

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO N 1 26 77 2	
DATE RECEIVED 14 MAR 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-12-77 <i>James E. O'Neil</i> Date acting Archivist of the United States	

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
Jim DORAN

5. TEL EXT
426-2364

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 2 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 9 Mar 1977	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>B. Jordan</i> B. JORDAN, CAPT, USCG	E. TITLE Chief, Management Analysis Division
------------------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	The below listed records are created by Coast Guard field units and relate to controlling vessel traffic in port areas. The records are maintained at Vessel Traffic centers.		
	<u>Description of Records</u>		
	<u>Authorized Disposition</u>		
1	General correspondence files maintained at units assigned Vessel Traffic Service functions consisting of files relating to the routine administration, operations and internal procedures of the unit.		
		DESTROY when 3 years old.	
2	Vessel Traffic Center Transit logs		
		DESTROY when 20 years old. Transfer to FRC when 5 years old.	
+ 3	Individual transit/voyage data cards		
		*DESTROY when 30 days old.	
+ 4	Audio Tape recordings		
		*DESTROY when 30 days old.	
+ 5	Computer tapes		
		*DESTROY when 30 days old.	6 items

115-107
Sent to agency, all FRC's, NXF, NVV, NNA, and NCW - 4/13/77 EOP

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 / 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
+ 6.	<p>Computer printouts/statistical summaries.</p> <p>* DESTROY 1 year after information is consolidated into annual summary.</p> <p>* NOTE FOR FILE CUSTODIANS: Do not destroy material pertaining to a vessel involved in a marine casualty investigation without prior coordination with the district legal officer.</p> <p>J. Doran, USCG/ RC Tagge, NARS/NCD 3-15-77</p> <p>+ SEE enclosed NCD evaluation report of 3-14-77, for a fuller description of these records.</p>		