

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

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

JOB NO

NCI-26-82-7

DATE RECEIVED

July 8, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

2. MAJOR SUBDIVISION
U. S. Coast Guard

3. MINOR SUBDIVISION
Office of Comptroller, Procurement Div., G-FCP

4. NAME OF PERSON WITH WHOM TO CONFER
Lawrence D. Dowdy G-FCP-1

5. TEL EXT
426-1433

7-30-82 *[Signature]*
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 21 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 6-30-82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> G. D. BASSMORE, 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
	<p>The purpose of this request is to obtain authority to destroy the paper record copy of certain contract documents after microfilming.</p> <p>A project is being proposed to microfilm and index each active contract file involving transactions of \$25,000 or more in the Coast Guard Headquarters Records Control Schedule as approved under NARS Job No. NCI-26-76-2.</p> <p>206e Contract files involving transactions of \$25,000 or more. Files contain correspondence, forms and other related contractual documents.</p> <p>(1) Paper Documents Destroy after contract file is microfilmed and completion of quality control edit as outlined in FPMR 101-11-5, pertaining to non-permanent records.</p> <p>(2) Microfilm of paper documents Destroy 6 years, 3 months after final payment.</p> <p>(3) Unfilmed paper documents Destroy 6 years, 3 months after payment. Transfer FY block to FRC when 2 years old.</p>		4 items

AP 6-28-82

*Mass Data Change Worksheet ~~15~~ 4 items
Required. *JK* 8-2-82
CLOSED OUT: 8-2-82: CM
PAGES TO BUREAU & MAIL*

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF

2 OF 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
206e	Cont'd (4) Paper records maintained at the Federal Records Center. Destroy when 6 years, 3 months old.		