

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Federal Maritime Commission

2. MAJOR SUBDIVISION  
Bureau of Administration

3. MINOR SUBDIVISION  
Office of Information Resources Management

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE  
M. Louise Butler | 202-523-5834

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-358-93-1

DATE RECEIVED  
12-2-92

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 8/18/93 BY ARCHIVIST OF THE UNITED STATES James W. Moore

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now 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 11/30/92 SIGNATURE OF AGENCY REPRESENTATIVE *Chris G. Spencer* TITLE Director, Office of Information Resources Management

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><b>Official Docket</b> contains the record copies of formal, informal (small claims), and special docket and rulemaking proceedings instituted by Commission order or by formal complaint or small claim alleging a violation of the Shipping Act, 1916, as amended and other applicable laws, or proposing rules. The docket consists of orders, notices, correspondence, transcripts, pleadings and exhibits, motions, petitions and briefs, and other documents submitted as evidence in proceedings. Files are arranged by docket number in hard-bound docket binders, size 10-1/2 inches by 13 inches; and material contained therein is filed chronologically.</p> <p><b>DISPOSITION:</b></p> <ul style="list-style-type: none"> <li>a. Other than significant cases, retain in office for 1 year following completion of proceedings, then transfer to Washington National Records Center. Destroy when 15 years old.</li> <li>b. For significant cases having wide public interest, retain in office for 5 years after completion of proceeding, then transfer to the Washington National Records Center. Destroy when 30 years old.</li> </ul>	N1-358-81-3/1	