

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-026-05-5</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>April 1, 2005</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 First District			
4. NAME OF PERSON WITH WHOM TO CONFER Freda Anderson	5. TELEPHONE NUMBER 617-223-8458	DATE <i>12/2/05</i>	ARCHIVIST OF THE UNITED STATES <i>Althea 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 <i>30 Mar 05</i>	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <i>Althea 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 GRS OR SUPERSEDED JOB CITATION	10.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 Add items to the current schedules to correctly identify records created and maintained in accordance with the Coast Guard Records Disposition Schedule, COMDTINST M5212.12A, Information and Life Cycle Management Manual.</p> <p><u>SSIC 5000 GENERAL ADMINISTRATION AND MANAGEMENT</u></p> <p>Item 1d</p> <p>Program Correspondence Files. Correspondence of Area and District Commanders, Commanding Officers of Headquarters Units, congressional correspondence, correspondence relating to high level agency mission or to high profile events in which Coast Guard was involved.</p> <p>1d(1). Textual records</p> <p>PERMANENT. Retire to Federal Records Center when 3-years old. Transfer to NARA when 20 years old.</p> <p><i>cc Agency NR Nums NUNW NUCTB</i></p>		

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<p>2</p> <p>3</p>	<p>1d(2). 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>1d(2)(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>1d(2)(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> <p>JUSTIFICATION:</p> <p>While the schedule contains entries for disposable general correspondence files relating to routine or administrative housekeeping purposes, there is nothing for high level correspondence that may be significant. The District/Area Commanders are responsible for fulfilling the Coast Guard mission in the field, and is often involved in high-level activities, or high-profile events. For example, within the past few years, the Commander of the First District has appeared in the national media to discuss the Coast Guard role in search efforts for John F. Kennedy, Jr., and for the Egyptian airplane that crashed. Documentation of these activities is important. While some of the data may be filed elsewhere, such as a search-and-rescue folder or public affairs files, this item is essential for the capture of that documentation that does not belong to another series. The series contains important evidential data on the activities of these high level personnel -- correspondence files of similar ranked individuals in other agencies, such as regional administrators, are generally considered to be permanent records. In addition, the series may contain informational data on events of national as well as regional historical importance.</p> <p>Annual accumulation: one cubic foot, arranged chronologically</p>		