

Request for Records Disposition Authority

Records Schedule Number **DAA-0026-2013-0004**
Schedule Status **Approved**

Agency or Establishment **U S Coast Guard**
Record Group / Scheduling Group **Records of the U S Coast Guard**
Records Schedule applies to **Agency-wide**
Schedule Subject **Licensing and Certificating**
Internal agency concurrences will be provided **No**

Background Information **Certification and seamen examination questions**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0026-2013-0004

Sequence Number	
1	SSIC 16721/4a LICENSING AND CERTIFICATING Disposition Authority Number DAA-0026-2013-0004-0001
2	SSIC 16721/4b LICENSING AND CERTIFICATING Disposition Authority Number DAA-0026-2013-0004-0002
3	SSIC 16721/4b LICENSING AND CERTIFICATING Disposition Authority Number DAA-0026-2013-0004-0003
4	SSIC 16721/6a MERCHANT MARINE TESTING SYSTEM GRADE Disposition Authority Number DAA-0026-2013-0004-0004

Records Schedule Items

Sequence Number					
1	<p>SSIC 16721/4a LICENSING AND CERTIFICATING</p> <p>Disposition Authority Number DAA-0026-2013-0004-0001</p> <p>Certification and seamen examination questions (Questions are manually created by team and stored in a database and used to build exams for mariners)</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Items are electronic only</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>M5212 12A/16721/4a</td> <td>INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation NC1-26-82-12, item 257a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff examination questions when no longer needed or if determined to be not appropriate Move to electronic archive (There is no limit to the number of times a can be used if the question is deemed appropriate by the exam team An archived question remains in the RGES database for five years)</p> <p>Retention Period Destroy 5 year(s) after archive</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	M5212 12A/16721/4a	INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL
Manual Citation	Manual Title				
M5212 12A/16721/4a	INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL				
2	<p>SSIC 16721/4b LICENSING AND CERTIFICATING</p> <p>Disposition Authority Number DAA-0026-2013-0004-0002</p>				

Examination modules (Examinations are randomly generated from approved examination questions) and answer keys

Final Disposition **Temporary**
 Item Status **Active**
 Is this item media neutral? **No**
 Explanation of limitation **Items are electronic only**
 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**

Manual Citation	Manual Title
M5212 12A/16721/4b	INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL

GRS or Superseded Authority Citation **NC1-26-82-12, item 257b**

Disposition Instruction

Cutoff Instruction **Cutoff when used 100 times or after 2 years on the MMPLD PROD**

Retention Period **Destroy immediately after 6 months old**

Additional Information

GAO Approval **Not Required**

SSIC 16721/4b LICENSING AND CERTIFICATING

Disposition Authority Number **DAA-0026-2013-0004-0003**

Examination results used to provide statistical analysis of each examinee's answers

Final Disposition **Temporary**
 Item Status **Active**
 Is this item media neutral? **Yes**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

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Manual Citation	Manual Title
M5212 12A/16721/4b	INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL

Disposition Instruction

Cutoff Instruction Cutoff after exams are scored
Retention Period Destroy immediately after 5 years

Additional Information

GAO Approval Not Required

SSIC 16721/6a MERCHANT MARINE TESTING SYSTEM GRADE

Disposition Authority Number DAA-0026-2013-0004-0004

Examination Test/ Module and answer keys/score Forward for inclusion in Merchant Marine License Officers files (Merchant Marine License Officers files are permanent)

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
M5212 12A/SSIC 16721/6a	INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL

GRS or Superseded Authority Citation NC1-26-84-9, item 246a

Disposition Instruction

Cutoff Instruction Cutoff when forwarded for inclusion in Merchant Marine Licensing files

Retention Period Destroy immediately after 1 year

Additional Information

GAO Approval Not Required

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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
03/05/2013	Certify	Pamela Norman	US Coast Guard Records Officer	U S Coast Guard - U S Coast Guard
07/01/2013	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
07/22/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/23/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/25/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist