, or dismissal of a midshipman. Includes: convening notice; counseling forms; grade reports; midshipman profile reports; witness lists or statements; and related documents involved in considering cases of academic deficiency, conduct, aptitude, or adaptability.

Dispose of 15 years after respective Board meeting.

861. Midshipman Conduct Case File.* Transaction documents used to record and monitor individual midshipman conduct and leadership proficiency. Includes: personal data cards; quarterly grade reports; deficiency reports and supporting papers; chronological conduct records; commendation, admonition, and adverse comment notices; deferment requests; merit point record cards;

and related documents involved in supervising midshipman participation in the USMMA regimental system.

Dispose of 1 year after graduation.

862. Midshipman Personnel Management Subjects File. Topical documents concerning the administration and operation of midshipman personnel management functions. Includes: informational or instructional papers; agenda and minutes; rosters, recommendations, requests, reports, and studies; schedules, statistics, and summaries; data work and spread sheets; correspondence and memoranda; background and work papers; and related documents of a general or specific nature on transactions and subjects not documented in other midshipman personnel files. Specifically includes as subjects: academic deficiencies; Plan-of-the-Day; Superintendent's Instructions; Superintendent's Notices; Calendar of Events; cultural events; sports; clubs; class profiles; lifeboatman examinations; shipping lists; and others pertinent to aspects of midshipman personnel management.

Dispose of when 10 years old, or when no longer needed for current business, whichever occurs first.

863. Midshipman Personnel Folders File.* Transaction documents reflecting the service status of individual midshipmen. Includes: nomination, application, appointment, release, and supporting papers; maritime training assignment, accomplishment, evaluation detachment, and discharge papers; academic standing notices; commendation, recommendation, and adverse performance reports; official leave papers; maritime and naval certification, licensing, or commission appointment notices; identification photographs, correspondence and memoranda; and comparable and related documents involved in recording midshipman appointment, service, and separation.

a. Transfer to FRC 5 years after graduation.

b. Dispose of 60 years after graduation of class.

864. Midshipman Personal History Cards File.* Summary documents of the pertinent facts of the background and service of individual midshipmen. Includes: personal history cards; identification photographs; and related cross indexes; used as a concise reference for midshipman personnel administration and historical purposes.

Combine with individual Midshipman's Official Student Record after graduation for retention in the Registrar's Office (see Registrar's Office).

865. Midshipman Personnel Management Report File. Subsidiary and summary statement documents used internally or required externally for midshipman personnel management or statistical purposes. Includes: reports on routine or special topics such as: on-board strength; sea year status; attrition; activities; operations; and workload; with related background, supporting, and transmittal documents; correspondence and memoranda; involved in the periodically recurring and special reporting to higher echelons for management review, further consolidation, and reporting to other agencies.

Dispose of when 10 years old, or when no longer needed for current business, whichever occurs first.

REGION DIRECTORS

The Region Directors shall be responsible for all field operations and programs of the Administration within their respective Regions, except ship construction and the United States Merchant Marine Academy, subject to national policies, determinations, procedures and directives of the appropriate headquarters office in Washington, D. C. The programs and activities under their jurisdiction shall include marine inspections; training for marine personnel in radar, loran, etc.; market development; port and intermodal transportation development; development of minority business enterprises through contractors and subcontractors of the Administration; compliance activities under Title VI of the Civil Rights Act of 1964; external auditing; financial analysis of the shipping industry; and administrative support activities.

In addition, the Eastern, Central, and Western Region Directors shall be responsible for the custody and preservation of ships in the national defense reserve fleets; activities relating to the award and/or administration of contracts for operation, repair and maintenance of ships; facilities management; accounting; and procurement and disposal of property and supplies.

The Great Lakes Region Director shall conduct programs and activities to promote the development of Great Lakes shipping.

NOTE: This Record Schedule is applicable to all Regions. While the organizational structure of the Region offices have similarities, there are differences and the records generated may vary from Region to Region.

The records described herein are based on the records of the Eastern Region. As long as the records in another Region are the same as those described for the Eastern Region and serve the same purpose, it is intended that the retention period provided shall apply to them wherever found within a Region.

Office of the Director

866. Director's Subject File. This file consists of subject-filed copies of materials generated by the Director or prepared for him in providing executive direction of the office. Included is incoming and outgoing cor-

respondence from headquarters, private individuals, and others pertaining to program activities, policy procedures and rulings and decisions on matters relating to Maritime Activities.

Start a new file every 5 years, transfer to FARC 1 year later. Dispose of when 10 years old.

867. Deputy Director Subject File. This file contains documentation reflecting the executive direction of the regional office as assigned to the Deputy Director. It includes such headings as Asbestos Hazard Control, Budget Call, Minority Contractors, James River Fleet, Shipyards, Seaman's Church Institute, Contract Administration and similar type records.

Start a new file every 5 years, transfer to FARC 1 year later. Dispose of when 10 years old.

868. Weekly Activity Reports. These are weekly reports submitted to the Assistant Secretary for Maritime Affairs reflecting important actions, significant projects completed or major milestones achieved on significant projects, and any problems developed.

Dispose of when 5 years old.

869. Administrative Subject File. Consists of records pertaining to internal housekeeping matters such as budget, contracts, personnel, travel, and general administrative matters.

Dispose of when 2 years old.

870. Reading File. This file consists of a copy, filed by date, of documents prepared or signed by the Director.

Dispose of when 5 years old.

