


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-026-06-7	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6-19-2006	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 G-IPA-4			
4. NAME OF PERSON WITH WHOM TO CONFER Robert Browning	4. TELEPHONE NUMBER 202-372-4650	DATE 6/20/07	ARCHIVIST OF THE UNITED STATES Alla Weinstein
<p>6. 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 14 JUNE 2006	SIGNATURE OF AGENCY REPRESENTATIVE Olthea S. Croom 		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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The purpose of this request is to add and item to the current schedules to correctly identify records created and maintained in accordance with the Coast Guard Records Disposition Schedule, COMDTINST 5212.12A, Information and Life Cycle Management Manual.</p> <p><u>SSIC 16100 SEARCH AND RESCUE</u></p> <p>item 2. SAR Case Files – Case files established for each SAR case conducted consisting of all significant information necessary to document the case from inception of the case to final closing of the case.</p> <p>a. Historically Significant Cases Cases identified as having historical significance due to the scope or nature of the cases. Example include cases receiving national or regional media attention; cases used in Congressional or other oversight investigations; cases involving a great number of persons seeking rescue or involved with a large scale disaster such as a terrorist attack or natural disaster.</p>	N1-26-80-4, Item 296G(1) & NC1-26-76-2, Item 474	

2/2/07 copies sent to Agency, NWMD, NWMM, NR, NWCTB

Also included are cases representing substantive change in agency policy and procedures; fatalities aboard vessels or in the water; and unrecovered or missing persons. Consult with USCG Historian, Public Affairs or the National Archives for further assistance.

- 1. 1. Paper records prior to 2003.

Permanent. Cutoff at the end of the calendar year in which the SAR case is closed, transfer to the FRC 3 years after cutoff. Transfer to NARA 15 years after cutoff.

- 2. 2. Paper records serving as MISLE input (2003 to present).

Destroy paper copies upon verification of data input and accuracy check into MISLE has been completed or no later than 3 years.

- 3. 3. Electronic attachments and enclosures generated from SAR cases as well as those duplicated as evidence in an investigation or enforcement action such as a civil penalty hearing, criminal prosecution or license suspension hearing.

TRANSFER WITH TRANSFER REQUIREMENTS

Permanent. Cutoff at the end of the calendar year in which the related SAR case is closed. Transfer records, data and any attachments to NARA three years after cutoff.

FILE TO NARA IN ACCORDANCE
IN EFFECT AT THE TIME OF
TRANSFER.
(PER PH: COV, W/
USCG REC. OFFICER
1/11/2007.)

B. All other routine case files not selected as having historical significance. Examples include routine matters such as basic boardings, boating while intoxicated (BWI), illegal fishing, law enforcement, and conflicts between vessels (certain cases of these types will warrant historical selection).

N1-26-80-4, Item
296G(2)

- 4. 1. Paper records prior to 2003.

Cutoff at the end of the calendar year in which the SAR case is closed, transfer to the FRC 3 years after cutoff. **Destroy** 15 years after cutoff.

5. 2. Paper records serving as MISLE input (2003 to present).

Destroy paper copies upon verification of data input and accuracy check into MISLE has been completed or no later than 3 years.

6. 3. Electronic attachments and enclosures generated from SAR cases as well as those duplicated as evidence in an investigation or enforcement action such as a civil penalty hearing, criminal prosecution or license suspension hearing.

Cutoff files at the end of the calendar year in which the case was closed. **Destroy** three years after cutoff.