

### Request for Records Disposition Authority

Records Schedule Number        **DAA-0026-2013-0006**  
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                 **Health Care Administration Records**  
Internal agency concurrences will be provided    **No**

Background Information            **Add new items to the Coast Guard Records Disposition Schedules, COMDTINST M5212 12A, Information and Life Cycle Management Manual These new items provide guidance in record keeping for Medical Credentials**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0026-2013-0006

Sequence Number	
1	SSIC 6010 Health Care Administration Records Disposition Authority Number DAA-0026-2013-0006-0001
2	SSIC 6010 Health Care Administration Records Disposition Authority Number DAA-0026-2013-0006-0002

Records Schedule Items

Sequence Number					
1	<p><b>SSIC 6010 Health Care Administration Records</b></p> <p>Disposition Authority Number      <b>DAA-0026-2013-0006-0001</b></p> <p><b>Health Care Provider Credentialing Records Jackets, files and other supporting records for active duty, reserve, Public Health Service members, civilians, contractors and Auxiliary of the Medical, Dental, Nurse, and Medical Services documenting educations, training, credentials, and other accomplishments Maintained at CG Headquarters</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>No</b></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 style="text-align: center;"><b>COMDTINST M5212 12A</b></td> <td style="text-align: center;"><b>INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL</b></td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction                        <b>Coast Guard will keep active files at Coast Guard Headquarters Cutoff when member separates from Coast Guard</b></p> <p>Retention Period                         <b>Destroy 10 year(s) after members separation</b></p> <p>Additional Information</p> <p>GAO Approval                              <b>Not Required</b></p>	Manual Citation	Manual Title	<b>COMDTINST M5212 12A</b>	<b>INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL</b>
Manual Citation	Manual Title				
<b>COMDTINST M5212 12A</b>	<b>INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL</b>				
2	<p><b>SSIC 6010 Health Care Administration Records</b></p> <p>Disposition Authority Number      <b>DAA-0026-2013-0006-0002</b></p> <p><b>EMS providers Professional Training Registry Files and other supporting records credentialed in electronic system such as iHIS credentialing suite Provides a registry of personnel using ePCR (prehospital care reports)</b></p> <p>Final Disposition                        <b>Temporary</b></p> <p>Item Status                                 <b>Active</b></p>				

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
COMDTINST M5212 12A	INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL

Disposition Instruction

Cutoff Instruction **Cut-off annually personnel separated from service**

Retention Period **Destroy 10 year(s) after personnel separated from service**

Additional Information

GAO Approval **Not Required**

## 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
04/30/2013	Certify	Pamela Norman	US Coast Guard Records Officer	U S Coast Guard - U S Coast Guard
07/01/2013	Submit for Concurrence	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