

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-026-82-12

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/28/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items other than those listed below remain active.

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 246a2 was superseded by NC1-026-84-09, item 246a2

Item 257a was superseded by DAA-0026-2013-0004-0001

Item 257b was superseded by DAA-0026-2013-0004-0002

REQUEST FOR RECORD DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO 'E	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-17-83 Date	<i>Robert M. May</i> Archivist of the United States

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

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
9-3-82	<i>G. D. Passmore</i> G. D. PASSMORE, 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>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

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

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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>246 (Cont)</p> <p>(3) CG Institute (mvp) Destroy examination questions and cover sheets immediately.</p> <p>b. Remainder of the file contains the applications, physicals, cancelled licenses.</p> <p>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.</p> <p>257 Certification and seamen examination question, and answer sheets.</p> <p>a. Examination questions and answer sheets received from CG Institute (mvp). Destroy upon revision or supersession.</p> <p>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.</p> <p>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.</p>	<p>NCI-26-80-4</p> <p>"</p> <p>"</p> <p>new item</p> <p>"</p>	<p>DAM</p> <p>DAM</p>

**Request for Records Disposition Authority - Continuation**

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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
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>	<p><i>new item</i></p>	