

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Commerce

2. MAJOR SUBDIVISION

Maritime Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

William J. FitzPatrick

5. TEL. EXT.

189-2545

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

3/12/73
(Date)

William J. FitzPatrick
(Signature of Agency Representative)

Records Mgmt Officer
(Title)

LEAVE BLANK <i>RG-357</i>	
DATE RECEIVED MAR 15 1973	JOB NO.
DATE APPROVED	173-185
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
3-23-73 DATE	<i>James E. O'Neill</i> Acting ARCHIVIST OF THE UNITED STATES

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Revise Maritime Administration records control schedule, items 64, 65, and 66 (II-NNA-2155, Items 1, 2, and 3) to provide and read as follows: <i>(Elected under 196: 176)</i>		
64	Inventories of equipment and supplies aboard ships, including average & shortage statements. DISPOSE OF AFTER 10 YEARS	<i>25 yrs</i>	DISPOSAL APPROVED
65	Inventory Certificates (ships). DISPOSE OF AFTER 10 YEARS	<i>25 yrs</i>	DISPOSAL APPROVED
66	Correspondence files covering Inventories. DISPOSE OF AFTER 10 YEARS	<i>25 yrs</i>	DISPOSAL APPROVED
<p>(NOTE: Authorization of this schedule will result in the immediate disposal of records described above for the years 1949-1962 and shorten the retention period for subsequent years).</p> <p style="text-align: right;"><i>3 items</i></p>			

Retention period on all similar items is shortened from 25 years to 10 years (4/16/73)