

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		3 NUMBER N1-26-92-1	
1. FROM (Agency or establishment) Department of Transportation		DATE RECEIVED 3-30-92	
2. MAJOR SUBDIVISION U.S. Coast Guard		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Marine Safety Security and Environmental Protection		DATE 11/92	
4. NAME OF PERSON WITH WHOM TO CONFER Bernice Parker		ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
5. TELEPHONE 267-2328			

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 5 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; or has been requested.

DATE 3/19/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernice Parker</i> Bernice Parker	TITLE U. S. Coast Guard Records Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>Oil and Hazardous Substance Discharge Records</u></p> <p>Records generated in response to an oil and hazardous substance pollution as defined by the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) as cited in 40 CFR Part 300.</p> <p><u>MAJOR DISCHARGES AND RELEASES</u></p> <p>A <u>major discharge</u> is defined as a discharge of more than 10,000 gallons of oil to the inland waters or more than 100,000 gallons of oil to the coastal waters. <u>Major release</u> means a release of any quantity of hazardous substance(s), pollutant(s), or contaminant(s) that poses a substantial threat to public health or welfare or the environment or results in significant public concern. (40 CFR, Part 300.6)</p>		

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	<p style="text-align: center;">MAJOR DISCHARGES AND RELEASES FILES</p> <p>1. Correspondence files. Discharge correspondence of the Federal On-Scene Coordinator (FOSC), which consists of communications between members of the National Response Team (NRT), other Federal participants, media, and vested parties including the party responsible for the discharge. This item includes all subject correspondence files, including FAX files.*</p> <p>PERMANENT. Transfer to FRC at completion of clean-up. Transfer to NARA 10 years after case is closed.</p> <p>1a. Correspondence Database. Database which tracks and identifies by subject all correspondence received and generated from the office of the FOSC.</p> <p>PERMANENT. Transfer item 1a, to the National Archives along with technical documentation that provides a comprehensive definition of the format and content of the records in the database when related correspondence, item 1, is transferred to the FRC.</p> <p>2. Any required reports requested or submitted by the NCP, NRT, the Regional Response Team (RRT) or the On-Scene Coordinator, or US Coast Guard (USCG).</p> <p>PERMANENT. Transfer 2 copies of the each report to FRC when case is closed. Transfer to NARA 10 years after case is closed.</p> <p>3. Daily files. These files are the principle source of material for the weekly chronology files. The file include: pollution report files (PolReps); plan of the day; Incident Command Post (ICP) daily reports; State information; principle party work plans and daily reports; the Admiral's itinerary and USCG's press information.</p> <p>PERMANENT. Transfer to FRC upon completion of clean-up. Transfer to NARA 10 years after case is closed.</p>		<p>*FAX files must be copied on acceptable paper as cited in NARA Bulletin 91-6.</p> <p><i>Okay per Bernia Parker 7/6/92</i></p> <p><i>Okay per conversation with Bernia Parker 7/6/92</i></p>

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	<p>4. FAX files. These files contain facsimile transmissions, correspondence, (both original and copies), records of telephone conversations, press releases and reports.</p> <p>PERMANENT. Transfer to FRC upon completion of clean-up. Transfer to NARA 10 years after case is closed.</p> <p>4a. FAX files database. A subject index to the chronologically arranged Fax files.</p> <p>PERMANENT. Transfer to FRC with related fax files.</p> <p>5. Segment Files. These files document the clean-up effort of each segment of area (shoreline/beach) affected by the discharge. The files contain: shoreline evaluation and the principle party's recommendations for action; documentation relating to internal USCG review and comments from other interested Federal and State agencies; photographs of the segment; daily reports on the clean up effort and final assessment which is signed off by the USCG.</p> <p>PERMANENT. Transfer to FRC upon completion of clean-up. Transfer to NARA 10 years after case is closed.</p> <p>6. Financial Records. Financial records maintained by the On-Scene Coordinator used in the clean-up and recovery efforts to carry out functions under the Oil Pollution Act of 1990. These files include: copies of certification; letters authorizing payment; copies of other federal agencies proposals; acknowledgment of receipts; bills/invoices; time sheets of USCG man-hours expended; contract information and USCG operation reports.</p> <p>PERMANENT. Transfer to FRC when case is closed. Transfer to NARA 10 years after case is closed.</p>		<p>FAX files are included with item 1.</p> <p><i>okay per Bernia Parker 7/6/92 JLN</i></p>

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7.	<p>ON SCENE COORDINATOR'S PUBLIC AFFAIRS OFFICE</p> <p>Public Affairs Office maintains case file of original documents including newspaper clippings, news and press releases and correspondence relating to media inquiries.</p> <p>PERMANENT. Transfer to FRC upon completion of clean-up. Transfer to NARA 10 years after case is closed.</p>		
7a.	<p>Slides, Still photographic prints and related video tapes of the discharge and related activities.</p> <p>PERMANENT. Transfer to FRC upon completion of clean-up. Transfer to NARA 10 years after case is closed.</p>		
7b.	<p>Protocol records consisting of visiting VIP schedules, agenda and meeting arrangements.</p> <p>DESTROY. Transfer to FRC at completion of clean-up. Destroy 10 years after case is closed.</p>		
<p><u>MINOR AND MEDIUM DISCHARGES AND RELEASES</u></p>			
<p>A <u>minor discharge</u> means a discharge to the inland waters of less than 1,000 gallons of oil or a discharge to the coastal waters of less than 10,000 gallons of oil. A <u>minor release</u> means a release of a quantity of hazardous substance(s), pollutant(s), or contaminant(s) that poses minimal threat to public health or welfare to the environment.</p>			
<p>A <u>medium discharge</u> means a discharge of 1,000 to 10,000 gallons of oil to the inland waters or a discharge of 10,000 to 100,000 gallons of oil to the coastal waters. A <u>medium release</u> means all releases not meeting the criteria for classifications as a minor or major release.</p>			

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	<p>MINOR AND MEDIUM DISCHARGES AND RELEASES FILES (40 CFR Part 300.5)</p> <p>8. Case files containing documentation as required by the NCP and USCG mandates. Files include: correspondence, FOSC reports and activities, plans of clean-up activities and documentation supporting the cost of the clean-up activities.</p> <p>DESTROY. Transfer to FRC upon completion of clean-up. Destroy files 20 years after clean-up.</p> <p>*****<u>Any press releases and audio visual records and other routine permanent records in item 8 (slides, still prints, videos), should be transferred to the Public Affairs Office and treated as permanent valuable files as authorized by M5212.6, items 49 51a and b, 52 as well M5212.12, items 84, 85, 86, 88a, 88c, 88d.</u></p> <p>***** NOTE: Some Minor and Medium Discharge case files may be worthy of permanent retention if they significantly document NRT or USCG policy in discharge recovery or document spills in ecologically sensitive areas such as fishing or animal nesting areas. These should be brought to the attention of NARA so they can be appraised and appropriate disposition authorized.</p>		