

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-026-05-07	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5-6-2005	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Agency-wide (First District)			
4. NAME OF PERSON WITH WHOM TO CONFER Mark Galluzzo	5. TELEPHONE NUMBER 617-233-8422	DATE 3/3/06	ARCHIVIST OF THE UNITED STATES <i>Mark Galluzzo</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>2</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 6 December 2005	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	The purpose of this request is to Add items to the 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. <u>SSIC 16200 GENERAL ENFORCEMENT OF LAWS AND TREATIES</u> Law Enforcement Monthly Files a. Copies of outgoing correspondence, whale safety broadcasts, local notices to mariners, local reports of fishery management, boarding reports, weekly law enforcement tasking of cutters, SITREPS, and other activities arranged chronologically kept for convenience, reference, and intelligence gathering purposes. Destroy when three years old.		

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2.	<p>b. Electronic Mail and Word Processing System Copies</p> <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>		
3.	<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>		