

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-026-05-3	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 1-21-2005	
1. FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION United States Coast Guard		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION G-OCU-3			
4. NAME OF PERSON WITH WHOM TO CONFER CWO Mark Thompson	4. TELEPHONE NUMBER 202-267-1511	DATE 5/28/06	ARCHIVIST OF THE UNITED STATES <i>Olthea S. Croom</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 <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 7 Feb 06	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The purpose of this request is to add an item to the current schedules to correctly identify records created and maintained in accordance with the Coast Guard Records Disposition Schedule, COMDTINST 5212.12A, Information and Life Cycle Management Manual.</p> <p><u>SSIC 3500 TRAINING AND READINESS</u></p> <p>Cutter Training Records – Records consist of training data created in the course of operating a UCSG cutter training program as directed by COMDTINST M3502.4H. The purpose is to standardize the documentation of training activities in order to evaluate the program and maintain an appropriate state of readiness.</p> <p>1. Unit Training Plan A schedule of training events, time slots for scheduled drills, exercises, all-hands training and departmental/division training developed with each underway or in-port cycle. Units are authorized to use CG-5293 or locally created forms such as Microsoft Outlook Calendar to document planning.</p> <p><i>cc Agency NR NWMO NWMO</i></p>		

Also included are specific drill plans with proposed contingencies or operational procedures that must be fulfilled, safety standards, length of drill period, condition of equipment, and safety considerations.

Destroy when no longer needed for administrative use.

2. Individual Training Record

Locally and individually created files used for documenting training and certification of USCG enlisted personnel. Records include indoctrination check-off sheets, copies of PQS/JQR qualification, small arms training, formal school completion letters and certificates, copies of correspondence course completion notices, and performance based qualifications sheets.

Note: These records comprise input for TMT/Direct Access (see SSIC 1500)

Retain and transfer to assigned duty station.

Destroy 3 years after last duty station prior to discharge, death or retirement.

3. Cutter Drill and Exercise Records

Includes a comprehensive record of completed drills and exercises, dates, frequency, identification and comments as to satisfactory completion. Information may be documented on a Record of Drills and Exercises (CG-5290) or by other means suitable for reporting for example the Training Management Tool, (TMT, see SSIC 1500) or Status of Resources and Training System (SORTS).

Destroy when no longer needed or when 5 years old whichever is later.

4. Exercise Evaluation Sheets

Includes numerical evaluation of the exercise or drill against the criteria related to the specific training event conducted. Also included are Drill Performance Check Sheets and other means of documenting the evaluation of a particular cutter drill. The records are maintained by the training officer.

Destroy when no longer needed or when 2 years old whichever is later.

5. Electronic copies of records that are created on electronic mail and word processing system 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.

(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.

Destroy/Delete within 180 days after the recordkeeping copy has been produced.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/Delete when dissemination, revision, or updating is completed.