REGION PERSONNEL OFFICE

The Region Personnel Representative exercises all of the authorities of the Region Director with respect to the personnel functions assigned by the Manual of Orders, and specifically Subsection 2.05 of Maritime Administrative Order 100-2.

871. Employee Training. Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.

Dispose of when 5 years old or when superseded or obsolete, whichever is sooner.

872. Request for Personnel Action (SF-52).* Consists of copies of requests for personnel actions, such as appointment, promotions, transfers, separations, and similar type personnel actions.

Dispose of when 2 years old.

873. Service Record Card.* Consists of Service Record Cards for employees spearated or transferred. see appendix I for revision

[redacted]

874. Certificate of Eligibles File.* Consists of Certificates of Eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a non-preference eligible.

Dispose of when 2 years old.

875. Position Description Files. These are office copies of position descriptions showing such information as organizational location, grade, responsibilities and duties involved, and related information.

Dispose of when abolished, superseded, or no longer needed for current business.

876. Personal Injury Files.* Consists of forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made.

Dispose of when 5 years old.

877. Employee Awards File.* Consists of case files including recommendations, memoranda, approved nominations, correspondence, reports and related handbooks pertaining to agency-sponsored cash and non-cash awards, such as incentive awards, within-grade merit increases, suggestions and outstanding performance.

Destroy 2 years after approval or disapproval.

878. Course Announcement File. Consists of a reference file of pamphlets, notices, catalogues, and other records which provide information on courses or programs offered by government or non-government organizations.

Dispose of when superseded or obsolete.

879. Building Pass Credential File. Contains a record of identification cards issued to employees and a record of cards disposed of when employee is separated.

Dispose of when no longer needed for current business.

880. Merit Promotion Program File.* Consists of documents pertaining to announcements of vacancies under the Merit Promotion Program, related applications for employment received, and other papers concerning the filling of vacant positions in accordance with merit promotion procedures.

Dispose of 2 years after the position is filled or after OPM audit, whichever is sooner.

881. Adverse Action Case Files.* Consists of copies of case files and related records created in reviewing an adverse action against an employee.

Dispose of 4 years after the case is closed.

882. Personnel Subject Files. This file consists of documents pertaining to the general administration and operation of personnel functions and including college programs, selective placement programs, special career programs, examinations, paid recruitment, executive development, merit promotion, and employee safety. Also included are correspondence, reports, memoranda, and other records relating to employment programs and functions, and manpower management and evaluation, including experts and consultants, overseas employment, re-employment rights, employee transfer and detail, and excepted positions.

Dispose of individual documents and contents of file folders when superseded or when no longer needed for current business, whichever is sooner.

883. Congressional Correspondence. This file consists of incoming letters, records of telephone conversations, and outgoing replies to Washington concerning Congressionals, and copies of Washington replies to the Congressmen.

Dispose of when 3 years old.

REGION ADMINISTRATIVE SERVICES OFFICE

The Region Administrative Services Officer is authorized to exercise all of the authority of the Region Director with respect to administrative services, property control, purchase and disposal functions assigned by the Manual of Orders, and specifically Sections 2.02, 2.08 1, and 2.08 4 of the Maritime Administrative Order 100-2.

884. Office Services Subject File. Consists of documents pertaining to reporting requirements, mail management, reproduction reports, space, directives, management plans, teletypes, travel, personnel, emergency planning, air pollution, training and related documents.

Dispose of individual documents or contents of individual file folders when superseded or when they have served their purpose.

885. In-House Newspaper. Consists of records pertaining to the periodically issued in-house newspaper featuring items of interest to Regional Office employees.

A. Record copy - Dispose of when purpose has been served.
B. All other records - Dispose of when 5 years old.

886. Press Releases, Speeches, and Other Presentations. These are copies of the items specified in the file series title and similar material used as a precedent and for other reference purposes. This material is adequately documented in official files kept in Washington.

Dispose of when superseded or when 5 years old, whichever is sooner.

887. Laws, Regulations and Directives. These are copies of laws and regulations defining and governing the programs and responsibilities of MarAd. The record copy is maintained in the Office of Organization and Management Systems in Washington.

Dispose of when revised or revoked.

888. Public Affairs Subject File. Documentation created and collected by the Regional Office pertaining to the performance of its functions with associated reference materials.

Dispose of individual files when records have become obsolete or have been superseded, whichever is earlier.

889. Biographical Statements.* These are short biographic resumes and photographs of senior officials of the Regional Office used for news purposes, introductions at meetings and public appearances.

Dispose of 5 years after a change of the senior officials.

890. Contract Case Files. These are Regional Office procurement copies of the basic documentation of negotiated and bid contracts involving the seeking and letting of contracts, post award documentation involving monitoring and settling of contracts to close them through final payment and audit. Documentation for fiscal purposes is also maintained in the Finance Office.

Transfer to FARC 1 year after the contract is terminated.

[redacted]

[redacted] Dispose of 6 years, 3 months after the period covered by the contract.

891. Leases. Consists of copy of lease agreement, clearances, blueprints, drawings, improvements, recommendations, approvals and related documents.

Transfer to FARC at the end of the year in which the lease is terminated.

[redacted]

[redacted] Dispose of 6 years, 3 months after the lease is terminated.

892. Contract and Purchase Order Logs. These are registers of contracts and orders awarded showing contract number, originating unit, description of item, contractor's name, date of award, dollar amount, and similar information as required.

