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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-026-10-01</i> | |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>03-08-2010</i> | |
| 1 FROM (Agency or establishment) Department of Homeland Security | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION United States Coast Guard | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION CG-611 | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Doug Horton | 5 TELEPHONE NUMBER 304-264-2645 | DATE <i>8 Feb 11</i> | ARCHIVIST OF THE UNITED STATES  |
| 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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input checked="" type="checkbox"/> has been requested | | | |
| DATE <i>February 4, 2010</i> | SIGNATURE OF AGENCY REPRESENTATIVE Pamela Norman  | | TITLE Records Officer, United States Coast Guard |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPPLEMENTED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |

Automated Mutual-Assistance Vessel Rescue System (AMVER)
SSIC 16100 SAR OPERATIONS

AMVER is a unique computer-based, voluntary global ship reporting system used by Search and Rescue (SAR) authorities to arrange for assistance to persons in distress at sea. AMVER is the only global reporting system used solely for SAR purposes. The mission of this system is to quickly provide SAR authorities accurate information on the positions and characteristics of vessels near a reported distress.

A. INPUTS:

AMVER SAR(Q) form, sailing plans, position, deviation, and final arrival reports, and vessel information uploaded from IHS Fairplay

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DISPOSITION: TEMPORARY

Destroy/delete after input verification into AMVER Master file

B. MASTER FILE:

Includes vessel data, such as Vessel's International Maritime Organization (IMO) number, name, radio call sign, contact information, type of medical personnel onboard, and number of days reporting. Also included is information on vessels' routing, current position, changes in course or speed, arrival information, and predicted latitude and longitude.

DISPOSITION: TEMPORARY

Cut off at the end of the calendar year. Destroy/Delete when no longer needed for business purposes.

C. OUTPUTS:

(1.) Surface Picture (SURPIC)

Indicates the relative position of all AMVER-participating ships around a specific geographic point. The SURPIC lists each vessel's name, radio call sign and predicted latitude and longitude. It also includes the hours to intercept, distance in nautical miles, and a new course each vessel must follow in order to intercept a vessel in distress.

a. SAR SURPIC

SURPIC created for a SAR operation

DISPOSITION: TEMPORARY

Destroy/delete 45 days after action report entered into Marine Information for Safety and Law Enforcement (MISLE) system

b. Non-SAR SURPIC

SURPIC not created for a SAR operation

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DISPOSITION: TEMPORARY

Destroy/delete when 45 days old

(2.) AMVER Annual Awards Report

Report of vessels participating for at least 128 days on the AMVER plot in a calendar year or those who have continuous participation in AMVER before and after a shipyard and/or lay up period not exceeding two years.

DISPOSITION: TEMPORARY

Destroy/delete when superseded, obsolete, or when no longer needed

D. SYSTEM DOCUMENTATION:

Code books, record layouts, user guides and manuals

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DISPOSITION: TEMPORARY

Destroy/delete when superseded, obsolete, or when no longer needed