

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>			JOB NUMBER <i>NA-026-08-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>6-10-08</i>	
1. FROM (Agency or establishment) Department of Homeland Security			<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <b>United States Coast Guard</b>				
3. MINOR SUBDIVISION NAVCEN				
4. NAME OF PERSON WITH WHOM TO CONFER CWO David Holder		5. TELEPHONE NUMBER 703-313-5879	DATE <i>12/14/08</i>	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 14 May 2008		SIGNATURE OF AGENCY REPRESENTATIVE <i>Steven L. Coney</i>		TITLE Records Officer, United States Coast Guard, 202-475-3534
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 GRS OR SUPERSEDED JOB CITATION	10.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><b>SSIC 16560 LORAN/OMEGA RECORDS</b></p> <p><b>Abnormality Records</b> Records documenting the investigation, resolution, and reporting activities involved when the signal is operating out of required parameters; insufficient to meet the published service area; exhibiting improper characteristics; or is otherwise rendered unusable, as in Authorized Unusable Time (AUTM) and Emergency Unusable Time (EUTM).</p> <p>Included are records created in resolving abnormalities affecting the infrastructure that supports the signal, such as the transmitters, monitoring equipment, monitoring systems, and environmental systems. The activities, which create the records covered under this category, are generally beyond the scope of routine, daily operations.</p>			

**a. Unusable Time Analysis**

Analysis of the cause of an abnormality, either simple or detailed. The analysis may include: details of the event facts; an investigation of the cause; a summary of the resolution or action taken; and/or recommendations for corrections.

**TEMPORARY Cut off last day of each year. Maintain onsite for 2 years. Transfer to the FRC when 3 years old. Destroy 10 years after cut off.**

**b. Telecommunications (“TELCO”) Outage Logs**

Logs to track the reporting of telecommunications outages.

**TEMPORARY Cut off last day of each year. Destroy 3 years after cut off.**

**c. Unusable Time Notifications**

These are the notifications required to alert users and agencies when the signal is unusable, including Authorized Unusable Time (AUTM) and Emergency Unusable Time (EUTM).

**TEMPORARY Cut off last day of each year. Destroy 3 years after cut off.**