(See Instructions on reverse)				LEAVE BLANK (NA	KA use only)
			JOB NUMBER N/-358-09-2		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408					
1 FROM (Agency or establishment)			NOTIFICATION TO AGENCY		
Federal N	Maritime Commission				
2 MA	JOR SUBDIVISION		-		
	f Certification and Licensing				
3 MI	NOR SUBDIVISION		1		
4 3141	AT OF DEDGOVENITH MILONATO CONTERD	C TELEBUONE	DATE	A D CHIVIET OF	THE UNITED STATES
4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE ane Gregory, Management Analyst 202-523-5800		DATE	ARCHIVISTOR	THE UNITED STATES	
		202-323-3600	039	10/10/	NO ,
( 10	PNOV CERTIFICATION				
I hereb	ENCY CERTIFICATION y certify that I am authorized to act for this agenc				
	proposed for disposal attached 3 page(s) are not n periods specified, and that written concurrence				
	In periods specified, and that written concurrence lanuel for Guidance of Federal Agencies,	from the General Account	ing Om	ce, under the provision	s of fille a of the
	not required, Is attached, or SIGNATURE OF AGENCY REPRESENTATI	has bee VE TITLE	en reque	sted	
DATE 7/24/200		Chief Informati	ıon Offic	er	
	0.00			•	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED	DISPOSITION	9.	GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHMENT				021)
		,			
		e <sup>1</sup>			
					1

#### **ATTACHMENT A**

### FEDERAL MARITIME COMMISSION

Item No. Description of Item and Proposed Disposition

GRS or Superseded Job Citation Action Taken (NARA Use Only)

#### **BUREAU OF CERTIFICATION AND LICENSING**

## **Director's Office**

Reading File contains incoming, outgoing, and internal correspondence prepared by the Office of the Director or by other offices for the Director's signature relating to the coordination, development and execution of programs, policies, plans and projects to accomplish the objectives established by the Chairman and/or the Commission.

Correspondence prepared by other offices for the Director's signature is in addition to the files maintained by those offices.

2

New

**<u>DISPOSITION:</u>** Temporary. Cut off at end of calendar year when created or received; destroy 5 years after cutoff.

New

<u>Subject Files</u> contain letters, memoranda, reports and other documents created or acquired from other offices and/or agencies in formulating and implementing plans, responses, and decisions on matters of major policy impact or in providing operational and managerial guidance concerning all programs, functions and objectives of the Commission.

<u>DISPOSITION:</u> Temporary. Files are arranged alphabetically by subject matter, and material therein is filed chronologically. Cut off at end of calendar year in which final action is officially recorded; destroy 5 years after cutoff or when no longer needed for reference, whichever is later.

### Office of Transportation Intermediaries

3. Reading File contains copies of all correspondence, memoranda, etc., emanating from the Office of Transportation Intermediaries.

New

<u>DISPOSITION:</u> Temporary. Cut off at end of calendar year when created or received; destroy 5 years after cutoff.

# Office of Passenger Vessels & Information Processing

4. <u>Insurance Policy Files</u> contain policies submitted by applicants as evidence of financial responsibility.

<u>DISPOSITION</u>: Temporary. Cut off file at end of calendar year in which carrier ceases operations in the U.S. or cancels insurance. Destroy 10 years after cutoff, or when no longer needed for reference, whichever is later.