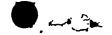
| | 3 1 | | |
|--|--|---|-------|
| RE | QUEST FOR RECORDS DISP. ITION AUTHORITY | LEA ANK (NARA use only) | |
| | (See Instructions on reverse) | JOB NUMBER N/-358-07-1 | / |
| 1 | ATIONAL ARCHIVES and RECORDS ADMINISTRATION (NII / ASHINGTON, DC 20408 | R) DATE RECEIVED /2/7/06 | |
| | OM (Agency or establishment) | NOTIFICATION TO AGENCY | |
| | Maritime Commission | NOTH TOATHON TO AGENCY | |
| Cuciui | variation commission . | | |
| | JOR SUBDIVISION | 7 | |
| Bureau o | f Trade Analysis | | |
| 3. MI | NOR SUBDIVISION | | |
| | Service Contracts & Tariffs | | |
| | ME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE | DATE ARCHIVIST OF THE UNITED ST | TATES |
| Jane Gre | gory, Management Analyst 202-523-5800 | 7/107 Alen Wenter | |
| | | | |
| I hereb records retention GAO M | BENCY CERTIFICATION by certify that I am authorized to act for this agency in the matters pertaining proposed for disposal attached 3 page(s) are not needed for the business on periods specified; and that written concurrence from the General Accordancel for Guidance of Federal Agencies, not required; is attached; or has been significant to be supported in the matters pertaining the proposed for the business on periods specified; and that written concurrence from the General Accordance for Guidance of Federal Agencies, not required; is attached; or has been significant to be supported for the business of the proposed for the propo | of this agency or will not be needed after the | the |
| | A(UX) | ty Director of Administration (Records Management | |
| 145 | Officer) | <u> </u> | |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SEE ATTACHMENT | 9. GRS OR 10. ACTION TAKEN JOB CITATION (NARA ONLY) | Ī |
| و ر | | | |
| | 1//110/ copies sent 70 Agent | WWM JNWMY | |
| 115-109 | NSN 7540100-634-4064 PREVIOUS EDITION NOT USABLE | STANDARD FORM 115 (REV. 3-9) Prescribed by NAR | |

Prescribed by NARA 36 CFR 1228



ATTACHMENT A

FEDERAL MARITIME COMMISSION

Item No. Description of Item and Proposed Disposition

BUREAU OF TRADE ANALYSIS Office of Service Contracts & Tariffs

- 1. Service Contracts. The official file may be in electronic or paper format, but not both. Comprised of individual confidential document files that include all significant records that pertain to individual service contracts between one ocean common carrier organization, or an FMC agreement organization of such carriers working in concert, and one or more shippers. Contains service contracts, essential term (ET) publications, amendments, notices, shipper status certifications, and other appropriate documentation that describes origin and destination port ranges, shipping commodities, effective and expiration dates, line haul rates, shipper's status, service commitments, and other applicable information. These document files are arranged by a five- or six-digit FMC number assigned to ocean common carrier or agreement organization's alpha-numeric scheme with consecutively numbered amendments. The electronic versions are inputs into the SERVCON System and are arranged primarily, by the individual ocean common carrier or agreement organization name, FMC-assigned Regulated Persons Index (RPI) number and carrier/agreement related alpha-numeric scheme with consecutively numbered amendments. These records are not subject to the Privacy Act.]
 - a. Paper files not microfiched or imaged and ETs filed in the Automated Tariff Filing and Information System (ATFI) associated with the paper files. Dates through the end of April 1999. Supersedes Nara Job No. N1-358-91-1/5.

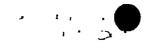
DISPOSITION: Temporary. Cut off at end of fiscal year in which service contract is canceled. Retire to records center 5 years after cutoff. Destroy 10 years after cutoff.

b. Paper files microfiched or imaged. Dates through the end of April 1999. Supersedes NARA Job No. N1-358-91-1/5.

DISPOSITION: Temporary. Cut off when microfiche or imaging is complete and information accuracy verified. Destroy within 180 days of cutoff.

c. Microfiched and Imaged Service Contracts. Dates through end of April 1999.

<u>DISPOSITION:</u> Temporary. Cut off at end of fiscal year in which service contract is canceled. Retire to records center 5 years after cutoff, if needed. Destroy or delete 10 years after cutoff.



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1. d. Electronic Service Contracts. Service contracts and amendments electronically filed since May 1999. These are electronic inputs into the SERVCON electronic system and superseding systems. This authority does not apply to the SERVCON electronic master files.

