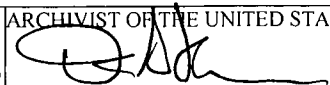
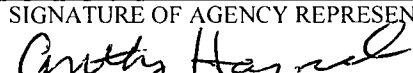


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-358-09-8	
1 FROM (Agency or establishment) Federal Maritime Commission		DATE RECEIVED 9/14/09	
2 MAJOR SUBDIVISION Bureau of Trade Analysis		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Agreements			
4 NAME OF PERSON WITH WHOM TO CONFER Jane Gregory, Management Analyst	5 TELEPHONE 202-523-5800	DATE 21 Sept 10	ARCHIVIST OF THE UNITED STATES 

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 3 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 Manuel 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 9/11/2009	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Chief 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 GRS OR SUPERSEDED JOB CITATION	10.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 ATTACHMENTS Inputs for the Agreement Library and Agreement Profile Database are scheduled under N1-358-08-7/1. Outputs for the Agreement Library and Agreement Profile Database are covered by GRS 20. System documentation for the Agreement Library and Agreement Profile Database are covered by GRS 20.		

ATTACHMENT

FEDERAL MARITIME COMMISSION

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
BUREAU OF TRADE ANALYSIS Office of Agreements			
1	<p><u>Agreement Library Master Files.</u> This is an electronic repository of all filed carrier and marine terminal agreements. Agreements are scanned into PDF documents and maintained in an electronic folder. There is an “active” agreement library and a separate “cancelled” agreement library. Upon request, copies of agreements are emailed to the public. There also is a link in the Agreement Profile Database to the Agreement Library so that a copy of an agreement can be accessed through the agency’s website. The general public can look up an agreement on the website and directly download a copy for its own use.</p> <p><u>DISPOSITION: Temporary.</u> When agreement is cancelled/terminated, it is moved to the “cancelled” agreement library Cut off files at end of calendar year in which agreement is cancelled/terminated. Destroy/delete 10 years after cutoff or when no longer needed, whichever is later.</p>	New	
2	<p><u>Agreement Profile Database – Master Files.</u> The Agreement Profile Database contains information on all filed carrier and marine terminal agreements. Each database record contains numerous fields to capture pertinent information about the agreement, such as: the current status of the agreement, effective or cancelled; filing and termination dates; the members of the agreement; synopses of agreement amendments; the various authorities contained in the agreement; the geographic scope of the agreement; and the type of agreement – rate discussion, vessel sharing, joint service, or cooperative working arrangement, to name a few. The database also tracks the receipt of various reports agreement parties are required to file with the agency</p> <p><u>DISPOSITION: Temporary.</u> When agreement is cancelled/terminated, the record is marked as such. Cut off files at end of calendar year in which agreement is cancelled/terminated. Destroy/delete 10 years after cut off or when no longer needed, whichever is later.</p>	New	