

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-026-07-5	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5-7-07	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 CG-111, Health Promotion Program			
4. NAME OF PERSON WITH WHOM TO CONFER Aimee Labrecque	5. TELEPHONE NUMBER (202) 475-5153	DATE 6/11/07	ARCHIVIST OF THE UNITED STATES <i>Alvin 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> 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 30 April 2007	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 GRS OR SUPERSEDED JOB CITATION	10.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. Records are media neutral.</p> <p><u>SSIC 6200 PREVENTIVE MEDICINE</u></p> <p>Item 5</p> <p><u>Unit Health Promotion Program Coordinator Designation (UHPC) Letter.</u> Unit member designated to assume the collateral duty and responsibilities as the UHPC. Requirement for all units as outlined in COMDTINST M1020.8, Weight and Physical Fitness Standards for Military Personnel.</p> <p>Destroy when appointment is terminated, member's Permanent Change of Station (PCS) or when responsibilities are transferred to another unit member.</p>		
2	<p>Item 6</p> <p>Personal Wellness Profile (PWP) Assessment Data. Health risk assessment tool used by the Health Promotion to evaluate a member's physical fitness and health risks. Electronic database compiled annually used assess Coast Guard health climate and make recommendations for program initiatives.</p> <p>Destroy after 1 year or when no longer needed for reference, whichever is sooner.</p>		

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3	<p>Item 7</p> <p>Fitness Assessment Data Sheets. Used to records members scores from the physical fitness test associated with the PWP.</p> <p>Destroy after data is entered into the PWP database.</p>		
4	<p>Item 8</p> <p>Personal Fitness and Nutrition Information for Member Consultations. Used to monitor member's progress on a fitness or weight loss program.</p> <p>Destroy when no longer needed for evaluation purposes.</p>		