<u>DISPOSITION:</u> Temporary. Cut off when electronic filing information accuracy verified. Delete within 180 days of cutoff.

2. Non-Vessel-Operating Common Carrier (NVOCC) Service Arrangements (NSAs). Comprised of all significant records that pertain to confidential service arrangements reached between an individual NVOCC, or two or more affiliated NVOCCs, and one or more NSA shippers. Contains service arrangements, ET publications, amendments, notices, shipper status certifications, and other appropriate documentation that describes origin and destination port ranges, shipping commodities, effective and expiration dates, line haul rates, shipper's status, service commitments, and other applicable information. These record files are arranged in the electronic SERVCON system primarily by the individual NVOCC organization name, FMC-assigned RPI number and the NVOCC-related alpha-numeric scheme with consecutively numbered amendments. These are electronic inputs into the SERVCON electronic system and superseding systems. This authority does not apply to the SERVCON electronic master files. [These records are not subject to the Privacy Act.]

DISPOSITION:

Temporary. Media Neutral. Cut off at end of fiscal year in which NSA is canceled. Retire to records center 5 years after cutoff. Delete 10 years after cutoff.

3. SERVCON Electronic System

a. Master Data Files. Contains the electronic confidential service contracts arranged primarily by the individual ocean common carrier or agreement organization name, FMC-assigned RPI number and carrier/agreement related alpha-numeric scheme with consecutively numbered amendments. Also contains confidential Non-Vessel-Operating Common Carrier Service Arrangements that are arranged primarily by the individual NVOCC organization name, FMC-assigned RPI number and the NVOCC-related alpha-numeric scheme with consecutively numbered amendments. [These records are not subject to the Privacy Act.]

DISPOSITION:

Temporary. Cut off 5 years after date service contract is canceled. Delete 10 years after cutoff.

3. **b.** System Documentation. Contains all system documentation that allows system usage and interpretation such as data dictionaries, system and user manuals, and

<u>DISPOSITION</u>: Temporary. Media Neutral. Destroy or delete when

superseded or no longer needed for reference, whichever is

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later.

c. System Outputs.

other related materials.

1) Record output issuances that are filed to other recordkeeping systems (paper or electronic).

<u>Disposition</u>: Temporary. Media Neutral. Cut off when report or

issuance is run. File to appropriate recordkeeping system (paper or electronic) and use recordkeeping system disposal

authority.

2) Record output issuances that are not filed to a separate recordkeeping system.

<u>Disposition</u>: Temporary. Media Neutral. Destroy or delete 180 days

after issue run or when no longer needed for reference,

whichever is sooner.

4. SERVCON User ID Applications. Contains approved and disapproved applications for a User ID to access the SERVCON System. Consists of Forms FMC 83 and 78 and other forms or instruments that may serve the same purpose.

Disposition: Temporary. Media Neutral. Cut off at end of calendar year.

Maintain for a minimum of 6 years after cutoff, then destroy or

delete when no longer needed for reference.

5. Service Contracts/NSA Miscellaneous Files. Contains correspondence, reports and other miscellaneous records relating to the SERVCON program, filed by carrier organization name number. Includes records generated with word processing and electronic mail applications.

Disposition: Temporary. Media Neutral. Cut off at end of calendar year.

Maintain for a minimum of 5 years, then destroy or delete when no

longer needed for reference.

ATTACHMENT B

FEDERAL MARITIME COMMISSION

IDENTIFICATION OF CHANGES TO RESCHEDULED ITEMS

| <u>Item</u> | Series Title | Description of Change |
|-------------|--|---|
| 1 | Service Contracts | The series description is significantly expanded from that previously approved by NARA. The new disposition instructions cover all media involved in the filing of Service Contracts, including the current system of electronic records (SERVCON). |
| 2 | Non-Vessel-Operating Common Carrier (NVOCC) Service Arrangements (NSAs) | This is a newly-scheduled system of temporary electronic records maintained by the Office of Service Contracts & Tariffs, Bureau of Trade Analysis. These records are filed in the electronic SERVCON system. |
| 3. | SERVCON Electronic System | This is the newly-scheduled electronic system of records in which service contracts and NSAs are filed. It includes the Master Data Files, System Documentation, and System Outputs. |
| 4. | Service Contracts/NSA Miscellaneous Files | This is a newly-scheduled system of records maintained by the Office of Service Contracts & Tariffs, Bureau of Trade Analysis. |