

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 26 77 3
DATE RECEIVED	10 AUG 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-23-77 Date	<i>James B. Rhoads</i> 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
LCDR R. W. WESSLING (G-PO-2/72)

5. TEL. EXT
755-1882

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 8/5/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Chief, Management Analysis Division
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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
1.	<p>MILITARY PERSONNEL RECORDS</p> <p>The Coast Guard maintains about 60,000 personnel records for its active and reserve military personnel. These record systems are listed and described in:</p> <ul style="list-style-type: none"> DOT/CG 626 Official Officer Service Records FR dtd 8/27/75, page 38820 DOT/CG 629 Enlisted Personnel Record System FR dtd 9/24/75, page 44086 DOT/CG 572 USCG Military Personnel Health Record System, FR 9/24/75, page 44082 DOT/CG 676 Official Coast Guard Reserve Service Record FR dtd 9/24/75, page 44088 <p>They are general personnel files covering the recruitment, training, administration, assignment, health and disposition of military personnel.</p> <p>These records are to be placed on microfiche beginning about 1 September 1977. Authorization is requested to dispose of the paper records after a quality control check of the microfiche has been performed. The disposal of the paper records is needed as a prime reason for converting the records to microfiche is the savings of floor and file space.</p>		

115-107
sent agency and NMF - 8/30/77
To NCP with letter

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
1. (cont)	<p>The ABDick/Scott 200 film which will be used in the system appears to meet archival standards for its base material and carbon imaging, There is potential for and tentative archival acceptance. 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 should permanent archival acceptance not be granted. This certifies that the records described on this form shall be microfilmed in accordance with standards set forth in 41 CFR 101-11.504, except for the use of the A B Dick/Scott 200 film as described above which has been coordinated with NARS personnel.</p> <p style="text-align: center;"><u>SUMMARY AND DISPOSITION INSTRUCTION</u></p> <p>1. USCG Military Personnel Records:</p> <p>These files consist of the Official Officer Service Records, Enlisted Personnel Records, Military Personnel Health Records, and Official Coast Guard Reserve Service Records. These official personnel files include records pertaining to the recruitment, training, administration, assignment, health, and disposition of military personnel.</p> <p>a. Paper copy: Destroy when ascertained that reproduced copies have been made in accordance of GSA regulation and are adequate substitutes of the papers records.</p> <p>b. Microfiche copy: Scott system 200 original microfiche plus one diazo copy of each record shall be transferred to NPRC 3 to 6 months after discharge, death or retirement. (NOTE: If it is determined by NARS that the Scott film is not satisfactory as an archival copy, the Coast Guard agrees to make a silver archival film copy from the Scott film already at the St. Louis Center and for any future transfers.)</p>		