

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-26-81-3.
DATE RECEIVED	June 23, 1981
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-8-81 <i>Date</i>	<i>John H. Ward</i> <i>Archivist of the United States</i>

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 BOATING, PUBLIC AND CONSUMER AFFAIRS

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT
(202)
426-1057

MRS. BARBARA GRAY

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 01 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 6-15-81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>E. P. Passmore</i>	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
	The purpose of this request is to amend items 69c and 70b in the Headquarters Records Control Manual (HQINST M5212.6) to microfilm paper documents; unfiled documents, and to allow for destruction of paper records maintained at the Federal Records Center.	NC1-26-81-2- ITEMS 69-70.	
69	c. Microfilm of paper documents and unfiled documents,		DESTROY when 10 years old.
70	b. Microfilm of paper documents and unfiled documents.		DESTROY when 10 years old.
	Paper records maintained at the Federal Records Center, DESTROY when 10 years old,		

Closed Out: 7-16-81: K.I.D.
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