

# Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

Job Number

*NI-026-12-4*

Date Received

*9/18/12*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

**WITHDRAWN**

To: National Archives and Records Administration (NIR)  
Washington, DC 20408

1. From: (Agency or establishment)

Department of Homeland Security

2. Major Subdivision

U.S. Coast Guard

3. Minor Subdivision

COMDT (CG-6) Assistant Commandant for C4&IT

4. Name of Person with whom to confer

Sonia L. Kendall, CG-6521

5. Telephone (include area code)

202-475-3647

**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 16 page(s) are not now needed for the business of 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       has been requested

Signature of Agency Representative      Title      Date (mm/dd/yyyy)

*Pamela J. Norman*

US Coast Guard Records Officer

09/13/2012

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
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See attached: Enclosure (1) to SSIC 2000 (series) SF\_115\_Update

Additionally, in the current manual, we will remove from the current Chapter 2, SSIC 2000-2999 Telecommunications items 4 Electronic Engineering Records item 5, Records Received from National Response Center (duplicate entry) Item 7, Communications Summary and item 10, Omega Transmitter Strip Chart. We will delete duplicate entries, and move the other items to more appropriate series.

Enclosure (1) to SSIC 2000 (SERIES)  
SF\_115\_Update (Records Disposition)

**RECOMMENDED CHANGES TO THE INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL, COMDTINST  
M5212.12A**

NARA regulations (36 CFR 1228.50(d)) require agencies to implement and keep current new and revised schedules approved by the Archivist of the United States. The below SSICs/Items are recommended for replacing Chapter 2 (Telecommunications Records); SSIC 2000-2999.

<u>ITEM NO.</u>	<u>SSIC 2000 GENERAL TELECOMMUNICATIONS SYSTEMS RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
1	Primary Program Correspondence. Files of the Office of the Assistant Commandant for Command, Control, Communications, Computers and Information Technology (C4IT) (Commandant (CG-6). Files include correspondence, studies, and reports that document the planning and development of telecommunications programs, policies, procedures, methods, and significant accomplishments. Files retired under this number are from the immediate office of the commander named above and from program coordinators and action officers under their command.	Permanent. Retire to Federal Records Center (FRC) when 5 years old. Transfer to the National Archives and Records Administration (NARA) when 20 years old. (NC1-26-83-3), item 630a	SSIC 2000/Item 2
2	Activities General Correspondence Files. Files include reports and other papers relating to the internal operations and administration of communications offices. These are routine files concerning the day to day operations, maintenance, installation of equipment, and other routine matters at subordinate levels.	Destroy when 2 years old. (NC1-26-83-3), Item 631	SSIC 2000/Item 3
3	Telecommunications Publications and Instructions.  a. Records set. (One copy of each publication originated by cognizant activity.)	Permanent. Transfer to FRC when superseded, cancelled, or no longer required for reference,	SSIC 2000/Item 1.a

**WITHDRAWN**

whichever is earlier. Transfer to NARA when 20 years old. (NC1-26-83-3)

b. All other copies.

Retain on board. Destroy when no longer required for reference. (NC1-26-83-3)

N/A – New Entry

4 Telecommunications Plans issued by the Office of the Assistant Commandant for Command, Control, Communications, Computers and Information Technology (C4IT) (Commandant (CG-6); Commander, Coast Guard Atlantic Area (LANTAREA); or Commander, Coast Guard Pacific Area (PACAREA).

a. Record copy. (One copy of each plan originated by cognizant activity.)

Permanent. Transfer to nearest FRC when superseded, cancelled, or no longer needed for reference, whichever is later. Transfer to NARA when 20 years old.

N/A – New Entry

b. All other copies.

Retain on board. Destroy when no longer needed for reference.

N/A – New Entry

5 Telecommunication system surveys/studies conducted by the Office of the Assistant Commandant for Command, Control, Communications, Computers and Information Technology (C4IT) (Commandant (CG-6).

a. Surveys/studies adopted for CG-wide policy or

SSIC 2000/Item 1.b

SSIC 2000/Item 1b(1)

WITHDRAWN

management.

(1) Surveys/studies forwarded to higher authority and included in a formal publication.

