

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-026-05-22</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8-23-2005</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 CG-1121			
4. NAME OF PERSON WITH WHOM TO CONFER CWO Tim Merrell	5. TELEPHONE NUMBER 202-267-6057	DATE <i>5/17/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alta 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 <i>16 August 2005</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 Change items in the Coast Guard Records Disposition Schedule, COMDTINST M5212.12A, Information and Life Cycle Management Manual to correctly reflect the requirements of 45 CFR Parts 160 through 164, HIPAA Privacy Rules. <i>This schedule is media neutral.</i> <i>Approved by O. Croom via Email on 2/9/2006</i> <u>SSIC 6150 HEALTH AND MEDICAL RECORDS</u> 4. Medical X-rays, x-ray logs or their index records other than 70mm X-ray film and entrance and separation X-rays covered above, relating to military personnel and their dependents. (These X-rays consist of photographic negatives made with the aid of X-rays which are used in medical diagnosis to locate fractures, malformations and pathological conditions, of tissue.) Destroy when six years old by salvaging.	NC1-26-80-4	
2	6. Reports, logs, forms, and index cards not otherwise provided for and used for the administration of medical activities and in the treatment of patients. Destroy 6 years after last entry. <i>@ Agency, HR, NWMW</i>	NC1-26-80-4	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>SSIC 6150 – Cont'd</p> <p>6a. Health Service Log. Logs maintained by the Independent Duty Health Services (IDHS). Consist of the names of all individuals reporting to sick call for treatment, inspections, inventories conducted, and the results of potable water testing. Destroy after 6 years.</p> <p>6b. Training Log. The training log will contain a record of all HS training given to the crew, stretcher-bearers, and HSs. Destroy after 3 years.</p> <p>6c. Biohazard Waste Log. Destroy after 3 Years.</p> <p>6d. Binnacle List. Consist of name of member provided treatment and the duty status determination resulting from treatment. Information to complete this list is purged from the Health Services Log. Destroy after 6 years.</p> <p>6e. Mishap Accident Report.</p> <p style="padding-left: 40px;">(1). Mishap Accident Report (General). Destroy after 7 years.</p> <p style="padding-left: 40px;">(2). Aviation Mishap Report Destroy after 30 years.</p> <p>6f. Disease Alert Report. Destroy after 6 years</p> <p>6g. Inpatient Hospitalization Report. Destroy after 6 years</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	11. GRS OR SUPERSEDED JOB CITATION	12. ACTION TAKEN (NARA USE ONLY)
3	<p>SSIC 6150 – Cont'd</p> <p>6h. Potable Water Quality Discrepancy Report. Document the date, location and results of free available Chlorine residual or Bromine testing and bacteriological testing. Maintained in chronological order, record the date and time of test, type of test, collection site, and results of testing.</p> <p>Destroy after 2 years</p> <p>10e. Reports, logs, and forms not otherwise provided for and used for the administration of medical activities and in the treatment of patients.</p> <p>Destroy 6 years after last entry</p>	NC1-26-76-2	
4	<p><u>Electronic Mail and Word Processing System Copies.</u> 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>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>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>		