

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-26 88-3

DATE RECEIVED

5/5/88

**TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

1 FROM (Agency or establishment)

U. S. Coast Guard

2 MAJOR SUBDIVISION

Management Analysis Division (G-CMA)

3 MINOR SUBDIVISION

Paperwork Management Branch (G-CMA-4)

4 NAME OF PERSON WITH WHOM TO CONFER

Juanita (Nita) Morey, CG Records Manager

5 TELEPHONE EXT

267-2328

DATE

8/15/88

ARCHIVIST OF THE UNITED STATES



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 1 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

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
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7- ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>The purpose of this request is to add a new record description to Section 12, "Military Personnel Records", of M5212.12, Paperwork Management Manual.</p> <p>The addition is needed, because the Coast Guard (CG) is establishing a Child Care Program. This program will create records which are not described in the GRS nor the CG records schedule. Also, these records are a CG "System of Records", # DOT/CG 634. We want to have the requested dispositions approved before we post a change to the "System" in the Federal Register.</p>		<p><i>3 items</i></p>

*Copies sent to Agency
NINA 8/15/88*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO. N1-26-88-3	PAGE 2 OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>344. <u>CHILD CARE PROGRAM RECORDS;</u> (DOT/CG 634).</p> <p>a. Correspondence, reports, memoranda, and other records relating to the general administration and operation of the program.</p> <p style="text-align: right;">3 years old or when</p> <p><u>ALL OFFICES: TEMPORARY: Destroy when no longer needed for current operations.</u></p> <p>b. Child's Case Folder, containing family/medical history, authorizations and permission documents and other related information.</p> <p><u>ALL OFFICES: TEMPORARY: Destroy 3 years after date of last action.</u> NOTE: Upon child's transfer, Registration/medical authorizations may be forwarded to new school.</p> <p>c. Child Care Food Program (CCFP) documents.</p> <p><u>ALL OFFICES: TEMPORARY: Cut off 30 Sept; destroy when 3 years old or after audited, which ever is sooner.</u></p>		