

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-026-80-04

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 6/3/2025

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Note: Item 277 is now restricted to records stored in the FRCs as of 1/97. See N1-206-97-001 item 277 for additional information.

Items 1, 2, 6, 44-46, 48, 52, 60-65, 67A&B, 79(B-C)-83, 87B,

104, 111A&B, 116-126, 152A&B, 153E, 154-155, 168-170, 172, 173B, 185-186, 188,

190, 192, 194-203, 204B, 205-207, 210-213, 214A-C, 215-219, 221-229, 232, 234-238, 240-245, 247, 249, 252-253, 255-256, 265-269, 273A, 274-276, 278-280, 292-293, 296(C1, D1&2, E,F,H), 297B&C, 298-299,

310, 312, 313, 315-333, 335B, 336B-D, 337-340, 342B, 343, 355(b-e), 356(b-c), 357, 359-363, 364A,C&D, 365-367, 369-370, 382A through 382D, 383, 395-402

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

GRS supersessions were at the agency's request, emails dated October 29, 2021 and March 14, 2024.

Reserved items: 7-43, 54-59, 68-78, 88-98, 105-106, 116-126, 134-144, 153C, 157-167, 174-184, 220, 231, 257-264, 281-291, 300-309, 334, 341, 344-354, 368, 371-381, 384-394

Item 3 is superseded by DAA-GRS-2020-0001-0003.

Items 4A and 4B are superseded by DAA-GRS-2013-0003-0011.

Item 5 is superseded by DAA-GRS-2020-0001-0003.

Item 6C2 is a records management instruction.

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Item 47A is superseded by N1-026-05-013, item 1.

Item 47B is superseded by N1-026-05-013, item 2.

Item 49 is superseded by DAA-0563-2012-0002-0005

Item 50 is superseded by DAA-0563-2012-0002-0002.

Item 51 is superseded by DAA-0563-2012-0002-0007.

Item 52 is a records management instruction.

Item 53 is superseded by DAA-0563-2012-0002-0006.

Item 66 is superseded by DAA-GRS-2016-0011-0001.

Item 79A is a records management instruction.

Item 84 is superseded by DAA-GRS-2016-0011-0014.

Item 85 is superseded by DAA-GRS-2013-0003-0001.

Item 86A is a records management instruction.

Item 86B is superseded by DAA-GRS-2016-0011-0005.

Item 87A is a records management instruction

Item 99(A, B, and C) is superseded by DAA-GRS-2019-0004-0001.

Item 100 is superseded by DAA-GRS-2016-0013-0001.

Items 101, 102 and 103A-C are superseded by DAA-GRS-2013-0003-0001

Items 107-108 are superseded by DAA-GRS-2013-0003-0001.

Item 109A is obsolete.

Item 109B is superseded by N1-026-06-008, item 1.

Item 109C-109N. DAA-GRS-2016-0011-0001 (GRS 5.4, item 010)

Item 110A is superseded by DAA-GRS-2013-0003-0001.

Item 110B is superseded by DAA-GRS-2013-0003-0004.

Item 110C is superseded by DAA-GRS-2013-0003-0001.

Item 110D is superseded by DAA-GRS-2013-0003-0012.

Item 110E is superseded by DAA-GRS-2016-0011-0001.

Items 111C, D, E, F G are records management instructions.

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Item 112A is superseded by DAA-GRS-2013-0005-0006 and DAA-GRS-2013-0005-0007.

Item 112B is superseded by DAA-GRS-2013-0005-0006.

Items 113-114 are superseded by DAA-GRS-2013-0005-0004.

Items 115A and B are superseded by DAA-GRS-2013-0005-0010.

Item 127 is superseded by DAA-GRS-2018-0002-0014.

Items 128A&B and 129 are superseded by DAA-GRS-2018-0002-0013.

Item 130-131 is superseded by DAA-GRS-2022-0001-0001.

Item 132 is superseded by DAA-GRS-2021-0001-0004.

Item 133 is superseded by DAA-GRS-2017-0010-0005.

Item 145. All records are destroyed. No more will be created.

Item 146 is superseded by DAA-GRS-2017-0010-0009.

Item 147A&B is superseded by N1-026-05-023, item 1.

Item 148 is superseded by DAA-GRS-2017-0010-0012.

Item 149 is superseded by DAA-GRS-2021-0003-0001.

Item 150 is superseded by N1-026-05-021, item 2.

Items 151 and 153A&B are records management instructions.

Item 152C. All records are destroyed. No more will be created.

Item 153D is superseded by N1-026-05-022, item 1.

Item 153F is superseded by N1-026-05-022, item 2.

Item 156 is a records management instruction.

Item 171. All records are destroyed. No more will be created.

Item 173A is superseded by DAA-0563-2019-0010-0002.

Item 187 is superseded by NC1-026-83-02, items 187A and 187B.

Items 189 and 191 are records management instructions.

Item 193 is superseded by NC1-026-84-06, items 193a and 193b.

Item 204A is superseded by NC1-026-84-06, item 204a.

Items 208A, 209, & 214D are records management instructions.

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Item 230 is superseded by N1-026-05-006, item 1.

Item 233 is superseded by N1-026-05-006, item 2.

Items 239A and 239B are presumed to be destroyed.

Item 246A is superseded by NC1-026-82-12, items 246a1 and 246a2; also, by N1-026-08-005, item 1d (for records dated 1968 forward).

Item 246 B is superseded by NC1-026-82-12, item 246b; also, by N1-026-08-005, item 1a (for records dated 1967 and prior)

Item 248 is superseded by N1-026-08-005, item 1a (for records dated 1967 and prior)

N1-026-08-005, item 1d (for records dated 1968 forward).

Item 250 is superseded by N1-026-08-005, item 1a (for records dated 1967 and prior)

N1-026-08-005, item 1d (for records dated 1968 forward).

Item 251 is superseded by NC1-026-82-12, item 251; also by N1-026-08-005, item 1a (for records dated 1967 and prior).

Item 254B is a records management instruction.

Item 254 is superseded by N1-026-08-005, item 1a (for records dated 1967 and prior).

Item 270 is superseded by NC1-026-84-06, items 270a and 270b.

Item 271 is superseded by NC1-026-84-06, item 271.

Item 272 is rescinded under NC1-026-84-06; records to be directed to codes 270a and 273.

Item 273B is superseded by NC1-026-84-06, item 273.

Item 277 is superseded by N1-026-97-001, item 277.

Items 294A and B are records management instructions.

Item 294C. All records are destroyed. No more will be created.

Item 295A1 is a records management instruction.

Items 295A2 and 295A3. All records are destroyed. No more will be created.

Item 296A is superseded by NC1-026-84-01, items 296a1 through 296a9.

Item 296B is a records management instruction

Item 296C2 is superseded by DAA-GRS-2016-0011-0015

Item 296I1 is superseded by DAA-GRS-2016-0011-0014

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Item 296I2 is superseded by DAA-GRS-2016-0011-0011

Item 297A is superseded by DAA-GRS-2013-0003-0002

Item 311A1 is superseded by N1-026-05-019, item 1

Item 311A2 is superseded by N1-026-05-019, item 1

Item 311B1 is superseded by N1-026-05-019, item 2

Item 311B2 is superseded by N1-026-05-019, item 2

Items 314 and 314B are superseded by DAA-GRS-2013-0003-0001

Item 335A was superseded by N1-330-04-001

Item 336A. We presume these records are destroyed.

Item 336E is inactive per ARO email 3/14/2024

Item 342A is a records management instruction.

Item 355A is superseded by DAA-0563-2019-0008-0004.

Item 356A is superseded by DAA-0563-2019-0008-0004.

Item 358 is superseded by DAA-0563-2019-0003-0002.

Item 364B is superseded by DAA-0563-2019-0003-0001.

Items 382E1 and 382E2 are superseded by DAA-GRS-2016-0011-0001 (GRS 5.4, item 010).

Item 403 was superseded by GRS 5.4, item 010 (DAA-GRS-2016-0011-0001).

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
CHIEF, MANAGEMENT ANALYSIS DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

MR. R. MARK ADAMS

5 TEL EXT

755-7960

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 61 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

4/23/80

D SIGNATURE OF AGENCY REPRESENTATIVE

C. A. BIONDO, CAPT, USCG

E TITLE

CHIEF, MANAGEMENT ANALYSIS DIVISION

7
ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9
SAMPLE OR
JOB NO

10
ACTION TAKEN

The attached proposed Coast Guard Field Records Control Schedule for the disposal of Field records is forwarded for approval. This schedule is broken down into 16 sections. Each section applies to a particular major office or special division and contains records of primary concern to said office or special staff divisions.

This schedule does not apply to Coast Guard records created before 1921. All Coast Guard elements will be advised to contact Coast Guard Headquarters, Paperwork Management Branch, for disposition of any such records.

417 items

*Mass Data Change Sheet will be forwarded with printed change. 7-19-82
Closed Out: 7-22-82: cm
Copies to Agency, NNB, NNS, & NNF*

COAST GUARD COMPREHENSIVE RECORDS CONTROL SCHEDULE NO. 2

TABLE OF CONTENTS*# of
series*

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Section 1 - ADMINISTRATION AND MANAGEMENT RECORDS

These records relate to the management administration of the various Coast Guard programs at area and district offices, Headquarters units, Coast Guard Activities Europe and district units. Specialized records relating to the management of military personnel, financial matters, engineering programs, operations, etc. are covered in other parts of this schedule.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

1. Directives and Publications

Issued by the Area Commanders, District Commanders, Commanding Officers of Headquarters Units and Commander, Coast Guard Activities Europe.

a. Original of directive or publications,

PERMANENT. Transfer to FRC 1 year after superseded or cancellation. Offer to NARS 20 years after superseded or cancelled in 5 year blocks.

b. All other copies.

DESTROY when superseded or cancelled.

2. General Correspondence Files

General Administrative correspondence files for routine administrative or housekeeping purposes

DESTROY when 2 years old.

3. Management Improvement Reports

Copies of management improvement reports submitted to the Office of Management and Budget, and related analysis feeder reports.

DESTROY 2 years after submission of report.

4. AUDIT by GAO and OST

a. General administrative correspondence on audit activities at district offices, Headquarters units, afloat and ashore activities.

DESTROY when 3 years old.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

AUDIT GAO and OST (cont'd)

- b. Records of GAO and OST audits.

DESTROY when 3 years old.

5. DOT Annual Report

Copy of Coast Guard portion of DOT annual report submitted to the Department of Transportation and related feeder reports.

DESTROY 1 year after DOT annual report is printed.

6. Inspection Reports

- a. Originals of Area and District Inspection Office Inspection Reports.

DESTROY after completion of 2 subsequent inspections or when administrative usefulness ends, whichever is sooner.

- b. Completed Check Lists.

DESTROY completed check lists and other background material when 2 years old or when no longer required for administrative purposes, whichever is later.

- c. Inspection Schedule.

- (1) Material used for reference in inspecting office.

DESTROY when superseded or obsolete.

- (2) Material relating to a floating unit on re-assignment to another jurisdiction.

Forward immediately all previous reports and associated items to gaining inspector.

- (3) Inspection Historical File.

DESTROY 1 year after decommissioning or disestablishment of unit.

7 - 43. RESERVED.

Section 2 - BOATING, PUBLIC AND CONSUMER AFFAIRS RECORDS

These records relate to the administration and operation of the Recreational Boating Safety Program at district offices and field activities. The program is aimed at reducing accidents, injuries and fatalities related to the operation of pleasure craft on the waters of the United States and its possessions by the enforcement of Federal laws and regulations governing recreational boating, educating the public, maintaining liaison with State Boating Law Administrators and organizations concerned with boating safety to encourage uniformity and reciprocity of boating laws and regulations, etc. In addition, this section contains disposition instructions for Public and International Affairs.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

44. Law Enforcement Agreements

Original of Coast Guard/State
Law Enforcement Agreements.

DESTROY 3 years after superseded
or obsolete.

45. Conference Records

Minutes of conferences with State
Boating Law Administrators.

DESTROY when 3 years old.

46. Boating Investigations and Reports

a. Investigations of boating fatalities (marine casualties).

(1) Reports of Investigation.

DESTROY 5 years after investigation
is completed.

(2) Marine Boards.

DESTROY when 10 years old.

b. Boating Accident Report case files.

DESTROY 1 year after final action.

47. Applications for Numbers

a. Application for numbers for undocumented vessels.

DESTROY 3 years after expiration of
permit or loss of vessel.

b. Current Computer or Word Processor Retrieval System of vessel registration. These systems consists of informa- tion abstracted from the certi- ficates and other documents which accompanied the vessel owners application. If none of the above documents are avail- able, establish and maintain a card or similar file system for recording vessel numbers issued.

TRANSFER current records to states
or territories when an approved num-
bering system has been adopted by the
state or territory.

DESTROY non current documents and
and cards when superseded or obsolete.

DESCRIPTION OF RECORDS

AUTHORITY AND DISPOSITION

48. Boarding Files

a. Unit copies of boarding forms, including those where violation was present and those where it was not, and related papers.

DESTROY 3 years from date of boarding.

b. Notifications to Manufacturers of Factory Visit Findings.

DESTROY 3 years after visit is completed.

49. Public Releases

Public releases issued by the Public Information Officer.

PERMANENT. Transfer to FRC when 10 years old. Offer to NARS when 20 years old in 5 year blocks.

50. Biographical Data

Biographical data containing photographs and press releases concerning individual service personnel.

DESTROY when superseded or obsolete or when individual is transferred or separated.

51. Photograph Files

Photographic negatives, prints and motion picture film of Coast Guard vessels, units and activities.

a. Motion picture film

Forward to Commandant (G-BPA) when 5 years old. Headquarters dispose of IAW Headquarters Records Control Manual (HQINST M5212.6, item 46).

b. Still pictures, negatives and prints.

Forward to Commandant (G-BPA) when 5 years old. Headquarters dispose of IAW Headquarters Records Control Manual (HQINST M5212.6, item 46).

52. Video Tape Files

Video tape recordings of agency produced or sponsored public affairs programs, news releases, or information reports

Forward to Commandant (G-BPA) when 5 years old. Headquarters dispose of IAW Headquarters Record Control Manual (HQINST M5212.6, item 51c).

(Change per conversation w/ J. Doran and JLH, 6-8-82.)

53. Reference File

General reference file containing correspondence, memoranda, media clippings and articles, other processed and printed material concerning Coast Guard activities used as reference material in the work of the Public Affairs Officer.

DESTROY when superseded or obsolete.

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

54 - 59. RESERVED.

Auxilliary Record60. Board Meetings

- a. Copies of minutes of district board meetings, decisions and recommendations of district boards.

DESTROY when 10 years old. Transfer to FRC when 5 years old.

- b. Annual schedule of District Board Meetings.

DESTROY when 3 years old.

61. News Articles on Auxiliary Activities

DESTROY when 1 year old.

62. Individual Personnel Folders

Personnel Jackets for members of Coast Guard Auxiliary.

DESTROY when 30 years old. Transfer to FRC 2 years after disenrollment or death of member.

63. Unit Personnel Files

- a. Annual District directory of Auxiliary officers, and each amendment thereto.

DESTROY when 10 years old. Transfer to FRC when 3 years old.

- b. Copies of reports of change of address of district commodores, district vice commodores and district rear commodores.

DESTROY when 1 year old.

- c. Quarterly Flotilla Rosters and monthly alphabetical listings.

DESTROY when 2 years old.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

64a Reports Files.

- | | |
|--|--|
| a. Copies of reports of newly qualified Operational members and requests for AUXOP Certificate. | DESTROY when 3 years old. |
| b. Copies of reports to Director, National Ocean Survey of names, addresses, flotilla designation, and charts requested for newly chartered flotillas. | DESTROY when 3 years old. |
| c. Files of current Facility Inspection and Offer of Use Reports. | DESTROY 3 years after facility is no longer used by the Coast Guard. |

65a CME and Facility Decals

- | | |
|--|---------------------------|
| Records of all CME and Facility Decalomania, by serial number, issued to members of the Auxiliary. | DESTROY when 3 years old. |
|--|---------------------------|

66. Excess Property

- | | |
|---|---------------------------|
| Files of Auxiliary unit requests for excess property or material. | DESTROY when 3 years old. |
|---|---------------------------|

67. Cumulative Summary

- | | |
|--|--|
| a. Weekly Cumulative Summary by District and Monthly Cumulative Division Summary by Flotilla | DESTROY final report of year when 4 years old. |
| b. All other copies. | DESTROY when 2 years old. |

68 - 78. RESERVED.

Section 3 - ENGINEERING RECORDS

These records relate to the administration and operation of the engineering programs at Coast Guard district offices, Headquarters units, and other field activities concerned with the design and construction of shore and marine structures and the construction, repair, maintenance, outfitting and approved alteration of cutters, vehicles, aids to navigation, shore and marine structures, machinery, electronic equipment, etc. Records peculiar to the Coast Guard Aircraft Repair and Supply Center and the Yard are listed under separate headings.

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION79. Real Property Files (Site Files)

- | | |
|---|--|
| a. Original deeds, and record copies of improvements on shore facilities, proceedings of Boards of Survey and correspondence. | FORWARD to Headquarters (G-FLP)a Headquarters dispose IAW Headquarters Records Control Manual (HQINST M212a6) a (item 221 & 224) 6-23-82 ✓ |
| b. Copies of records for improvements on shore facilitiesa | DESTROY 3 years after facility is eliminateda |
| c. Copies of proceedings of the Boards of Survey with related correspondence. | DESTROY 3 years after disposal of property. |

80. Electronics Engineering Files

- | | |
|---|--|
| a. Electronics equipment case files containing correspondence, memorandum reports, plansa and authorizations pertaining to the acquisition, maintenancea repairs, and design of a particular type of equipment. | DESTROY 1 year after disposal of equipmenta |
| b. Copies of plans and blueprints for installation of electronic equipmenta | DESTROY when superseded or obsolete. |
| c. Copies of landline installation records and related papers describing the landline facilities for specified areas. | DESTROY when superseded or obsoletea |
| d. Copies of right of way permits for landlines, with related papersa granted to the Coast Guard by Government agencies, local government units and private firms. | DESTROY 3 years after installation is abandoned or expiration of permit, whichever is later. |

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

Electronics Engineering Files (cont'd)

- | | |
|---|---------------------------|
| e. Correspondence, memorandums, and reports, relating to the installation and maintenance of electronic installations of Coast Guard units. | DESTROY when 3 years old. |
|---|---------------------------|

81. Cutter and Boat Files

- | | |
|---|---|
| a. Copies of cutter and ordnance plans and specifications. | DESTROY when superseded or obsolete or after disposal of cutter. |
| b. Copies of survey reports pertaining to serviceability of cutters. | DESTROY 1 year after transfer or disposal of cutter. |
| c. Allowance lists/CALMS pertaining to the allowance of equipment, spare parts, and supplies to cutters of specified classes. | DESTROY when superseded or 1 year after disposal of cutter. |
| d. Cutter case files containing correspondence, memorandums, reports, plans, dry-docking reports, contracts, and work authorizations pertaining to the acquisition, maintenance, repairs and construction of a particular cutter. | DESTROY 1 year after disposal of cutter. |
| e. Class shipalts and boatalts. | DESTROY 1 year after last cutter or boat of class is disposed of. |
| f. Boat records and machinery indexes/CALMS containing a general description of the hulls and main engines, for boats under 65 feet in length, with descriptive information. | DESTROY when superseded or obsolete. |
| g. Drydocking reports. | DESTROY 1 year after disposal of cutter. |

AUTHORIZED DISPOSITION

DESCRIPTION OF RECORDS

82e Hull and Machinery Files

- a. Quarterly Hull and Machinery Reports and other reports pertaining to the condition, repair, and renewal of hull and machinery.
 - b. Machinery logs containing an operating record of installed equipment.
- DESTROY 3 years after transcribing into Hull History and Machinery History.
- DESTROY when 3 years old.

83e Damage Control Files Pertaining to Inspection for the Prevention of Damage

DESTROY when 1 year old.

84e Vehicle Files

General subject file on vehicles containing correspondence and reports.

DESTROY when 3 years old.

85e Planning Files

Advance planning file containing project reports for AC&I (on Forms CG-2618 series or equivalent) and Unit Development Plans describing work proposed, cost estimates, justifications with related charts, drawings, maps or photographs as needed.

DESTROY 3 years after project is completed.

86e Photograph Files

- ae Photographs of Coast Guard shore units construction project.
- b. 35mm and 105mm negatives of drawings of active shore units.

