

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

*Rec. 5/3/79*  
LEAVE BLANK

JOB NO  
**NCI-26-79-3**

DATE RECEIVED  
**03 MAY 1979**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**AUG 24 1981** *Robert K. May*  
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

Management Analysis Division

4 NAME OF PERSON WITH WHOM TO CONFER

Gayle Lowe

5. TEL EXT

426-2364

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.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
<u>3-28-79</u>	<i>[Signature]</i> <u>C.A. Biondo, Capt., USCG</u>	<u>Chief, Management Analysis Division</u>

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
538 a	<p>The below listed records are created by Coast Guard Headquarters offices and relate to marine environmental protection. <b>[AGAINST M5212.6]</b></p> <p><u>Description of Records</u></p> <p><u>Oil/Hazardous Material Discharge Reports.</u></p> <p>Telephonic report forms containing information obtained from individuals who contacted the National Response Ctr. to file a report under the Federal Water Pollution Act, Tōsca, Hasmat Transport Act, and/or Recra.</p>		
538 b	<p><u>NRC Case Files</u></p> <p>A collection of all message traffic, discharge reports "Daily Summaries", charts, and other documents for each medium and major severity case</p>		
	<p>Authorized Disposition</p> <p>Transfer to FRC when 2 years old. Destroy when 10 years old.</p>		
	<p>Transfer to FRC when 2 years old. Destroy when 5 years old.</p> <p><i>10 Rjm</i></p>		
			<i>10 items</i>

*Amended by R. Wire per T. Smith, 8/19/81*  
*Closed Out: 8-31-81. R. [Signature]*  
*Copy to Agency*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 of 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
538 <b>c.</b>	<p>handled by the National Response Ctr. (See also 538d. for special interest cases.)</p> <p><u>Potential Medium/Major Files.</u></p> <p>A collection of documentation for all cases handled by the National Response Ctr. in which no spill actually occurred, but where a potential for a medium or major spill existed.</p>		
538 <b>d.</b>	<p><u>Information Case Files</u></p> <p>Public interest cases not involving Federal response.</p>		
538 <b>e.</b>	<p><del><u>Special Interest Cases</u></del></p> <p><del>The sole official documentation of significant pollution incidents, commencing 1970, which involved massive Federal clean-up efforts, e.g. Argo Merchant. In each case the marine environment suffered major damage..</del></p>		
538 <b>f.</b>	<p><u>Hazmats</u></p> <p>A collection of sequentially numbered telephonic report forms containing information obtained from individuals who contacted the National Response Ctr. to file a report under the Hazmat Transport Act. (This form is now obsolete.)</p>		
538 <b>g.</b>	<p><u>Duty Officer's Log</u></p> <p>An official log of all actions taken by the National Response Ctr., Duty Officer, including but not limited to receiving and passing of Discharge Reports.</p>		

Transfer to FRC when 2 years old. Destroy when 5 years old.

Destroy when superseded, cancelled, or no longer needed for reference purposes.

~~Offer to NARS after 5 years.~~

[Withdrawn by R. Wire per Tony Smith, 8/19/87]

Withdrawn

Destroy when 3 years old.

Transfer to FRC when 2 years old. Destroy when 10 years old.

[Amended by R. Wire per T. Smith, 8/19/87]

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 3 of 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
538 <b>h.</b>	<p><u>Daily Summaries</u></p> <p>An information sheet published by the National Response Ctr. for distribution internally, CG offices, and other agencies, etc.</p>		
538 <b>i.</b>	<p><u>Incident Memo Files</u></p> <p>Briefing sheet designed to inform HQ officials of significant pollution incidents which occur (during the working day.)</p>		
538 <b>j.</b>	<p><u>Confirmation Letter Files</u></p> <p>A collection of letters mailed to the National Response Ctr. by corporations to confirm, in writing, reports of spills what were telephoned to the NRC in accordance with Section 311 of the Federal Water Pollution Control ACT.</p>		
<p>[Amended by R. Wire per T. Smith, 8/19/81]</p>			