(See Instructions on reverse) SERVICES ADMINISTRATION, RCHIVES AND RECORDS SERVICE, WASHINGTON, OR ESTABLISHMENT) OF TRANSPORTATION SION C GUARD SION ANALYSIS DIVISION ON WITH WHOM TO CONFER	DC 20408 5. TEL EXT 426-2364	DATE RECEIVED	nts, is approved except	303a the disposal re
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			SAMPLE OR	10. ACTION TAKE
eas. The records are maintaine scription of Records meral correspondence files intained at units assigned ssel Traffic Service func- ons consisting of files lating to the routine admin- cration, operations and inter-	d at Vessel 1 <u>Authorize</u>	Traffic center		
	old. Tra	ansfer to FRC		
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lio Tape recordings	*BESIRON v old.	when 30 days		6
nputer tapes		vhen 30 days		6 items
	quest for immediate disposal. quest for disposal after a spect ention. SIGNATURE OF AGENCY REPRESENTATIVE JORDAN, CAPT. JJSCG 8. DESCRIPTION O (With Inclusive Dates or Ret e below listed records are crea its and relate to controlling v	quest for immediate disposal. quest for disposal after a specified period of ention. SIGNATURE OF AGENCY REPRESENTATIVE E. TITLE JORDAN, CAPT USCG JORDAN, CAPT USCG JORDAN, CAPT USCG LUC Chief, Mar B. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) e below listed records are created by Coast its and relate to controlling vessel traffic eas. The records are maintained at Vessel Taffic scription of Records meral correspondence files intained at units assigned sell Traffic Service func- ons consisting of files lating to the routine admin- tration, operations and inter- l procedures of the unit. ssel Traffic Center Transit gs old. Tra dividual transit/voyage data *DESTROY work dio Tape recordings *MEXENTION of L mputer tapes *MEXENTION of L	quest for immediate disposal. quest for disposal after a specified period of time or requention. SIGNATURE OF AGENCY REPRESENTATIVE E. TITLE JORDAN, CAPT. JUSCG Chief, Management Analys & DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) Chief, Management Analys & DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) Chief, Management Analys & DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) Chief, Management Analys & DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) Chief, Management Analys & DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) Chief, Management Analys & DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) Chief, Management Analys e below listed records are maintained at Vessel Traffic in port Enase scription of Records Authorized Disposition heral correspondence files DESTROY when 3 years intained at units assigned old. scription, operations and inter- DESTROY when 20 years l procedures of the unit. DESTROY when 30 days ssel Traffic Center Transit DESTROY when 30 days dio Tape recordings StextXXX when 30 days old. ERASE	quest for immediate disposal. quest for disposal after a specified period of time or request for perention. SIGNATURE OF AGENCY REPRESENTATIVE E. TITLE JORDAN, CAPT USCC (With Inclusive Dates or Retention Periods) 9. SAMPEL OR JOB NO. S. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) 9. a below listed records are created by Coast Guard field its and relate to controlling vessel traffic in port eas. The records are maintained at Vessel Traffic centers. 9. scription of Records Authorized Disposition 9. meral correspondence files DESTROY when 3 years old. 01d. ssel Traffic Service func- ons consisting of files DESTROY when 20 years old. Transfer to FRC when 5 years old. Hividual transit/voyage data *DESTROY when 30 days old. ERASE ito Tape recordings *DESTROY when 30 days old. 0. muter tapes *DESTROY when 30 days 0.

Request	for Records Disposition Authority – Continuation	JOB NO		PAGE OF 2
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO	10. Action take
6.	Computer printouts/statistical summaries.			
0.	* DESTROY 1 year after information is consolidated into annual summary.			
	* NOTE FOR FILE CUSTODIANS: Do not destroy material pertaining to a vessel involved in a marine casual investigation without prior coordination with the district legal officer.			
	J. Doran, USCG/ RC Tagge, NARS/NCD	-15-77		
	+ SEE enclosed NCD evaluation report of 3-14-77, for fuller description of these records.	a		
	Four copies, including original, to be submitted to the National Arct			FORM 115-A