

REQUEST FOR RECORD DISPOSITION AUTHORITY
 (See Instructions on reverse)

Rec. 10/24/79

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
Mr. Jim Doran (G-CMA/4)

5 TEL EXT
426-2364

LEAVE BLANK

JOB NO
NC1-26-80-2

DATE RECEIVED
10-24-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-13-79 *James S. O'Keefe*
 Date *acting* Archivist of the United States

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 1 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 <u>11-13-79</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>C.A. Biondo</i> C.A. BIONDO, CAPT., USCG	E. TITLE Chief, Management Analysis Division
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ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>The Paperwork Management Branch of the Management Analysis Division is presently in the process of converting its forms master record files to microfiche. A description of the records is contained in item 18, section 1, appendix A of the Headquarters Records Control Manual. The filming is being accomplished in accordance with FPMR requirements for nonpermanent records to be held for less than 10 years.</p> <p>The AB Dick/Scott 200 film is being used in the conversion process.</p> <p>Authorization is requested ^(a) to dispose of the paper records after a quality control check of the microfiche has been performed.</p> <p>^(b) Destroy microfiche 1 year after form is obsolete. [Amended by R. Wire per J. Doran, 11/7/79]</p>		