

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on page 2.)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Homeland Security (DHS)

2. MAJOR SUBDIVISION

U.S. Coast Guard

3. MINOR SUBDIVISION

Office of Resource Management - Information Resources

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE

Gary Chappell

Gary Chappell 10/27/03

202-267-1061

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-026-02-2

DATE RECEIVED

Nov. 7, 2003 (6/3/02)

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

12-16-03

[Signature]

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 _____ page(s) are not now needed for the business of 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

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

3 Nov 03

[Signature]

U.S. Coast Guard Records Manager

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Marine Safety Information System (MSIS) Record

MSIS contains information to support the operation and management of Coast Guard marine safety activities. It does this by:

- (1) building performance histories for vessels, marine facilities, involved parties, and hazardous cargoes;
- (2) tracking USCG activities performed and resources used;
- (3) providing data for analysis to focus and redirect activities and resources.

Histories are built within the system from reports of casualties, spills, deficiencies and violations that result from vessel inspections, other vessel boardings, facility inspections, marine casualty investigations, and marine pollution incident investigations.

cc Agency NR NUNMD NUNME

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	<p>MSIS merges information from field reports into a common information base that is shared by all users of the system. System characteristics include product and form printing for hard copy records; summary activity reports for activity management; automated monitoring, prompting and notification functions; and maintenance of vessel, facility and party summaries (such as the port safety vessel history). The system also hosts a port-to-port electronic mailbox and several bulletin boards.</p> <p>MSIS utilizes an SQL server database currently hosted by USCG Operations Systems Center, Kearneysville, WV. The MSIS database is composed of master files that contain histories and summaries of vessels, facilities, involved parties, and hazardous cargoes.</p> <p>FREEDOM OF INFORMATION ACT</p> <p>MSIS contains sensitive personal data that is protected from release under the Privacy Act and Freedom of Information Act. Access to its data is limited to personnel with a need to know by carefully managing the access level and product authority of passwords assigned to MSIS users.</p> <p>MSIS data should not be provided to individuals and organizations outside the Coast Guard without prior authorization and screening.</p> <p>With cooperation and advice from USCG at the time of transfer, NARA will determine if public use files with segregable information required by FOIA for release can be created from files that the FOIA exempts from disclosure and, if so, what those public use files could contain.</p> <p>MSMS, LEIS, JAMIE, and ITDB, receive extracts of MSIS data.</p> <p>MSIS DATA</p> <p>MSIS does not have data definitions for the system's fields or individual elements, but a few subsystems, such as MSMS are defined. (SEE ATTACHED)</p> <p>MSIS's closest resemblance of a data dictionary can be found in DATA ELEMENT AGGREGATE DEFINITIONS or (DEADS). (SEE ATTACHED)</p> <p>Because of the tremendous number of data elements contained in MSIS, record disposition will be categorized in terms of data fragments, which contain one or more data elements requiring particular record disposition according to COMDTINST M5212.12.</p>		
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1.	<p>CARGO TABLE</p> <p>Dangerous Cargoes - Contains information on hazardous cargoes (oils and hazardous materials) that an inspected vessel, by virtue of its construction and the design of its cargo system(s), is entitled to carry. In support of this, Chriscode and Hazardous Cargo data is linked to identify a chemical's naming convention, regulatory status and physical data, such as the common name of the chemical, CID (Chemical Identification Code), synonym, and the chemical family. It also includes a summary of regulatory information, such as which regulations apply, the cargo class and other agencies' classifications.</p> <p><u>Authorized Disposition:</u> NON RECORD MATERIAL - Transfer a copy Chemical Hazards Response System (CHRIS) Codes to NARA.</p>		
2.	<p>FACILITIES INFORMATION TABLE</p> <p>Facility Identification - Provides information about a facility's identification, characteristics, contact person, facility's name, FIN, and local ID, along with other identifying information, such as fixed platform, shoreline, marina, MARPOL reception, geographic locations and communication capabilities.</p> <p><u>Authorized Disposition:</u> PERMANENT - Transfer a copy of the Facilities Information Table to NARA, in accordance with 36 CFR 1228.188 upon approval of schedule.</p> <p style="text-align: center;">270</p>		
3.	<p>MARINE CASUALTY FRAGMENT TABLE</p> <p>Marine Casualty Fragment- Covers the period of 1985-1991. The casualty fragment contains information on casualties involving commercial vessels, facilities, and personnel injuries investigated by the U.S. Coast Guard. Elements include subject of casualty, location, events, causal enabling factors, and investigation hours.</p> <p><u>Authorized Disposition:</u> PERMANENT - Transfer a copy of the Marine Casualty Fragment File to NARA, in accordance with 36 CFR 1228.188 upon approval of schedule.</p> <p style="text-align: center;">270</p>		