Destroy 5 years after publication of the study/survey by higher authority or when no longer needed for reference, whichever is later. (NC1-26-83-3), item 630b(1)(a)

SSIC 2000/Item 1b(1)(a)

(2) Surveys/studies not forwarded to or published by higher authority.

Permanent. Transfer to FRC when 5 years old. Transfer to NARA after 20 years. (NC1-26-83-3), item 630b(1)(b)

SSIC 2000/Item 1b(1)(b)

b. Surveys/studies not adopted for CG-wide policy or management.

Destroy when 2 years old. (NC1-26-83-3), item 630b(2)

SSIC 2000/Item 1b(2)

**WITHDRAWN**

N/A – New Entry

6 Audio files consisting of radio transmissions and telephone calls, except those audio files that directly relate to search and rescue, an outstanding litigation, or investigation.

Destroy when 30 days old.

**ITEM NO.** **SSIC 2010 SPECIAL SYSTEMS/NETWORKS (IN GENERAL) RECORDS**

**AUTHORIZED DISPOSITION** **PREVIOUS SSIC/ITEM #**

1 General Correspondence files. Files pertaining to special systems and networks in general, not covered under specific SSICs. (Exclude primary program records and program manager records covered by SSIC 2000, Item No. 1).

Destroy when 5 years old.

N/A – New Entry

**ITEM NO.** **SSIC 2012 TACTICAL NET RECORDS**

**AUTHORIZED DISPOSITION** **PREVIOUS SSIC/ITEM #**

1 Command and Control (C2). Records pertaining to all plans

Destroy when 5 years old.

N/A – New Entry

for tactical nets between cutters, aircraft, and shore units.  
(Exclude primary program records covered by SSIC 2000,  
Item No. 1).

- |   |  |                           |                 |
|---|--|---------------------------|-----------------|
| 2 | Tactical Net Operations Records. Records pertaining to operation of tactical nets between cutters, aircraft, and shore units.  | Destroy when 5 years old. | N/A – New Entry |
| 3 | Tactical Net Resources Records. Records pertaining to the programming of manpower and funds and procurement and installation of equipment supporting tactical communications.  | Destroy when 5 years old. | N/A – New Entry |
| 4 | Project Implementation Records. Records pertaining to all tactical (ashore and afloat) systems that are planned, programmed, budgeted and ready for implementation. These records concern the installation and circuit test and acceptance of tactical telecommunications systems. | Destroy when 5 years old. | N/A – New Entry |

WITHDRAWN

**ITEM NO.**    **SSIC 2013 MOBILE-TRANSPORTABLE RECORDS**

**AUTHORIZED DISPOSITION**    **PREVIOUS SSIC/ITEM #**

- |   |   |                           |                 |
|---|---|---------------------------|-----------------|
| 1 | General Correspondence Files. Files pertaining to mobile-transportable communications assets (vehicles, portable antennas, etc.). (Exclude primary program records covered by SSIC 2000, Item No. 1). | Destroy when 2 years old. | N/A – New Entry |
|---|---|---------------------------|-----------------|

**ITEM NO.**    **SSIC 2014 CONTINGENCY COMMUNICATIONS RECORDS**

**AUTHORIZED DISPOSITION**    **PREVIOUS SSIC/ITEM #**

- |   |   |                           |                 |
|---|---|---------------------------|-----------------|
| 1 | General Correspondence Files. Records pertaining to communications planning, operations, and resources to be used in natural disasters and in unexpected military | Destroy when 2 years old. | N/A – New Entry |
|---|---|---------------------------|-----------------|

operations. (Exclude primary program correspondence covered by SSIC 2000, Item No. 1).

**WITHDRAWN**

2 Contingency Plans.

a. Record copy.

Permanent. Retire to FRC when superseded, cancelled, or no longer required for reference, whichever is earlier. Transfer to NARA when 20 years old.

N/A – New Entry

b. All other copies.

Retain on board. Destroy when no longer needed for reference.

