

## Request for Records Disposition Authority

Records Schedule Number           DAA-0026-2019-0003  
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                   Maritime Analytic Support System (MASS)  
Internal agency concurrences will be provided   No

Background Information            The Maritime Analytic Support System (MASS) is an updated and enhanced system of records previously known as the Maritime Awareness Global Network (MAGNET). MASS serves as a data repository and analysis tool created to support the execution of the statutory missions of the United States Coast Guard, and achieve Maritime Domain Awareness (MDA) as part of the National Strategy for Maritime Security. MASS collects and compiles a broad range of records information on ports and port facilities, maritime vessels and vessel characteristics.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0026-2019-0003

Sequence Number	
1	Records on Ports and Port Facilities Disposition Authority Number: DAA-0026-2019-0003-0001
2	Records on Vessel Identification and Characteristics Disposition Authority Number: DAA-0026-2019-0003-0002
3	Records on Vessels Known or Suspected of Being Associated with Criminal or Suspicious Activity Disposition Authority Number: DAA-0026-2019-0003-0003
4	Records on Organizations Affiliated with Vessels and Facilities Disposition Authority Number: DAA-0026-2019-0003-0004
5	Records on Surveillance, Boardings, and Violations of Laws and Treaties Disposition Authority Number: DAA-0026-2019-0003-0005

## Records Schedule Items

Sequence Number						
1	<b>Records on Ports and Port Facilities</b>					
	Disposition Authority Number	DAA-0026-2019-0003-0001				
	Information on ports and port facilities includes location, characteristics, commodities handled, equipment, certificates, approvals, inspection data, pollution incidents, casualties, any violations of laws and international treaties, and information pertaining to individuals, companies, and organizations associated with facility owners, operators, managers, and employees.					
	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?	Yes				
	Do any of the records covered by this item exist as structured electronic data?	Yes				
	<table border="1"> <thead> <tr> <th data-bbox="345 1140 938 1171">Manual Citation</th> <th data-bbox="946 1140 1526 1171">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="345 1182 938 1266"><b>SSIC 16000 General Coast Guard Mission Records</b></td> <td data-bbox="946 1182 1526 1266"><b>Information and Life Cycle Management Manual, COMDTINST M5212.12A</b></td> </tr> </tbody> </table>		Manual Citation	Manual Title	<b>SSIC 16000 General Coast Guard Mission Records</b>	<b>Information and Life Cycle Management Manual, COMDTINST M5212.12A</b>
Manual Citation	Manual Title					
<b>SSIC 16000 General Coast Guard Mission Records</b>	<b>Information and Life Cycle Management Manual, COMDTINST M5212.12A</b>					
	GRS or Superseded Authority Citation	N1-026-08-001 / a N1-026-08-001 / c				
	<b>Disposition Instruction</b>					
	Cutoff Instruction	Cutoff at the end of the calendar year.				
	Retention Period	Destroy 10 year(s) after cutoff				
	<b>Additional Information</b>					
	GAO Approval	Not Required				
2	<b>Records on Vessel Identification and Characteristics</b>					
	Disposition Authority Number	DAA-0026-2019-0003-0002				
	Vessel information includes vessel identification data, registration data, performance data, movements, reported locations, activity, and related information					

including data pertaining to people or organizations associated with vessels, owners, passengers, and crew members.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
<b>SSIC 16000 General Coast Guard Mission Records</b>	<b>Information and Life Cycle Management Manual, COMDTINST M5212.12A</b>

GRS or Superseded Authority Citation N1-026-08-001 / a  
N1-026-08-001 / b  
N1-026-08-001 / c

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy 7 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

**Records on Vessels Known or Suspected of Being Associated with Criminal or Suspicious Activity**

Disposition Authority Number DAA-0026-2019-0003-0003

Records also contain information on vessels and associates which are known, suspected, or alleged to be involved in contraband trafficking, illegal migrant activities, or terrorist activity.

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? Yes

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Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
<b>SSIC 16000 General Coast Guard Mission Records</b>	<b>Information and Life Cycle Management Manual, COMDTINST M5212.12A</b>

GRS or Superseded Authority Citation **N1-026-08-001 / a**  
**N1-026-08-001 / c**

**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of the calendar year.**  
Retention Period **Destroy 10 year(s) after cutoff.**

**Additional Information**

GAO Approval **Not Required**

**Records on Organizations Affiliated with Vessels and Facilities**

Disposition Authority Number **DAA-0026-2019-0003-0004**

Records include information on individuals, companies, government agencies, and other organizations associated with vessels and facilities, including platforms, bridges, marinas, terminals, and factories, and/or Coast Guard activities. This information includes nationality, address, telephone number, and taxpayer or other identification number; date of birth, relationship to vessels and facilities relationship to other individuals, companies, government agencies, and organizations in MASS; pollution incidents, casualties, and violations of all laws and international treaties.

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
<b>SSIC 16000 General Coast Guard Mission Records</b>	<b>Information and Life Cycle Management Manual, COMDTINST M5212.12A</b>

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GRS or Superseded Authority Citation N1-026-08-001 / a

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

**Records on Surveillance, Boardings, and Violations of Laws and Treaties**

Disposition Authority Number DAA-0026-2019-0003-0005

Reports submitted by Coast Guard personnel relating to vessel boarding, aircraft over-flights, any other means of surveillance, and violations of the United States laws or treaties, and subsequent enforcement actions taken. These reports include electronic documents, biometric, photographic, and video data, and names of vessel owners, agents, crew members, and passengers.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
SSIC 16000 General Coast Guard Mission Records	Information and Life Cycle Management Manual, COMDTINST M5212.12A

GRS or Superseded Authority Citation N1-026-08-001 / a  
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Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy 10 year(s) after cutoff.

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
10/10/2019	Certify	Kathryn Nevins	Records Manager	Coast Guard Headquarters - Records Management Office
06/02/2020	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
09/03/2020	Submit For Certification	Tammie Perry	Records Assistant	CG 61 - CG 611
09/03/2020	Certify	Tammie Perry	Records Assistant	CG 61 - CG 611
12/03/2020	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
12/14/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/14/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/14/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist