

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 26 78 2
DATE RECEIVED	17 JAN 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
1-27-78	<i>James B. Biondo</i>
Date	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

Office of Merchant Marine Safety

4. NAME OF PERSON WITH WHOM TO CONFER
Warren E. Hester CRM

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.

C. DATE <i>1/27/78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> S. A. BIONDO, CAPT, USCG	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>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 micro-filming 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.</p> <p>These files are presently included as item number 410c in the Coast Guard Comprehensive Records Schedule as approved by NARS on 21 June 1977.</p> <p>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 nonpermanant records to be held for 10 years or more.</p>		

Sent to agency, NAF, NCV, all FRC's - 1/30/78

Request for Records Disposition Authority - Continuation

JOB NO.

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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>Upon approval of this request item number 410 of the Coast Guard Comprehensive Records Schedule will be changed to read as follows:</p> <p>410. Commercial Vessel Case Files.</p> <p>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.</p> <p>(1) Case files which have been microfilmed.</p> <p>(2) Case files which have not been microfilmed.</p> <p>b. Loadline certificates calculations, annual inspection reports.</p> <p>(1) Loadline certificates/calculations.</p> <p>(2) Annual inspection reports.</p>		<p>(a) DESTROY paper document after vessel case file is micro-filmed and quality content edit of microfilm is completed.</p> <p>(b) DESTROY microfilm 25 ^{one} year after vessel is listed as lost, abandoned, destroyed, or scrapped (LADS). Micro-film in accordance with FPMR 101-11.5 applying standards for nonpermanent records to be held for 10 years or more.</p> <p>DESTROY 1 year after vessel is lost, abandoned, destroyed or scrapped.</p> <p>Separately maintain the certificates and calculations in the CFA. DESTROY 1 year after vessel is lost, abandoned, destroyed or scrapped.</p> <p>Maintain the annual inspection reports in the CFA. DESTROY 1 year after vessel is lost, abandoned, destroyed or scrapped.</p> <p><i>per telecom w/Heater 1-25-78 SC</i></p>