FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER . N1-036-07-3			
TALL ARCHIVES & RECORDS ADMINISTRATION	Date received /2/7/06			
ncy or establishment) tment of Homeland Security	NOTIFICATION TO AGENCY			
di BDIVISION es	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.			
RSON WITH WHOM TO CONFER 3. TELEPHONE NUMBER 3712 - 2459 (202) 267-1585	ARCHIVIST OF THE UNITED STATES AMer Wantai			
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 attached1 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,				
is not required is attached; or	has been requested.			
SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM OLTHEA S. CROOM OLTHEA S. CROOM	TITLE Records Officer, United States Coast Guard			
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION (NARA USE ONLY)			
The purpose of this request is to Add items to the current schedules to correctly identify records created and maintaine accordance with the Coast Guard Records Disposition Sched COMDTINST M5212.12A, Information and Life Cycle Management Manual. SSIC 10470 SAFETY AND SURVIVAL EQUIPMENT ADDEVICES	dule,			
1. Maintenance Procedure Cards. Equipment and systems requiring extensive procedures for maintenance have a maintenance procedure card that shall be used to indicate when and how maintenance is to be accomplish perform Equipment and systems requiring only minor procedures for maintenance will contain those procedur the applicable section. Rescue and Survival Systems maintenance procedure cards have precedence over all comaintenance and inspection procedures. Maintained electronically and posted on Coast Guard Central. Destroy/crase when superseded or obsolete; whichever is sooner.	e will hed is res in			
	POR RECORDS DISPOSITION AUTHORITY DONAL ARCHIVES & RECORDS ADMINISTRATION ADELPHI ROAD COLLEGE PARK, MD 20740-6001 Tory or establishment) Itment of Homeland Security BODVISION BODVISION FOrces (G-RCB-2) RESON WITH WHOM TO CONFER CERTIFICATION Partify that I am authorized to act for this agency in matters pertal possed for disposal on the attached1 page(s) are not needed or the retention periods specified; and that written concurrence of Title 8 of the GAO Manual for Guidance of Federal Agencies, is not required is attached; or SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA'S. CROOM B. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION The purpose of this request is to Add items to the current schedules to correctly identify records created and maintain accordance with the Coast Guard Records Disposition Schee COMDTINST M5212.12A, Information and Life Cycle Management Manual. SSIC 10470 SAFETY AND SURVIVAL EQUIPMENT A DEVICES 1. Maintenance Procedure Cards. ¹ Equipment and systems requiring extensive procedures for maintenanc have a maintenance procedure card that shall be used to indicate when and how maintenance is to be accomplist performed Equipment and systems requiring only minor procedures for maintenance will contain those procedure the applicable section. Rescue and Survival Systems maintenance procedure cards have precedence over all maintenance and inspection procedures. Maintained electronically and posted on Coast Guard Central. Destroy/crase when superseded or obsolete;			

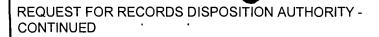
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PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91)

Prescribed by NARA 36 CFR 1228

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OF 2

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	a. Unit Copy. Any media.	0.112201	032 01.131)
0	Disposition: Temporary . Destroy/erase when superseded or obsolete, whichever is sooner.		
	b. Original. Maintained electronically; posted on Coast Guard Central while current.		
0	Disposition: Temporary. Retain in office for the life of the equipment or system to which the procedure pertains, then Destroy/erase.		
	2. Issue Documentation and Accountability -Personal Clothing and Equipment Record, AF Form 538. Used to document all issues of personal PPE items. Accountability is maintained by the issuing command through periodic inventory inspections. Annual inventory inspections are used to determine unit needs for maintaining an inventory of protective clothing and equipment for issue, recurring replacement costs associated with personally issuing clothing and equipment, and to ensure that periodic inspection and associated maintenance procedures are being accomplished. Documents all issues and returns of protective clothing and equipment identifying each item issued by article name, serial number (if applicable), quantity issued, size, and date of issue or turn-in, unit, individual receiving the issue, and documents annual inventory inspections.		
0	a. Unit Copy		
3	Disposition: Temporary. Destroy six months after permanent change of station or separation.		
	b. Original		
4	Disposition: Temporary. Forward original to the new unit upon a member's permanent change of station. Retain until all items have been returned. Destroy six months after return of all items when no longer needed for administrative purposes or separation.		