

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-026-05-17	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8-5-2005	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 CG-441			
4. NAME OF PERSON WITH WHOM TO CONFER Jim Christ	4. TELEPHONE NUMBER 202-267-0640	DATE 3/27/06	ARCHIVIST OF THE UNITED STATES <i>Allen [unclear]</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>2 March 2006</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i> <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 GRS OR SUPERSEDED JOB CITATION	10.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 and item to the current schedules 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.</p> <p><u>SSIC 8000 General Ordnance Material Ammunition and Explosives</u></p> <p>3. Shipping Papers – Shipping documents for movement of sensitive conventional Arms, Ammunition and Explosives (AA&E), classified (secret and confidential), and Controlled Cryptographic Items (CCI). Consist of shipping documents used to describe freight, and any required physical and security protective services needed to protect it from time of carrier acceptance to final delivery destination.</p> <p>a. Carrier Copy As required by 49 CFR 172.201 (e) each person who provides/receives shipping papers for hazardous material (other than hazardous waste) must retain</p>		<i>cc Agency, DR NWMD, NWMM</i>

a copy, or electronic image at the principal place of business for future inspection for a minimum of 375 days.

Cutoff at the end of the fiscal year in which transaction is concluded. **Destroy** 375 days after cutoff.

~~b. Coast Guard Copy~~

~~Original vouchers and support documents covering the transportation of commercial freight including registers and other control documents, and issuing office copies of Government or commercial bills of lading, transportation vouchers and transportation requests, authorizations, and supporting documents.~~

~~Cutoff at the end of the fiscal year in which transaction is concluded. **Destroy** six years after cutoff.~~

c. Electronic copies of records that are created on electronic mail and word processing system and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

2.

(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.

Destroy/Delete within 180 days after the recordkeeping copy has been produced.

3.

(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/Delete when dissemination, revision, or updating is completed.

GRS 9/1a,e

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DATE 20 Jul 05	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <i>Olthea S. Croom</i>	TITLE Records Officer, United States Coast Guard	
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<p>2.</p> <p>3.</p>	<p>3a. <u>Electronic Mail and Word Processing System Copies.</u></p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</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>Destroy/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>Destroy/delete when dissemination, revision, or updating is completed.</p>		