FORWARD to Headquarters (G-BPA) after unit is deactivated. Headquarters dispose of IAW Headquarters Records Control Manual (HQINST M5212.6, item 115), and item 46). — 6-23-82

FORWARD to Headquarters (G-ECV) Headquarters screen IAW Headquarters Records Control Manual (HQINST M5212.6, items 116 and 117).

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

87. Equipment and Systems Drawings
(Tracings)

a. Original AS BUILT drawings (tracings) of aids to navigation equipment and minor structures; oceanographic and marine environmental protection (MEP) equipment and sensor systems.

FORWARD to Headquarters (G-EOE). Headquarters screen and dispose of IAW Headquarters Records Control Schedule (HQINST M5212.6). *Um*

(Items 117, 147, 149, 150, 151)

b. All other copies.

DESTROY 1 year after discontinuance of equipment or system.

88 - 98. RESERVED.

Section 4 'SCAL, ACCOUNTING AND SUPPLY RECORDS
(includes ADP Records)

These records are accumulated in connection with fiscal, accounting, supply, and other comptroller-type operations of Coast Guard field activities. Regardless of disposal periods fixed by this schedule, records pertaining to matters listed below shall not be destroyed without specific written approval of the General Accounting Office in each instance:

- a. An outstanding exception by the General Accounting Office or internal auditors;
- b. An unsettled claim by or against the Government;
- c. A case under current or pending litigation;
- d. An incomplete investigation.

When a claim has been filed on a procurement action or when there is reasonable expectation that claim is about to be filed, all pertinent records should be segregated from other procurement files. If any pertinent records are in a Federal Records Center, the center should be asked to hold them until further notice. When such files are no longer to be earmarked for indefinite retention because a claim has been adjudicated or if no claim is filed, the center should be advised.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

99. Payroll Files

- a. Closed military pay records. FORWARD to Commandant (G-FPS). Headquarters dispose of IAW with Headquarters Records Control Manual, (HQINST M5212.6, item 227).
- b. Commanding officer's pay record orders with supporting papers. DESTROY 2 years after GAO audit or when 3 years old, whichever is sooner.
- c. Copies of payrolls, military. DESTROY 6 months after end of the pay period.

100. Letters of Designation for ADO's Cashiers, ACO's and Alternates

DESTROY 4 years after termination of designation.

101. ADO's Cash Books and Subsidiary Accounts and Cashier Ledger Accounts

DESTROY 10 years after the close of the fiscal year involved.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

102. Time and Attendance Cards
(salmon copies)

DESTROY after GAO audit or when
3 years old, whichever is sooner.

103. Shipping Records, Bills of
Lading.

a. Issuing Office memoran-
dum copies

DESTROY when 3 years old.

b. All other copies.

DESTROY when 1 year old.

c. Bills of Lading Registers.

DESTROY 3 years after final entry
on register.

104. Boards of Survey Files

Proceedings of Boards of
Survey with related
correspondence.

DESTROY 2 years after date of
survey action or date of posting
medium.

105a RESERVED.

106. RESERVED.

107. Work Order Files

Completed and pending work
orders containing labor and
material chits, cost
recapitulation sheets and
shop orders

DESTROY 3 years after completion
of work.

108e Expenditure Transaction Files

EAM cards: Expenditure
Transactions Monthly Sum-
mary Cards, Closed Accounts
Payable Cards, Closed Obli-
gations Cards.

DESTROY after end of next calendar
quarter following quarter in which
produced.

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION109. Inventory Control Point Records
(AICP, E/GICP/SICP)

- | | |
|---|---|
| a. Reports reflecting the results of tests by chemical analysis and other media of material purchased for Coast Guard use. | DESTROY when superseded or when obsolete. |
| b. Inventory and stock record cards and reports of all supporting and related documents pertaining to storage and stocking of material for Coast Guard use. | DESTROY after 2 years except for disposal of inventory tags which will be in accordance with paragraph 3D03007, Comptroller Manual. |
| c. Specification files used for procurement of Coast Guard material. | DESTROY when superseding specification is received. |
| d. Stock records. | |
| (1) Stock Record Cards | DESTROY 2 years after discontinuance of item or 1 year after balance has been transferred to new card. |
| (2) Computer stock record file. | DELETE from computer record 1 year after discontinuance of stocking of item. |
| e. Catalog revision files. | DESTROY 2 years after change appears in catalog. |
| f. Stock status reports. | DESTROY 2 years after submission of new report. |
| g. Reports of inventory of weapons. | DESTROY when 2 years old. |
| h. Copies of ordinance history cards | DESTROY when 2 years old. |
| i. Coast Guard stock list for which cataloging is responsible. | DESTROY as revised, keep superseded copy for 5 years. |
| j. DOD Federal Supply Cataloging Material. | DESTROY when superseded by revised edition. |
| k. Federal and Military Standard and Specifications Qualified Products List including CG MIL specifications and Purchase Descriptions. | DESTROY when superseded or complete revision occurs |

INVENTORY CONTROL POINT RECORDS
(AICP, E/GICP/SICP) (cont'd)

- 1. Concurrences (with or without comments on standardization projects and simplifications studies)
 - m. Federal Item Identification Guides
 - n. Record copies relating to development of data on CG items of supply, and assignment of stock numberse

DESTROY when 5 years old

DESTROY as superseded

110. Non-Appropriated Fund

- a. Letter(s) of authorization for Coast Guard NAF Activities
 - b. Records of Coast Guard NAF property
 - c. Records and supporting documents for administration of Coast Guard NAF activities, including bank statements, check books, cash books, cancelled checks, property and stock records, expenditure vouchers, purchase orders, vendors' invoices, payroll and personnel records, package store safe chits, daily activity records, guest register cards, stub requisitionse food and beverage cost control sheets, petty cash vouchersse reports and related paperse
 - d. Original commissary reportsse (District office)
- DESTROY when 3 years old.
- DESTROY 3 years after disestablishment of exchange
- DESTROY 3 years after disposal of propertyse
- DESTROY records 6 years 3 months, after period covered by the accounts

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITIONNon-Appropriate Fund (cont'd)

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|---|---------------------------|
| <ul style="list-style-type: none"> e. Copies of logistics records such as commissary reports, clothing reports, inventory reports, requisitions, invoices and vouchers, purchase orders on which delivery of material or services has been made, receipts for which the material or funds have been accounted for, and copies of all other related papers on which the required action has been completed; except those on file in the assistant disbursing officer's account. | DESTROY when 3 years old. |
|---|---------------------------|
- III. Firearms and Ammunition NAF, records pertaining to purchase and sale of firearms and ammunition. (Disposal periods subject to changes in accordance with current Bureau of Alcohol, Tobacco and Firearms directives.)
- | | |
|--|--|
| <ul style="list-style-type: none"> a. Record of sale or other distribution of ammunition. b. Record of ammunition received. c. Firearms transaction forms (Treasury Department Form 4473). d. Record of acquisition and disposition of firearms. e. Firearms or ammunition businesses succeeded by new licensee. f. "In-house (Agency) change of business control or manager g. Discontinued firearms or ammunition businesses. | <ul style="list-style-type: none"> DESTROY 2 years after date of last entry. DESTROY 2 years after date of last entry. Retain on licensed premises as an active file. Do not retire to FRC. Retain on licensed premises as an active file. Do not retire to FRC. Transfer all records to new owner/successor. Successor must obtain own Federal Firearms License. All records remain with new manager. Notify regional regulatory administrator (ATF) of change of control. Transfer all records within 30 days after business is discontinued to the regional regulatory Administrator (ATF) Region in which the business was operated. (See note) |
|--|--|

NOTE: Where state law or local ordinance require the delivery of records to other responsible authority, the regional administrator (ATF) may arrange for delivery of the records to such authority.

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITIONAUTOMATIC DATA PROCESSING RECORDS112. Planning and ADP Equipment Acquisitions

- a. Feasibility studies for any technology or equipment associated with information management systems such as word processing, copiers, micrographics and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically involve a consideration of the alternatives to the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.

DESTROY when the completed study is 5 years old.

- b. Documents relating to planning and preparing for acquisition of automatic data processing equipment, auxiliary equipment and attachments for existing equipment; system specifications, manufacturer's proposals and evaluations thereof; documents relating to installation of equipment reports of readiness reviews.

DESTROY 2 years after equipment is released

113. Equipment Performance Evaluation Reports

DESTROY 2 years after performance evaluation.

114. Benchmark Reports

DESTROY 2 years after installation of system.

115. ADP Standards

- a. Documentation relating to National, Federal, DOT and Coast Guard ADP standards
- b. Documentation relating to establishment, review and approval of DOT/CG standard data elements and representations.

DESTROY when superseded or obsolete.

DESTROY 2 years after cutoff or publication of data elements and representations.

116 - 126a RESERVED.

Section 5 - CIVIL RIGHTS RECORDS

These records reflect civil rights activities in the Coast Guard covering implementation and evaluation of programs reflecting to the civil rights of civilian and military personnel and equal opportunity compliance as require by Title VI of Civil Rights Act of 1964 and Executive Order 11246, as amended.

<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
127. <u>Contract and Title VI Compliance Records</u>	
Records pertaining to contract and Title VI Compliance including mediation material case files and related material.	DESTROY 7 years after subject contractor is no longer active. Transfer to FRC 5 years after inactives
128. <u>Receipt and Processing Records</u>	
Official Discrimination Complaint Files. Originating agency file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222	
a. Civilian Employees Official Equal Opportunity Case File resolved within the agency, by EEOC, or by a U.S. Court.	DESTROY 4 years after resolution of case.
b. Military members case files and all background documents pertaining to the case.	DESTROY 4 years after resolution of case.
129. <u>Records of Appeals and Descisions Discrimination Complaint Cases</u>	DESTROY 4 years after resolution of case.
130. <u>Periodic Reports on Program Review and Miniority Group Employment, etc.</u>	DESTROY when 5 years old.
131e <u>Seminar Reports</u>	DESTROY when 3 years old.

RESERVED

Section 6 - SAFETY PROGRAMS RECORDS

These records relate to the development, implementation and administration of a safety program to provide maximum practical degree of safety for personnel, equipment, and other resources for which the Coast Guard is responsible, embracing the fields of general safety, flight safety, surface vessel safety, fire safety, driver safety, and industrial safety.

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

132. Accident Reports and Other
Correspondence Relating to
Safety Matters

DESTROY when 5 years old

133. Sound Level Survey.

Includes sound level data collected which identifies specific noises, source of noise, hazardous areas, names of civilian and military personnel exposed to the noise in the area.

