

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-026-06-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3-21-2006</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office Of Navigation Systems (G-PWN)			
4. NAME OF PERSON WITH WHOM TO CONFER Dave Gass, (G-OCC-2)	4. TELEPHONE NUMBER 202-267-6181	DATE <i>10/27/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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>5</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 Mar 06</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	*****See Attachment*****		

*SA 8/31/06**Copies sent to Agency, NARA, NWD, NAW, NAW, NR, NACTB*

The purpose of this request is to add and revise items to 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 16500 SHORT RANGE AID TO NAVIGATION**

**Name of System:** Integrated Aids to Navigation Information System (I-ATONIS)

**Purpose of System:**

I-ATONIS is an automated application developed for collecting and distributing marine navigation safety information. Additionally, it manages all significant logistics efforts in maintaining over 100,000 Federal and private aids to navigation (AtoNs). The information includes details on aids (fixed and floating), hazards, wrecks, shoals, and chart correction and updates information. This safety notices is disseminated to a broad spectrum of mariners through the Local and Special Notice to Mariners (LNM), Broadcast Notice to Mariners and the Light Lists publications. I-ATONIS integrated several USCG navigation safety functional areas and related activities. This schedule provides the authority for data retention and disposition instructions for I-ATONIS, paper and electronic input and output and retired predecessor systems such as ATONIS, SANDS and local District databases for wrecks and oil rigs.

**a. Inputs:**

Manual data entry is input into I-ATONIS from routine forms and other source documents such as logs and reports via desktop networked computers. Also, input is received from electronic transmissions from portable devices such as laptops and handheld computers from mobile AtoNs units via ATONIX (a software data upload utility). Sources of input include various units and flotillas, district and area AtoN branches and other USCG personnel from Headquarters offices such as the Office of Navigation Systems (G-PWN). Data is gathered from NOAA and NIMA sources for continuity of nautical charts and ongoing weather conditions. Additionally, the following **paper** series, retained by the units for ready reference are related input into I-ATONIS:

**~~1. Aids to Navigation Case Files~~**

~~Case files pertaining to the development, 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, reports 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.~~

~~Cut off at the end of the calendar year in which the aid is disestablished. Destroy 3 years after cutoff.~~

~~Authority: COMDTINST M5212.12A, SSIC 16500, item 4a (NARA Job: N1-26-05-19)~~

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.** Cut off at the end of the calendar year in which the aid was established, transfer to NARA 50 years later. Transfer entire paper case files of aids established prior to 1950 immediately to NARA for permanent preservation. Copy for ready reference essential records needed for ongoing and future maintenance. Original cases will continue to be readily accessible at NARA regional facilities.~~

~~Authority: COMDTINST M5212.12A, SSIC 16500, item 4b (NARA Job: N1-26-05-19)~~

## ~~2. Major aids to navigation master files~~

~~Consisting of applications and authorities granted to them by the Commandant with supporting papers, charts, and graphs for establishment, change or discontinuance of aids to navigation.~~

~~**Permanent.** Cut off at the end of the calendar year. Transfer to FRC 3 after cutoff. Transfer to NARA when 20 years old.~~

~~Authority: COMDTINST M5212.12A, SSIC 16500, item 17 and 4c (NARA Job: NC1-26-76-2 and NC1-26-80-4 item 43)~~

## ~~3. Wreck Case files~~

~~Case files pertaining to the establishment of aids to navigation marking wrecks containing copies of authorizations to establish aids, charts indicating positions of aids and wrecks, and records of authority for discontinuing the aids.~~

~~Cut off at the end of the calendar year in which aid is discontinued or removal of the wreck. **Destroy 3** years after cutoff.~~

~~Authority: COMDTINST M5212.12A, SSIC 16500, item 12 (NC1-26-80-4, item 313)~~

## ~~4. AtoNs Investigations~~

~~Short range aids to navigation, MEP and marine science equipment investigations and evaluation case files.~~

~~**Permanent.** Cut off at the end of the calendar year in which the investigation was completed. Transfer to NARA when 20 years after cutoff.~~

~~Authority: COMDTINST M5212.12A, SSIC 16500, item 13 (NARA Job: NC1-26-76-2, item 151)~~

## ~~5. Private aids to navigation~~

~~Private aids to navigation case files containing applications for proposed establishment of private aids, which include navigation lights and fog sounding devices on bridges, rigs or other stationary objects; also periodic inspection reports, correspondence, plans, specifications and pending proposals, operative and discontinued.~~

~~Cut off at the end of the calendar year in which the aid was discontinued or application was rejected. **Destroy 3** years after cutoff.~~

Authority: COMDTINST M5212.12A, SSIC 16518, item 1 (NARA Job: NC1-26-80-4, item 312)

1. 6. All other:

Destroy when data is verified to be correct or data entry quality assurance is completed whichever is later.

2. b. Master file:

I-ATONIS features a centralized database with multi-user access, source on-line updating, user implemented database query capability and database product and report retrieval and delivery capability to any USCG ATON unit. Other government agencies (NOAA, NGA, USACE) have limited online read-only access to the data. Activities and fields of information include but are not limited to managing aid information such as position, physical characteristics, bearing, associated structural drawing and attached devices; managing aid light system, light sectors, lamp and battery replacements; unit assigned maintenance tasks, priority for work and type; aid discrepancies, damage and repair documentation, cause and analysis; light list correction and modification; managing aid charts, corrections in nautical charts; proposed renovation projects and associated costs; records of Federal aids establishment and designation of historical status; mooring data; inspections; private aids points of contact, authorization and license data; location and record of capped wells and other oil production platforms and rigs; generation of LNM, BNM, SNM; waterways, traffic and environmental conditions; wrecks data including actions taken, wreck type, ID and points of contact; associated river book; attending maintenance vessel; property agreements; geodetic surveys; annual costs; and aids on stationary objects such as bridges.

