

**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

2. MAJOR SUBDIVISION  
United States Coast Guard

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
John Dingley

5. TELEPHONE  
202) 267-1509

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-026-04-3

DATE RECEIVED  
6-15-2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
9-20-04

ARCHIVIST OF THE UNITED STATES  
*John W. Carl*

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 1 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<br>9 Jun 04 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Patricia J. Croon</i> | TITLE<br>Records Officer, U.S. Coast Guard |
|------------------|--|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 1.          | <p>U.S. Coast Guard Log-Navigation Data Sheet (CG-4380C). A navigational aid used on some vessels of the United States Coast Guard.</p> <p>Data elements may include DATE, TIME, GYRO CRS/BRG, GYRO ERROR, TRUE CRS/BRG, VAR, MAG COURSE, DEV, STEER COMPASS, SPEED OF ADVANCE, REMARKS</p> <p>This data may be recorded in hard copy form on a CG-4380C, or electronically.</p> <p>Disposition:</p> <p>1. Hard copy Form CG-4380C. Cutoff forms at end of year. Destroy 3 years after cutoff.</p> <p>2. Electronic version of Log-Navigation Data. Destroy/Delete Log Navigation Data when 3 years old.</p> <p>NOTE: Some Log Navigation Data may be worthy of permanent retention if they provide significant insight into major events recorded in U.S. Coast</p> |                                   |                                  |

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

N1-026-04-3

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| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9. GRS OR<br>SUPERSEDED JOB<br>CITATION | 10. ACTION<br>TAKEN (NARA<br>USE ONLY) |
|-------------------|---|---|--|
|                   | <p>Guard logbooks, reflect significant developments, or attract extensive public attention. These should be brought to the attention of NARA via a SF-115, Request for Disposition Authority, so that they can be appraised and appropriate disposition authorized. The appraisal process of these records will include determination of the appropriate medium for transfer of any records determined to be permanent.</p> |   |  |

Two copies, including original, to be submitted  
to the National Archives and Records Administration.

STANDARD FORM 115-A (REV. 3-91)

Prescribed by NARA  
36 CFR 1228