REQUEST FOR RECORDS DISPOSITION AUTHORITY

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-026-07-2
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 12/7/06

1. FROM (Agency or establishment) Department of Homeland Security	**NOTIFICATION TO AGENCY**
2. MAJOR SUBDIVISION United States Coast Guard	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
3. MINOR SUBDIVISION Office of Boat Forces (G-RCB-2)	

4. NAME OF PERSON WITH WHOM TO CONFER Tom Dardis	5. TELEPHONE NUMBER 372-2459 (202) 267-1585	DATE 5/21/07	ARCHIVIST OF THE UNITED STATES Allen Weinstein

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 needed now for the business for 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 4 December 2006	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM	TITLE Records Officer, United States Coast Guard

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
✗	The purpose of this request is to Add items to the current schedules to correctly identify records created and maintained in accordance with the Coast Guard Records Disposition Schedule, COMDTINST M5212.12A, Information and Life Cycle Management Manual. **SSIC 10470 SAFETY AND SURVIVAL EQUIPMENT AND DEVICES** 1. **Maintenance Procedure Cards.** Equipment and systems requiring extensive procedures for maintenance will have a maintenance procedure card that shall be used to indicate when and how maintenance is to be accomplished is performed Equipment and systems requiring only minor procedures for maintenance will contain those procedures in the applicable section. Rescue and Survival Systems maintenance procedure cards have precedence over all other maintenance and inspection procedures. Maintained electronically and posted on Coast Guard Central. Destroy/erase when superseded or obsolete, whichever is sooner.		

81 copies put to Agcy, NWMD, NWMW, NWCTC, NR

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	**a.** Unit Copy. Any media. Disposition: **Temporary**. Destroy/erase when superseded or obsolete, whichever is sooner.		
2	**b.** Original. Maintained electronically; posted on Coast Guard Central while current. Disposition: **Temporary.** Retain in office for the life of the equipment or system to which the procedure pertains, then Destroy/erase.		
	2. Issue Documentation and Accountability -Personal Clothing and Equipment Record, AF Form 538. Used to document all issues of personal PPE items. Accountability is maintained by the issuing command through periodic inventory inspections. Annual inventory inspections are used to determine unit needs for maintaining an inventory of protective clothing and equipment for issue, recurring replacement costs associated with personally issuing clothing and equipment, and to ensure that periodic inspection and associated maintenance procedures are being accomplished. Documents all issues and returns of protective clothing and equipment identifying each item issued by article name, serial number (if applicable), quantity issued, size, and date of issue or turn-in, unit, individual receiving the issue, and documents annual inventory inspections.		
3	a. Unit Copy Disposition: **Temporary.** Destroy six months after permanent change of station or separation.		
4	b. Original Disposition: **Temporary.** Forward original to the new unit upon a member's permanent change of station. Retain until all items have been returned. Destroy six months after return of all items when no longer needed for administrative purposes or separation.		