

REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

FROM: (Agency or establishment)
Department of Homeland Security

1. MAJOR SUBDIVISION
United States Coast Guard

3. MINOR SUBDIVISION
G-OPB-1

4. NAME OF PERSON WITH WHOM TO CONFER
Carlton Perry

5. TELEPHONE NUMBER
202-267-0979

DATE
6/10/06

ARCHIVIST OF THE UNITED STATES
Mr. Vestra

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 2 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
10 January 2006

SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]
OLTHEA S. CROOM

TITLE
Records Officer, United States Coast Guard

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

The purpose of this request is to revise current schedule 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.

SSIC 16200 GENERAL ENFORCEMENT OF LAWS AND TREATIES

Recreational Boating Law Enforcement Case Files

a. Cases against owners/operators of vessels found in violations of Federal recreational boating laws or regulations. Records include such forms as CG 3629, Water Pollution; CG 1408, Loadline Inspection Report, and CG 4100, Report of Boarding, and associated documents describing names of violators, address, SSN, description of boats, and note on alleged violations and copies of correspondence of any penalty involved.

COMDTINST M5212.12A SSIC 16200 Item 2

NC1-26-80-4 Item 230

115-109 PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91)

Prescribed by NARA 36 CFR 1228

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2.	<p>Cases are used internally for case tracking and tracking of repeat offenders. External uses of data include reporting of debt owed from penalties, authorized oversight audits, congressional inquiries, inquiries related to intelligence gathering, and inquiries from other Federal agencies conducting litigation or proceedings before any court, adjudicative or administrative body. These files are treated as input into the Marine Information for Safety and Law Enforcement System (MISLE).</p> <p>Cutoff at the end of the calendar year in which the report is forwarded to district, area or data processing center or after final action whichever is later. Destroy three years after cutoff.</p> <p>b. Enforcement cases with final action consisting of written warnings or no violations including cases referred to other agencies or departments for actions consisting of investigation reports, violation reports, correspondence, and related. These files are treated as input into the Marine Information for Safety and Law Enforcement System (MISLE).</p> <p>Cutoff at the end of the calendar year after the final disposition of the case. Destroy one year after cutoff.</p>	<p>COMDTINST M5212.12A SSIC 16200 Item 3</p> <p>NC1-26-84-1 item 233</p>	
3.	<p>c. Electronic Mail and Word Processing System Copies</p>		
4.	<p>1. 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>Delete within 180 days after the recordkeeping copy has been produced.</p> <p>2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Delete when dissemination, revision, or updating is complete.</p>		