Dispose of record copy when 10 years old.

893. Requisition Purchase Order File. Consists of copies of purchase orders for the purchase of supplies, service and equipment. Included in the file are requisitions, purchase orders, justifications, approvals, and other related papers. The fiscal accountability copies are maintained in the Accounting Division.

a. Transactions of more than $10,000 [redacted] r closure [redacted]. Dispose of 6 years, 3 months after final payment.

b. Transactions of $10,000 or less [redacted]. Dispose of [redacted] 3 years [redacted] after final payment. [redacted].

894. Federal Supply and Property Management Reports. This file consists of reports generated by the contracting officer in the Administrative Office. Included are such items as the Utilization and Disposal of Excess and Surplus Personal Property, Utilization of Foreign Excess Property, Personal Property Furnished Non-Federal Recipient from Excess, Transactions Made under Exchange/Sale Authority and Recovery of Precious Metals and Critical Material.

Dispose of when 3 years old.

895. Employee Applications for Motor Vehicle Operator's Card.* Applications from employees for authorization to operate government vehicles.

Dispose of when renewed or upon termination of individual's employment.

896. Procurement File. This file consists of requisitions, purchase orders, work orders, requests for Imprest Funds and copies of contracts that have been awarded. Pending items are held in case file folders until completed and then the order is closed and filed numerically. These are office copies of which the record copy is maintained in the Finance Office and supported by a procurement copy maintained by the Contracting Officer.

Dispose of when 2 years old.

897. Reports File. This file contains copies of reports that are collected or generated by the Administrative Office. They include such items as Personal Property, Estimated Cost of Postage and Fees, Vital Records, Commercial Print Usage, Telephone Report, Forms Report, Copier Usage, Management Surveys, and other similar internal submissions. These papers are summarized or essentially duplicated by reports submitted to Washington.

Dispose of when 6 years old, or when no longer needed for current business, whichever is sooner.

898. Report of Excess Property. Consists of copies of the report showing the quantity, item description, unit acquisition cost, condition and authorized disposition of excess property.

Dispose of when 5 years old.

899. Personal Property Records. These are listings or inventories of personal property showing the description of the item, model and serial numbers, location and the person or office charged, with related correspondence.

a. Record Card - Dispose of when superseded by a new card or upon disposal of item of equipment.

b. Inventories or lists of Personal Property - Dispose of when replaced by a revised copy.

c. All other papers - Dispose of when 3 years old.

900. Telephone Bills. Consists of copies of bills for telephone service together with related papers. The fiscal accountability copy of these bills are maintained in the Finance Office.

Dispose of when 2 years old.

901. Records Disposition Files. This file consists of copies of papers on records disposition including descriptive history, disposal authorizations and clearances, schedules for retirement of records, transmittals of records to Records Centers and correspondence and memoranda relating to revisions.

Dispose of when related records are destroyed, or when no longer needed for administrative or reference purposes.

902. Express Mail Receipts. Consists of copies of receipts for outgoing daily express mail.

Dispose of when 1 year old.

903. Teletype Message File. Consists of a reference copy of all incoming and outgoing telegram messages. The original copy is forwarded to an action office.

Dispose of when 1 year old.

REGION FINANCE OFFICE

The Region Finance Officer exercises all of the authority of the Region Director with respect to the accounting, financial studies and approvals, and other finance functions assigned by the Manual of Orders, and specifically Sections 2.03 and 2.04 of the Maritime Administrative Order 100-2. The Region Finance Officer is also authorized to exercise all of the authority of the Region Director with respect to the civil rights and minority business enterprise functions assigned by the Manual of Orders.

904. Weekly Activity Reports. Consists of a summary of completed actions and continuing projects in the Finance Office.

Dispose of when 1 year old.

905. General Subject File. This file consists of copies of reports, authoritative issuances, memorandums, correspondence and related documents created or collected by the office.

Dispose of when 3 years old or when purpose has been served, whichever is sooner.

906. Reading File. Consists of extra copies of documents prepared or signed in the office and maintained by date.

Dispose of when 3 years old.

907. Civil Rights Subject File. Contains incoming and outgoing correspondence and collected printed and processed material pertaining to the provisions of the program, its effectiveness, suggested improvements, and explanations or interpretations or specific provisions of the law and their application in general. Also included is documentation of the specific steps taken by the office to implement the program.

Dispose of individual documents or contents of file folders when superseded or when 5 years old, whichever occurs sooner.

908. Reading File (Civil Rights). This file contains chronologically arranged copies of documents prepared by the Civil Rights Activity.

Transfer to FARC when 4 years old. Dispose of 5 years later.

909. Civil Rights Compliance Reviews. Consists of records pertaining to reviews of contractors involved in Federally Assisted Construction Contracts, and in administering the Department's internal discrimination complaint program.

Transfer to FARC when 5 years old. Dispose of when 10 years old.

910. Operations and Training Budget. Contains budget submissions from all activities in the Region Office and records pertaining to budget allocations, appropriations, operating budget reviews, together with work papers and supporting data.

Dispose of 2 years after the close of the fiscal year involved.

911. Budget Control File. Consists of the allotment and fiscal plan advices, fiscal and work plans, travel funds, reimbursable hours worked control, and status of budget allocation.

Dispose of 2 years after the close of the fiscal year involved.

912. Ships File. This file consists of general contractual correspondence and the operational record of the vessel throughout the period of MarAd control.