DESTROY when 20 years old.
Transfer to FRC when 5 years old.

134 - 144. RESERVED.

RESERVED

The records described in this section relate to the development and administration of a medical care program for Coast Guard personnel and their dependents and the administration of a health service program for civilian employees.

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
145. <u>Medical and Dental Appointments (Daily).</u>	DESTROY when 6 months old.
146. <u>Physical Examination Records</u>	Forward original to Headquarters for inclusion in Headquarters medical record. Headquarters dispose IAW Headquarters Records Control Manual (HQINST M5212.6).
Physical Examination Records (Medical Board Report Cover Sheet such as NAVMED 6100/1; Reports of Medical Examinations and Reports of Medical Histories such as SF-88, SF-93, and SF-506).	
147. <u>Laboratory Records</u>	
a. Laboratory records (laboratory reports such as SF-545 through 557).	Transcribe information to SF-600 and place in individual's health record. DESTROY when 1 year old.
b. Laboratory logs.	DESTROY when 2 years old.
148. <u>Prescription Records</u>	
Prescription files containing general alcohol, narcotic, and barbiturate prescriptions required by Coast Guard personnel and their dependents.	DESTROY when 3 years old.
149. <u>International Certificates of Vaccination (PHS Form 731)</u>	Upon final separation from Coast Guard deliver certificate to individual.
150. <u>Alcohol Prescription, Narcotic and Controlled Drug Logs</u>	DESTROY when 5 years old.

DESCRIPTION OF RECORDSAUTHORITY AND DISPOSITION151. Personnel Records

Personnel records of Public Health Service officers detailed to Coast Guard.

Upon completion of Coast Guard assignment, transfer records to: Commission Personnel Operation Division, Parklawn Building, Rm. 4A-10, 5600 Fisher Lane, Rockville, MD. 20852 (PHS Disposal Schedules apply)

152e Physical Evaluation Board Records

- | | |
|--|--|
| a. General correspondence files relating to administration of Board. | DESTROY when 2 years old. |
| b. Case files of Board's proceedings (copies) | DESTROY 1 year after final action is directed by the Commandant. |
| c. Index cards of Board's cases. | DESTROY when 5 years old. |

153e Health and Medical Records

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|---|---|
| a. Official Military Health and dental Record of Active and Reserve Personnel. The Official Military Health Record is part of the Official Military Personnel file and should be forwarded with that file for active duty and reserve personnel. | Handle in accordance with Chapter 4, of Medical Manual. Forward to Commandant G-PE, G-PO or G-RA as appropriate, following separation. Headquarters dispose IAW Headquarters Records Control Manual (HQINST M5212.6). |
| b. Medical X-rays (70mm X-ray film) | Forward to Headquarters for inclusion in individual's Headquarters medical jacket. Headquarters dispose in IAW Headquarters Record Control Manual (M5212.6). |
| c. <u>RESERVED.</u> | |
| d. Medical X-rays, X-ray logs or their index records other than 70mm X-ray film and entrance and separation X-rays covered above, relating to military personnel and their dependents. (These X-rays consist of photographic negatives made with aid of X-rays which are used in medical diagnosis to locate fractures, malformations and pathological conditions of tissue). | DESTROY when 5 years old by salvaging. |

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITIONHealth and Medical Records (cont'd)

- e. Photofluorographic logs such as NAVMED 1161.
- f. Reports, logs and forms not otherwise provided for and used for the administration of medical activities and in the treatment of patients.

DESTROY 10 years from date of latest entry. Transfer to FRC when 5 years old.

DESTROY when 3 years old.

154. Clinical Health Records.

These records include documents pertaining to Coast Guard active duty military, reservist, military dependents, retirees, humanitarian and foreign nationals cases. Included are clinical folders for each individual containing medical and dental forms and related documents of outpatient/inpatient treatment.

- a. Military personnel clinical records (active duty, reservist and retired personnel)
 - 1. Outpatient
 - 2. Inpatient
- b. Military dependent clinical records, and humanitarian cases.
 - 1. Outpatient

Transfer to NPRC(MPR) 9700 Page Boulevard, St. Louis, MO 63132, 2 years after last activity. DESTROY 50 years from the date of the latest document in record.

Transfer to NPRC(MPR) 9700 Page Boulevard, St. Louis, MO 63132, 2 years after last activity. DESTROY 50 years from the date of the latest document in record.

Transfer to NPRC(CPR) 111 Winnebago Street, St. Louis, MO 63118, 2 years after last activity. DESTROY 25 years from the date of the latest document in record.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

2. Inpatient

Transfer to NPRC(CPR) III Winnebago Street, St. Louis, MO 63118, 2 years after last activity. DESTROY 25 years from the date of the latest document in record.

c. Foreign Nationals and their dependents, Clinical records. Includes individuals who use Coast Guard facilities for training

Provide a copy of the records to Head of the Household or to the government of the individual. Transfer to NPRC (CPR) III Winnebago Street, St. Louis MO 63118g 1 year after last activity. DESTROY 25 years from the date of the latest document in record.

1550. Medical Equipment and Supply
Records.

Precious metal issue records and statement and inventory.

156. Civilian Employees Health Services
Records.

SEE GENERAL RECORDS SCHEDULE
NO. 1 (Items 19, 20a & b, 21 & 22) 000000

157 - 167. RESERVED.

SECTION 8 - LEGAL RECORDS

The records in this section relate to the Coast Guard legislative program, military justice claims and litigation, enforcement of federal maritime laws and other laws affecting the Coast Guard and its personnel.

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION168a Courts-Martial Files

Copies of legal documents and related records pertaining to summary, special and general courts-martial proceedings.

DESTROY when 3 years old or when no longer needed for reference purposes, whichever is later.

169a Civil Penalty Appeals Case Files

DESTROY 10 years after case is closed. Transfer to FRC 5 years after case is closed.

170a Navigable Waters Determinations and research materials provided by District Staffs.

DESTROY when 3 years old or when no longer needed for reference purposes, whichever is later.

171a Copies of Formal Boards of Investigation. Includes significant (substantial loss or destruction of property or personal injury) Line of Duty Investigations-Boards of Survey, and Casualty Investigations resulting from motor vehicle, aircraft and vessel accidents.

DESTROY when 3 years old or when no longer needed for reference purposes, whichever is later.

172a Record relating to claims for and against the United States incident to operation of the Coast Guard.

a. Official record.

DESTROY 8 years after close of case. Transfer to FRC 1 year after close of case.

b. All other copies

DESTROY when 3 years old or when no longer needed for reference purposes, whichever is later.

173a Records relating to all litigations by and against the United States in which the Coast Guard has an interest.

a. Official record.

DESTROY 8 years after close of case. Transfer to FRC 1 year after close of case.

DESCRIPTION OF RECORDS

173e b. All other copies.

174 - 184e RESERVED.

AUTHORIZED DISPOSITION

DESTROY when 3 years old or when no longer needed for reference purposes, whichever is later.

Section - COMMERCIAL VESSEL SAFETY RECORDS

These records relate to the administration and operation of the Commercial Vessel Safety program which includes the inspection of vessels; documentation of vessels; the investigation of marine casualties and accidents; the licensing, certification, shipment, and discharge of seamen; the enforcement of vessel inspection, navigation, and seamen's laws in general; port safety and security; and marine environmental protection.

<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>District (m) Offices</u>	
185a General correspondence files.	DESTROY when 2 years old.
186. Administrative penalty case files.	DESTROY 3 years after case is closed.
187. Copies of reports of investigation to include Forms CG-924E (Report of Personal Injury or Loss of Life) and CG-2692 (Report of Marine Casualty (or Accident), letters of transmittal.	DESTROY when 5 years old.
188a Copies of Marine Boards of Investigation.	
a. Copies that refer to the district where a Marine Board of Investigation was convened.	DESTROY when 5 years old.
b. Copies of Marine Board of Investigations sent to other districts.	DESTROY when 2 year old.
c. Copies of correspondence and related material pertaining to the conduct, physical or mental incompetency of merchant seamen.	DESTROY when 1 year old
189. Copies of Commandants' decisions on appeals under RS 4450a	Retain in Document Inspection Facility for public inspection (see Part 7, CFR 49). (Nonrecord) <i>JA</i> 6-23-82
190a Administrative Law Judges' Opinions and Orders.	DESTROY when 2 years old.
191. National Transportation Safety Board Decisions and Ordersa	Retain in Document Inspection Facility for public inspection (see Part 7, CFR 49). (Nonrecord) <i>JA</i> 6-23-82

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

District (m) Offices (cont'd)

192. Law Bulletins.

DESTROY after opinions and decisions no longer constitute binding authority.

Merchant Marine Technical Branch (mmt)

193. Construction, conversion and alteration plans and related correspondence for merchant vessels (commercial vessel case files).

TRANSFER to COMDT (G-MP-4) 1 year after work on a particular vessel is complete as evidenced by issue of certificate, stability letter, letter of compliance or official report. Headquarters dispose in accordance with Headquarters Manual (HQINST M5212.6, item 410).

194. Plans, parts lists, etc., which have been specifically furnished to aid in vessel systems installation review.

DESTROY on receipt of superseding issues (i.e., fire extinguishing system typical installation plans, parts lists, etc.).

195. Correspondence related to item 194 above.

DESTROY when superseded or obsolete.

196. Workload reports compiled for Headquarters use.

DESTROY when superseded or obsolete.

197. Miscellaneous records (routine administrative records of temporary value not provided for elsewhere).

DESTROY when 2 years old.

Officer-in-Charge, Marine Inspection

198. Copies of Summary Overtime Services Performed (CG-829), original Application for and Certificate of Overtime Services (CG-830), and memorandum type individual record of overtime performed.

DESTROY 6 years after statute of limitations to bar further claim, or DESTROY 3 years after clearance by audit.

199. Copy of Collection Voucher-Overtime Services (CG-832c).

DESTROY 2 years after date of document.

Inspection Department

200. Equipment approvals

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

Inspection Department (cont'd)

a. Plans.	DESTROY when equipment approval is terminated.
b. Related correspondence.	DESTROY when equipment approval is terminated.
c. 5" x 8" cards	
(1) White (Equipment-new or renewal).	DESTROY upon receipt of white renewal or blue termination card.
(2) Blue (Equipment terminations).	DESTROY upon receipt of white reinstatement card.
d. CGHQ-10030. Advance copy (flimsy).	DESTROY upon receipt of 5'ax 8'aaaaa white or blue cards.
201. Welding and Nondestructive Examination Procedures.	DESTROY superseded procedures material when updated material is received (i.e., catalog changes).
202. Original or initial vessel inspection files (including subchapter T vessels) containing inspection applications, certificates, and books; application for waivers of navigation laws and waiver order; SOLAS certificates; F.C.C. certificates; construction and equipment data and correspondence pertaining thereto. May also include plans, approval letters, specifications, bills of material and related correspondence similar to item 193.	PERMANENT. Transfer to FRC 5 years after the initial inspection. Offer to NARS when 30 years old in 5 year blocks.
203. Vessel inspection files (other than original, or initial files), including subchapter T vessels containing inspection applications, certificates and books; application for waivers or navigation laws and waiver order;	DESTROY 10 years after completion of inspection. Transfer to FRC 5 years after completion of inspection.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

Inspection Department (cont'd)

SOLAS certificates; F.C.C. certificates; construction and equipment data and correspondence pertaining thereto.

204. Plans, approval letters, specifications; bills of material, and plan review correspondence for new construction, alteration or conversion of vessels including pressure vessels. This section does not apply to Subchapter T vessels except for pressure vessels.

a. If review and approval action was accomplished at MIO.

Transfer to COMDT (G-MP-4) when work is completed as evidenced by a certificate, amendment, stability letter, letter of compliance, or official report. Headquarters dispose IAW Headquarters Record Control Manual (HQINST M5212.6, item 410).

b. Reviews and approval accomplished by COMDT (G-MMT) or a Merchant Marine field technical branch.

DESTROY when work is completed.

205. Monthly reports of inspection activities.

DESTROY when 2 years old.

206. Original or initial Certificates of Foreign Vessel Control Verification, Inspection Booklet, Cargo Ship Safety Equipment Certification and Pollution Letters of Certification/Non-Certification.

DESTROY immediately after notification that vessel is lost, scrapped, destroyed or abandoned.

207. Subsequent Certificates of Foreign Vessel Control Verification, inspection Booklet, Cargo Ship Safety Equipment Certification.

DESTROY ^{when} 10 years ^{old} after completion of inspection. Transfer to FRC 5 years after completion of inspection.

Change per conversation with Tony Smith. JH 6-21-82

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITIONInspection Department (cont'd)

208. Plans, specifications for construction of boilers and components.

a. Plans approved by BMIN personnel prior to March 1942. (Record copy.)

Forward to COMDT (G-MP-4). Headquarters dispose IAW Headquarter Records Control Manual (HQINST M5212.6, item 413h).

b. Copies of plans approved subsequent to March 1942. (Originals at Headquarters.)

DESTROY when 2 years old.

209. Manufacturer's Data Report Form CG-2936.

TRANSFER to COMDT (G-MP-4) 5 years after equipment is installed. Headquarters dispose IAW Headquarters Records Control Manual (HQINST M5212.6, item 413o).

210. X-rays of welded boiler plates.

DESTROY after acceptance of completed work.

211. X-rays of spot welding on vessels undergoing inspection.

DESTROY after acceptance of completed work.

212. X-rays of spot welding on defective castings.

DESTROY after acceptance of completed work.

213. Miscellaneous records (routine administrative records of temporary value not provided for elsewhere).

DESTROY when 2 years old.

Pressure Vessel Plans (Miscellaneous)

214. Plans for miscellaneous pressure vessels, when not assigned to ship's case file.

a. For those pressure vessel plans approved by Commandant (G-MMT) and copies of plans sent to cognizant OCMI and district (mmt)

DESTROY plans held by OCMI and district (mmt) after work is completed.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

Pressure Vessel Plans (Miscellaneous (Cont'd))

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| b. For those pressure vessels plans approved by district (mmt) and copies of approved plans sent to Commandant (G-MMT) and cognizant OCMI. | DESTROY plans held by OCMI (mmt) and OCMI after work is completed. |
| c. For those pressure vessel plans approved by district (mmt) and plans sent only to cognizant OCMI. | DESTROY plans held by OCMI when work is completed. The district (mmt) shall transfer the approved plans to Commandant (G-MP-4) when they are no longer needed. Headquarters dispose IAW Headquarters Records Control Manual (HQINST M5212.6o item 413i). |
| d. For those pressure vessel plans approved by an OCMI. | Transfer plans to Commandant (G-MP-4) when work is completed and plans are no longer needed. Headquarters dispose IAW Headquarters Records Control Manual (HQINST M5212.6, item 413i). |

Port Operations Department

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|--|---------------------------------------|
| 215. Ship's file containing requests to load explosives, copies of permits, stowage plans, lighter permits, and related correspondence pertaining to particular vessels. | DESTROY when 1 year old. |
| 216. Annual applications for mooring permits in Federal anchorage | DESTROY after issuance of new permit. |
| 217. Anchorage check list of vessels in Federal anchorage. | DESTROY when 1 year old. |
| 218. Incoming ship's lists received from Collector of Customs giving names of vessels entering port. | DESTROY when 1 year old. |
| 219. Port Safety and Security/Marine Environmental Protection Activities Report (Quarterly) (G-WPE) | DESTROY when 2 years old. |

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

Port Operations Department (cont'd)

220. RESERVED.

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| 221. General administrative correspondence files (excluding primary records above) from various activities of marine environmental protection and ports and waterways activities | DESTROY when 3 years old. |
| 222. Correspondence files of a routine administrative or housekeeping nature | DESTROY when 1 year old |
| 223. Reports summaries and routine correspondence from other agencies pertaining to movement of merchant vessels | DESTROY when 2 years old. |
| 224. Message reports of vessel movement. | DESTROY when 3 months old. |
| 225. Reports of pollution and action taken (Case file) | DESTROY 10 years after case is closed. Transfer to FRC 3 years after case is closed. |
| 226. Copies of Reports of International Marine Pollution Prevention Convention Violations | DESTROY when 1 year old |

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

Investigation Department

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| 227. Copies of marine casualty case files including the record of proceedings and the investigative reports of Marine Boards of Investigation, investigations of casualties involving death, investigations of vessel casualties and investigations of cases involving injuries. | DESTROY when 5 years old. |
| 228. Personnel case files (misconduct, negligence, incompetence, etc.) except those cases taken to a hearing. | DESTROY 5 years after case is closed. |
| 229. Hearing records and associated unit case files. | DESTROY 5 years after final administrative action. |
| 230. Law and regulation violation cases (Forms CG-2636, Report of Violation, CG-3629, Water Pollution; CG-1408, Loadline Inspection Report) and associated documents. | DESTROY 3 years after report is forwarded to district (m). |
| 231. <u>RESERVED.</u> | |
| 232. Miscellaneous records (routine administrative records of temporary value not provided for elsewhere). | DESTROY when 2 years old. |
| 233. Law enforcement case files, including cases referred to other agencies or departments for action consisting of investigation reports, violation reports, correspondence, and related documents. | DESTROY 1 year after final disposition of the case. |

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

Investigation Department (Cont'd)

234. 3 x 5 Card File, showing vessel, owner, violation, etc.

DESTROY 3 years after last entrye

235. Copies of permits issued to barges and ships for loading of explosives and related papers.

DESTROY when 1 year old.

236e Oil Record Book (CG-4601)e

DESTROY after edit

Document and License Department

237e Official log book (Merchant Marine)e

PERMANENT. Transfer to FRC 6 months after last transaction. Offer to NARS when 30 years old. (15 CFPY).

238e Correspondence, reports and directives relating to shipment and discharge activitiese

DESTROY when 3 years olde

239. Mutual release books containing seamen's and masters' releases from claims.

a. Books dated prior to 1937.

DESTROY when 50 years old.

b. Books dated after 1937e

DESTROY immediately.

240. Shipping articles between masters and seamen.

ae Yellow (sign on) copiese

DESTROY 6 months after last transactione

b. Blue (sign off) copies. including mutual releases

DESTROY 6 months after last transactione"

241e Accounts of wages and effects of deceased and deserting seamen containing receipted copies of forms used for transmittal to and receipt from the District Court.

DESTROY when 6 years olde

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

Document and License Department (cont'd)

242e Correspondence with heirs of seaman deceased and deserting.	DESTROY when 5 years old.
243. Copies of seamen's allotment notices, indicating allotments to be paid allottees.	DESTROY 1 year after discharge.
244. Copies of Certificates of Discharge.	DESTROY 1 year after discharge.
245e Ship's file containing general correspondence of routine nature pertaining to the movement of vessels, shipments, discharges of seamen, allotment difficulties, and related documents pertaining thereto.	DESTROY when 3 years old.
246. Merchant Marine Licensed Officers files (Deck, Engineer) containing applications, physicals, cancelled licenses, examination questions and answers and cover sheet.	
a. Question and Answer Sheet.	DESTROY when 5 years old.
b. Remainder of the file.	DESTROY when 50 years old. Transfer to FRC when 5 years old.
247e Certificate of Registry of Staff Officer.	DESTROY when 50 years old. Transfer to FRC when 5 years old.
248e Radio Officer License files	DESTROY when 50 years old. Transfer to FRC when 7 years old.
249e License book stubs	DESTROY when 7 years old.
250. Records of licenses issued and related card files	DESTROY when 7 years old.

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITIONDocument and License Department (cont'd)

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| 251. Merchant seamen's case files containing the history of seamen's service including application for seamen's documents and ratings, endorsement cards, investigation reports and related correspondence. | DESTROY when 7 years old. |
| 252. Reports of monies received from the sale of duplicate documents | DESTROY when 1 year old. |
| 253. Approved applications for original seamen's documents and validated documents if applicant has not returned for issuance of document. | DESTROY bottom half (CG Form 719B) when 2 years old and forward upper half to COMDT (G-MVP-1) Headquarters dispose IAW Headquarters Records Control Manual (HQINST M5212.6, item 425). |
| 254. Evidence of death. | DESTROY all records regardless of whether in possession of MIO or FRC, except licenses, documents or other papers of possible historical value which are to be transferred to Commandant (G-MVP) for inclusion in the seaman's permanent record. Headquarters dispose of IAW Headquarters Records Control Manual (HQINST M5212.6, item 425). |
| 255. Miscellaneous records (routine administrative records of temporary value not provided for elsewhere) | DESTROY when 2 years old. |
| 256. Monthly Reports. | DESTROY when 2 years old. |
| .257-264. RESERVED. | |

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

Deepwater Ports

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| 265. Report of deepwater port oil throughput. | DESTROY when 3 years old. |
| 266. Report of deepwater port casualty or accident. | DESTROY when 5 years old. |
| 267. Report of sabotage or subversive activity at a deepwater port. | DESTROY when 5 years old. |
| 268a Letters of personnel qualifications for deepwater ports. | DESTROY 3 years after termination of employment. |
| 269. Deepwater port operations manual. | DESTROY 3 years after port license is terminated. |

Admeasurement (District (m) or OCMI)

- | | |
|---|---|
| 270. Admeasurement papers, including blueprints, vessel files, forms, certificates, indexes, etc. (excluding Subchapter T vessels). | Transfer to COMDT (G-MP-4) after certification of admeasurement to become part of commercial vessel case file. Headquarters dispose IAW Headquarters Records Control Manual (HQINST M5212.6, item 410 a)a |
| 271. Miscellaneous records (routine administrative records of temporary value not provided for elsewhere). | DESTROY when 2 years old. |
| 272. Admeasurement papers, forms, including blueprints, vessel files, forms, certificates, indexes, etc.a for Subchapter T vessels. | PERMANENT. Transfer to FRC 5 years after initial admeasurementa Offer to NARS when 20 yrs oldin 5 year blocks. (Changed per conversation with J. Doran and JLH. 6-8-82.) |

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITIONAdmeasurement District(m) or OMCI (cont'd)

273e Pleasure Vessel Files

a. Standard System of Measurement.

PERMANENT. Transfer to FRC 2 years after completion of admeasurement (1 CFPY). Offer to NARS 20 years after completion of admeasurement in 5 year blocks.

b. Optional Simplified Admeasurement Method.

DESTROY 1 year after documentatione

Documentation District(m) or OCMI

274. Vessel folders. (Vessel folder consists of individual documents maintained at the vessel's home port and contains the following: Master Carpenter's certificates or evidence relating to waiver to production of such certificate, non-recordable instruments and others evidence relating to waiver to claims of titlee designations of home port, award of official number, oaths on registry, oaths for renewal, oaths for new or lost documents and declaration of new or alternate master, admeasurement certificate, and all correspondence relating to the specific vessel)e

PERMANENT. Transfer to FRC 2 years after a vessel change of home port or 2 years after removal from documentation. Offer to NARS when 20 years old in 5 year blockse

275. General correspondence files, other than of a precedent nature pertaining to undocumented vessels and miscellaneous letterse

DESTROY 2 years afer close of correspondencee

276e General Index of Abstract of Title.

PERMANENT. Transfer to FRC when inactive. Offer to NARS when 30 years old in 5 year blockse

277. Recorded instrumentse (Abstract of Title, mortgages, bills of salee and other conveyances and encumbrances).

PERMANENT. Transfer to FRC when 25 years olde Offer to NARS when 30 years old in 5 year blockse

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

Documentation District (m) or OCMI (cont'd)

278. Index of Marine Documents
(Form CG-1241) and Records
of Vessels (Form CG-2112).

PERMANENT. Transfer to FRC when
inactive. Offer to NARS when 30 years
old in 5 year blocks.

279. Copies of Reports of monthly
vessel transactions.

DESTROY when superseded or obsolete

280. Miscellaneous records. (Routine
administrative records of tempo-
rary value not provided for else-
where.)

DESTROY when 2 years old.

281 - 291. RESERVED.

SECTION 10 - OPERATIONS AND READINESS RECORDS

These records are accumulated at district offices, Headquarters units and district shore and floating units in the administration and operation of programs relating to communications, intelligence, law enforcement, military readiness, search and rescue, and marine sciences.

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION292. Original Forecasts Files

Area Commander's aerological maps, reports and forms with related papers pertaining to original forecasts initiated by the Coast Guard.

DESTROY when 18 months old.

293. Aircraft Accidents and Incidents

Aircraft accident and incident reports submitted in accordance with CG-405a

DESTROY when 3 years old.

294. Communications Records

a. Communications file of message logs. (communications center, station message file, ship radio room file, etc.).

DESTROY in accordance with Commandant Instruction M2000.3A.

b. Reports, forms, and correspondence relating to CSPM PUBLICATIONS.

DESTROY in accordance with effective editions of CSPM.

c. Communications Summary.

DESTROY when 2 years old.

295a Intelligence Records

a. District Intelligence and Security Investigative Case System Records (DOT/CG-611).

(1) Coast Guard Military and Civilian Employees. Applies to Public Health Service medical personnel assigned to the Coast Guard.

Retain until member/employee is transferred out of district or separated. See aNotea(1).

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITIONIntelligence Records (Cont'd)

295a. (2) All others.

DESTROY 2 years following date of last action in file.

(3) Index Cards.

DESTROY 4 years after the intelligence jackets to which they refer have been destroyed.

b. Referred Report (R/R's).

Retain R/R's in the referred district 6 months subsequent to the date the R/R was submitted to the control district, then destroy.

c. Report of Investigation (ROI).

(1) Personnel Security Investigations.

DESTROY 6 months after submission of original ROI to Central file.

(2) Non-Personnel Security Investigations

(a) Deserters

DESTROY 2 years from the date the investigation is closed. See Note (1).

(b) Criminal (Known Subject)

Retain until member/employee is transferred out of district or separate, then destroy. See Note (1).

(c) Intelligence

DESTROY when obsolete or when 5 years old, whichever is sooner. See Note (1).

(d) Unknown Subject.

DESTROY 5 years after investigation is closed. See Note (1).

d. ROI's or other types of intelligence or investigative material received by Coast Guard Intelligence from outside sources, such as other Federal agencies (FBI, DIA, CIA, etc.) and local law enforcement agencies.

DESTROY when obsolete or when 5 years old, whichever is sooner.

e. Case files involving seizures, arrests or assessment of civil penalties. DESTROY when 5 years old.

NOTE: (1) Screened material not held in central files. Original copies are for inclusion in Central files, remaining material shall be destroyed. Forward to Headquarters within 30 days upon separation or transfer of member/employee. Headquarters file and dispose IAW Headquarters Records Control Manual (HQINST M5212.6).

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION296. Search and Rescue Records

- one
- | | |
|---|---|
| a. Unit Log is a historical document supplemented by supporting documents and is considered indispensable in reconstructing events of the past. | See
COMDTINST 3123.12 series (Job NN372-215 applies to this item.)
(Change per conversation w/ J. Doran and JLH. 6-8-82.) |
| b. Coast Guard Boat Records containing a description of boats and machinery, a record of boat transfers, and remarks concerning boat history. | Transfer with boat. Upon disposal of boat transfer to Headquarters (G-OSR) for review and final disposition IAW HQINST M52312.6, items 484 and 486. |
| c. Aircraft Records and Reports | |
| (1) Aircraft disposal document and attached history card. | DESTROY when 7 years old. |
| (2) Aircraft Flight Record (CG-4377, Part II). | DESTROY when 7 years old. |
| d. Equipment Records | |
| (1) Machinery logs containing an operating record of installed equipment. | DESTROY when 3 years old. |
| (2) Copies of allowance lists reflecting allocation of equipment to units. | DESTROY when superseded or obsolete. |
| e. SAR Case Studies and SAR Case Narratives prepared in accordance with USCG Addendum to CG-308. | DESTROY when 10 years old. |
| f. Copies of records, reports, and related material pertaining to boats under 65 feet in length, other than records contained in item 296 b. | DESTROY 1 year after transfer or disposal of boat. |
| g. Case files established for each SAR case conducted consisting of all significant information necessary to document the case from inception of the case to final closing of the case. | |
- ;
- ;

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

Search and Rescue Records (cont'd)

296g. (1) Historically significant cases: Cases identified as having historical significance due to the scope or nature of the case or cases involving prominent persons.

FORWARD to Headquarters (G-TFP). Headquarters dispose of IAW Headquarters Records Control Manual (HQINST M5212.6, item 474)g

(2) All other case files not selected as having historical significance.

DESTROY 10 years after final closing of the case. Transfer to FRC 3 years after final closing of the case.

h. SAR Assistance Reports
CG Form 5151.

DESTROY when 10 years old. Transfer to FRC 1 year after information is entered and validated on the ADP system.

i. Vehicle Records

(1) Vehicle case files containing records of assignment and disposition.

DESTROY 1 year after transfer or disposal of vehicle

(2) Residual motor vehicle and boat operations and maintenance records containing schedules, reports, and routing repair data and related correspondence.

DESTROY after transfer or disposal of boat or vehicle.

297. Readiness Records

a. Copies of requisition invoices receiving reports, related pertaining to Ordnance and ASW.

DESTROY when 2 years old.

b. Copies of Ordnance and ASW reports pertaining to pyrotechnics, ammunition, torpedoes

DESTROY when 2 years old.

c. General correspondence pertaining to Ordnance and ASW property, supply, engineering, explosive loading and operational matters with related papers

DESTROY when 2 years old.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

298. Operations Plans and Orders Issued
by the Area or District Commander

a. Record copies (Originator's
case file)◊

DESTROY when 20 years old.
Transfer to FRC when 5 years old.

b. All other copies◊

DESTROY when superseded, or obsolete,
or no longer needed for reference pur-
poses◊

299. Distress Case Files

Area Commander's distress
case files with indexes re-
lating to distress cases where
the Coast Guard renders as-
sistance.

DESTROY when 5 years old.

300 - 309◊ RESERVED.

RESERVED

Section 11 - MARINE ENVIRONMENT AND SYSTEMS RECORDS

These records relate to the management and coordination of marine environmental protection, port safety and law enforcement, aids to navigation and bridge administration.

<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
310. <u>Bridge Operations</u>	
a. Permits for bridges across navigable waters (case file)s	DESTROY 2 years after bridge is removed from waterway.
b. Drawbridge operations regulations (case file)s	DESTROY 2 years after bridge is removed from waterway.

311. Aids to Navigation

Aids to Navigation case files pertaining to the development of, and case files pertaining to the operation, damage and repair of light-vessels, light stations and buoys. Contains copies of authorizations to establish aids, charts indicating locations of aids, records relating to discontinuance of aids, message Traffic SANDS Reports and Letters pertaining to the aid.

a. Minor Aids

- (1) Case files which have ~~been microfilmed, in accordance with procedures contained in Federal Property Management Regulations Subchapter B~~ ^(a) DESTROY paper document after case file is microfilmed and quality content edit of microfilm is completed.
- ~~applying quality control and storage standards for nonpermanent records to be held for 10 years or more. (FPMR 101-11.507 : (c) (1)).~~ ^(b) DESTROY microfilm 3 years after aid is disestablished.

See note on next page

DESCRIPTION OR RECORDSAUTHORIZED DISPOSITIONAids to Navigation (Cont'd)

- (2) Case files which have not been microfilmed

DESTROY 3 years after aid is disestablished

b. Major Aids

- (1) Case files which have been microfilmed, in accordance with procedures contained in Federal Property Management Regulations Sub-Chapter B applying quality control and storage standards for non-permanent records to be held for 10 years or more. (FPMR 101.11.507 (c) (1)). *See note below.*

PERMANENT. DESTROY paper copy after microfilm quality control edit is completed. Offer silver and diazo copy to NARS 3 years after aid is disestablished.

- (2) Case files which have not been microfilmed.

PERMANENT. Offer to NARS 3 years after aid is disestablished.

312. Private Aids to Navigation Case Files containing applications for proposed establishment of private aids which include navigation lights and fog sounding devices on bridges, rigs or other stationary objects; also, periodic inspection reports, correspondence, plans, specifications and pending proposals, operative and discontinued

DESTROY 3 years after discontinuance of aid or rejection of application for aid

313. Case Files Pertaining to the Establishment of Aids to Navigation Marking Wrecks containing copies of authorizations to establish aids, charts indicating positions of aids and wrecks, and records of authority for discontinuing the aid

DESTROY 3 years after discontinuance of aid or removal of the wreck.

Note the following certification (~~item 311(b)(1)~~ 311(b)(1))

This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506." Storage conditions shall adhere to the standards of sections 101-11.507 and 101-11.508. *James Harwood, 6-23-82.*

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION314. EAM Cards Used in Aids to Navigation accounting.

a. Cards Number 1 through 4.

DESTROY as soon as cards are updated.

b. Number 5 cards.

DESTROY annually after desired reports are prepared.

315. Standardized Aids to Navigation Data System (SANDS) Assignment List.

DESTROY when superseded or obsolete.

316. SANDS Aids to Navigation Quarterly Work Schedule.

DESTROY 1 year from date of issue.

317. Logso

a. Transcripts of logs of lightships, light stations and cutterso

DESTROY when 1 year old.

b. Loran Transmitting Station and/or Monitor Log, Form CG-3912.

DESTROY when 1 year old.

318. Reports of Aids to Navigation.

a. Report of Loran Station Operation and Electronics Engineering (CG-2899).

DESTROY when 3 years oldo

b. Aids to Navigation Work Report, Form CG-4429A

(1) District Copy

Destroy 3 years after discontinuance of aid.

(2) Unit Copy

Destroy 8 years after work is completed.

c. Copies of monthly summaries of reports of fog signal operations.

DESTROY when 2 years old.

319. Notices to Mariners.

a. Weekly

DESTROY when 2 years old.

b. Local

DESTROY when 20 years old. Transfer to FRC when 3 years old.

320. Light List of aids to navigation, loose-leaf master light list with sources of information for correction.

DESTROY when 5 years oldo

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

321. Aids to Navigation Photographs.

Copies of photographs of aids to navigation within the district.

DESTROY 3 years after disestablishment of aid.

322. Loran Recording Charts.

DESTROY when 1 year old.

323. Port Security Card Issued (Form CG-3177).

DESTROY 10 years after issuance of the last card shown thereon.

324. Port Security Record Card (Form CG-3170).

DESTROY 2 years after card expires.

325. Port Security Card Application Files consisting of fingerprint card (FD-285), Application (Form CG-2685), Questionnaire (Form CG-3885) and other related correspondence.

DESTROY 2 years after card expires. Transferred to FRC when 3 years old.

Vessel Traffic Service (If not established as a separate VTS Sub-unit, see Port Operations Department)

326. General Correspondence pertaining to Vessel Traffic System Activities.

DESTROY when 3 years old.

327. Transit Logs. Merchant Ships.

DESTROY when 10 years old. Transfer to FRC when 5 years old.

328. Individual Transit/Voyage Data Cards.

DESTROY after 30 days. See note (1)

329. Audio Tape Recordings.

DESTROY after 30 days. See note (1)

330. Video Tape Recording.

DESTROY after 24 hours. See note (1)

331. Film Recording.

DESTROY after 1 year. See note (1)

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

Vessel Traffic Service (If not established as a separate VTS Sub-unit see Port Operations Department (cont'd))

332. Computer Tapes DESTROY after 30 days. See note (1)

333. Computer Printouts/Statistical Summaries DESTROY after 1 year. See note (1)

NOTE (1): Material relating to a marine casualty which is not incorporated into an investigation which will be preserved may be disposed of only after approval of District Legal Officer.

334e RESERVED.

RESERVED

SECTION 12 - MILITARY PERSONNEL RECORDS (INCLUDES RESERVE)

These records relate to the supervision and administration of military personnel and military personnel affairs including records of Coast Guard training activities and the Coast Guard Institute.

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION335. Individual Personnel Records

- | | |
|--|---|
| a. Personnel folders contain ing official service record. (Regular and Reserve Personnel). | Transfer with personnel or to Headquarters after separation. Headquarters dispose IAW Headquarters Records Control Manual (HQINST M5212.6, item 547). |
| b. Residual personnel records and cards remaining in the files after official personnel have been transferred. | DESTROY 1 year after separation or transfer. |

336. Unit Personnel Records

- | | |
|---|--|
| a. Personnel Diaries which provide a permanent record of personnel changes. Records no longer created after September 1979. | DESTROY when 3 years old or on October 1, 1982, whichever is sooner. |
| b. Unit Attendance Records for all Organized Reserve Training Units and Inter-service Units. | DESTROY when 5 years old. |
| c. Data listing file - Reserve personnel for reservists who have been transferred from the district or discharged. | DESTROY 1 year after transfer or discharge. |
| d. Roster card file giving names, Social Security Numbers, rates and expiration dates of enlistments. | DESTROY after separation or transfer from district. |
| e. Payroll and point listings. | DESTROY when 2 years old. |

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

Personnel Recruitment Records

337. Individual Personnel Applicant Records

- | | | |
|----|--|---|
| a. | Recruiting office jackets of successful and unsuccessful applicants for enlistment in the Coast Guard containing copies of the following:
Applicant physical and mental testse character references, police and school reportse consent paperse enlistment contractse pay order assignments, designations of beneficiary, and related correspondence. | DESTROY 1 year after enlistment or rejection. |
| b. | OCS and direct commission applicant files containing copies of applications for appointment in the Coast Guard Reserve, interview reports, medical examination reportse findings of examining boards and related paperse | DESTROY when 1 year old. |

338a Training and Education Records

- | | | |
|----|---|----------------------------------|
| a. | Rosters reflecting grade attained and related data for reservists during a two week tour of active dutye | DESTROY when 1 year old. |
| b. | Recruit training record cardse | DESTROY when 1 year old. |
| c. | Trainee index cards containing name, rate, service number, date training started, date training ended, class number, class standing, grades, and final average. | DESTROY when 5 years old. |
| d. | Class folders containing information of student's personal and service history, namee number, rate, class markse class standing upon graduation, district to which transferred and conduct. | DESTROY 1 year after class endse |

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITIONTraining and Education Records (cont'd)

- | | | |
|------|---|---|
| e. | Muster card file containing a history of an individual's service while assigned to the training activity. | DESTROY 1 year after transfer or discharge. |
| f. | Training procedures file for wartime radio school containing information and prototype material necessary to establish a radio training program for war periods. | DESTROY when superseded or obsolete. |
| g. | Copies of the following held at training centers: Proceedings of Physical Evaluation Boards, Formal/Informal Boards of Investigation, Recruit Evaluation Boards etc. | DESTROY when 3 years old. |
| h. | Coast Guard Institute Master Enrollment Card, containing a record of courses taken, grades received, and related information. | DESTROY 5 years after inactivity. |
| i. | Coast Guard Institute student record for a particular course. | DESTROY 3 years after disenrollment or 6 months after satisfactory completion when the master has been updateda |
| j. | Test Answer Sheets | |
| (1)a | Completed Coast Guard Selection Test (CGST)a including Short Basic Test Battery (SBTB) answer sheets sent to Coast Guard Institute by Recruiting Offices, Training Centers and other Special Testing Unitsa | DESTROY when 2 years olda |
| (2) | Basic Testing Battery (BTB) answer sheets completed by personnel in the Coast Guard or by individuals applying for enlistment into the Coast Guard. | DESTROY when 2 years old. |

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

339. Morale Fund Records

Records of the Coast Guard
Morale Fund.

DESTROY 2 years after audit.

340. Housing Records

Copies of all inspection and
inventory records applicable
to Coast Guard housing
(leased or owned).

DESTROY when 3 years old.

Inactive Duty Reserve Program

341. RESERVED.

342. Station Personnel Requirements
and Ceilings

a. Card summaries of station
requirements reflecting name
of station, personnel strength,
and ceiling requirements.

Maintain at district office as an
active working file.

b. Personnel Action Transmittal
File (Unit copy of PMIS Trans-
mittal Set).

DESTROY when 3 months old or for
vessels on extended cruises DESTROY
3 months after return to home port.

343. Personnel Rosters

Copies of monthly machine
prepared listings of
personnel reflecting the
name, grade or rating, and
pertinent data.

DESTROY when 1 year old.

344 - 354. RESERVED.

SECTION 13 - COAST GUARD ACADEMY RECORDS

These records relate to the administration and operation of the U. S. Coast Guard Academy.

