

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-358-09-4	DATE RECEIVED 7/28/09
1. FROM (Agency or establishment) Federal Maritime Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Certification and Licensing			
3. MINOR SUBDIVISION Office of Passenger Vessels and Information Processing			
4. NAME OF PERSON WITH WHOM TO CONFER Jane Gregory, Management Analyst	5. TELEPHONE 202-523-5800	DATE July 2009	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 Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 7/24/2009	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Chief Information Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>See Attachment</p> <p>Inputs are covered by SF 115 as follows: Certificant (Performance) Files [N1-358-07-2/1] and Certificant Casualty Files [N1-358-07-2/4].</p> <p>Outputs are covered by GRS 20.</p> <p>System documentation is covered by GRS 20.</p>		

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Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
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BUREAU OF CERTIFICATION AND LICENSING
Office of Passenger Vessels and Information Processing

Passenger Vessel Operator (PVO) Database. This is an automated information system used to record information concerning passenger vessels subject to the FMC's regulations. The system generates only ad hoc reports. [These records are not subject to the Privacy Act.]

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| 1. | <u>PVO Database Master Files:</u> All data are maintained on-line. Data elements recorded for each passenger vessel include names, owners and operators of passenger vessels; monthly amounts of unearned revenue; financial responsibility information; and certification information about vessels operating in the program. The records can be searched by company name, organization number, and owners/operators. | New | |
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DISPOSITION: Temporary. Cut off record of entity at end of calendar year in which entity ceases to exist or offer services regulated by the Commission; destroy/delete record of entity 25 years after cutoff or when no longer needed for reference, whichever is later.