

Request for Records Disposition Authority

Records Schedule Number **DAA-0026-2013-0009**
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 **SSIC 5219 Publications Management**
Internal agency concurrences will be provided **No**

Background Information **Change in retention period required to reflect the Printing payment requirements and internal business needs/management of the Working Capital Fund**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0026-2013-0009

Sequence Number	
1	Printing Specialist Services
1 1	Printing Case Files Disposition Authority Number: DAA-0026-2013-0009-0001
1 2	Printing Disposition Authority Number: DAA-0026-2013-0009-0002
1 3	Printing Requisition Disposition Authority Number: DAA-0026-2013-0009-0003
1 4	Reports on Printing to Department of Homeland Security (DHS) Disposition Authority Number: DAA-0026-2013-0009-0004

Records Schedule Items

Sequence Number					
1	<p>Printing Specialist Services Printing Specialist Services which includes typography, design, forms, form letters, distribution, stocking, composition, editorial, and indexing management.</p>				
1 1	<p>Printing Case Files Disposition Authority Number DAA-0026-2013-0009-0001 Records pertaining to accomplishment of job, containing requisition and related papers [exclusive] INCLUDING requisitions on the Public Printer and records on services obtained outside the agency. 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</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">M5212.12A/SSIC 5219/Item 1</td> <td style="padding: 5px;">INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL, COMDTINST M5212.12A</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation (NC1-26-76-2), item 28 Disposition Instruction Retention Period Destroy 5 year(s) after completion of job. Additional Information GAO Approval Not Required</p>	Manual Citation	Manual Title	M5212.12A/SSIC 5219/Item 1	INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL, COMDTINST M5212.12A
Manual Citation	Manual Title				
M5212.12A/SSIC 5219/Item 1	INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL, COMDTINST M5212.12A				
1 2	<p>Printing Disposition Authority Number DAA-0026-2013-0009-0002 Files pertaining to planning standards, costs and related technical matters concerning printing of Coast Guard material. Final Disposition Temporary Item Status Active</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
M5212.12A/SSIC 5219/Item 2	INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL, COMDTINST M5212.12A

GRS or Superseded Authority Citation **(NC1-26-76-2), Item 26**

Disposition Instruction

Retention Period **Destroy when 5 years old.**

Additional Information

GAO Approval **Not Required**

Printing Requisition

Disposition Authority Number **DAA-0026-2013-0009-0003**

Records relating to requisitions for printing.

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/SSIC5219/Item 3	INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL, COMDTINST M5212.12A

GRS or Superseded Authority Citation **NC1-26-76-2), Item 25**

Disposition Instruction

Retention Period **Destroy 5 year(s) after completion or cancellation of requisition.**

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1.4

Additional Information

GAO Approval **Not Required**

Reports on Printing to Department of Homeland Security (DHS)

Disposition Authority Number **DAA-0026-2013-0009-0004**

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**

Disposition Instruction

Retention Period **Destroy 2 year(s) after completion of report.**

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
08/13/2013	Certify	Pamela Norman	US Coast Guard Records Officer	U.S. Coast Guard - U.S. Coast Guard
10/22/2013	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
10/29/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/29/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/02/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist