

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCL-26-80-5

DATE RECEIVED

September 22, 1980

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 CFR 101.11.3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Withdrawn

Date

Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

2. MAJOR SUBDIVISION
U. S. Coast Guard

3. MINOR SUBDIVISION
Office of Comptroller, Logistics and Property Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT.

C. A. LUNDSTROM, ENS, USCGR

426 - 2030

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 02 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 9/2/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> G. D. PASSMORE, CAPT, USCG	E. TITLE CHIEF, MANAGEMENT ANALYSIS DIVISION
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
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U. S. Coast Guard Boards of Survey (B/S) files are case files for the disposal of surplus real property. Each B/S file will generally include (but is not limited to) easements, licenses, permits, documents and correspondence relating to historical significance of the property, vicinity map, plot plan, photographs, Attorney's Report of Title, metes and bounds descriptions of property disposed and retained, and all correspondence relating to the actual disposal of real property such as:

- a. a transfer within the Department of Transportation or to the Department of Defense.
- b. a report of excess to the General Services Administration - GSA will in turn dispose of property (copy of the deed will be included in B/S file).
- c. a notice of relinquishment to the Bureau of Land Management - BLM will in turn return the property to the public domain or transfer to another agency (copy

Closed out as withdrawn: 8-2-82: cmj

APD

Request for Records Disposition Authority - Continuation

JOB NO.

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2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	<p>All B/S case files will be transferred to the FRC after 3 years. Those case files where the Coast Guard is retaining all or partial interest in said real property shall be retained until such time as the whole of the real property is transferred from Coast Guard jurisdiction. When the whole of a real property will be transferred, B/S case files will be returned to the Coast Guard, on last</p>		