Transfer to FARC when the contract is terminated. Dispose of 6 years later.

913. Liner and Bulk Company Files. These files consist of copies of agreements, charters, mortgages, rates, permissions and waivers, competitive-contracts correspondence and related material used in determining aid to companies.

Dispose of when contract is closed.

914. Maritime Aids General Subject Files. This file consists of documentation relating to the ODS Liner and Bulk programs. Also included are various files of a subsidy nature such as CDS and other forms of Maritime Aids.

Dispose of when no longer needed for current business.

915. Voyage Record - Work Files. This file consists of working papers on Liner and Bulk subsidized vessels filed by shipping company and voyage. The records are used to verify the voyage activities prior to subsidy payment. Also, as a reference for any adjustments, changes and questions.

Dispose of when 3 years old, or when no longer needed for current business, whichever is earlier.

916. Russian Grain, ODS Short Term Contracts. These files consist of copies of agreements, correspondence, and other documentation relating to the vessels involved in transporting grain.

Dispose of when contract is terminated, financial audit is completed, and pending claims are resolved.

917. Ships' Logs. This file consists of abstracts of the ships' actual voyages for Bulk vessels only. They include the deck log for the voyage of the ship loaded and the port log for the loading and discharge ports. These records are used as a basis for verification of the voyage in support of subsidy payment to the Ships' Operators.

Destroy when 10 years old.

~~Permanent. Transfer to FARC when contract is terminated.~~

~~Offer for transfer to the National Archives 6 years thereafter.~~

918. CCF, CDS and Title XI Company Files. This file consists of formal actions and correspondence on companies receiving Maritime Aids assistance under the CDS, CCF and Title XI programs.

Dispose of when contract is closed.

919. Reserved.

920. Sailing Schedules. This file consists of sailing schedules approved for ODS payment, record of sailings and position reports. These are used as a basis for reviewing ODS subsidy contracts and reference for audit of final rate year.

Dispose of when 3 years old.

921. Contract File (Audit). This file consists of contracts and addendums on the ODS-Liner and Bulk, CDS and Russian Grain programs. These records are used by Audit Operations as a basis for handling ODS voucher payments and audits.

Dispose of when contract is terminated.

922. Audit Case Files (Russian Grain). These files consist of terminated voyage cost audits, completed payment voucher file audits, historical cost audit (by year), by operator, vessel and voyage. These audits are the basis for determining the subsidy to be paid to the operator under the Russian Grain Program.

Transfer to FARC 1 year after completion of the audit. Dispose of 7 years after completion.

923. ODS Bulk and Liner Audit Files. Consists of contracts agreements, subsidizable expense audits, wage audits, paid ODS vouchers, directives, correspondence from subsidized companies and related documents.

Transfer to FARC when contract is terminated and final audit is completed. Dispose of 7 years after final audit.

924. National Shipping Administration Ready Reserve Fleet Audits. Consists of service agreements, vouchers, countersigned checks, company correspondence, financial statements and related documents used in auditing records. These records are maintained by the general agent of the company retained for the operation and maintenance of ships under the Ready Reserve program. The records will be returned to the regional office at the time the agreement is completed.

Transfer to FARC 1 year after the agreement is completed. Dispose of 7 years after completion.

925. Audit Operations Subject File. This file consists of documentation pertaining to the particulars of the audit operations carried out by the office, such as copies of laws, regulations, orders, procedures, audit assignments, workload estimates, production reports, relations with other agencies, and similar papers relating to the activities involving the carrying out of field audits.

Dispose of individual documents and contents of file folders when no longer needed for current business or when obsoleted, whichever comes sooner.

926. Early Warning Reporting Companies. The file consists of copies of operators' annual and semi-annual reports and financial statements. The finance documents are reviewed to determine the financial stability of each company.

Transfer to FARC 2 years after the report is audited. Dispose of 5 years after the audit.

927. Special Financial Analysis Report. This file consists of monthly, semi-annual and year-end financial statements from liner operators. Includes voyage performance reports by vessel and trade route. This data is used to analyze the financial stability of each operating company.

[redacted]. Dispose of when 4 years old.

928. Capital Construction Fund Report -- CCF. Consists of a financial report from each CCF fund holder. Includes documentation on investments, deposits and withdrawal from each fund. This data is used as a basis for semi-annual reviews and for audits conducted every 3 years.

Dispose of 2 years after audit.

929. Title XI Closing File. Consists of the notification of closing, copies of deposit tickets into escrow fund, verification of shipyard costs, teletypes, memoranda and related documentation on Title XI Closing.

Dispose of when 2 years old.

930. Financial Information Retrieval System (FIRST). Consists of data cassettes and computer printouts of the quarterly and annual financial and operating reports from each liner operator. A copy of the cassette is forwarded to Financial Analysis in Washington after verification.

Dispose of when 2 years old.

931. Open Obligation Document File. This file contains copies of undelivered orders, invoices, receiving reports and status of incomplete orders. When payment is completed, the file is closed and filed separately.

Transfer to FARC when 3 years old.

a. Records created before July 1, 1975 - Dispose of after 10 years, 3 months.

b. Records created after June 30, 1975 - Dispose of after 6 years, 3 months.

932. Certificates of Deposit. These are copies of certificate of deposit submitted to the Treasurer of the U. S. with related debit vouchers, checks, and cash.

