

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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|--|---|
| LEAVE BLANK | |
| JOB NO NCI-26-84-2 | |
| DATE RECEIVED 12/6/83 | |
| 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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 2/22/84 Date | <i>Robert M. Kase</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
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 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 | D SIGNATURE OF AGENCY REPRESENTATIVE | E TITLE |
|---------|---|--|
| 12-1-83 | <i>R. W. Davis</i> R. W. DAVIS, 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 item 548 in the Coast Guard Headquarters Records Control Schedule No.1, and to obtain authority to dispose records covered under new item 548b. Subject schedule is contained in Headquarters Instruction M5212.6, Headquarters Records Control Manual.</p> <p>548. Personnel rosters* showing location and status of personnel at Coast Guard units.</p> <p>b. Rosters created prior to 1 October 1974. DESTROY when 50 years old.</p> <p><i>These older diaries are located in various accessions, totaling approximately 964 cu. ft., at WARC. They are currently listed as "U" with no disposal authority.</i></p> | <p>M5212.6 NC1 26-76-2</p> <p><i>New item</i></p> | |

11-28-83

No Mass Data Sheet Required. Agency & NCW sent 2/27/84 by DMW

** Older records sometimes referred to as "Personnel Diaries" NNF sent 2-27-84 by DMW*