**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  
OFFICE OF BOATING, PUBLIC AND CONSUMER AFFAIRS

4. NAME OF PERSON WITH WHOM TO CONFER  
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

**DATE RECEIVED**  
June 23, 1981

**JOB NO.**  
NC1-26-81-3

**DATE**  
7-8-81

**ACTION TAKEN**  
Closed Out 7-16-81.

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-114

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>69</td>
<td>Microfilm of paper documents and unfilmed documents.</td>
<td>DESTROY when 10 years old.</td>
</tr>
<tr>
<td>70</td>
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</tbody>
</table>

The purpose of this request is to amend items 69c and 70b in the Headquarters Records Control Manual (HQINST M5212.6), 69-70, to microfilm paper documents; unfilmed documents, and to allow for destruction of paper records maintained at the Federal Records Center.

Paper records maintained at the Federal Records Center, DESTROY when 10 years old.