N/A – New Entry

<u>ITEM NO.</u>	<u>SSIC 2015 VISUAL COMMUNICATIONS RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
1	General Correspondence Files. Files pertaining to visual communications (flashing light, infrared, laser, flag hoist, and pyrotechnic signals). (Exclude primary program records covered by SSIC 2000, Item No. 1).	Destroy when 2 years old.	N/A – New Entry

<u>ITEM NO.</u>	<u>SSIC 2020 GENERAL AUTOMATED SYSTEMS RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
1	Project Implementation Records. Records pertaining to all automated telecommunications systems that are planned, programmed, budgeted, and ready for implementation, that are not filed under specific programs. (Exclude primary program correspondence covered by SSIC 2000, Item No. 1).	Destroy when 5 years old.	N/A – New Entry

<u>ITEM</u>	<u>SSIC 2023 RECORDS PERTAINING TO SHIPBOARD</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
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**NO. AUTOMATED SYSTEMS**

- |   |  |   |                 |
|---|--|---|-----------------|
| 1 | Records pertaining to the planning for shipboard automated communications systems research and development, including related funding considerations. (Exclude primary program correspondence covered by SSIC 2000, Item No. 1). | Retain on board. Destroy when no longer needed. | N/A – New Entry |
| 2 | Automated Systems Operations Records. Records pertaining to the routine operations of shipboard automated communications systems and related telecommunication matters.  | Retain on board. Destroy when no longer needed. | N/A – New Entry |
| 3 | Automated Systems Resources Records. Records pertaining to the programming of funds and procurement and installation of shipboard automated communications equipment.  | Retain on board. Destroy when no longer needed. | N/A – New Entry |

**ITEM NO. SSIC 2026 RECORDS PERTAINING TO SHORE AUTOMATED SYSTEMS**

**AUTHORIZED DISPOSITION PREVIOUS SSIC/ITEM #**

- |   |  |   |                 |
|---|--|---|-----------------|
| 1 | Records pertaining to the planning for shore automated systems development, equipment upgrades, or ashore communication system configuration, including related funding considerations. (Exclude primary program correspondence covered by SSIC 2000, Item No. 1). | Retain on board. Destroy when no longer needed. | N/A – New Entry |
| 2 | Automated Systems Operations Records. Records pertaining to routine operation of shore automated systems.  | Retain on board. Destroy when no longer needed. | N/A – New Entry |
| 3 | Automated Systems Resources Records. Records pertaining to the programming of manpower, funding and procurement or installation of shore automated   | Retain on board. Destroy when no longer needed. | N/A – New Entry |

**WITHDRAWN**

communication systems.

**ITEM NO.** **SSIC 2031 WIDEBAND RECORDS**

1 General Correspondence Files. Routine operational and administrative files on wide band planning, operations and resources. (Exclude primary program correspondence covered by SSIC 2000, Item No. 1).

**AUTHORIZED DISPOSITION**

Destroy when 5 years old.

**PREVIOUS SSIC/ITEM #**

N/A – New Entry

**ITEM NO.** **SSIC 2032 NARROWBAND RECORDS**

1 General Correspondence Files. Routine operational and administrative files on narrow band planning, operations and resources. (Exclude primary program correspondence covered by SSIC 2000, Item No. 1).

**AUTHORIZED DISPOSITION**

Destroy when 5 years old.

**PREVIOUS SSIC/ITEM #**

N/A – New Entry

**ITEM NO.** **SSIC 2050 SATELLITE COMMUNICATIONS (SATCOM) SYSTEM RECORDS**

1 General Correspondence Files. Files relating to routine usage, planning, operations, testing, access and assignment and resources. (Exclude primary program correspondence covered by SSIC 2000, Item No. 1).

**AUTHORIZED DISPOSITION**

Destroy when 5 years old.

**PREVIOUS SSIC/ITEM #**

N/A – New Entry

**ITEM NO.** **SSIC 2051/2052 ASHORE/AFLOAT SATELLITE RECORDS**

1 General Correspondence Files. Files pertaining to planning, resources and operations.

**AUTHORIZED DISPOSITION**

Retain on board. Destroy when 5 years old.