Transfer to FARC when 3 years old. Dispose of when 10 years old.

933. Sycor Cassette - Daily Transaction Batches. These cassettes contain a record of the daily transactions processed during each month.

Erase when 1 year old.

934. Open Contract Obligation File. These are Finance copies of negotiated competitive and open contracts let by MarAd. When performance under the contract has been completed, and final payment made, the case is closed and placed in a separate file.

Transfer to FARC when 3 years old.

a. Records created before July 1, 1975 - Dispose of after 10 years, 3 months.

b. Records created after June 30, 1975 - Dispose of after 6 years, 3 months.

935. Parallel Work Records. These are parallel records of the fiscal reports produced on MAFIS. They include hard copies of the allotment advices, line items, reimbursables, status of allotment, and other General Ledger entries.

Dispose of when 4 years old.

936. SF-224, Statement of Transactions. These are copies of monthly reports submitted to the Treasury Department showing a classification of disbursements and collections by appropriation, fund and receipt amounts.

Transfer to FARC when 3 years old.

a. Records created prior to July 1, 1975 - Dispose of after 10 years, 3 months.

b. Records created after June 30, 1975 - Dispose of after 6 years, 3 months.

937. General Ledger Listings. These listings include:

Status of Allotments by Appropriation
Status of Budget Allocation by Line Item
Commitments and Obligations
Open Commitments by Documents
Open Obligation by Document
Subsidiary Ledger for Accounts
Voucher Register Fund
Cash Receipts Disbursement Fund
Cash Receipts Register Fund
Commitments and Obligations Register Fund
General Journal Fund
General Ledger Fund
Trial Balance

Transfer to the Feceral Archives and Records Center when 3 years old. Dispose of when 10 years old.

938. Allotment - Fiscal Plan Advice. These are advices of the funds alloted to each program by appropriation number.

Transfer to FARC when 4 years old. Dispose of when 10 years old.

939. Paid Voucher File. This file consists of numerically numbered paid vouchers supported by vendors' invoices, copies of purchase orders, receiving reports and accounting code sheets.

[redacted]

[redacted]

[redacted] Dispose of after 6 years, 3 months.

940. Voucher and Schedule of Payments. These are the accomplished copies of paid schedules of payments submitted to the Treasury Department for issuance of checks.

[redacted].

[redacted]

[redacted] Dispose of after 6 years, 3 months.

941. Sycor Tape Cassette with Time and Attendance Reports. Data from the time and attendance reports are input on tape cassettes and transmitted via Sycor terminal to the computer in Washington.

Dispose of Time and Attendance Reports and erase Sycor cassettes 6 weeks after the data has been input and validated by the computer activity in Washington.

942. Batch Listing Report. These are listings of batch dailies, which have been validated and/or rejected by the MAFIS system in Washington.

Dispose of when 6 months old.

943. Terminal MAFIS Batch Listing Report. These are validation runs, together with hard copies of transaction data, used to verify the accuracy of accounting data to be transmitted to the Honeywell Computer System in Washington for storage.

Dispose of when 6 months old.

944. Paid Voucher - Card Control Files. File consists of cards showing Vendor Name, ID Number, Invoice Date, Amount of Invoice, Purchase Order Number, Bureau Voucher Number assigned for payment and Payment Schedule Number.

Dipose of when 6 years old.

REGION SHIP OPERATIONS OFFICE

The Region Ship Operations Officer exercises all of the authorities of the Region Director with respect to the ship operations, maintenance and repairs and other ship management functions assigned by the Manual of Orders, and specifically Sections 2.01 and 2.07 of Maritime Administrative Order 100-2.

Operation Office

945. Reactivation Specifications. Contains specifications for Victory Ships for ready issuance to various contractors in the event of reactivation of the vessel. Includes blueprints, schematic drawings, capacity plans applicable to various types of vessels and related architectural designs.

Retain in office. Dispose of when no longer required or ship no longer exists.

946. Vessel Survey Card File. These are 5 x 8 card files which contain a short summary of all surveys on government owned and mortgaged vessels under MarAd control.

Dispose of when no longer needed for current business.

947. Program Subject File. This file contains correspondence, memoranda, and other documents pertaining to the substantive portion of office records, such as: Emergency Logistics Study, Inspection of Loaned Items, Merchant Ship Register, National Defense Reserve Fleet, Russian Grain, Ships Design and Program Studies, Training School for Ships Personnel, and other similar subject documents not related to a specific individual, vessel, or company.

Dispose of when 2 years old.

948. Technical Surveyor Working Files. The files consist of working papers maintained by individual marine surveyors, such as materials on pending matters and extra copies of documents, drafts, notes, or other working papers needed for operational needs.

Dispose of when no longer needed for current business.

949. Master Lump Sum Repair Contracts. This file consists of contracts for the repair, alteration, conversion, reconversion of, or additions to vessels. Includes application, financial statements, report on facilities, approvals, executed contracts and related documents.

Dispose of 1 year after the contract is terminated.

950. Ship Sales Files. These files contain sales data on ships sold by MarAd. Included are correspondence on terms of sale under Property Disposal (PDX), abstracts of bids, ship sales action, notification to buyer and related sales documents.

Dispose of when no longer needed for current business.

951. Paid Account File. Consists of documentation relating to payment to contractors for repairs performed on vessels under the master repair contract. Includes abstract of bids, job orders, awards and other pertinent data.

Transfer to FARC when 3 years old.

