

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC 1 - 26 - 76 - 4</b>	
DATE RECEIVED <b>SEP 30 1976</b>	
NOTIFICATION TO AGENCY <small>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
<b>10-7-76</b> <small>Date</small>	<i>James B. P. Road</i> <small>Archivist of the United States</small>

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF TRANSPORTATION**

2. MAJOR SUBDIVISION  
**U. S. COAST GUARD**

3. MINOR SUBDIVISION  
**MANAGEMENT ANALYSIS DIVISION**

4. NAME OF PERSON WITH WHOM TO CONFER  
**CDR L. C. BURGER**

5. TEL. EXT.  
**426-1515**

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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>9/28/76</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>B. Jordan</i> <b>B. JORDAN, CAPT, USCG</b>	E. TITLE <b>Chief, Management Analysis Division</b>
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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
	<p align="center"><b>SEAMANS PERSONNEL JACKETS</b> (Original records are required to be held more than 10 years)</p> <p>1. The Coast Guard is required by 46 USC 643 and 46 USC 672 to issue Merchant Seamen's papers and maintain the employment records (106,000 active) of these individuals. Current regulations require that these records be kept for sixty years after the cessation of activity in the file.</p> <p>These records are about to be placed on microfiche commencing on or about 1 January 1977. The purpose of this request is to obtain authorization to dispose of the paper records after a quality control edit of the microfiche has been performed. The disposal of these records is felt to be of extreme importance since one of the primary reasons for converting the records to microfiche is the savings of floor and file space which will result.</p> <p>The A.B. Dick/Scott 200 film which will be used in the system appears to meet archival standards for its base material and carbon imaging and there is the potential of eventual archival acceptance. In the interim the system will provide for silver duplicates to be produced when records are ready for transfer to the Federal Records Center or at the end of the guaranteed life of the microfiche. The procedure is in keeping with Federal Property Management Regulations concerning microfilm stock, usage, and storage. <b>Destroy microfilm 60 years after cessation</b></p>	<b>RG-26;</b>	<b>1 item</b>