INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-026-78-02

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 410a1 was superseded by NC1-026-80-03, item 410a1
Item 410a2 was superseded by NC1-026-84-06, item 193
Item 410b1 was superseded by NC1-026-82-13, item 410b1
Item 410b2 was superseded by NC1-026-82-13, item 410b2

Date Reported: 10/28/2021
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  
Office of Merchant Marine Safety

4. NAME OF PERSON WITH WHOM TO CONFERN  
Warren B. Hester  
5. TEL. EXT  
426-0173  
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.

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<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
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| 1.       | This request concerns records which comprise a portion of Commercial Vessel Case Files maintained by the Coast Guard. Certain portions of these files were approved for microfilming and subsequent destruction of the paper copy on job number NC1-26-77-1 which was approved by NARS on 13 December 1976. The background and microfilming procedures outlined in that job are also applicable to this request.

These files are presently included as item number 410c in the Coast Guard Comprehensive Records Schedule as approved by NARS on 21 June 1977.

Admeasurement plans, blueprints, drawings and tracings can now be filmed without loss of "to scale" when reproduced back to paper copy from microfilm. We are therefore planning to microfilm the admeasurement records and include them with the other portions of the commercial vessel case files which are currently approved for microfilming. The purpose of this request is to obtain approval to destroy the paper documents after microfilming. Microfilming will be in accordance with procedures as outlined in FPMR 101-11.5 pertaining to nonpermanent records to be held for 10 years or more.

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101–11.4
Upon approval of this request item number 410 of the Coast Guard Comprehensive Records Schedule will be changed to read as follows:

410. Commercial Vessel Case Files.

a. Correspondence and forms relating to individual merchant vessels on alteration, construction, admeasurement, conversion, design, equipment and inspection, plans, some "type" approval and dangerous articles data.

(1) Case files which have been microfilmed. DESTROY paper document after vessel case file is microfilmed and quality content edit of microfilm is completed. DESTROY microfilm 20 years after vessel is listed as lost, abandoned, destroyed, or scrapped (LADS). Microfilm in accordance with FPMR 101-11.5 applying standards for nonpermanent records to be held for 10 years or more.

(2) Case files which have not been microfilmed. DESTROY 1 year after vessel is lost, abandoned, destroyed or scrapped.

b. Loadline certificates calculations, annual inspection reports.

(1) Loadline certificates/calculations. Separately maintain the certificates and calculations in the CFA. DESTROY 1 year after vessel is lost, abandoned, destroyed or scrapped.

(2) Annual inspection reports. Maintain the annual inspection reports in the CFA. DESTROY 1 year after vessel is lost, abandoned, destroyed or scrapped.