**PREVIOUS SSIC/ITEM #**

N/A – New Entry

WITHDRAWN



<u>ITEM NO.</u>	<u>SSIC 2054 SATELLITE NAVIGATION SYSTEMS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
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1	General Correspondence Files. Files pertaining to planning, resources and operations.	Retain on board. Destroy when 5 years old.	N/A – New Entry
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<u>ITEM NO.</u>	<u>SSIC 2060 TELEPHONE SYSTEMS RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
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1	General Correspondence Files. Files relating to planning, operations and resources.	Retain on board. Destroy when 5 years old.	N/A – New Entry
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2	Telephone Service Records. Requests for telephone service and other similar records relating to servicing and the operations of telephone service and equipment.	Destroy when 1 year old.	N/A – New Entry
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3	Telephone Use (Call Detail Records) (Includes originating numbers, destination number, destination city and state, date and time of use, duration of use, and the estimate or actual cost of the use).	Destroy when 3 years old.	N/A – New Entry
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<u>ITEM NO.</u>	<u>SSIC 2080 GENERAL BROADCAST SYSTEM</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
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1	General Correspondence. Routine administrative correspondence concerning Department of the Navy communications broadcasts in general. (Exclude primary program correspondence covered by SSIC 2000, Item No. 1).	Destroy when 3 years old.	N/A – New Entry
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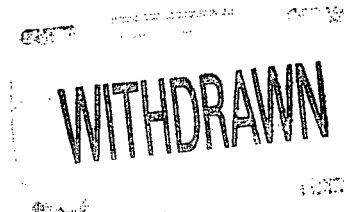
<u>ITEM NO.</u>	<u>SSIC 2080 GENERAL BROADCAST SYSTEM</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
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1	Multi-channel, and Single Channel Planning Records.	Transfer to FRC when 4 years	N/A – New Entry
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WITHDRAWN

Records pertaining to the establishment or disestablishment of communications facilities supporting fleet broadcast or a change in the broadcast alignment or control. (Exclude primary program correspondence covered by SSIC 2000, Item No. 1).

old. Destroy when 10 years old.



2 Operations Records. Records pertaining to the various components of composite, multi-channel, single channel broadcast systems

Destroy when 2 years old.

N/A – New Entry

3 Resources Records. Records pertaining to programming, procurement, or installation of manpower, funding or equipment used in the fleet broadcast system.

Retain on board. Destroy when 5 years old.

N/A – New Entry

**ITEM NO.** **SSIC 2100 TELECOMMUNICATION SERVICES RECORDS- GENERAL**

**AUTHORIZED DISPOSITION** **PREVIOUS SSIC/ITEM #**

1 These are case files containing information concerning the requisition, acquisition, installation and maintenance of telecommunications services/equipment to shore-based Coast Guard activities worldwide. (Exclude primary program correspondence covered by SSIC 2000, Item No. 1).

Retain on board. Destroy when system is obsolete or when no longer needed for reference.

N/A – New Entry

**ITEM NO.** **SSIC 2110 SHORT-HAUL LEASED CIRCUITS RECORDS**

**AUTHORIZED DISPOSITION** **PREVIOUS SSIC/ITEM #**

1 General Correspondence Files. Routine operational files pertaining to short-haul leased circuits.

Destroy when 3 years old.

N/A – New Entry

**ITEM NO.** **SSIC 2120 LONG-HAUL LEASED CIRCUITS RECORDS**

**AUTHORIZED DISPOSITION** **PREVIOUS SSIC/ITEM #**

1 General Correspondence Files. Routine operational files

Destroy when 3 years old.

N/A – New Entry

pertaining to long-haul leased circuits.

<u>ITEM NO.</u>	<u>SSIC 2140/2150 LEASED EQUIPMENT/TERMINALS ASHORE/AFLOAT RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
1	General Correspondence Files. Routine operational files pertaining to leased equipment/terminals ashore/afloat.	Destroy when 3 years old.	N/A – New Entry
<u>ITEM NO.</u>	<u>SSIC 2160 LANDLINE RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
1	General Correspondence Files. Routine operational files pertaining to landlines.	Destroy when 3 years old.	N/A – New Entry
<u>ITEM NO.</u>	<u>SSIC 2180 TELECOMMUNICATIONS SERVICE REQUEST (TSR) RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
1	General Correspondence Files. Files pertaining to TSR.	Destroy when 3 years old.	N/A – New Entry
<u>ITEM NO.</u>	<u>SSIC 2300 GENERAL COMMUNICATIONS METHODS AND PROCEDURES RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
1	Files include studies and reports that document the planning and development of telecommunications programs, policies, procedures, methods and significant accomplishment.	Permanent. Retire to the FRC when 10 years old. Transfer to NARA when 20 years old.	N/A – New Entry
2	Activities General Correspondence Files. Files include reports and other papers relating to the internal operations and administration of communications offices.	Destroy when 2 years old.	N/A – New Entry
3	Technical Communications Publications		
a.	Record set.	Permanent.	N/A – New Entry

**WITHDRAWN**

b. All other copies. Includes technical communications, publications and instructions originated by outside activities, but used for reference in the performance of mission-related tasks.

