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|---|-----------------------------|------------------------------------|------------------------------------|
| 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 NI-358-09-9 | DATE RECEIVED 9/16/09 |
| 1 FROM (Agency or establishment) Federal Maritime Commission | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Office of Administration <i>The Managing Director per Agency 8/11/10</i> | | | |
| 3 MINOR SUBDIVISION | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Jane Gregory, Management Analyst | 5 TELEPHONE 202-523-5800 | DATE 9/16/2009 | 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 9/14/2009 | 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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------|--|----------------------------------|---------------------------------|
| | <p>SEE ATTACHMENTS</p> <p>Inputs for the FMC Intranet Website are included in Attachment A</p> <p>Outputs for the FMC Intranet Website are covered by GRS 20</p> <p>System documentation for the FMC Intranet Website 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| Item No. | Description of Item and Proposed Disposition | GRS or Superseded Job Citation | Action Taken (NARA Use Only) |
|--|---|---------------------------------------|-------------------------------------|
| OFFICE OF THE MANAGING DIRECTOR (OMD) | | | |
| 1 | <p><u>Commission Orders</u> contain record copies of Commission Orders which govern the internal operating procedures of the agency. The Commission Orders also are posted to the FMC Intranet. Files are arranged numerically.</p> | | |
| | <p><u>DISPOSITION: Temporary.</u> Cut off file at end of calendar year in which Commission Order becomes obsolete, superseded or canceled, destroy 15 years after cutoff or when no longer needed for reference, whichever is later.</p> | NC1-358-81-2/88 | |
| 2 | <p><u>Administrative Policies</u> contain policies which generally affect the entire agency, but do not rise to the level of a Commission Order. The policies also are posted to the FMC Intranet.</p> | New | |
| | <p><u>DISPOSITION: Temporary.</u> Cut off file at end of calendar year in which policy is discontinued or superseded. Destroy 3 years after cutoff or when no longer needed for reference, whichever is later.</p> | | |
| 3 | <p><u>Administrative Standard Operating Procedures (SOPs)</u> contain SOPs administered by the Commission's administrative offices and related to administrative program functions. The SOPs are maintained by the Managing Director's Office. The SOPs also are posted to the FMC Intranet.</p> | New | |
| | <p><u>DISPOSITION: Temporary.</u> Cut off file at end of calendar year in which standard operating procedure is discontinued or superseded. Destroy 3 years after cutoff or when no longer needed for reference, whichever is later.</p> | | |

Office of Information Technology

4 **FMC Intranet Website – Content Records** The types of New
information the FMC disseminates to the agency through the FMC
Intranet include internal phone directory, Commission Orders,
administrative policies, administrative standard operating
procedures, employee forms, external weblinks, and links to FMC
web applications Record copies of materials available through
the website are scheduled elsewhere

DISPOSITION: Temporary. Destroy when superseded,
obsolete, or no longer needed for the conduct of agency business

ATTACHMENT B

FEDERAL MARITIME COMMISSION

IDENTIFICATION OF CHANGES TO RESCHEDULED ITEMS

| <u>Item</u> | <u>Series Title</u> | <u>Description of Change</u> |
|--------------------|----------------------------|--|
| 1 | Commission Orders Files | We are amending the title of this series of records from “Organizational Records Files” to “Commission Orders Files ” Organizational records of the Commission are now part of 46 CFR 501 Organizational changes to the agency would be captured elsewhere (FMC Minutes – Permanent Files) This series now pertains only to Commission Orders, which govern internal operating procedures of the agency Consequently, the FMC feels that these records should be temporary rather than permanent |