

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

11/7/80

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

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF TRANSPORTATION

2. MAJOR SUBDIVISION
UNITED STATES COAST GUARD

3. MINOR SUBDIVISION
CHIEF, MANAGEMENT ANALYSIS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

MR. JAMES DORAN

755-7960

- LEAVE BLANK	
JOB NO	
NC1-26-81-1	
DATE RECEIVED	
November 13, 1980	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3305, the disposal request, including amendments, is approved or disapproved for items that may be stamped "disposal not approved" or "disposal approved" in column 10	
Withdrawn 11/16/81	
Date	Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
10/30/80	<i>[Signature]</i> J. P. TASSMORE, CAPT, USCG	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
	<p>U.S. Coast Guard Military Personnel Records (Item 547 of HQINST M5212.6)</p> <p>Files consist of the Official Officer Service Records, Enlisted Personnel Records, Military Personnel Health Records, and Official Coast Guard Reserve Service Records. These official personnel files include records pertaining to the recruitment, training, administration, assignment, health, and disposition of military personnel. These records are the primary source of information pertaining to the individual's military service. They are used in personnel administration and for the protection of the legal and financial rights of the individual and of the Federal Government. These military records are retired to the National Personnel Records Center (NPRC), St. Louis, Missouri. This request supersedes NC1-26-77-3.</p>	<p>NC1-26-77-3, Item 1a and 1b</p>	

Withdrawn: 11-19-81: K.T.D.

Request for Records Disposition Authority - Continuation

JOB NO

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<u>DISPOSITION</u>			
1.	All records, other than those covered in 2 below. TEMPORARY. Destroy 75 years from date of retirement to NPRC.		
2.	Records selected for archival preservation. PERMANENT. Offer to NARS at the time that related service records become eligible for disposal.		
a.	All service records for individuals separated prior to 1916.		
b.	A random sample of 100 individual service records from each year's retirement to NPRC (or equivalent, if not arranged in annual blocks). This sample will serve as a fair representation of how personnel information was maintained and of the variety of individuals (men, women, blacks, Hispanics, American Indians, etc.) who served in the Coast Guard at a particular time.		
c.	Military service records selected by the National Archives and the Coast Guard because of an individual's unusual prominence or special interest, including Medal of Honor winners and recipients of Gold or Silver Lifesaving Medals.		
d.	All service records for individuals above the rank of Captain.		
Restrictions on Access: Security classification, Privacy Act, Freedom of Information Act, and any other applicable restrictions.			