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| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK | |
| TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | JOB NO. NI-26-87-1 | DATE RECEIVED 2-17-87 |
| 1 FROM (Agency or establishment) U. S. Coast Guard | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Management Analysis Division, G-CMA | | In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. | |
| 3 MINOR SUBDIVISION Paperwork Management Branch, G-CMA-4 | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Juanita E. Morey | TELEPHONE EXT (202) 267-2328 | DATE 5-14-87 | ARCHIVIST OF THE UNITED STATES <i>Frank B. Bink</i> |
| 6 CERTIFICATE OF AGENCY REPRESENTATIVE | | | |

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary.

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| B DATE Feb 11, 1987 | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>W. E. Zimmerman</i> | D TITLE C CAPT. WILLIAM E. ZIMMERMAN Chief, Management Analysis Division |
|------------------------|---|---|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
|-----------|---|----------------------------------|------------------------------------|
| | <p>The purpose of this request is to amend item NO's 349, 350, and 353 of the Headquarters Records Control Manual, HQINST M5212.6. These changes are made for clarity and accuracy.</p> <p>The retention period for item 353 is a reduction from 20 years to 5 years. The 5 year retention for radiographs is in keeping with other Military Services' retention for these records.</p> <p>Item 353 a., radiographs used for asbestos monitoring is a record keeping requirement mandated by OSHA. The retention period is stated in 29 CFR 1910.20 (d) (ii).</p> | | |

Agency NNF COPY sent 5/20/87

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|--------------|--|--------------------------|--------------------|
| 1 | <p>349. <u>REPORT OF MEDICAL EXAMINATION AND REPORT OF MEDICAL HISTORY. SF 88/SF93.</u></p> <p>a. <u>Original:</u> TEMPORARY: File in Health Record.</p> <p>b. <u>Active Duty/Reserve Copy</u> TEMPORARY: File in HQ Personnel Record.</p> <p>c. <u>All other copies.</u> TEMPORARY: Destroy when 2 years old.</p> | | |
| 2 | <p>350. <u>LABORATORY REQUESTS SF 514, SF 546 through SF 557</u></p> <p>a. <u>Original.</u> TEMPORARY: Attache to laboratory report or clinical record and file in Health Record.</p> <p>b. <u>All other copies.</u> TEMPORARY: Destroy when 1 year old.</p> | | |
| 3 | <p>353. <u>RADIOGRAPHS</u></p> <p>a. <u>General copy.</u> TEMPORARY: Hold 5 years after last activity then forward to Defense Precious Metals Disposal Office, for silver recovery.</p> <p>b. <u>Asbestos Monitoring copy.</u> TEMPORARY: Hold for 30 years after last activity, then forward to Defense Precious Metals Disposal Office, for silver recovery.</p> | | |
| 4 | <p>354. <u>Radiograph Logs</u></p> <p>a. <u>Sign-in logs.</u> TEMPORARY: Destroy when 2 years old.</p> <p>b. <u>Alpha (cross reference) log.</u> TEMPORARY: Destroy after 5 years.</p> | | |