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION355. Administrative Issuances

- | | |
|---|---|
| a. Record copy of case file relating to the development and control of Academy material having precedential significance which shows basic procedures for the Academy | PERMANENT. Transfer to FRC when 10 years old. Offer to NARS when 30 years old in 5 year blocks. |
| b. Academy instructional issuances having short-term effect and value | DESTROY 5 years after superseded or obsolete |
| c. Notices, indexes, table of contents and similar material not part of an issuance case file. | DESTROY 2 years after superseded or obsolete |

356. Directives and Publications

- | | |
|--|---|
| a. Directives. Record copy of case files relating to the development and control of the Academy. Administrative directives and other written policy and background material having precedential significance concerned with formal policy formulation, organization, procedures and operation. Includes revision to instructions or historical material relating to interpretations, and clarification of instructions | PERMANENT. Transfer to FRC when 10 years old. Offer to NARS when 30 years old in 5 year blocks. |
| b. Academy instructional directives having short-term effect and value | DESTROY 5 years after superseded or obsolete |
| c. Checklists, announcements, indexes and other material not made part of a directive case file | DESTROY 2 years after superseded or obsolete |

DESCRIPTIONS OF RECORDSAUTHORIZED DISPOSITIONDirectives and Publications (cont'd)

- | | |
|--|--|
| d. Substantive publications describing the history, overall administrative and general policy and major Academy programs. | PERMANENT. Transfer to FRC when 10 years old. Offer to NARS when 30 years old in 5 year blocks. |
| e. All other publications including those relating to routine operational procedures, brochures, public information and similar publications | DESTROY when superseded or obsolete. |
|
 | |
| 357. <u>General Correspondence Files</u> | |
| Administrative correspondence for routine administrative management or housekeeping purposes
(Close files annually and bring policy and procedure material forwarded to new file) | DESTROY when 3 years old. |
|
 | |
| 358. <u>Congressional Board of Visitors</u> | |
| Congressional Board of Visitors file containing the agenda, names of visiting party, assignment, general correspondence and related papers. | PERMANENT. Offer to NARS when 30 years old in 5 year blocks |
|
 | |
| 359. <u>Cadet Personnel Folders</u> | |
| Cadet personnel folders containing grades, letter of appointment and other papers relating to the Academy. | PERMANENT. Transfer to FRC 5 years after separation of cadet. Offer to NARS when 30 years old in 5 year blocks |
|
 | |
| 360. <u>Cadet Conduct Records</u> | |
| a. Conduct report books containing minor cadet offenses and demerits. | DESTROY 1 year after book is filled. |
| b. Daily IBM conduct report cards containing data taken from conduct report book. | DESTROY when 5 years old. |
| c. Daily delinquency report from IBM conduct report card. | DESTROY when 3 years old. |

DESCRIPTIONS OF RECORDSAUTHORIZED DISPOSITIONCadet Conduct Records (cont'd)

- | | |
|---|-----------------------------|
| d. Monthly delinquency report run from IBM conduct report card. | DESTROY when 18 months old. |
| e. Annual delinquency report run from IMB conduct report card. | DESTROY when 2 years old. |
| f. Daily delinquency slips. | DESTROY when 1 month old. |

361. Cadet Entrance Records

- | | |
|--|--|
| a. Cadet entrance examinations. | |
| (1) For eligibles. | DESTROY when 30 years old. |
| (2) For non-eligibles. | DESTROY when 2 years old. |
| b. Tabulating cards containing data taken from completed examination. | DESTROY when 5 years old. |
| c. Copies of tabulating list of "eligibles" and "ineligibles" for entrance into the Academy. | DESTROY when 10 years old. |
| d. Educational questionnaire completed by applicants for appointment in the Academy. | DESTROY 6 months after date of entrance examination. |

362. Cadet Training Records

- | | |
|--|--|
| a. Cadet summer training plan file containing correspondence, reports, and related material concerning the planning and execution of the summer training program. | DESTROY when 6 years old. |
| b. Cadet practice cruise case file containing correspondence, reports, and related material pertaining to arrangements for the cruise and the events occurring during the cruise with letters from foreign countries | PERMANENT. Offer to NARS when 30 years old in 5 year blocks. |

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

363. Reports of Class Standing of Cadets

PERMANENT. Offer to NARS when 30 years old in 5 year blocks

364. Committee and Board Meeting Records

a. Executive Board proceedings and related papers.

DESTROY when 5 years old.

b. Advisory Committee file containing summaries of meetings, minutes, recommendations, attendance, and related papers

PERMANENT. Offer to NARS when 30 years old in 5 year blocks.

c. All other copies

DESTROY when Academy historical research or educational values are exhausted or when no longer needed for historical, educational or administrative purposes.

d. Records of Academic Board meetings containing testimony, evidence, convening orders, correspondence, and related papers

DESTROY when 5 years old

365. Cadet Card Index File

DESTROY 10 years after Cadet leaves the Academy.

366. Cadet Clearance Slips

DESTROY 1 year after Cadet leaves the Academy.

367. Regulations of the Corps of Cadets

PERMANENT. Offer to NARS when 30 years old in 5 year blocks.

368. RESERVED.

369. Cadet Adaptability Records

Cadet adaptability tabulation cards and reports not including cards placed in cadet personnel folder.

DESTROY 1 year after class graduates

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DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

370. Cadet Grades

EAM printed tabulation of grades
(monthly, term, reexam, etc.)

DESTROY after posting to "Abstract
of Grades" form which is filed in
Cadet Personnel Folder. (If posting
not required DESTROY 1 year after
class graduates.)

371 - 381. RESERVED.

RESERVED

SECTION 14 - COAST GUARD AIRCRAFT REPAIR AND SUPPLY CENTER

These records relate to the administration and operation of the U. S. Coast Guard Aircraft Repair and Supply Center.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

382. Aircraft Plans, Specifications, Production and Related Modification, Overhaul and Repair Records

- | | |
|---|--|
| a. Routine production records pertaining to the repairing, fabricating, or manufacturing of aircraft, electronic equipment, and related items. | DESTROY 6 months after aircraft or last of group of aircraft is disposed of from Coast Guard. |
| b. Records consisting of correspondence, plans, and specifications pertaining to the overhaul, modification, and repair of individual aircraft, groups of aircraft, electrical systems, electronic equipment and related items. | DESTROY after aircraft or last of group of aircraft is disposed of from Coast Guard. |
| c. Planning and accomplishment records on overhaul and modification programs with estimated and actual production data. | DESTROY when 10 years old, or 1 year after disposal of such aircraft from Coast Guard. |
| d. Correspondence, plans, specifications and related materials pertaining to aircraft or modifications thereto developed by the Coast Guard. | PERMANENT. Offer to NARS 20 years after retirement to FRC. Transfer to FRC 5 years after completion of modification. |
| e. Stock Records | |
| (1) Stock record card | DESTROY 1 year after discontinuance of item or 1 year after stock balance is transferred to a new card. |
| (2) Computer stock record files. | Delete from computer record 1 year after discontinuance of stocking of item. |

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

383. Training and Examination Records

a. Test marks and results of examinations of individual trainees.

DESTROY when 2 years old.

b. Individual training test papers

DESTROY 1 month after grading.

c. Master file of examination materials

DESTROY when revised or when superseded or obsolete

d. Training manuscripts originated at school (one copy)

DESTROY 5 years after discontinuance of course

384-394. RESERVED

SECTION 15 - COAST GUARD YARD

These records relate to the administration and operation of the Coast Guard Yard.

<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
395e <u>Ships Files</u>	
a. Ship's file containing work list, correspondence, job orders, reports and related material pertaining to planning and completion of work on a ship undergoing availability at the Yard.	DESTROY 1 year after disposal of cutter
b. Ship's file containing correspondence, job orders, reports, specifications and related material pertaining to construction of a ship at the Yard.	DESTROY 1 year after disposal of cutter
396. <u>Small Boat Construction Repair and Alterations Records</u>	
a. Small boat repairs and alteration file containing correspondence, job orders, requisitions and related papers	DESTROY 3 years after repair or alteration is completed
b. Small boat construction file containing correspondence,	DESTROY 10 years after construction is completed.
397. <u>Cost Transaction Records of Jobs Performed at the Yard</u>	
a. Daily detailed cost transactions of construction, repair and manufacturing jobs performed at the Yard	DESTROY when 1 year old.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

Cost Transaction Records of Jobs
Performed at the Yard (cont'd).

- | | |
|--|--|
| b. Weekly cost summaries of construction repair and manufacturing jobs performed at the Yard. | DESTROY when 3 years old. |
| c. Final cost compilations taken from the weekly summaries. | DESTROY when 4 years old. |
| d. Production cost reports and records maintained on all projects. | DESTROY 1 year after project is completed. |
| e. Estimators' control sheets used for determining how much work can be accomplished within the allocated funds. | DESTROY at close of year in which work is completed. |
| f. Teletype job orders from which EAM cards are prepared showing estimates under each allotment. | DESTROY 3 months after job is completed. |

398. Yard Construction, Maintenance and Work Activity Records

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|---|---|
| a. Correspondence, reports and related material pertaining to the overall maintenance and minor Yard work activities. | DESTROY when 4 years old. |
| b. Correspondence, plans, reports and related papers pertaining to Yard building construction and equipment installation. | DESTROY 1 year after disposal of building or equipment. |

399. Stock-Items

a. Stock Records

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|-----------------------------------|---|
| (1) Stock records cards. | DESTROY 1 year after discontinuance of item or 1 year after stock balance is transferred to a new card. |
| (2) Computer stock records files. | Delete from computer record 1 year after discontinuance of stocking item. |

DESCRIPTION OF RECORDSAUTHORIZED DISPOSITIONStock Item Records (cont'd)

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|---|---|
| b. Correspondence, job orders and related papers pertaining to items manufactured for Yard stock. | DESTROY 3 years after job is completed. |
| c. Controlled materials file containing the allocations of material to the various activities and projects. | DESTROY when 2 years old. |

400. Plans and Construction Records for Floating Units Built at Yard

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| a. Working copies of ship boat and other plans. | DESTROY when superseded or obsolete. |
| b. Master file of ship plans and index cards for same. | DESTROY 1 year after disposal of cutter. |
| c. Construction progress photographs of cutters built at Yard. | DESTROY 1 year after disposal of cutter. |
| d. Technical manuals and publications pertaining to cutters constructed at Yard. | DESTROY 1 year after disposal of cutter. |

401. Repair and Alteration Records

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| a. Photographs of repair and alteration jobs performed at Yard. | DESTROY when superseded or obsolete. |
| b. ShipAlt and BoatAlt files showing authorized and mandatory alterations. | DESTROY after last cutter or boat of class is disposed of. |
| c. Ordnance and Electronics alterations files containing standardized operating procedures for authorized and mandatory alterations. | DESTROY when superseded or obsolete. |

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

402. Manufacturers Files on Buoys, Arctic Buildings, Rescue Apparatus, etc.

Miscellaneous manufacturing files containing correspondence, job orders, specifications and related material for the construction of buoys, arctic buildings, rescue apparatus, etc.

DESTROY 5 years after project is completed.

403. Special Class Ships Records

Allowance lists pertaining to the allowance of equipment, spare parts and supplies to ships of specified classes.

DESTROY when superseded or obsolete or disposal of cutter.

404 - 414. RESERVED.