

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NCI-26-83-3	
DATE RECEIVED 7/14/83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 Nov 27 84	Archivist of the United States <i>[Signature]</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
Management Analysis Division

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 114 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 7-11-83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> S. J. Niezgodka	E. TITLE Acting 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 Coast Guard Headquarters Records Control Schedule No. 1, and to obtain authority to dispose records covered under new items 40 through 42 and items 630 through 632. This schedule consists of 17 Sections, and is contained in Headquarters Instruction M5212.6, Headquarters Records Control Manual. <i>Items 95-98 submitted 7/15/83 with changes in description, no change in disposition, all temporary series.</i></p> <p>Due to reorganizational changes within Headquarters, some approved subject categories and item numbers have been relocated in the schedule.</p> <p>This schedule does not apply to Coast Guard Records created prior to 1921. All Headquarters offices will be advised of the procedures concerning the disposition of pre-1921 records.</p> <p>Attached is a cross-reference of the old and new sections and item numbers.</p>	<p>M5212.6 NCI- 26-76-2</p>	<p><i>[Signature]</i> 1/7/84 6 items</p>

RZ
AD 7-1-83

Copy sent to agcy 11/28/84 GBS

MASS DATA CHANGE SHEET NOT REQUIRED

COPIES sent to RCW, NNT, NNI 12/5/84 CLO

<u>Description of Records</u>	<u>Authorized Disposition</u>
42. Record material of a routine administrative or housekeeping nature.	DESTROY when 3 years old.
43. Major aids to navigation master files consisting of applications and authorities granted to them by the Commandant with supporting papers, charts and graphs for establishment, change or discontinuance of aids to navigation.	PERMANENT. Transfer to FRC when 3 years old. Offer to NARS when 20 years old.
44. DMAHC Notices to Mariners concerning changes to aids to navigation.	DESTROY when 10 years old.
45. Local Notices to Mariners concerning changes in aids to navigations forwarded from CG Districts.	DESTROY when 5 years old.
46. Monthly reports furnishing technical data, etc. on LORAN stations and compilations.	DESTROY when 1 year old.
47. Monthly compilations of reports on LORAN stations. Including PHASE-OUT REPORTS.	DESTROY when 10 year old. Transfer when 3 years old.
48. Light lists of aids to navigation; <u>bound copy</u> .	DESTROY when 25 years old.
49. Light lists of aids to navigation, loose-leaf master light list with sources of information for corrections.	PERMANENT. Transfer to FRC when 15 years old. Offer to NARS when 25 years old.
50. Copies of reports of International Marine Pollution Prevention Convention Violations.	DESTROY when 3 years old.
51. Permits for bridges across navigable waters (case files).	PERMANENT. Transfer to FRC 1 year after completion of the project. Offer to NARS 10 years after completion of project.

New Series
[Signature]
 1/7/84

Description of Records

Authorized Disposition

~~92. Research and Development Project Case Files. Records reflecting a complete history of each project including procurement files, a copy of each contract or agreement for research services with related modifications, changes, addenda; project authorization documents; project cards, technical characteristics, test and trial results, drawings, specifications, and photographs, essential to document design, technical and progress reports.~~

~~PERMANENT: Transfer to FRC 5 years after completion of Project. Offer to NARS 15 years after completion of project.~~

*Withdrawn,
Scheduled under NCI-
26-84-3, to N, NNF, 12/28/83.*

93. General administrative project correspondence, reports and related material (excluding primary records of various activities of research and development).

DESTROY when 3 years old.

94. Annual appropriate^{ion} summary reports and related material.

DESTROY when 5 years old.

95. R&D Notebooks Files containing technical and scientific data duplicated in technical reports or elsewhere in project case files, or to be of such a nature as to be non-essential to project files.

DESTROY 6 months after completion or termination of related project.

96. Technical Reference Files. Consisting of copies of technical reports, specifications, drawings, and other technical data used for reference purposes.

DESTROY when superseded or obsolete.

97. Project Control Files. Consisting of duplicate copies of case file material, non-essential scientific or technical information, individual progress reports and administrative correspondence.

DESTROY upon completion or termination of project.

98. Procurement Request (excluding project procurement).

DESTROY when 3 years old.

99 THRU 100 RESERVED

SECTION 17 COMMAND CONTROL & COMMUNICATIONS RECORDS

These records relate to the management and coordination of Command Control and Communications Activities.

<u>Description of Records</u>	<u>Authorized Disposition</u>
630. Records created by the Office of Command, Control and Communications documenting the organizational development and administration of the Office of Command, Control and Communications consisting of the following.	
a. Official record copy of each directive/publication issued by the office with significant background material.	PERMANENT. Transfer to FRC when 5 years old. Offer to NARS when 20 years old.
b. Studies/Surveys conducted by the Office of Command, Control and Communications.	
(1) Studies/Surveys which resulted in Coast Guard wide adoption of policy or mangement program.	
(a) Which are forwarded to higher authority and are included in a formal publication by the higher authority.	DESTROY 5 years after publication of the study by higher authority or when usefulness has been served, whichever is later.
(b) Which are not forwarded to or published by a higher authority.	PERMANENT. Transfer to FRC when 5 years old. Offer to NARS when 20 years old.

New Series
JH
11/7/84

Description of Records	Authorized Disposition	
(2) Studies/Surveys which did not result in Coast Guard wide adoption of policy or management programs.	DESTROY when 5 years old or when usefulness has been served, whichever is later.	
631. General administrative correspondence, reports and related material(excluding primary records) from various activities of Command, Control and Communications .	DESTROY when 2 years old.	<i>New Series</i>
632. Record Material of a routine administrative or housekeeping nature.	DESTROY when 1 year old.	<i>New Series</i> <i>JH</i> <i>9/7/84</i>
633. Data Processing Records (See items 241 thru 309).		
<u>Communications Records</u>		
634. Communications Summary.	DESTROY when 2 years old.	
635. Inventories, reports such as transfer and destruction reports and related papers on register publications used as controls over security of classified records held throughout the Coast Guard.	DESTROY in accordance with effective editions of CMS-4.	
636. Communication Center copy of messages sent and received.	DESTROY when 6 months old.	
<u>Electronic Engineering Records</u>		
637. Avionics equipment manuals, aircraft files, technical descriptions and drawings.	DESTROY 6 months after equipment or aircraft is no longer in Coast Guard inventory.	
638. Office of Engineering copy of contract file for construction, installation, alterations, etc. of electronic equipment, including drawings, photographs, technical description, specifications and related data.	DESTROY 6 years, 3 months after completion of delivery.	