

REQUEST FOR RECORD 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 Merchant Marine Safety

4. NAME OF PERSON WITH WHOM TO CONFER
Anthony Smith

5. TEL EXT
755-7960

LEAVE BLANK	
JOB NO	NCI-26-82-12
DATE RECEIVED	9/10/82
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	5-17-83 <i>Robert W. May</i> 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 3 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 9-3-82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>G. D. Passmore</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
	<p>The purpose of this request is to amend the following items of the Coast Guard Comprehensive Records Control Schedule #2 for disposal of Field Records. Subject schedule is contained in Field Instruction M5212.12, Paperwork Management Manual.</p> <p>246 Merchant Marine Licensed Officers Files (Deck, Engineer) containing applications, physicals, cancelled licenses, examination questions, answers and cover sheets.</p> <p>a. Examination questions, answer and cover sheets.</p> <p>(1) OCMI return to CG Institute (mvp) immediately following the examination.</p> <p>(2) CG Institute (mvp) Destroy answer sheets 6 months after receipt from the OCMI.</p>	NCI-26-82-4	DAU 9 items

as 9-2-82
Mass Data Cleanup Sheets are Required & Attached
Agency sent out 6/6/83 by DMW.
ALL FRC's + NNF
Sent out by DMW on 6-15-83.

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 of 3
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
246 (Cont)	(3) CG Institute (mvp) Destroy examination questions and cover sheets immediately.	NCI-26-80-4	
	b. Remainder of the file contains the applications, physicals, cancelled licenses.	"	DAM
251	Merchant seamen's case file containing the history of seamen's service including application for seamen's documents and ratings. endorsement cards investigations report and related correspondence.	"	DAM
257	Certification and seamen examination question, and answer sheets.	new item	
	a. Examination questions and answer sheets received from CG Institute (mvp).		Destroy upon revision or supersession.
	b. Examination questions and answer sheets locally prepared, administered and graded by OCMI.		(1) Destroy examination questions when no longer needed. (2) Destroy answer sheets when 6 months old.
258	Unacted upon license or Certificate of Registry Applications (Applications made and approval granted for license/certificate, but never picked up).	"	Destroy 1 year after recency of service and physical requirements are met.

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 3 OF 3
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
259	<p>Licenses application evaluated by Commandant. (License refused by OCMI, District (m) allowed by Commandant. Application never returned or made appeal).</p> <p>Maintain in CFA. Destroy when 50 years old. Transfer to FRC when 5 years old.</p>	<i>new item</i>	