

REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI 26 78 3
DATE RECEIVED	JUL 7 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	7-21-78 <i>James E. O'Neill</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  
Office of Merchant Marine Safety

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

5. TEL. EXT. 202-  
426-0173

NEW 6/11/78

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 6/29/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE CHIEF, MANAGEMENT ANALYSIS DIVISION
C. A. BIONDO, CAPT, USCG		

SPM

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	The purpose of this request is to obtain authority to destroy the paper record copy of certain documents after microfilming.  A project is now underway to microfilm the records of 5 permanent retention items in the Coast Guard Headquarters Records Control Schedule as approved under NARS Job No. NCI-26-76-2.  The 5 items are presently approved as follows:  <u>Description of Records</u>  431. Coast Guard Administrative Law Judges Decisions and Orders. (Includes Report of Hearing)*	<del>NCI-26-76-2(431)</del>	
2.	591. Records created by the Marine Safety Council documenting the organizational development and administration of the Marine Safety Council consisting of the following:  * Added.	NCI-26-76-2(591)	

~~Authorized Disposition~~  
 PERMANENT. Transfer to FRC 5 years after final administrative action. Offer to NARS 20 years after final administrative action (2CFPY).

15 items

Mg 7-25-78  
NMF, NNB, Agency, All FRC's

APD

**Request for Records Disposition Authority—Continuation**

JOB NO.

PAGE OF  
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>a. Official record copy of each directive/publication issued by the office with significant background material.</p>		
3.	<p>595. Records and transcripts of public hearings held by Marine Safety Council and written comments received concerning proposed regulations.</p>	<p><del>PERMANENT. Transfer to FRC when 5 years old. Offer to NARS when 20 years old. (.5CFPY)</del></p> <p>PERMANENT. Transfer to FRC when 5 years old. Offer to NARS when 20 years old. (1.5 CFPY)</p>	<p>NC 1-26-76-2 (595)</p>
4.	<p>596. Records of meeting of Marine Safety Council.</p>	<p><del>PERMANENT. Transfer to FRC when 5 years old. Offer to NARS when 20 years old. (0.5 CFPY)</del></p>	<p>NC 1-26-76-2 (596)</p>
5.	<p>597. Records of Marine Safety Council Advisory Committee consisting of decision making correspondence, Committee Agenda &amp; Minutes of meetings.</p>	<p><del>PERMANENT. Transfer to FRC when 3 years old. Offer to NARS when 20 years old. (2 CFPY)</del></p>	<p>NC 1-26-76-2 (597)</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, DC 20408.</p>			
<p>Upon approval of this request the authorized disposition for the above noted 5 items will be changes to read as follows:</p>			
<p>a. Paper document: Destroy after microfilming and completion of quality control edit as outlined in FPMR 101-11.5 pertaining to permanent records.</p>			
<p>b. Permanent. Silver original copy plus one positive copy of each microfilm which is a silver negative: Offer to NARS annually.</p>			
<p>c. Additional microfilm: Maintain at Coast Guard Headquarters as an active working file. Destroy when no longer useful.</p>			

**APPRAISAL REPORT ON DISPOSITION OF RECORDS**

DATE **July 4, 1978**

JOB NUMBER **NCL-26-78-3**

**SECTION I - APPROVED FOR DISPOSAL**

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE IT DOES (THEY DO) NOT HAVE SUFFICIENT VALUE FOR PURPOSES OF HISTORICAL OR OTHER RESEARCH, FUNCTIONAL DOCUMENTATION, OR THE PROTECTION OF INDIVIDUAL RIGHTS TO WARRANT PERMANENT RETENTION BY THE FEDERAL GOVERNMENT.

GENERAL ACCOUNTING OFFICE CONCURRENCE

SEE COMMENTS OR ATTACHED LETTER.

**SECTION II - APPROVED FOR PERMANENT RETENTION**

ITEM(S) THAT IS (ARE) APPROVED FOR PERMANENT RETENTION, FOR THE REASONS INDICATED IN SECTION VII. THE AGENCY WILL OFFER THESE RECORDS TO THE NATIONAL ARCHIVES AND RECORDS SERVICE AS SPECIFIED IN THE SCHEDULE.

Items 1b, 2b, 3b, 4b and 5b.

**SECTION III - APPROVED FOR DISPOSAL AFTER CONVERSION TO MICROFORM**

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE THE RETAINED MICROFORM IS AN ADEQUATE SUBSTITUTE FOR THE ORIGINAL RECORDS. THE AGENCY CERTIFIES COMPLIANCE WITH THE STANDARDS SET FORTH IN FPMR 101-11.504.

Items 1a and 1c; 2a and 2c; 3a and 3c; 4a and 4c; 5a and 5c.

**SECTION IV - DISPOSAL NOT APPROVED**

ITEM(S) THAT IS (ARE) NOT APPROVED FOR DISPOSAL AT THIS TIME. THE AGENCY WILL RESUBMIT THIS (THESE) ITEM(S) WHEN SUFFICIENT INFORMATION IS AVAILABLE TO DETERMINE THE VALUE OF THESE RECORDS FOR AGENCY AND ARCHIVAL PURPOSES. IF NOT RESUBMITTED WITHIN SIX MONTHS NARS WILL CONTACT THE AGENCY.

**SECTION V - WITHDRAWN**

ITEM(S) THAT HAS (HAVE) BEEN WITHDRAWN AT THE REQUEST OF THE AGENCY.

SIGNATURE OF APPRAISER

*Richard E. Wood* *Sammy Collins*

DATE

*7-18-78*

**NEW**  
**7/17/78**

**SECTION VI - APPROVAL/CONCURRENCES**

APPROVAL	DIRECTOR, RECORDS DISPOSITION DIVISION	DATE
	<i>Henry V. Wolf</i>	<i>July 19 1978</i>
CONCURRENCES	NF <i>John F. Smith</i>	DATE <i>7-20-78</i>
		DATE
		DATE

**SECTION VII - APPRAISER'S RECOMMENDATION**

COMMENTS:

These records document the activities and organization of the Marine Safety Council and the decisions of Coast Guard Administrative Law Judges. These records were previously appraised in Job NCL-26-76-2. <sup>at archival</sup>



Date July 18, 1978

Reply to  
Attn of : NCD

Subject: NCI-28-78-3

To: Director, NCD

The U.S. Coast Guard, Department of Transportation, requests approval of a schedule to microfilm some of its records. Since all of these were appraised for permanent retention in NCI-26-77-2, I recommend we accept this disposition request. We will send this job to NNF for their concurrence.

*Richard E. Wood*

RICHARD E. WOOD

*Sammy Collins*

The agency seeks authority to microfilm certain records that were previously approved for archival preservation in Disposition Job No. NCI-26-76-2. Once microfilmed, and the microfilm copy verified for accuracy and quality, the hardcopy of the records will be destroyed. A silver original plus one positive copy of the microfilm will be offered to NARS annually.

*J. S. Walker*  
7/18/78