Retain on board. Destroy when no longer required for reference. N/A – New Entry

<u>ITEM NO.</u>	<u>SSIC 2310 TRAFFIC HANDLING/PROCESSING RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
1	Communication Center copies of messages sent, relayed or received.	Destroy when 6 months old. (NC1-26-76-2)	SSIC 2000/Item 8
2	All other messages except for General Message Files.	Destroy when 30 days old.	
3	Communication Logs/file of logs.	Cutters destroy when 90 days old; shore units destroy when 6 months old. (NC1-26-80-4)	SSIC 2000/Item 9
4	Watch-to-watch Inventory.	Destroy when 30 days old.	N/A – New Entry
5	Messages incident to distress and disaster.	Destroy when 3 years old.	N/A – New Entry
6	Messages incident to, or involved in, any complaint of which the command has been notified.	Destroy when 2 years old.	N/A – New Entry
7	General Messages	Destroy when cancelled.	N/A – New Entry
<u>ITEM NO.</u>	<u>SSIC 2310 TRAFFIC ANALYSIS/ENGINEERING RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
1	Traffic Engineering Records. Records pertaining to the development and message flow schemes between cutters and shore units. These records are used for design or engineering purposes and pertain to the management of the flow of	Destroy when 5 years old.	N/A – New Entry

WITHDRAWN

message traffic.

2 Speed of Service of Telecommunication Records Destroy when 30 days old. N/A – New Entry

**ITEM NO. SSIC 2325 COMMUNICATIONS GUARD SHIFT RECORDS AUTHORIZED DISPOSITION PREVIOUS SSIC/ITEM #**

1 Messages pertaining to Communications Guard Shifts Destroy when 30 days old. N/A – New Entry

**ITEM NO. SSIC 2341 PLAIN LANGUAGE ADDRESS DIRECTORY (PLAD) RECORDS AUTHORIZED DISPOSITION PREVIOUS SSIC/ITEM #**

1 General Correspondence Files. Files pertaining to the PLAD. Destroy when 2 years old. N/A – New Entry

**ITEM NO. SSIC 2342 AIG'S/CAD'S/GENERAL MESSAGE RECORDS AUTHORIZED DISPOSITION PREVIOUS SSIC/ITEM #**

1 General Correspondence Files. Files pertaining to AIGs, CADs, and general messages. Destroy when 1 year old. N/A – New Entry

**ITEM NO. SSIC 2400 GENERAL ELECTROMAGNETIC SPECTRUM MANAGEMENT RECORDS AUTHORIZED DISPOSITION PREVIOUS SSIC/ITEM #**

1 General Spectrum Management Records. Records pertaining to the electromagnetic spectrum. Retain on board. Destroy when 5 years old. N/A – New Entry

2 Spectrum Management Training Records. Records pertaining to allocations, electromagnetic compatibility and related areas of frequency management. Destroy when 2 years old. N/A – New Entry

3 Spectrum Management Automation Records. Records pertaining to development and use of computer programs in connection with frequency allocations and assignment. Destroy when 2 years old. N/A – New Entry

WITHDRAWN

functions.

