

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC 1 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
7-21-78 <i>James E. O'Neill</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  
Office of Merchant Marine Safety

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

5. TEL. EXT. 202-  
426-0173

NEW 6/14/78

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>C. A. Biondo</i>	E. TITLE CHIEF, MANAGEMENT ANALYSIS DIVISION
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ESM

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:  <table border="1"> <tr> <th>Description of Records</th> <th>Authorized Disposition</th> </tr> <tr> <td>431. Coast Guard Administrative Law Judges Decisions and Orders. (Includes Report of Hearing)*</td> <td><del>PERMANENT. Transfer to FRC 5 years after final administrative action. Offer to NARS 20 years after final administrative action (2CFPY).</del></td> </tr> </table>	Description of Records	Authorized Disposition	431. Coast Guard Administrative Law Judges Decisions and Orders. (Includes Report of Hearing)*	<del>PERMANENT. Transfer to FRC 5 years after final administrative action. Offer to NARS 20 years after final administrative action (2CFPY).</del>	NCI-26-76-2 (431)	
Description of Records	Authorized Disposition						
431. Coast Guard Administrative Law Judges Decisions and Orders. (Includes Report of Hearing)*	<del>PERMANENT. Transfer to FRC 5 years after final administrative action. Offer to NARS 20 years after final administrative action (2CFPY).</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)					

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
	a. Official record copy of each directive/publication issued by the office with significant background material.		
3.	595. Records and transcripts of public hearings held by Marine Safety Council and written comments received concerning proposed regulations.		
4.	596. Records of meeting of Marine Safety Council.		
5.	597. Records of Marine Safety Council Advisory Committee consisting of decision making correspondence, Committee Agenda & Minutes of meetings.		
<p><del>PERMANENT. Transfer to FRC when 5 years old. Offer to NARS when 20 years old. (.5CFPY)</del></p> <p><del>PERMANENT. Transfer to FRC when 5 years old. Offer to NARS when 20 years old. (1.5 CFPY)</del></p> <p><del>PERMANENT. Transfer to FRC when 5 years old. Offer to NARS when 20 years old. (0.5 CFPY)</del></p> <p><del>PERMANENT. Transfer to FRC when 3 years old. Offer to NARS when 20 years old. (2 CFPY)</del></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>			
		NC 1-26-76-2 (595)	
		NC 1-26-76-2 (596)	
		NC 1-26-76-2 (597)	