

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-026-05-12</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6-30-2005</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 G-MPS			
4. NAME OF PERSON WITH WHOM TO CONFER LTJG Joe Frydenger	5. TELEPHONE NUMBER 202-366-9738	DATE <i>6/6/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alb. Bennett</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>27 Jun 05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <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 GRS OR SUPERSEDED JOB CITATION	10.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	<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 M5212.12A, Information and Life Cycle Management Manual.</p> <p><u>SSIC 5530 PHYSICAL SECURITY</u></p> <p>1. FACILITY SECURITY PLAN. Consist of an index identifying the location of Security administration and organization of the facility; Personnel training; Drills and exercises; Records and documentation; Response to change in MARSEC Level; Procedures for interfacing with vessels; Declaration of Security (DoS); Communications; Security systems and equipment maintenance; Security measures for access control, including designated public access areas; Security measures for restricted areas, handling cargo, delivery of vessel stores and bunkers, and monitoring; Security incident procedures; Audits and security plan amendments; Facility Security Assessment (FSA) report; and Facility Vulnerability and Security Measures Summary (Form CG-6025).</p> <p>Destroy 5-years after date of approval</p> <p><i>cc Agency MR NWMW NWMW</i></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	11. GRS OR SUPERSEDED JOB CITATION	12. ACTION TAKEN (NARA USE ONLY)
	<p>Cutoff at the end of the calendar year in which the plan is superseded. Destroy 5 years after cutoff.</p> <p>2. Electronic Mail and Word Processing System Copies</p> <p>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>Delete within 180 days after the recordkeeping copy has been produced.</p> <p>3. b. 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>		