<u>ITEM NO.</u>	<u>SSIC 2400 GENERAL ELECTROMAGNETIC SPECTRUM MANAGEMENT RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
1	Allocation Records. Records documenting the application, coordination, approval and authorization of frequency allocations for operational use of telecommunication equipment and systems.	Transfer to FRC on revocation of allocation. Destroy 10 years after revocation.	N/A – New Entry
2	Assignment Records. Records of proposals, authorizations, assignments, deletions and cumulative resources of radio frequencies for the operation of telecommunication equipment.  a. Changes to frequency assignments made on-line in the Frequency Resource Records System maintained by the Electromagnetic Compatibility Analysis Center for the Department of Defense. Also, input to systems operated by any other Federal government agency.  b. Paper records on assignments, whether above or below 30 MHZ. Includes electronic environment studies used to evaluate feasibility of assigning new frequencies.	Overwrite old assignments when obsolete.	N/A – New Entry
3	Report of Violation of Radio Regulations or Communication Instructions (Form CG-2861A).	Retain on board. Destroy 2 years after revocation.  Destroy 3 years after the date of incident.	N/A – New Entry

WITHDRAWN

<u>ITEM NO.</u>	<u>SSIC 2400 GENERAL ELECTROMAGNETIC SPECTRUM MANAGEMENT RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
1	Propagation Records. Records of special frequency	Destroy when 2 years old.	N/A – New Entry

predictions including tables of maximum useable frequency/frequency optimum traffic (MUF/FOT) for times of day.

**ITEM NO.** **SSIC 2440 USAGE RECORDS**

1 Frequency Usage Records. Records of actual usage of radio frequencies.

**AUTHORIZED DISPOSITION** **PREVIOUS SSIC/ITEM #**

Destroy when 10 years old. N/A – New Entry

**ITEM NO.** **SSIC 2460 GENERAL FREQUENCY SOUNDERS RECORDS**

1 Radio Frequency Coordination Records. Records pertaining to inter-service and intra-service coordination and national and international coordination frequency assignments.

**AUTHORIZED DISPOSITION** **PREVIOUS SSIC/ITEM #**

Destroy when 2 years old. N/A – New Entry

2 Radio Frequency Energy Records. Records of energy (power) produced in radio frequency portion of the electromagnetic spectrum by devices and communications and electronic equipment or systems.

Destroy when 2 years old. N/A – New Entry

3 Radiation Hazard (RADHAZ) Records. Routine records of the effect of radio frequency energy on personnel, flammable mixtures, ordnance and communications and electronic equipment from a hazard standpoint. (Exclude policy and standard procedure records covered by SSIC 5100, Safety and Occupational Health.)

Destroy when 6 years old. N/A – New Entry

**WITHDRAWN**

**ITEM NO.** **SSIC 2700-2799 AFLOAT COMMUNICATIONS RECORDS**

1 OPLANS (Afloat COM OPS) Records. Records pertaining

**AUTHORIZED DISPOSITION** **PREVIOUS SSIC/ITEM #**

Destroy when 2 years old or when N/A – New Entry

	to afloat communication OPLANS for monitoring CG Telecommunication System participation.	superseded, whichever is earlier.	
2	General Correspondence Files. Files relating to circuitry and networks.	Destroy when 2 years old.	N/A – New Entry
3	Exercise (Afloat Communication Operations) Records. Routine operational records relating to afloat communication exercises.	Destroy when 2 years old.	N/A – New Entry
4	Files pertaining to requirements of general circuitry and networks.	Destroy when 2 years old.	N/A – New Entry
5	Files pertaining to readiness of general circuitry and networks. Records site problems encountered with circuits on ship while underway.	Destroy when 1 year old.	N/A – New Entry
6	Files pertaining to plans of general circuitry and networks and to plans for tactical nets between ships, aircraft and shore stations.	Destroy when 2 years old.	N/A – New Entry
7	Performance Evaluation (Afloat Communication Support) Records. Records pertaining to support of afloat communications.	Destroy when 2 years old.	N/A – New Entry

**ITEM NO.    SSIC 2791 COMMUNICATION AREA MASTER STATION (CAMS) RECORDS**

**AUTHORIZED DISPOSITION    PREVIOUS SSIC/ITEM #**

1	CAMS Records. Records pertaining to the operational requirements of the CAMS, support provided and missions accomplished. (Exclude primary program records covered by SSIC 2000 ITEM NO. 1).	Destroy when 2 years old.	N/A – New Entry
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**WITHDRAWN**



