

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1 26 78 1
DATE RECEIVED	6 DEC 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-16-77 <i>Jane E. O'Neil</i> Date <i>acting</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
INTERNATIONAL AFFAIRS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
YNCS J. R. PRICE, USCG

5. TEL. EXT.
426-2281

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 3 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**, of paper copy after microfilming Permanent Records.
- B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE 21 NOV 1977	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>C. A. Biondo</i>	E. TITLE CHIEF, MANAGEMENT ANALYSIS DIVISION
	G. A. BIONDO, CAPT, USCG	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	The International Affairs Division at Coast Guard Headquarters is required to maintain records of the International Consultative Organization (IMCO) meetings concerning matters for which the Coast Guard is responsible. These records are described in item 44 of the Coast Guard Headquarters Records Schedule as approved by NARS on 21 June 1977, and are approved for permanent retention. Item 44 as presently approved is as follows: 44. Documentation initiated by the U.S. Coast Guard consisting of U.S. Delegation Reports, minutes of meetings and related materials pertaining to international maritime organizations concerning U.S. position and representation of various conferences.		
	PERMANENT. Transfer to FRC when 5 years old. Offer to NARS when 20 years old. (1/5 CFPY)		

115-007
Sent to agency - NNF - NNB - all FRC - NCW
12/20/77
3 items
 STANDARD FORM 115
 Revised April, 1975
 Prescribed by General Services Administration
 FPMR (41 CFR) 101-11.4

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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>These records are programmed to be placed on microfilm commencing on or about 1 December 1977. The purpose of this request is to obtain authorization to dispose of the paper records immediately after a quality control edit of the microfilm 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 microfilm is the savings of floor and file space which will result. Additionally the Coast Guard Academy Library, which will be provided with a duplicate copy of the IMCO microfilmed documentation for research has limited storage space and will benefit from the conversion.</p> <p>All work will be completed by GSA Microfilm Services, Suitland Md. The film which will be used in the system meets archival standards for its base material and carbon imaging. The procedure is in keeping with Federal Property Management Regulations concerning microfilm stock, usage and storage.</p> <p>This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that a silver duplicate copy plus one positive copy of each microfilm which is a silver negative copy shall be offered to the National Archives (NN), National Archives and Records Service, General Services Administration, Washington, D.C. 20408.</p> <p>After approval of this request item 44 of the Coast Guard Headquarters Records Schedule will be changed to read as follows:</p> <p>44. Documentation initiated by the U.S. Coast Guard consisting of U.S. Delegation Reports, Minutes of meetings and related materials pertaining to international maritime organizations concerning U.S. position and representation of various conferences.</p> <p><i>a.</i> Documents which have been microfilmed in accordance with GSA regulations concerning microfilming of permanent records.</p> <p><i>a.</i> Paper document: Destroy after completion of Quality control edit as outlined in FPMR 101-11.5.</p> <p><i>b. Permanent:</i> <i>b.</i> Silver original copy plus one positive copy of each microfilm which is a silver negative: Offer to NARS annually</p>		

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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>b. Documents which have not been microfilmed.</p> <p>c 2. Additional microfilm copies: Maintained at Coast Guard Headquarters as an active working file.</p> <p>PERMANENT. Transfer to FRC when 5 years old. Offer to NARS when 20 years old.</p>		