

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-026-06-01	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10-14-2005	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
1. MAJOR SUBDIVISION United States Coast Guard			
2. MINOR SUBDIVISION G-OCX			
3. NAME OF PERSON WITH WHOM TO CONFER Justin Harper	4. TELEPHONE NUMBER 202-267-1336	DATE 5/29/06	ARCHIVIST OF THE UNITED STATES Alla Leman
<p>5. AGENCY CERTIFICATION</p> <p>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,</p> <p><input checked="" type="checkbox"/> is not required      <input type="checkbox"/> is attached; or      <input type="checkbox"/> has been requested.</p>			
DATE 10-6-05	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <i>Olthea S. Croom</i>	TITLE Records Officer, United State 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 GRS OR SUPERSEDED JOB CITATION	10.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 a new disposition to the current schedules to correctly identify records created and maintained in accordance with the Coast Guard Records Disposition Schedule, COMDINST 5212.12A, Information and Life Cycle Management Manual.</p> <p><b><u>SSIC 16790 COAST GUARD AUXILIARY</u></b></p> <p><b>9. Pilot Letter of Violation</b></p> <p>Corrective letters maintained by the Director of the Auxiliary documenting Auxiliary member's violation of flight regulations as designated by Federal Aviation Regulation 91, General Operating and Flight Rules. Auxiliary pilots are encouraged to report violations when they are involved, or observe an incident or situation in which aviation safety is compromised. This self-reporting system is administered by NASA.</p> <p>Remove and <b>destroy</b> from pilot's file after 2 years if no further violation occurs.</p> <p><i>cc Agency NR NW MD NARA</i></p>		

**Electronic Mail and Word Processing System Copies**

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.

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

3. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Delete** when dissemination, revision, or updating is complete.