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
Office of Cutter Forces - (CG-37RCU-3)

4. NAME OF PERSON WITH WHOM TO CONFER
Dave Pierce, BMCM

5. TELEPHONE NUMBER
202 372-2340

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 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.

DATE: 2 May 2007
SIGNATURE OF AGENCY REPRESENTATIVE: OLTHEA S. CROOM

7. ITEM NO.
8. 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 maintained in accordance with the Coast Guard Records Disposition Schedule, COMDTINST M5212.12A, Information and Life Cycle Management Manual. These records are media neutral.

SSIC 3500 TRAINING AND READINESS

Item 3c(2)

Cutter Surface Swimmer (CSS) Pre-deployment Checklist. Each cutter shall maintain a checklist to ensure individual, unit specific, underwater hazards have been mitigated.

☑ Destroy upon completion of the operation/drill or when no longer needed for training purposes.

☐ Destroy master when superseded or obsolete.

Job: N1-026-07-0

Date received: 5-7-07

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
ARCHIVIST OF THE UNITED STATES
9/11/07

9. GRS OR SUPERSEDED JOB CITATION
10. ACTION TAKEN
(NARA USE ONLY)

STANDARD FORM SF 115 (REV. 3-91)

Prescribed by NARA 36 CFR 1228

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