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4.	<p>1. MARINE INSPECTION TABLE</p> <p>Marine Inspection - Marine Inspection Activities data records documents activities involving vessels and facilities (fixed platforms, artificial islands, and factories) inspected under the Marine Inspection program. Elements include port, inspection date, reference case, where the inspection was conducted, type of inspection status, and deficiency information. It also indicates when the vessel's inspection status details were last updated and whether the vessel has a special examination requirement.</p> <p><u>Authorized Disposition:</u> PERMANENT. Transfer a copy of the Marine Inspection Table to NARA, in accordance with 36 CFR 1228.198 upon approval of schedule.</p> <p style="text-align: center;">270</p>		
5.	<p>2. MARINE INVESTIGATION MODULE (MINMOD) TABLE</p> <p>Marine Investigation - The marine casualty investigation data in this module includes information pertaining to commercial vessels and facilities regarding collisions, groundings, pollution discharges, fires, explosions, property damage, and personnel injury casualties investigated by the U.S. Coast Guard from 1992-2001. Elements include subject of casualty, location, events, causal enabling factors, investigation hours personnel actions, weather factors, and contains detailed information of personnel involved in casualties, body part injured, reason for the injury, and function of that person. Additionally, it identifies the type and quantity of the spilled substance; and verifies involved parties (owners) of vessels involved.</p> <p><u>Authorized Disposition:</u> PERMANENT - Transfer a copy of the Marine Investigation Module to NARA, in accordance with 36 CFR 1228.198 upon approval of schedule. Includes Marine Board Investigations table, Marine and Miscellaneous Vessel Casualties Table, and Pollution Discharge Investigations Table.</p>		

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6.	<p>6. PARTY INFORMATION TABLE</p> <p>Party Information - This data is collected by the U. S. Coast Guard to identify persons and organizations with which the Coast Guard has had contact. It provides current identification and address information for an involved party throughout MSIS since the data is stored once and is linked to many different activity reports, vessels, and facilities.</p> <p><u>Authorized Disposition:</u> PERMANENT - Transfer a copy of the Party Information Table to NARA, in accordance with 36 CFR 1228.188 upon approval of schedule.</p> <p style="text-align: center;">270</p>		
7.	<p>7. MARINE POLLUTION FRAGMENT TABLE</p> <p>Marine Pollution - Data contains information on pollution incidents investigated by the Coast Guard from 1985-1991 and pollution information from citations issued from 1994 to 2001. Information includes quantity of material spilled in standard units: gallons for liquids and pounds for solids. Identifies the source of the material spilled (facilities and vessels) that polluted waterways. It also identifies the contributing factors. Reports of Pollution Incidents and action taken.</p> <p><u>Authorized Disposition:</u> PERMANENT - Transfer a copy of the Marine Pollution Table to NARA, in accordance with 36 CFR 1228.188 upon approval of schedule.</p> <p style="text-align: center;">270</p>		
8.	<p>8. MARINE VIOLATION TABLE</p> <p>Marine Violation - Is a product set that replaced the MSIS Marine Violation Fragment, known as MV Redesign. This product set significantly changed the procedures used to process civil penalty cases in MSIS by offering new functionality and data integrity. Violation cases were built upon the concept of charges and specifications of charges. In reporting a deficiency, discrepancy or violation in a detecting case (through an MSIS deficiency report), the discrepancies or deficiencies are associated with a violation specification in the detecting case. As a user creates a violation report in MSIS, specifications are associated with charges. There can be one or more specifications for a charge, and one or more charges per violation case. Code of Federal Regulations and U.S. Code citations have been hard coded into MSIS cites in penalty cases. Cradle to grave penalty case</p>		

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9.	<p>tracking was introduced by permitting hearing officers and collection clerks to update records in MSIS, and a case action log which tracks the progress of violation cases through the civil penalty system.</p> <p><u>Authorized Disposition:</u> (1) Data Fields: PERMANENT - Transfer a copy of the Marine Violation Table to NARA, in accordance with 36 CFR 1228.188 upon approval of schedule.</p> <p style="text-align: center;">270</p> <p>9. VESSEL AND PORT INFORMATION TABLES</p> <p>Vessels - This data file lists merchant and recreational vessels documented under the laws of the United States by the U.S. Coast Guard. The data file of merchant vessels has been specifically prepared from several data tables contained in MSIS. This data has been used as source data for the publication of MERCHANT VESSELS OF THE UNITED STATES. The data file consists of vessel particulars and managing owner identification information.. For vessels, the file contains the vessel name, official number, managing owner name, particulars such as tonnage and length, port of documentation (homeport) and authorized trade endorsements. Hailing port, manufacturer identification and hull identification numbers are not contained in this data file, and there are no foreign vessels in this file. For managing owners, the complete mailing address is provided.</p> <p>a. Vessel Identification and File Info (Intel) - Vessel Name, Homeport, related correspondence, build and rebuild, owner.</p> <p>b. Vessel Documents - License, Register, official number, current marine documents, last surrendered document etc.</p> <p><u>Authorized Disposition:</u> PERMANENT - Transfer a copy to NARA, in accordance with 36 CFR 1228.188 upon approval of schedule.</p> <p style="text-align: center;">270</p> <p>Ports - Contains data on Coast Guard Marine Safety units that used MSIS and a listing of unit information including phone and addresses.</p> <p><u>Authorized Disposition:</u> PERMANENT - Transfer a copy to NARA, in accordance with 36 CFR 1228.188 upon approval of schedule.</p> <p style="text-align: center;">270</p>		
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10.

10. NARRATIVE TEXT TABLE (FFTV)

This Table consists of narrative text and comments linked to MSIS Tables as appropriate. Narrative information was input directly into the tables by Coast Guard Personnel.

Authorized Disposition: **PERMANENT** - Transfer a copy to NARA, in accordance with 36 CFR 1228.188 upon approval of schedule.

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11.

11 .Documentation. Technical Documentation to facilitate processing of MSIS by NARA. May include information found on NA 14097 as well as datacodes and other information

Authorized Disposition: **PERMANENT** - Transfer a copy to NARA in accordance with 36 CFR 270.