

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-026-07-9</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>AUG 27, 2007</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 CG-611			
4. NAME OF PERSON WITH WHOM TO CONFER CG-61 Staff	5. TELEPHONE NUMBER 202-475-3534	DATE <i>16 L 29 10 7</i> 22 AUG 07	ARCHIVIST OF THE UNITED STATES <i>Allen 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 22 AUG 2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>Steven L. Coney</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 GRS OR SUPERSEDED JOB CITATION	10.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/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.</p> <p><u>SSIC 1700 MORALE AND PERSONAL AFFAIRS</u></p> <p>Item 6</p> <p>Special Needs Program Records. Extracts or copies of medical, educational and psychological records of member and/or dependents with special needs, follow-up and evaluation reports, and any other data relevant to individual special needs program files or overseas screening.</p> <p>Authority for maintaining records: 5U.S.C. 301; 14 U.S.C. 335, 632; 49 CFR 1.45,1.46; COMDTINST1754.7A</p> <p>Maintained at a decentralized location until the sponsor is separated or the dependent is no longer diagnosed as having special needs. Upon separation of the sponsor or when the dependent is no longer diagnosed as having special needs, the record will be transferred to Commandant, CG-1. After a 3 year retention, the record is destroyed.</p> <p><i>SEE NEXT PAGE PER PA. COV. W/ USCG RECORDS OFFICER 8/28/07 BX</i></p>		

Disposition: **Temporary**. Cut off upon separation of the sponsor or when the dependent is no longer diagnosed as having special needs. Destroy 3 years after cutoff.

This disposition instruction is media neutral; it applies regardless of the media or format of the records.

Note: I have included a copy of the system of records note DOT/CG 641 to support my request.

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91)

Prescribed by NARA 36 CFR 1228

N1-026-07-9