

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOL

NCI-26-84-1

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

DATE RECEIVED

10/25/83

NOTIFICATION TO AGENCY

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Transportation

2. MAJOR SUBDIVISION  
U.S. Coast Guard

3. MINOR SUBDIVISION  
Search and Rescue Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Anthony Smith

5. TEL EXT  
755-7960

2/22/84  
Date

*Robert J. Ware*  
Archivist of the United States

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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 4 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                            |
|---------|--|-------------------------------------|
| 9-26-83 | <i>R. W. Davis</i><br>R. W. DAVIS, CAPT., USCG 9/26/83 | CHIEF, MANAGEMENT ANALYSIS DIVISION |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
|-------------|---|----------------------|------------------|

The purpose of this request is amend item 296 to the Coast Guard Comprehensive Records Control Schedule #2, approved NCI-26-80-4 for disposal of Field Records. Subject schedule is contained in Commandant Instruction M5212.12, Paperwork Management Manual, Search and Rescue Records, Unit Logs, Section 10, Operations and Readiness Records. These records are accumulated at district offices, Headquarters units and district shore and floating units. ~~This amendment is specifically directed to logs generated 1947-1972.~~ Deleted per conversation w/ A. Smith, G-CMAA-1/3/84. *AS*

296. Search and Rescue Records

a. Unit Logs

Operations Division

- (1) Transcripts of logs of lightships, lightstations and vessels maintained at Operations Division.

DESTROY when 1 year old.

- (2) Transcripts of logs for vessels and shore units.

DESTROY when 1 year old.

Copy to Agency 4/11/84

Copies to NMF and NNB 4/11/84

Mass Data Change Required

ALL FRC 5/16/84

STANDARD FORM 115  
Revised April 1973  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

00 9/20

*William*

*DMW*

## Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF  
2 of 4

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|---|---------------------------|---------------------|
|               | <p>296a Search and Rescue Records(cont.)</p> <p><u>Large Shore Units</u><br/>Units found in this section include:<br/>Air Stations and Detachments, SAR<br/>Groups, Section Offices, Bases, Group<br/>Offices, Supply Depots, Depots, Port<br/>Security Units, and Captain of Port<br/>Offices.</p> <p>(3) Original Log containing a daily<br/>record of the units activities and<br/>a daily record of local weather<br/>information.</p> <p>DESTROY when 3 years old.</p> <p>(4) Master Flight Logs containing<br/>statistical entries of all flights<br/>regardless of purpose.</p> <p>DESTROY when 7 years old.</p> <p><u>Small Shore Units</u><br/>Units found in this section include:<br/>Electronic Repair Shops, Fog Signal<br/>Stations, Lifeboat Stations, Light<br/>Stations, Light Attendant Stations,<br/>Loran Transmitting Stations, Moorings,<br/>Organized Reserves Training Units<br/>(Port Security) (Vessel Augmentation),<br/>Radio Stations, Recruiting Stations,<br/>all others.</p> <p>(5) Original Logs (including Journal of<br/>Light Stations containing a daily<br/>record of the units activities<br/>and a daily record of local weather<br/>information</p> <p>(a) Journal of Light Stations and<br/>Life Stations.</p> <p>PERMANENT: Offer to the National<br/>Archives immediately, no more<br/>records are being created under<br/>this description.</p> <p>(b) All other logs created by small<br/>shore units.</p> <p>DESTROY when 3 years.</p> | 296C2                     |                     |

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
3 of 4

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|----------------|---|---------------------------|---------------------|
|                | <p>296a Search and Rescue Records (cont.)</p> <p>(6) Loran recording charts<br/>DESTROY when 3 years old.</p> <p><u>Coast Guard Vessels</u></p> <p>(7) Original Ship Logs containing a daily record of the ships activities and a daily record of weather information.</p> <p>(a) Logs for Group I type units described under COMDTINST 3123.12 Series as follows: WHEC, WLI, WYIL, WTR, WMEC, WLR, WYTM, WAGO, WAGB, WLIC, WLB, WPB, WIX, WAGW.</p> <p>PERMANENT: Offer to NARS when 20 years old in 5 year blocks. Transfer to FRC when 1 cubic foot has accumulated.</p> <p>(b) Log for Group II type units described under COMDTINST 3123.12 Series as follows: WLW,</p> <p>PERMANENT: Offer to NARS when 20 years old in 5 year blocks. Transfer to FRC when 1 cubic foot has accumulated. (See items 296f for vessels under 65 feet in length)</p> <p>(8) Quarters Bridge Books.<br/>DESTROY when 3 years old.</p> <p><u>Headquarters Units</u></p> <p>Units found in this section include: Academy, Aircraft Repair and Supply Base, Institute, Receiving Centers, Supply Centers, Training Station Yard.</p> <p>(9) Original Log containing daily record of units activities and a daily record of local weather information.<br/>DESTROY when 3 years old.</p> |                           |                     |

| Request for Records Disposition Authority - Continuation |  | JOB NO                    | PAGE OF<br>4 OF 4   |
|--|--|---------------------------|---------------------|
| 7.<br>ITEM NO  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|  | <p>Note: The entries described above are abstracted from the U.S. Coast Guard Comprehensive Records Control Schedule #2 which was first approved as II NNA 614 on July 1953 and later revised under NN-164-58 which was approved on 3 December 1963. The schedule was issued 10 February 1964 in COMDTINST 5212.1A the Coast Guard Paperwork Management Manual (CG-416).</p> |                           |                     |