

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-026-05-2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>09/29/05</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Paul Euitt/Morgan Carnahan	5. TELEPHONE NUMBER 202-267-0388	DATE <i>12/22/05</i>	ARCHIVIST OF THE UNITED STATES <i>Mike W...</i>
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 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 <i>27 Sep 05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>The purpose of this request is to schedule a new series of records in the Coast Guard Records Disposition Schedule, COMDTINST M5212.12A, Information and Life Cycle Management Manual. The records are currently accumulated by G-MWP-2.</p> <p><u>SSIC 16700 COMMERCIAL VESSEL SAFETY</u></p> <p>Item 10. GREAT LAKE PILOTAGE, INDIVIDUAL PERSONNEL FILES. The files contain, Application for registration, United States Registered Pilot (Form. CG-4509), fingerprint chart, individual photographs of the pilot, Report of Medical Examination, Vessel Speed Violations, Reports of Incident, Certificates of Registration (Original/Copy), Reports of Investigation. The pilots are non-military/non-federal personnel.</p> <p>Permanent: Destroy 6 years after the individual license expires, upon death of the individual or when the individual turns 70 years old, whichever is sooner.</p> <p><i>cc Agency DR NUMS DWETB</i></p>		

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2	<p>11. <u>Electronic Mail and Word Processing System Copies.</u></p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Destroy/delete when dissemination, revision, or updating is completed.</p>		