

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-026-97-2</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>2-17-97</i>	
1. FROM (Agency or establishment) Department of Transportation		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION U.S. Coast Guard			
3. MINOR SUBDIVISION Office of Legal Regulations and Administrative Law			
4. NAME OF PERSON WITH WHOM TO CONFER Tena Green	5. TELEPHONE 202/267-0133	DATE <i>4-30-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal...</i>
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 ____ 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>12 Feb 97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Tena Green</i>	TITLE <i>Records Manager</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED PAGE		

MAY - 2 1997 *MAV*

*Copy to: Agency
NWDD
11/1/97*

16. U.S. Coast Guard Public Rulemaking Dockets

Rulemaking regulations (dockets) used in the development, review and passage of Coast Guards rules and regulations as incorporated in 33 or 46 CFR. Included are *Federal Register* notices, public comments, public hearings documents, including verbatim transcripts or recordings, Coast Guard's internal analysis, studies and reports and petitions for consideration.

PERMANENT. Cutoff closed files annually. Transfer to the Federal Records Center when 2 years old. Transfer to the National Archives when 10 years old. **NC1-26-76-2/16 and 595**

Current Volume: 20 cubic feet

Annual accumulation: 5 cubic feet

Arrangement: by Coast Guard docket number

16a. Background Working Papers

This series includes staff briefing papers for CG and DOT officials, memoranda of record that document agency contact with industry interests and Congress; intra-agency contact and comments; professional and international committees interaction and participation; internal concurrences; supporting documentation; related reports, exhibits and analysis of comments received.

PERMANENT. Cutoff closed files annually. Transfer to the Federal Records Center when 2 years old. Transfer to the National Archives when 10 years old. **NC1-26-76-2/594 and 595**

Current Volume: 20 cubic feet

Annual accumulation: 5 cubic feet

Arrangement: by Coast Guard Docket number

NOTES:

All USCG dockets are currently approved for permanent retention as cited in its headquarters manual Chapter 1, item 16. Former item 16's description was expanded to clarify content and item 16a was broken out of temporary item 594 and permanent item 595 to cover background supporting regulation documentation as permanent.

Marine Safety Council (MSC) records, items 591, 596 and 597 still capture the permanently valuable MSC records but they are no longer being microfilmed.

Item 444, hazardous materials rules and regulations should also be cross-referenced to item 16 and 16a. After approval of this schedule, item 444 disposition's statement should cite: Permanent, see, items 16 and 16a.

DOT OPTICAL DISK SCANNING PROJECT:

If selected dockets are scanned into the DOT's optical disk system, then Coast Guard will follow disposition instructions approved for the system as cited in N1-398-95-3:

Destroy paper files upon verification that the record copy information has been fully and 100% accurately converted to optical disk. Transfer record copy of files and related finding aids to the National Archives in an acceptable format when files are ten years old. Acceptable format may be optical images converted to paper, microform, magnetic tape, 3480 class tape cartridge or any other medium that meets the standards specified in Subchapter B of 36 CFR Chapter XII before transfer to the National Archives' legal custody with related finding aids. Prior to transfer, NARA and DOT will determine the medium in which records will be transferred.