SEC ATTACHED EMAIL CHANGE REQUEST. @ 7/2/19

**Permanent:** Cut off data at the end of every 3<sup>rd</sup> calendar year and transfer to NARA in accordance with transfer requirements in effect at the time of transfer.

3. c. **Retired Predecessor Systems (Closed-series):** With the development of I-ATONIS several datasets representing activities surrounding AtoNs were integrated for better data management and improving operational effectiveness. The primary system migrated was ATONIS (Aids to Navigation Information System). The system was used by units to track and schedule servicing of the aids and by the districts to perform LNM reports and ATON and related inventories. Data included aid type, district, name of aid, latitude/longitude of the aid, description, information for seasonal aids, height of the aid, and supplementary equipment information. Other similar datasets were also migrated and integrated such as nautical charts from NOAA and NGA, Light List data from NGA, and other external data used for the production of the UCCG Light List and the District LNM's. Prior to the establishment of ATONIS a punch card system known as Standardized Aids to Navigation Data System (SANDS) was used.

Cut off data upon the successful migration of data into I-ATONIS. **Destroy** 3 years after cutoff.

Superseded Authority: COMDTINST M5212.12A, SSIC 16500, item 9 and 10 (NARA Job: NC1-26-80-4, item 315 and 316)

d. **Outputs:** Reports, publications, and notices are generated based on user requirements and are often used in the effective management of maritime safety communication, maritime security and the protection of natural resources in efforts to reduce recreational, passenger, vessel, and maritime worker fatalities, and protect U.S. waterways from pollutants. Examples of standard publications generated from I-ATONIS include

the annual List Lists (LL), Local Notice to Mariners (LNM), Broadcast Notice to Mariners (BNM), and Special Notice to Mariners (SNM). Examples of routine reports are generated for tracking discrepancies, inventories, wrecks, waterways and work schedules. Other administrative output include the Federal Aid Form and Private Aid Information Document which are printed and/or stored on networks as needed for ready reference and inclusion in aid case files. Reports, publications, and notices are often generated under the following previously approved dispositions:

~~1. Official record copy of each directive/publication issued with significant background material.~~

~~Permanent: Cut off at the end of the calendar year. Transfer to FRC when 5 years after cutoff. Transfer to NARA when 20 years old.~~

~~Authority: COMDTINST M5212.12A, SSIC 16500, item 1a (NARA Job: NC1-26-83-3, item 40a)~~

~~2. Record material of a routine or housekeeping nature.~~

~~Cut off at the end of the calendar year. Destroy when 3 years after cutoff.~~

~~Authority: COMDTINST M5212.12A, SSIC 16500, item 3 (NARA Job: NC1-26-83-3, item 42)~~

~~3. Light lists of aids to navigation, loose leaf master light lists with sources of information for correction.~~

~~Permanent. Cut off at the end of the calendar year. Transfer to NARA 15 years after cutoff.~~

~~Authority: COMDTINST M5212.12A, SSIC 16500, item 7 (NARA Job: NC1-76-80-4, item 320 and 49)~~

~~4. Light lists of aids to navigation; bound copy.~~

~~Cut off at the end of the calendar year. Destroy 25 years after cutoff.~~

~~Authority: COMDTINST M5212.12A, SSIC 16500, item 8 (NARA Job: NC1-26-76-2, item 48)~~

~~5. Notices to Mariners~~

~~a. Weekly~~

~~Cut off at the end of the calendar year. Destroy 2 years after cutoff.~~

~~Authority: COMDTINST M5212.12A, SSIC 16502, item 1 (NARA Job: NC1-26-80-4, item 319a)~~

~~b. Local~~

~~Cut off at the end of the calendar year. Transfer to FRC 3 years after cutoff. Destroy when 20 years old.~~

~~Authority: COMDTINST M5212.12A, SSIC 16502, item 2 (NARA Job: NC1-26-80-4, item 319b)~~

~~e. Records of changes in aids to navigation forwarded from Coast Guard Districts.~~

~~Cut off at the end of the calendar year. Transfer to FRC 2 years after cutoff. Destroy when 5 years old.~~

~~Authority: COMDTINST M5212.12A, SSIC 16502, item 3 (NC1-26-82-1 items 45 and 518)~~

~~d. Notices to Mariners concerning changes to aids to navigation.~~

~~Cut off at the end of the calendar year. Transfer to FRC 5 years after cutoff. Destroy when 10 years old.~~

~~Authority: COMDTINST M5212.12A, SSIC 16502, item 4 (NC1-26-82-1 items 44 and 517)~~

4. 6. All other:

Destroy when no longer needed.

5. e. **System Documentation:** Contains code books, data dictionaries, metadata schemes, data standardization guidance, record layouts for the data fields, standard operating procedures, user and administrator guides, and related system engineering materials that support I-ATONIS.

**Permanent**, transfer along with master data update to NARA in 3 year blocks.

**~~f. Electronic Mail and Word Processing System Copies~~**

~~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.~~

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

~~Authority: GRS 20/13~~

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

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

~~Authority: GRS 20/14~~