

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-358-09-1</i>	
1. FROM (Agency or establishment) Federal Maritime Commission		DATE RECEIVED <i>3/25/09</i>	
2. MAJOR SUBDIVISION Office of the Inspector General		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Jane Gregory, Management Analyst	5. TELEPHONE 202-523-5800	DATE <i>6/15/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adeline Thomas</i>

6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 1 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 3/20/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Anthony Hayes</i>	TITLE 3Chief Information Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attachment INPUTS AND OUTPUTS ARE COVERED BY GRS 20, OR OTHER AGENCY-SPECIFIC SCHEDULE.		

## ATTACHMENT A

FEDERAL MARITIME COMMISSION

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
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## OFFICE OF INSPECTOR GENERAL

1. **Inspector General Audit/Evaluation Tracking System** - New Item  
This is an automated information system that collects, records and reports information about audits/evaluations conducted by the Office of Inspector General (OIG). Specifically, it contains recommendations resulting from OIG audits and evaluations, and management's corrective actions, and planned and actual corrective action completion dates. These corrective actions are reflective of the Inspector General's Audit Case Files [N1-358-08-2/2]. The Internet-based system is in SQL v. 2005. The files are arranged by audit/evaluation number. The OIG uses the information in this system to monitor the status of corrective actions and to prepare status reports and reports to the Federal Maritime Commission and Congress. [These records are not subject to the Privacy Act.]
  
  2. **Master Data Files for Inspector General Tracking System** New Item  
– All data are maintained on-line. Data elements recorded for each audit/evaluation can include, but are not limited to, audit/evaluation number, title, objective, date opened, draft date, draft response date, final report date, final response date, resolution date, number of recommendations, questioned costs, unsupported costs, funds put to better use, and date closed. The records can be searched by audit/evaluation number.
- DISPOSITION: Temporary.** Cut off at end of fiscal year in which last corrective action is implemented.  
Destroy/delete 25 years after cut-off.