

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>N1-026-07-6</b>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>5-7-07</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Cutter Forces - (CG-37RCU-3)			
4. NAME OF PERSON WITH WHOM TO CONFER Dave Pierce, BMCM	5. TELEPHONE NUMBER 202 372-2340	DATE <b>9/11/07</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 2 May 2007	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	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. These records are media neutral.  <u>SSIC 3500 TRAINING AND READINESS</u>  <b>Item 3c(2)</b>  * Cutter Surface Swimmer (CSS) Pre-deployment Checklist. Each cutter shall maintain a checklist to ensure individual, unit specific, underwater hazards have been mitigated.  ① <sup>copies</sup> Destroy upon completion of the operation/drill or when no longer needed for training purposes.  ② Destroy master when superseded or obsolete.		

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91)

Prescribed by NARA 36 CFR 1228

\* changes above approved by agency by phone on 6-26-07.