

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-026-05-13	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6-21-2005	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 G-OPB-1			
4. NAME OF PERSON WITH WHOM TO CONFER Michael Swanson	5. TELEPHONE NUMBER 907-463-2298	DATE 3/15/06	ARCHIVIST OF THE UNITED STATES <i>Alle Warriner</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 28 Nov 05	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	The purpose of this request is to schedule a new series of records in the Coast Guard Records Disposition Schedule, COMDTINST 5212.12A, Information and Life Cycle Management Manual. The records are currently accumulated by G-OPB-1. <u>SSIC 16750 RECREATIONAL BOATING SAFETY</u> 11. Applications for Numbers. The Standard Numbering System (SNS) collects information on undocumented vessels and vessel owners operating on waters subject to the jurisdiction of the United States. Owners of all undocumented vessels propelled by machinery are required by Federal law to apply for a number from the issuing authority of the State in which the vessel is to be principally operated. In addition, States may require other vessels, such as sailboats or even canoes and kayaks, to be numbered. Owners may include individuals or households, non-profit organizations, and small businesses (i.e. liveries that offer recreational vessels for rental by the public) or other for-profit organizations.	COMDTINST M5212.12, item 47	
<i>cc Agency, KR, NWMD, NWMW, NWCTB</i>			

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1.	<p>Federal, State, and local law enforcement agencies use information from the system for enforcement of boating laws or theft and fraud investigations. In addition, when encountering a vessel suspected of illegal activity, information from the system increases safety by assisting boarding officers in determining how best to approach the vessel. In States that do not have an approved system, the U.S. Coast Guard is responsible for administering the system. Currently, all 56 States and Territories have approved numbering systems. States submit reports annually to the Coast Guard on the number, size, construction and machinery of vessels they have numbered. This information is used by the Coast Guard in (1) publication of an annual "Boating Statistics" report required by 46 U.S.C. 6102(b), and (2) for allocation of Federal funds to assist States in carrying out the Recreational Boating Safety (RBS) Program established by 46 U.S.C. chapter 131.</p> <p>a. Application for numbers for undocumented vessels.</p> <p>Destroy 3 years after expiration of permit or loss of vessel.</p>	NC-26-80-4, item 47a	
2.	<p>b. Current computer or word processor retrieval system of vessel registration. These systems consists of information abstracted from the certificates and other documents which accompanied the vessel owner's application. If none of the above documents is available, establish and maintain a card or similar file system for recording vessel numbers issued. Transfer current records to states or territories when an approved numbering system has been adopted by the state or territory.</p> <p>Destroy/Delete non-current documents and cards when superseded or obsolete.</p>	NC-26-80-4, item 47b	
3.	<p>c. State's annual boating reports and statistics.</p> <p>* Annual reporting requirements and statistics received periodically in reference to registration of undocumented vessels used in the production the Coast Guard annual publication "Boating Statistics."</p> <p>Destroy/Delete two years after publication or when superseded or obsolete.</p>		

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4.	<p>d. Registration of Undocumented Vessels in Alaska, Bill of Sale (proof of ownership) Pre-2001 Original Hardcopy. Information promotes identification of boats involved in casualties, recovery of lost boats, and simplifies search and rescues response, and law enforcement procedures.</p> <p>Cutoff annually, transfer to FRC in 10 year blocks, destroy when 20 years old.</p>		
5.	<p>e. Registration of Undocumented Vessels in Alaska, Bill of Sale (proof of ownership) Pre-2001 Data. Electronic tracking database used to respond to questions from the State concerning any pre-1966 CG boat registration. Maintained by the Coast Guard Point of Contact.</p> <p>Destroy/Delete when superceded, obsolete, or no longer needed, whichever is later.</p> <p>f. Electronic Mail and Word Processing System Copies</p>		
6.	<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>		
7.	<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>		