

REQUEST FOR RECORDS DISPOSITION AUTHORITY JOB NUMBER
NI-026-05-5

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received
April 1, 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
 First District

4. NAME OF PERSON WITH WHOM TO CONFER
 Freda Anderson

5. TELEPHONE NUMBER
 617-223-8458

DATE
12/2/05

ARCHIVIST OF THE UNITED STATES
Alma Wainwright

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 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,
 is not required is attached; or has been requested.

DATE
30 Mar 05

SIGNATURE OF AGENCY REPRESENTATIVE
 OLTHEA S. CROOM
Olthea S. Croom

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 GRS OR SUPERSEDED JOB CITATION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)

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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.

SSIC 5000 GENERAL ADMINISTRATION AND MANAGEMENT

Item 1d

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.

1d(1). Textual records

PERMANENT. Retire to Federal Records Center when 3-years old. Transfer to NARA when 20 years old.

cc Agency NR NURMO NURMW NUCTB

