

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER NI-026-08-5		
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received 10/20/2008		
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 National Maritime Center					
4 NAME OF PERSON WITH WHOM TO CONFER Chief, Mariner Information Division		5 TELEPHONE NUMBER 304-433-3481 304-433-3469	DATE 17 April 13	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 3 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 17 Oct 2008		SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Steven Coney		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION			9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
X	<p>The purpose of this request is to add a new item 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 16721 LICENSING AND CERTIFICATING and</u> <u>SSIC 16720 COMMERCIAL VESSEL PERSONNEL</u></p> <p>Merchant Mariner Personnel Records</p> <p>Merchant Mariner Licensing and Documentation (MMLD) system</p> <p>MMLD is an information system that supports merchant mariners who have applied for licenses and documents, are issued certificates of discharge by the marine industry, and tracks the location of archived records. MMLD allows the National Maritime Center (NMC) to quickly access merchant mariner personnel files that were previously contained in hard copy personnel files throughout the 17 Regional Exam Centers and at the NMC. MMLD maintains information on merchant mariners with a Coast Guard license or merchant mariner's document in the maritime community. Specifically, officers, staff officers, operators and documented crew members. The MMLD database contains personnel information which extends from 1937 to present day and contains merchant mariners' names, address, social security number, reference number, "Z" number, citizenship, telephone, identifying characteristics, license or document activities, physical health information and examination information.</p>			NC1-26-76-2 item 428 and 429 NC1-26-84-10, item 425 (a and b) and 426	

-see attached-

1. Merchant Seaman's Personnel and Licensing Records. These records consist of Applications for Seaman's Certificates, Seaman's employment history and Certificates of Discharge, which both document the vessels on which they served and dates served, disciplinary record cards, names of next of kin; photos; and ad hoc correspondence related to the Seaman. These records also include applications for licenses to hold senior positions (e.g., deck officers, engineers, staff officers, radio officers and pilots). Records include name, home address, rate/rank, vessel assignments, etc.; surrendered previous licenses, letters of recommendation, examination questions and answers; statements of service history; and records of criminal convictions, if any.

A. Paper and Microfilm Copies of Records, 1967 and Prior – and Associated Finding Aids. This includes records for Merchant Mariners born before 1930

DISPOSITION: Permanent. For records that are documented in MMLD (or equivalent) by January 1 of each year (starting January 1, 2013), transfer to the National Archives at St. Louis within 12 months

Supersedes

NCI-026-76-2 Item 428 (for records dated 1967 and prior), Seaman's personnel jackets and indexes thereto

NCI-026-80-4 Item 251 (for records dated 1967 and prior), Merchant Seaman's case files

NCI-026-80-4 Item 254 (for records dated 1967 and prior), Evidence of death

NCI-026-80-4 Item 246b (for records dated 1967 and prior), Merchant Marine Licensed Officer file, remainder of the file (i.e., not the question and answer sheet if filed as a separate series)

NCI-026-80-4 Item 248 (for records dated 1967 and prior), Radio Officer license file

NCI-026-80-4 Item 250 (for records dated 1967 and prior), Records of licenses issued and related card files

B. Electronic Copies of Records, 1967 and Prior and Issued a DD 214, Report of Separation from Military Service. This includes records in the Merchant Mariner Licensing and Documentation system (MMLD) or equivalent

DISPOSITION: Temporary. Cut off at end of calendar year in which the DD 214 is issued. Destroy 75 years after cutoff

C. Electronic Copies of Records, 1967 and Prior and NOT Issued a DD 214, Report of Separation from Military Service. This includes records in the Merchant Mariner Licensing and Documentation system (MMLD) or equivalent

DISPOSITION: Temporary. Cut off at end of calendar year in which transferred to the National Archives in St. Louis. Destroy 75 years after cutoff

D. **Records for Merchant Mariners Licensed 1968-Present for whom the USCG does not issue a DD 214, Report of Separation from Military Service.** This includes paper records, microfilm copies, and records in the Merchant Mariner Licensing and Documentation system (MMLD) or equivalent. MMLD maintains information on merchant mariners with a Coast Guard license or merchant mariner's document in the maritime community, e.g., officers, staff officers, operators, and documented crew members. The system includes a merchant mariner's name, address, social security number, reference number, citizenship, telephone number, identifying characteristics, license or document activities, physical health information, and examination information.

DISPOSITION: Temporary. Cut off at end of calendar year in which credentialing is complete. Destroy 75 years after cutoff.

Supersedes

NC1-026-76-2 Item 428 (for records dated 1968-present), Seaman's personnel jackets and indexes thereto

NC1-026-80-4 Item 251 (for records dated 1968-present), Merchant Seaman's case files

NC1-026-80-4 Item 254 (for records dated 1968-present), Evidence of death

NC1-026-76-2 Item 432 (for records dated 1968-present)

NC1-026-80-4 Item 248 (for records dated 1968-present)

NC1-026-80-4 Item 250 (for records dated 1968-present)

NC1-026-84-4 Item 246a (for records dated 1968-present)

NOTE: For 1968-present paper records, if the complete file is entered/scanned into the Merchant Mariner Licensing and Documentation system (MMLD), or equivalent, the paper file may be destroyed upon verification, or when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as backup to, the electronic system **per GRS 20 Item 2(a)4.**

E. **Records for Merchant Mariners Licensed 1968-Present for whom the USCG does issue a DD 214, Report of Separation from Military Service – and Associated Finding Aids.** These records may exist in paper or in electronic format in the Merchant Mariner Licensing and Documentation system (MMLD) or equivalent. MMLD maintains information on merchant mariners with a Coast Guard license or merchant mariner's document in the maritime community, e.g., officers, staff officers, operators, and documented crew members. The system includes a merchant mariner's name, address, social security number, reference number, citizenship, telephone number, identifying characteristics, license or document activities, physical health information, and examination information.

DISPOSITION: Permanent. Cut off at end of calendar year in which DD 214 is issued Transfer to the National Archives at St Louis within 12 months.

Supersedes

NC1-026-76-2 Item 428 (for records dated 1968-present), Seaman's personnel jackets and indexes thereto

NC1-026-80-4 Item 251 (for records dated 1968-present), Merchant Seaman's case files

NC1-026-80-4 Item 254 (for records dated 1968-present), Evidence of death

2. Officer Licensing Files Index Cards, 1947-1981.

DISPOSITION: Permanent. Transfer to NARA immediately upon approval of this schedule.

Supersedes

NC1-026-76-2 Item 429 (for records dated 1947-1981), Original card records of licenses issued to Merchant Marine Officers

NC1-026-84-10 Item 426a, Index card file of licenses issued to Merchant Marine Officers

NC1-026-84-10 Item 426b, Index card file of licenses issued to Merchant Marine Officers