[redacted]

[redacted] Dispose of after 6 years, 3 months.

952. Title XI Mortgage Insurance or Preferred Mortgage Insurance. Consists of documentation on vessels with Title XI mortgages. Includes surveys on condition of vessels, recommendations, reports and related documentation.

Dispose of when no longer needed for current business.

953. Ships Files. This file contains all documentation pertaining to each vessel under MarAd jurisdiction. Includes directives, correspondence, teletypes, voyage repair test reports, notice of ship movements, ABS survey of ships' condition and related papers.

Dispose of when ship is removed from MarAd jurisdiction.

954. Subsidy Repair Summary. This file contains a record of all invoices submitted for review and approval of payments for each voyage,

letters of determination to carrier and to Finance for audit purposes, and related repair summary documents.

Transfer to FARC when the contract is terminated and audit completed. Dispose of 7 years later.

955. Statistical Files. Consists of documentation and reports relating to various programs in Ship Operations such as School Ships, Ready Reserve Program Funds (Direct and Reimbursable), Ship Construction, Trade-ins and SS United States commitments, obligations and other statistical data.

Dispose of when 5 years old.

956. Survey Files. This file consists of documentation pertaining to surveys of vessels by MarAd. Includes correspondence, condition survey report, ABS report, and similar documents relating to the condition of the ship.

Dispose of when the vessel is removed from MarAd jurisdiction.

957. Radar School Training.* This file consists of applications for Radar Training and a passed/failed history of the applicants. Included is a record of individuals trained in the Radar Observer Courses, Radar Refresher Course and Radar Recertification Exercise.

Dispose of when 6 years old.

958. Loran and Gyrocompass Training. This file consists of applications for Loran and/or Gyrocompass Training. Included is a pass/fail history of training and a record of the certificate number issued.

Dispose of when 6 years old.

959. Firefighting Training.* Contains a copy of firefighting certificates issued to participants in the program. Also copies of correspondence to user organizations with attached roster of students showing their certificate number.

Dispose of when 6 years old.

960. Training Subject File. Consists of training establishments, courses, locations of schools and rules and regulations that apply to them. Includes

State and Federal Academies, Union Schools and other schools providing maritime training.

Dispose of when no longer needed for current business.

961. Operating Subject File. This file contains documentation generated or collected by the Operations and Training Officer and retained for his convenience in directing the training activities. Includes correspondence, reports, technical data and related training data.

Dispose of individual documents or folders when superseded or when 5 years old, whichever is appropriate.

Academy Training Representative (ATR)

962. Assignment Envelope File (AE).* This file contains envelopes on which a chronological record of the midshipman's sea year assignment data is listed. Included in the envelope is a record of the type of ship to which assigned, ship's route, date detached, performance evaluation by the ship's officer and related data. Also correspondence to ATR from midshipman and ATR case notes on midshipman.

a. Dispose of the contents of the envelope 1 year after graduation from the U. S. Merchant Marine Academy.

b. Dispose of the envelope with the midshipman's sea year assignment data 5 years after graduation from the Academy.

963. Internship Organization File.* This file consists of incoming and outgoing correspondence with ship companies relating to internship training. Included are assignment orders, general instructions, duty status, internship reports and related documentation pertaining to internship training.

Dispose of 4 years after the company is no longer utilized for internship training.

964. Program Subject File. This file consists of correspondence, memoranda, background data, and related documents pertaining to the U. S. Merchant Marine Academy Training Activities. Included are such items as: Instructions from the Academy Dean, Semi-annual meeting of the AT Repre-

sentatives, Budget for Ship Training, Indoctrination Plans for Incoming Class, Training Procedures, List of Subsidized Company Ships, Lubbers' Line, Weekly Reports and similar type training program documents.

Dispose of individual documents or folders when no longer needed for current business.

965. Midshipman's Assignment Report File.* This file contains a record of each midshipman's assignment report while assigned to a ship. Included are reports on the ship's training program, ships study program, work experience, impact on midshipman and related data.

Dispose of individual documents when no longer needed for current business.

REGION PORT AND INTERMODAL DEVELOPMENT

The Region Port and Intermodal Development Officer exercises all of the authorities of the Region Director with respect to the port and intermodal development functions assigned by the Manual of Orders.

966. Program Subject File. This file consists of documents reflecting activities pertaining to the development and promotion of Intermodal Transportation Systems, and the utilization of ports and port facilities. Included are such items as the Commerce Cities Program, Marine Fire Protection, Maintenance and Repair, Coastal Zone Management, Management of Grain, Research and Development, and similar Port and Intermodal Activities.

Dispose of when 5 years old or when purpose has been served, whichever is sooner.

967. Project Files. This file contains correspondence, memoranda, reports, technical references, solicited and unsolicited proposals, and similar documents regarding studies of public marine terminals, port emergency planning, terminal facilities, computerized data base of U.S. port facilities marine fire protection, and similar studies in the area of management, demonstrations, and equipment.

Dispose of when no longer needed for current business.

968. Staff Working Paper Files. The files consist of technical reference materials, publications, convenience copies of documents, drafts, and other working papers maintained for convenience of office operations by various members of the office.

Dispose of when superseded or no longer needed for current business.

REGION MARKET DEVELOPMENT OFFICE

The Region Market Development Officer exercises all of the authorities of the Region Director with respect to the market development functions assigned by the Manual of Orders.

