

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-026-05-19	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 7/29/2005	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Agency-wide			
4. NAME OF PERSON WITH WHOM TO CONFER Freda Anderson	4. TELEPHONE NUMBER 617-223-8458	DATE 12/27/05	ARCHIVIST OF THE UNITED STATES <i>Allyson</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 27 Sept 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	The purpose of this request is to <u>change the transfer instructions and series description for items</u> to correctly identify records created and maintained in accordance with the Coast Guard Records Disposition Schedule, COMDTINST 52.12A, Information and Life Cycle Management Manual. <u>SSIC 16500 SHORT RANGE AID TO NAVIGATION</u> 4. Aids to Navigation – Aids to Navigation case files pertaining to the development of, and case files pertaining to the operation, damage and repair of light vessels, light stations and buoys. Contains copies of authorizations to establish aids, charts indicating locations of aids, records relating to discontinuance of aids, message traffic, and Standardized Aids to Navigation (SANDS) report and letters pertaining to the aid. a. Minor aids - Minor aids are classified as buoys or floating aids moored to the seabed by concrete which are intended to convey information to the boater by their shape or color, by the characteristics of a visible or audible signal, or a combination of two or more such features. Examples may also include pier or jetty lights, day beacons, private lights, channel lights, buoys, other floating aids, or fog signals. Destroy 3 years after aid is disestablished. <i>Agency NR NWMD</i>	NC-26-80-4 items 311a(1)-311b(2).	<i>NWMD</i> <i>NWCTB</i>

2.

b. Major aids – Usually classified as a permanent lighted beacon or structure fixed to the earth's surface. Examples include range lights, landmarks, lighthouses, and lightships.

Permanent. Transfer to NARA 50 years after aid is established. Copy for reference those records needed for ongoing maintenance. Immediate transfer to NARA of case files prior to 1950 is authorized. Files will continue to be readily accessible at NARA regional facilities.

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.

3.

(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.

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

4.

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

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