

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

LEAVE BLANK
JOB NO NCL-26-80-3
DATE RECEIVED 12-11-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
<i>1-8-80</i> Date <i>acting</i> <i>James E. O'Neil</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  
Mr. Jim Doran (G-CMA/4)

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 12/6/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>G.A. Biondo</i>	E. TITLE CHIEF, MANACEMENT 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
	<p>The purpose of this request is to modify and add the following items to number 410 of the approved Coast Guard Comprehensive Records Schedule number 1 (HQINST M5212 - old CC-4i6-1).</p> <p>410. <u>Commercial Vessel Case Files</u> .</p> <p>description      parenthetical statement: a. Modify to add (Excludes subchapter T vessels) after the word <u>data</u>.</p> <p>description      parenthetical statement:      most (1). Modify to add (Note: Admeasurement plans be filmed " to scale", CVS plans include " as built" plans) after the word <u>microfilmed</u>.</p> <p>[Amended by R. Wire per D. Matthews 12/31/79]</p> <p>Request the following additional categories be added to item number 410.</p>	NCL-26-78-2, Item 410	6 items

APB Copy to NLT - Agency  
Closed Out - 1/15/80  
JW

## 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>C. Letter of Compliance (LOC) Vessels (gas and chemical carriers) <i>case file</i></p> <p>D. Public Service Vessels (U.S. Navy, Corps of Engineers, Hospital) <i>case file</i></p> <p>E. Prospective commercial vessel building case file. Consists of correspondence with builder, architects and engineers <sup>regarding</sup> dimensions, designs, plans (also see item 410f)</p> <p>F. Vessel case / Project standard subject heading notice, form CG-4639.</p> <p>G. Specifications of commercial vessels. Thick bound manuals, books, too cumbersome for microfilming.</p>		

Destroy 10 years after letter of permit to enter U.S. ports has been issued. Transfer to WNRC 2 years after plan review and approval

Destroy 20 years after plan review and approval. Transfer to WNRC 2 years after plan review and approval.

(1) Destroy 5 years after initial submission of design if project is cancelled. (2) Merge with commercial vessel case file if project is developed (see item a (1) or (2)).

Maintain in CFA with CV building file. Destroy when vessel is certified/documented and assigned an official number.

Transfer to WNRC 1 year after vessel is certified/documented. Destroy when 10 years old or 1 year after vessel is lost, abandoned, de-

Amended by R. Wiese  
per D. Matthews  
12/31/79

**Request for Records Disposition Authority--Continuation**

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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>Background information relative to the new additions to item number 410. To date 76 cubic feet are ready for transfer <sup>or destruction, as appropriate.</sup> The inclusive dates of the records ready for transfer are 1937-1978. The records are filed alphabetically by vessel. The yearly accumulation rate is expected to be two cubic feet.</p> <p>troyed or scrapped (LADS) whichever is sooner.</p>	<p>[Amended by R. Wire per D. Matthews 1/3/80]</p>	

✓

or destruction