969. Program Subject File. This file contains correspondence, memoranda and other documents pertaining to the substantive portion of the records such as Cargo Preference, Heavy Lift Vessels, Industry and Trade Administration, Policy Letters, Ship Operations Information Systems, Lash and Container Vessels, Commerce City Projects, Market Leads System and similar type program documents.

Dispose of when 5 years old or when no longer needed for current business, whichever is sooner.

970. Shippers' File. This file consists of import and export data, gathered as a result of the Office of Market Development's call on shippers. This data is transmitted to the Sycor data information system where it is maintained on tape.

Disposal Not Authorized.

~~Dispose of when no longer needed for current business.~~

971. Foreign Trade Route Report File. Consists of copies of computer generated reports on commodities moved on foreign trade routes. These are used as reference material to respond to inquiries which serve the shipping companies, exporters and the general public.

Dispose of when 1 year old.

972. U. S. Flag Steamship Companies. Consists of correspondence, memoranda, reports and similar informational material maintained as a source of information on dealings and services with flag companies.

Dispose of when no longer needed for current business.

973. Correspondence Files. Consists of incoming and outgoing correspondence and memos between offices in MarAd pertaining to the administration and policy of the Office of Market Development Program.

Dispose of when 5 years old.

980. Time and Attendance Records.* Supervisor's copy of periodic time and attendance forms for employees.

Dispose of 3 years after end of pay period.

981. Administrative File. Copies of incoming and outgoing correspondence and reports relative to such internal housekeeping activities as budget advices and estimates, personnel actions, performance ratings, supplies, equipment, reproduction, and printing.

Dispose of when 5 years old.

982. SF 7B, Current Employee Record. Supervisor's Service Record Cards containing summary of personnel actions, pay rates, step increases, etc., for all Fleet employees.

Dispose of upon separation or transfer of employee.

983. Directives and Publications. A reference file of MarAd and Department of Commerce orders and other directives. Also included are such documents as the Federal Personnel Manual and miscellaneous ship manuals.

Dispose of when superseded or when no longer needed for current business.

984. Medical/Accident Reports on Employees. Medical and accident forms, documents, etc., pertaining to accidents and medical attention to employees.

Dispose of 6 years after last entry.

985. Blueprints for Installation of Dehumidification Machines on Ships. Used as guide for installation of dehumidification machines on ships.

Dispose of when no longer needed for current business.

986. MA-123 Preservation Daily Work Sheets. These forms show actual time worked by Fleet (Civil Service) employees on each ship or project at fleet and are used for various reports required by Division of Reserve Fleet. MarAd is reimbursed by the Department of Defense for such services for Defense related vessels.

For forms relating to:

a. Direct Program, dispose of when 3 years old.

b. Reimbursable Program, dispose of when 6 years old.

987. Tank capacity file. Includes general plan booklets, loading diagrams, blueprints of fuel tank capacity, and sounding tables for fuel measurements.

Dispose of 2 years after ship is transferred from Reserve Fleet.

974. Weekly Activity Report. Consists of a summary of completed actions and continuing projects in the Market Development Activity. Also included are copies of the weekly reports from various regions for informational purposes.

a. Dispose of the Market Development Activity Report when 3 years old.

b. Dispose of informational copies when 1 year old.

RESERVE FLEETS

The Fleet Superintendent is authorized to exercise the authorities of the Region Director relative to Reserve Fleet functions assigned by the Manual of Orders, which include maintenace, custody, and preservation of ships in the Reserve Fleet.

975. Ready Reserve Fleet. International load certificates, inspection certifications, and safe combinations related to Ready Reserve Fleet (RRF) vessels.

Dispose of in accordance with regulatory body instructions when ship is removed from RRF program.

976. Dehumidification Readings of Active Ships. Dehumidification Inspection Report, Form MA-325 for RRF Active Ships. These readings are taken periodically to insure that dehumidification machines are adequately protecting the ships on which they are installed.

Dispose of when dehumidification machines are removed from a ship or the ship is removed from retention status.

977. Active Ships File. Incoming and outgoing correspondence copies, reports, and other documents, not appropriate for filing in other record series, relating to ships currently anchored in the Reserve Fleet. No financial or contract documents are included.

Transfer to Inactive Ships File when ship is removed from retention status.

978. Inactive Ships File. Copies of incoming and outgoing correspondence and other documents relating to ships that have been removed from retention status. (Papers transferred from Active Ships File.)

Dispose of 2 years after ship is transferred from the Reserve Fleet.

979. Reading File. Chronologically arranged copies of correspondence and other communications prepared and/or signed in the office.

Dispose of when 2 years old.

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	APPENDIX I: revised disposition instructions for which there is not enough room in the body of the schedule		
90.	Permanent. Break file at 5 year intervals. Offer to NARS the original negative and one captioned print or two captioned prints when the negative does not exist, and related indices or finding aids when 10 years old or no longer used frequently by the agency,		
91.	Permanent. Break file at 5 year intervals. Offer to NARS the captioned original and one captioned duplicate of each slide with related finding aids when 10 years old or when no longer used frequently by the agency.		
92.	A. Video tapes. Permanent. Offer to NARS the original or earliest generation of recording, and a dubbing if one exists, with related production files and finding aids when 5 years old or when no longer needed for current business. B. Audio tapes. Permanent. Offer to NARS the original or earliest generation of each recording, and a dubbing if one exists, with related production files and finding aids when 5 years old or when no longer needed for current business.		