<u>ITEM NO.</u>	<u>SSIC 2830 GENERAL COMMUNICATION CONSOLIDATION RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
1	Joint Standards and Interoperability Records. Records pertaining to standards of interoperability among Army, Navy, Air Force and Coast Guard.	Retire to FRC when 3 years old. Destroy when 10 years old.	N/A – New Entry
2	Agreements And Memoranda of Understanding Concerning Cross Servicing of Telecommunications. These policy records relate to inter-service, inter-agency and Allied agreements.	Permanent. Retire to FRC when 10 years old. Transfer to NARA when 25 years old.	N/A – New Entry
3	MF/HF and VHF/UHF Equipment Records. Routine administrative and operational records pertaining to the interoperability of radio equipment installed in aircraft and equipment afloat and ashore dedicated to aircraft communications. (Exclude primary program correspondence covered by SSIC 2000 ITEM NO. 1).	Destroy when 5 years old.	N/A – New Entry
4	Aircraft Communications Procedures Records. Routine records concerning coordination of aircraft communications procedures including secure and non-secure voice, authentication, distress and lost communications procedures. (Exclude primary program records covered by SSIC 2000 ITEM NO. 1).	Destroy when 5 years old.	N/A – New Entry

**WITHDRAWN**

<u>ITEM NO.</u>	<u>SSIC 2860 GENERAL MILITARY COMMUNICATIONS ELECTRONICS BOARD (MCEB) RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>PREVIOUS SSIC/ITEM #</u>
1	General Correspondence Files. Files pertaining to MCEB standards. (Exclude primary program records covered by SSIC 2000 ITEM NO. 1).	Retain on board. Destroy when no longer needed for reference.	N/A – New Entry

The following are recommended for removal from Chapter 2 (SSIC 2000-2999). Removal from Chapter 2 does not necessarily mean removal from the Manual, but they do not belong in the Telecommunications Records Chapter.

4. Electronic Engineering Records

a. Avionics equipment manuals, files, technical descriptions and drawings.

b. Office of Engineering copy of contract file for construction, installation, alterations, etc. of electronic equipment, including drawings, photographs, technical description specifications and related data.

c. Files containing requests for procurement and for bid or quotation, invoices, requisitions for Headquarters controlled electronic equipment, inspectors report and related data.

(1) Request for procurement, bids or quotations.

(2) All other material.

d. Project files pertaining to development and testing of electronic systems at Coast Guard units.

Section  
regards  
arrangement  
of agency records  
manual  
approved  
authorities  
9/18/02

SSIC/ITEM #

SSIC 2000/Item 4a

SSIC 2000/Item 4b

WITHDRAWN

SSIC 2000/Item 4c(1)

SSIC 2000/Item 4c(2)

SSIC 2000/Item 4d

e. Case files on electronic navigational aids containing request for authorization, approvals for installation photographs, blueprints, correspondence, related papers on changes and maintenance. (supersedes HQINST M5212.6A, para. 641).

SSIC 2000/Item 4e

f. Reference files on electronic parts; designation, description, price of parts, stock record inventory value of equipment, tabulation sheets, allowance lists, changes in allowance lists and correspondence on installation and conversion. (supersedes HQINST M5212.6A, para. 642).

SSIC 2000/Item 4f

g. Specification for all electronic equipment developed by or for the Coast Guard. (supersedes HQINST M5212.6A, para. 643).

SSIC 2000/Item 4g

h. Drawings of electronic equipment, LORAN maps and navigation charts, radio beacon charts, station plans, drawings, blueprints and photographs. (supersedes HQINST M5212.6A, para. 644).

SSIC 2000/Item 4h

i. Electronic Alterations Request and Ship Alteration Requests. (supersedes HQINST M5212.6A, para. 645).

SSIC 2000/Item 4.i

j. Submarine cable data reports made when cable is tested, relocated or repaired. (supersedes HQINST M5212.6A, para. 646).

SSIC 2000/Item 4j

l. Telephone construction and maintenance records on building of lines, purchasing materials, etc. (supersedes HQINST M5212.6A, para. 648). **Note: This item falls under SSIC 5900 series.**

SSIC 2000/Item 4l

m. Telephone line location reports. (supersedes HQINST

SSIC 2000/Item 4m

WITHDRAWN

M5212.6A, para. 649). **Note: This item falls under SSIC 5900 series.**

n. Telephone line and cable number system index. (supersedes HQINST M5212.6A, para. 650). **Note: This item falls under SSIC 5900 series.**

SSIC 2000/Item 4n

o. Correspondence files on acquisition and maintenance of Coast Guard land line right of way. (supersedes HQINST M5212.6A, para. 651).

