Request for Records Disposition Authority

Records Schedule Number	DAA-0357-2021-0003
Schedule Status	Approved
Agency or Establishment	Maritime Administration
Record Group / Scheduling Group	Records of the Maritime Administration
Records Schedule applies to	Major Subdivsion
Major Subdivision	Maritime Administration (MARAD)
Minor Subdivision	Office of Policy and Plans
Schedule Subject	Commercial Strategic Seaports (GIS Files)
Internal agency concurrences will be provided	No

Background Information

MARAD maintains a geodatabase containing general location information for the 17 ports that have been designated by the U.S. Dept. of Defense, in conjunction with other Federal agencies (including MARAD), as "commercial strategic seaports." The strategic seaports have the capacity and capability to meet America's national security needs during times of national emergency or surge deployment. The geodatabase is updated annually to include all designated seaports and the most recent trade statistics for each port. Trade statistics for the strategic seaports are derived from published USACE reports/datasets. The Commercial Strategic Seaports geodatabase is included in the National Transportation Atlas Database (NTAD).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0357-2021-0003

Sequence Number	
1	Commercial Strategic Seaports (GIS Files) Disposition Authority Number: DAA-0357-2021-0003-0001

Records Schedule Items

Sequence Number	
1	

Commercial Strategic Seaports (GIS Files)

Disposition Authority Number	DAA-0357-2021-0003-0001

The Commercial Strategic Seaports items is a Geographic Information System (GIS) file containing general location information and trade statistics for the 17 ports that have been designated by the U.S. Dept. of Defense, in conjunction with other Federal agencies (including MARAD), as "commercial strategic seaports.

Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	This record is being submitted in the format of a GIS shapefile and this records schedule only applies to this data as it exists in a geospatial format.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

Disposition Instruction

Cutoff Instruction	Cutoff annually
Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 15 year(s) after after most recent record closes

Additional Information

First year of records accumulation	2017
What will be the date span of the initial transfer of records to the National Archives?	From 2017 To 2022
How frequently will your agency transfer these records to the National Archives?	Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 MB	0.5 MB

	Paper		
	Microform		
	Hardcopy or Analog Special Media		

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/27/2021	Certify	Zelma Somerville	MARAD Records and Information and MGMT Specialist	N/A - N/A
05/04/2022	Submit for Concurrence	David Weber	Senior Appraisal Archivisit	National Archives and Records Administration - Records Management Services
05/10/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/11/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/17/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office