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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
93.	A. Agency sponsered films. Permanent. Offer to NARS the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound production print or video recording with related production files and finding aids when 5 years old or when no longer needed for current business. B. Films acquired from outside sources. Permanent. Offer to NARS two projection prints or one projection print and a video recording with related finding aids when 5 years old or no longer needed for current business.		
94.	A. Subject file. Permanent. Transfer closed files to WNRC when 5 years old. Offer to NARS in 5 year blocks when the latest records are 20 years old. B. Country files. Permanent. Transfer closed files to WNRC when 5 years old. Offer to NARS in 5 year blocks when the latest records are 20 years old.		
116.	A. Abstract or certificate of title. Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens. B. All other records. Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.	GRS 3/ 2c GRS 3/ 2b	

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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
128.			
	A. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Departments of Justice or Defense for prosecutive determinations, exclusive of files held by DOJ or DOD offices responsible for making such determinations. Destroy 5 years after close of cases.	GRS 18/ 25a	
	B. All other files, exclusive of papers in official personnel folders. Destroy 2 years after completion of final action or when no longer needed, whichever is sooner.	GRS 18/ 25b	
299.			
	A. Directives and other issuances related to agency program functions. Permanent. Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).	GRS 16/ 1a	
	B. Case files related to (a) above. Transfer to WNRC 5 years after directive or issuance has been superseded or revoked. Dispose of when 15 years old.	GRS 16/ 1b	
	C. Issuances and related case files concerning routine administrative functions (e.g., payroll, procurement, personnel). Destroy when superseded or obsolete.	GRS 16/ 1c & d	
760.			
	A. Master slide file. Permanent. Break file at 5 year intervals. Offer to NARS the captioned original and a captioned duplicate of each slide with related finding aids when 10 years old or when no longer used by the agency.		
	B. Vu-graphs and duplicate camera copy slides. Destroy 1 year after use or when no longer used by the agency.		

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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
790.	A. Record set of publications, such as catalogs, bulletins, newsletters and related indexes which disseminate information concerning USMMA programs, activities and events. Permanent. Offer to NARS when 5 years old.		
	B. Record set of official speeches with related indexes. Permanent. Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).	GRS 14/ 1a	
	C. Record set of news releases with related indexes. Permanent. Offer to NARS in 5 year blocks when latest records are 20 years old (e.g., offer 1970-74 block in 1995).	GRS 14/ 1b	
	D. Press clippings concerning major USMMA programs, activities and personages. Permanent. Offer to NARS in 5 year blocks when 20 years old.		
	E. All other records. Destroy when no longer needed for reference.		
791.	Permanent. Break file at 5 year intervals. Offer to NARS the original negative and one captioned print or two captioned prints when the negative does not exist, for slides the captioned original and one captioned duplicate, and for color negative photography a duplicate negative if one exists, with related indexes, finding aids, memoranda and other related documents when 10 years old or no longer used frequently by the agency.		

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Request for Records Disposition Authority—Continuation	JOB NO NC1-357-81-2	PAGE OF

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
802.			
	A. Procurement or purchase organization copy and related papers.		
	(1) Transactions of more than $10,000 and all construction contracts exceeding $2,000.	GRS 3/ 4a(1)	
	Destroy 6 years and 3 months after final payment.		
	(2) Transactions of $10,000 or less and construction contracts under $2,000.	GRS 3/ 4a(2)	
	Destroy 3 years after final payment.		
	B. Obligation copy.		
	Destroy when funds are obligated.	GRS 3/ 4b	
	C. Other copies of records described above used by component elements for administrative purposes.	GRS 3/ 4c	
	Destroy upon termination or completion of contract.		
803.			
	A. Transactions of more than $10,000.	GRS 3/ 4a(1)	
	Destroy 6 years 3 months after final payment.		
	B. Transaction of $10,000 or less and construction contracts under $2,000.	GRS 3/ 4a(2)	
	Destroy 3 years after final payment.		
812.			
	A. Transactions of more than $10,000.	GRS 3/ 4a(1)	
	Destroy 6 years 3 months after final payment.		
	B. Transactions of $10,000 or less and construction contracts under $2,000.	GRS 3/ 4a(2)	
	Destroy 3 years after final payment.		

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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
814.	A. Transactions after July 25,1974 of more than $10,000; and transactions before July 26, 1974 of more than $2,500. Destroy 6 years after final payment. (Place in inactive file on final payment and transfer to FRC 2 years thereafter.)	GRS 4/ 6a	
	B. Transactions after July 25, 1974 of $10,000 or less; and transactions before July 26, 1974 of $2,500 or less. Destroy 3 years after final payment. (Close file at the end of each fiscal year, retain 3 years, and destroy except that files on which actions are pending will be brought forward to the next fiscal year's files for disposal therewith.)	GRS 4/ 6b	
835.	A. Transactions of more than $10,000. Destroy 6 years 3 months after final payment.	GRS 3/ 4a(1)	
	B. Transaction of $10,000 or less. Destroy 3 years after final payment.	GRS 3/ 4a(2)	
873.	A. Cards for employees separated or transferred on or before December 31,1947. Transfer to NPRC (CPR), St. Louis,Missouri. Destroy 60 years after earliest personnel action date.	GRS 1/ 2a	
	B. Cards for employees separated or transferred after January 1, 1948. Destroy 3 years after separation or transfer of employee.	GRS 1/ 2b	

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