

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 201-026-04-4 9-9-2004	
1. FROM (Agency or establishment) Department of Homeland Security		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION United States Coast Guard			
3. MINOR SUBDIVISION Search and Rescue Division			
4. NAME OF PERSON WITH WHOM TO CONFER Olthea Croom	5. TELEPHONE NUMBER 202-267-0290	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 <u>1</u> page(s) are not needed now for the business for 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,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 8 September 2004	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <i>Olthea S. Croom</i>		TITLE Records Officer, United States 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 GRS OR SUPERSEDED JOB CITATION	10.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	<u>SSIC 16106 SAR RECORDS</u> The purpose of this request is to amend SSIC 16106, Item 3.a. of the Coast Guard Records Disposition Schedule, COMDTINST M5212.12A, Information and Life Cycle Management Manual. The records are currently accumulated at district offices, Headquarters units, district shores, small boat units and floating units. Item 3.a. Original Logs (including Journal of Light Stations, containing a daily record of the unaided activities and a daily record of local weather information. (a) Journal of Light Stations, Small Boat Units and Lifeboat Stations. Permanent. Transfer to NARA when the latest entry in the log is 5 years old.	NC1-26-84-1/Item	296a(5)a

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NC1-026-04-4</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9-9-2004</i>	
1. FROM (Agency or establishment) Department of Homeland Security		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.	
2. MAJOR SUBDIVISION United States Coast Guard			
3. MINOR SUBDIVISION Search and Rescue Division			
4. NAME OF PERSON WITH WHOM TO CONFER Olthea Croom	5. TELEPHONE NUMBER 202-267-0290	DATE	ARCHIVIST OF THE UNITED STATES
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 <u> 1 </u> page(s) are not needed now for the business for 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,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 8 September 2004	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <i>Olthea S. Croom</i>	TITLE Records Officer, United States 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	<u>SSIC 16106 SAR RECORDS</u> The purpose of this request is to amend SSIC 16106, Item 3 a. of the Coast Guard Records Disposition Schedule, COMDTINST M5212.12A, Information and Life Cycle Management Manual. The records are currently accumulated at district offices. Headquarters units district shores, small boat units and floating units. Item 3.a. Original Logs (including Journal of Light Stations, containing a daily record of the unit's activities and a daily record of local weather information. (a) Journal of Light Stations, Small Boat Units and Lifeboat Stations. Permanent. Transfer to NARA when the latest entry in the log is 5 years old.	NC1-26-84-1/Item	296a(5)a

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. **NCI-26-84-1**

DATE RECEIVED **10/23/82**

NOTIFICATION TO AGENCY

In accordance with the provisions of 48 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2/22/84 *R. W. Davis*
Date Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

2. MAJOR SUBDIVISION
U.S. Coast Guard

3. MINOR SUBDIVISION
Search and Rescue Division

4. NAME OF PERSON WITH WHOM TO CONFER
Anthony Smith

5. TEL. EXT.
755-7960

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE **9-26-83**

D. SIGNATURE OF AGENCY REPRESENTATIVE *R. W. Davis*

E. TITLE **CHIEF, MANAGEMENT ANALYSIS DIVISION**

7. ITEM NO.

8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

The purpose of this request is amend item 296a to the Coast Guard Comprehensive Records Control Schedule #2, approved NCI-26-80-4 for disposal of Field Records. Subject schedule is contained in Commandant Instruction M5212.12, Paperwork Management Manual, Search and Rescue Records, Unit Logs, Section 10, Operations and Readiness Records. These records are accumulated at district offices, Headquarters units and district shore and floating units. This amendment is specifically directed to logs generated 1947-1972. Deleted per instruction w/A. Smith, G-CMAA-1/3/84.

296: Search and Rescue records

- a. Unit Logs -
Operations Division
- (1) Transcripts of logs of lightships, lightstations and vessels maintained at Operations Division.
DESTROY when 1 year old.
 - (2) Transcripts of logs for vessels and shore units.
DESTROY when 1 year old.

115-107

Copy to Agency 4/11/84

Copies to NMF and NNB 4/11/84

Max Date Change required

ALL FRC 5/16/84

Admin. Serv. Div.

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>296a Search and Rescue Records(cont.)</p> <p><u>Large Shore Units</u> Units found in this section include: Air Stations and Detachments, SAR Groups, Section Offices, Bases, Group Offices, Supply Depots, Depots, Port Security Units, and Captain of Port Offices.</p> <p>(3) Original Log containing a daily record of the units activities and a daily record of local weather information.</p> <p>DESTROY when 3 years old.</p> <p>(4) Master Flight Logs containing statistical entries of all flights regardless of purpose.</p> <p>DESTROY when 7 years old.</p> <p><u>Small Shore Units</u> Units found in this section include: Electronic Repair Shops, Fog Signal Stations, Lifeboat Stations, Light Stations, Light Attendant Stations, Loran Transmitting Stations, Moorings, Organized Reserves Training Units (Port Security) (Vessel Augmentation), Radio Stations, Recruiting Stations, all others.</p> <p>(5) Original Logs (including Journal of Light Stations containing a daily record of the units activities and a daily record of local weather information</p> <p>(a) Journal of Light Stations and Life Stations.</p> <p>PERMANENT: Offer to the National Archives immediately, no more records are being created under this description.</p> <p>(b) All other logs created by small shore units.</p> <p>DESTROY when 3 years.</p>	296C2	

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

GPO: 1975 O - 578-387