

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 <i>NI-358-08-5</i>	
1. FROM (Agency or establishment) Federal Maritime Commission		DATE RECEIVED <i>3/24/08</i>	
2. MAJOR SUBDIVISION Bureau of Trade Analysis		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Service Contracts and Tariffs			
4. NAME OF PERSON WITH WHOM TO CONFER Jane E. Gregory	5. TELEPHONE 202-523-5800	DATE <i>3/21/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</i>

9-10-08

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 1 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 Manuel for Guidance of Federal Agencies,

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

DATE <i>3/21/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	SEE ATTACHMENT		

SA 9/15/08 copies sent to Agency, NWMW, NR

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Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)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 TRADE ANALYSIS
Office of Service Contracts & Tariffs (OSCT)**

Form FMC-1 – This is an automated system designed around an electronic version of the Commission’s Form FMC-1, Organization Information. Federal law requires that persons engaged in the waterborne transportation of the U.S. register with the Commission to notify of its tariff location prior to the commencement of common carrier services pursuant to a published tariff. Entities engaged in this industry include vessel-operating common carriers, ocean transportation intermediaries/non-vessel-operating common carriers, and marine terminal operators (MTO) and conferences. [These records are not subject to the Privacy Act.]

1	Master Data Files. All data are maintained on Commission’s computer server located on premises. Files contain the electronic Form FMC-1 data arranged primarily by the individual organization FMC-assigned Regulated Persons Index (RPI) number. The Form FMC-1 and system are designed to collect basic registration data (e.g., Organization Number, Organization Legal Name, Organization Trade Name, street address of headquarters, contact person, fax, e-mail, type of business, and particularly, tariff location address, name of tariff publisher, street address of tariff publisher and contact information of tariff publisher).	NI-358-91-1/7 & NI-358-91-1/13	
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Disposition: Temporary. Cut off at end of calendar year in which tariff is cancelled. Delete 9 years after cutoff.

2	System Documentation. Contains all system documentation that allows system usage and interpretation, such as data dictionaries, system and user manuals and other related materials.	GRS 20/11a(1)	
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~~**Disposition: Temporary. Media Neutral.** Destroy or~~

~~delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.~~

New

- 3 **System Outputs.** For public access, the Commission posts on its website a list of the carrier, conference and MTO organization number, legal name, trade name, and tariff location.

Disposition: Temporary. Media Neutral. Delete list from website when superseded or no longer needed for reference.

GRS 20/1e

- 4 ~~**Form FMC-1 User Account Application.** Contains approved and disapproved applications for a User ID to access the Form FMC-1 System.~~

~~**Disposition: Temporary. Media Neutral.** Delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.~~