INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-026-06-008

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by GRS 5.4, item 010 (DAA-GRS-2016-0011-0001).
Agency concurred with this supersession by email, October 28, 2021.

Date Reported: 10/28/2021
REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
   8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)
   Department of Homeland Security

2. MAJOR SUBDIVISION
   United States Coast Guard

3. MINOR SUBDIVISION
   CG-441

4. NAME OF PERSON WITH WHOM TO CONFER
   Sharon Larkin

5. TELEPHONE NUMBER
   202-267-2601

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 page(s) are not needed now for the business of 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,

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   The purpose of this request is to Change 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 4500, REDISTRIBUTION AND DISPOSAL OF PROPERTY

   Item 7. Inventory Control Point Records. Consisting of general ledger trial balance summary sheet, system query, universe to trial balance summary, reconciliation of differences, data file containing exclusions, ICP Stat Sample procedures/checklist, confidence limits of Stratified Random Sample, Strata Boundaries & Size, Observed sample, observed variances sheet statistical sample consolidated list, stat sample count sheets, random numbers generated for completeness test, causative research, confidence limits on Stratified Random Sample for Variables Summary with Adjustments, and surveys.

   Destroy after 3 years.

   JUSTIFICATION: Audit requirements necessitate a longer retention period for the maintenance and disposal of physical inventory records.

JOB NUMBER

Date received

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.

9. GRS OR SUPERSEDED JOB CITATION
   NC1-26-76-2
   NC1-26-80-4

10. ACTION TAKEN (NARA USE ONLY)

115-109 PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91)

Prescribed by NARA 36 CFR 1228
Electrical Mail and Word Processing System Copies:

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.

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.

   Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

   Destroy/delete when dissemination, revision, or updating is completed.