

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-026-06-3	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received January 6, 2006	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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-L-6			
3. NAME OF PERSON WITH WHOM TO CONFER CWO Victor Hughes	4. TELEPHONE NUMBER 202-267-0072	DATE 6/13/06	ARCHIVIST OF THE UNITED STATES <i>Alle W. ...</i>
<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>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,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.</p>			
DATE <i>28 June 2006</i>	SIGNATURE OF AGENCY REPRESENTATIVE <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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The attached electronic records schedule has new items to be added to the United States Coast Guard current records management program.</p> <p><u>SSIC 5801 LEGAL ASSISTANCE</u></p>		

NA 10/26/06 copies sent to Agency, NWMU, NWMD, NR

The purpose of this request is to change items in the current schedules to correctly identify records created and maintained in accordance with the Coast Guard Records Disposition Schedule, COMDTINST M5212.12A, Information and Life Cycle Management Manual.

SSIC 5801 LEGAL ASSISTANCE

CASE MATTERS MANAGEMENT TRACKING (CMMT) SYSTEM

CMMT serves as a tracking system to use in day to day management of cases and workload, tracking conflict checks and performing statistical analysis of the program. Also serves as resource management tool for the Judge Advocate General and senior managers in exercising oversight of the legal program.

1. **INPUTS-CLIENT CASE FILES**

Information manually entered which consists of client intake sheet, attorney note log, Law Manager entry and supporting documents, as well as case type, sub-type, quantity, and result for members who received legal advice.

TEMPORARY

*Cut off records at end of calendar year in which case is closed. **Destroy/delete** 3 years after cutoff or when no longer needed by an attorney's state bar, whichever is later*

2.

MASTER FILE

Minimum requirements include the following data elements: client name, matter name, practice area, assistance type, owner, player, time, task, prefix, entity type, service, sponsor, unit, SSN, and related entities. Other information such as address, phone number, notes, etc. may be added as desired and required for conflict checking and case management.

TEMPORARY

*Cut off records at end of calendar year in which case is closed. **Destroy/delete** 3 years after cutoff or when no longer needed by an attorney's state bar, whichever is later.*

3.

OUTPUTS

Reports generated twice a year for statistical analysis. Used in conjunction with the development of the Judge Advocate General's annual and mid-year reports.

TEMPORARY

***Destroy/delete** when no longer needed for agency business.*

4.

SYSTEM DOCUMENTATION

Includes code books, data dictionaries, meta-data schemes, record layouts for data fields, standard operating procedures, user and administrator guides, help guides, and related materials.

TEMPORARY

Destroy/delete when superseded or obsolete or when no longer needed for agency business, whichever is later.