

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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|---|---|
| LEAVE BLANK | |
| JOB NO NCL-26-82-11 NCL-26-82-11 | |
| DATE RECEIVED 9-16-82 | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 10-5-82 <i>Date</i> | <i>Paul M. Jones</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
Operations, Field Organizations

| | |
|--|------------------------|
| 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 1 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 9/13/82 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>G.D. Passmore</i> | E. TITLE 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 add item 300 to the Coast Guard Comprehensive Records Control Schedule #2 for disposal of Field Records. Subject schedule is contained in Commandant Instruction M5212.12, Paperwork Management Manual.</p> <p>Item 300 Copies of abstract of operations for Aircraft, Boats, and Cutters: Individual and Summary Reports for Aircraft, Boats, and Cutters. Include operating hours by employment category, and scheduled and unscheduled maintenance hours. Also, includes record of worksheets submitted by field to headquarters to produce the abstract of operations. *</p> <p>DISPOSITION: Destroy when 3 years old.</p> <p>* Addition per telephone conversation between A. Smith, G-CMA4 and James Harwood, NCD, on 9/16/82. <i>JH</i></p> <p><i>Mass Data Change Sheet Not Required</i></p> | | <i>item</i> |

115-107
ds 9-8-82 Closed out: 10-8-82: cm
Copies to NNB, NNF & Agency