SSIC 2000/Item 4o

p. Acquisition, construction and improvement (AC&I) and operating expenses allotment files. (supersedes HQINST M5212.6A, para. 652).

SSIC 2000/Item 4p

q. Resource Change Proposals. (supersedes HQINST M5212.6A, para. 653).

SSIC 2000/Item 4q

r. Reports developed from electronics installation, changes and maintenance system (EICAM). (supersedes HQINST M5212.6A, para. 654).

SSIC 2000/Item 4r

s. Flag Plot duty officers logs of daily operations. (supersedes HQINST M5212.6A, para. 655).

SSIC 2000/Item 4s

t. Flag Plot Search and Rescue case files consisting of correspondence and reports on specific cases which have been retained for their importance for historical reasons or otherwise. (supersedes HQINST M5212.6A, para. 656).

SSIC 2000/Item 4t

5. Records created or received by the National Response Center consisting of the following: (supersedes HQINST M5212.6A, para 657a-j).

**WITHDRAWN**

a. Oil/Hazardous Material Discharge Reports. Telephonic report forms containing information obtained from individuals who contacted the National Response Center to file a report under the Federal Water Pollution Act, Tosca, HAZMAT, Transport Act, and/or RCRA. (supersedes HQINST M5212.6A, para. 657a).

SSIC 2000/Item 5.a

b. NRC Case Files. A collection of all message traffic, discharge reports "Daily Summaries," charts and other documents for each medium and major severity case handled by National Response Center. (supersedes HQINST M5212.6A, para. 657b).

SSIC 2000/Item 5b

c. Potential Medium/Major Files. A collection of documentation for all cases handled by the National Response Center in which no spill actually occurred, but where a potential for a medium or major spill existed. (supersedes HQINST M5212.6A, para. 657c).

SSIC 2000/Item 5c

d. Information Case Files. Public Interest cases not involving Federal responses. (supersedes HQINST M5212.6A, para. 657d).

SSIC 2000/Item 5d

e. Hazmats. A collection of sequentially numbered telephonic report forms containing information obtained from individuals who contacted the National Response Center to file a report under the Hazmat Transport Act. (supersedes HQINST M5212.6A, para. 657 f).

SSIC 2000/Item 5e

f. Duty Officer's Log. An official log of all actions taken by the National Response Center, Duty Officer, including but not limited to receiving and passing of Discharge Reports. (supersedes HQINST M5212.6A, para. 657g).

SSIC 2000/Item 5f

g. Daily Summaries. An information sheet published by the

SSIC 2000/Item 5g

WITHDRAWN

National Response Center for distribution to Coast Guard offices and other agencies, etc. (supersedes HQINST M5212.6A, para. 657h).

SSIC 2000/Item 5h

h. Incident Memo Files. Briefing sheet designed to inform Headquarters officials of significant pollution incidents which occur during the working day. (supersedes HQINST M5212.6A, para. 657i).

SSIC 2000/Item 5i

i. Confirmation Letter Files. A collection of letters mailed to the National Response Center by corporations to confirm, in writing, reports of spills that were telephoned to the NRC in accordance with Section 311 of the Federal Water Pollution Control Act. (supersedes HQINST M5212.6A, para. 657j).

SSIC 2000/Item 7

7. Communications Summary. (supersedes HQINST M5212.6A, para. 634 and COMDTINST M5212.12, para. 294c).

10. Omega Transmitter Strip Charts 1973-1984. 137 cu. ft. Arranged chronologically. Strip recording charts of (N1-26-92-2-P), item 1 original OMEGA transmitter station phase data showing results of test runs. Each strip chart is marked with the latitude and longitude of run. WNRC Accession:

SSIC 2000/Item 10

26-83-80 Boxes 1-59  
26-83-81 Boxes 1-44  
26-85-07 Box 1  
26-85-08 Box 1-10  
26-86-0005 Boxes 1-8  
26-86-0006 Boxes 1-9  
26-86-0007 Boxes 1-6

WITHDRAWN