

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-026-06-6</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4-18-2006</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Chief, Office of Information Resources (G-PRI)			
4. NAME OF PERSON WITH WHOM TO CONFER LCDR Karrie Trebbe	5. TELEPHONE NUMBER 202-267-0385	DATE <i>12/6/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. Smith</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> 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; <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>4-14-2006</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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>The purpose of this request is to Add 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.</p> <p><u>SSIC 16000 GENERAL COAST GUARD MISSIONS</u></p> <p>16. HOMEPORT. Homeport is an enterprise tool to facilitate compliance with the requirements set forth in the Maritime Transportation Security Act (MTSA) of 2002. Homeport provides secure information dissemination, advanced collaboration, electronic submission for vessel and facility security plans, and complex electronic and telecommunication notification capabilities. Homeport also provides an online request form, accessible by the public, for assistance during major incidents and/or natural disasters. Because of this the system serves different purposes for different users and there are different needs for retaining information. Privacy Act System Notice Number: DHS/CG 060. Prescribing Directive for Records: 50 U.S.C. 191; 46 U.S.C. 3717; 46 U.S.C. 12501; 44 U.S.C.35 (1) 3507; 33 U.S.C. 1223; 14 U.S.C. 2; 33 C.F.R. Part 125</p> <p><i>cc Agency, DWMW</i></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>a. Personnel screening data is contained on Microsoft Excel spreadsheets or csv files submitted electronically by the public. The only information retained is the submitted file. Registration and response records are entered directly and do not involve data input records.</p> <p style="text-align: center;">Destroy/erase after two years.</p> <p>b. Homeport User Registration files contain identification and contact information such as name, address, phone number and email address. These records are used to identify Homeport users with access to restriction portions of the Internet portal.</p> <p style="text-align: center;">Destroy/erase when account is terminated.</p> <p>c. Response records contain identification and contact information for persons in distress such as name, address, date of birth, height, weight, and other personal characteristics plus information on the nature of a person's distress and location. This information is used to identify persons in need of assistance and track response actions taken.</p> <p style="text-align: center;">Destroy/erase 120 day after completion of response operations.</p> <p>d. Personnel screening data is used to verify maritime workers identities and facilitate the screening of maritime workers for access to marine transportation facilities.</p> <p style="text-align: center;">Destroy/erase after 2 years.</p>		
	<p>e. <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 style="text-align: center;">(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.</p> <p style="text-align: center;">Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p style="text-align: center;">(6) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p style="text-align: center;">Destroy/delete when dissemination, revision, or updating is completed.</p>	<p>GRS 20 #13 #14</p>	

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