

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

| | |
|---|--|
| LEAVE BLANK | |
| JOB. NO. | NCI-26-84-3 |
| DATE RECEIVED | 12/21/83 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| 1-6-84 Date | <i>[Signature]</i> Archivist of the United States |

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 12-15-83 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> R. W. DAVIS, CAPT., USCG | 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 |
|-------------|---|----------------------|---|
| | The purpose of this request is to amend item 92 in the Coast Guard Headquarters Records Control Schedule No. 1. Subject schedule is contained in Headquarters Instruction M5212.6, Headquarters Records Control Manual. | M5212.6 26-76-2 | Item 92 |
| | 92. Research and Development Project Case Files. Record copy reflecting a complete history of each project including technical characteristics, test and trial results, drawings, specifications, and photographs essential to document design, technical and progress reports, record copy of correspondence, memorandums and reports directly related to project produced by the project officer. | | Destroy 10 years after completion of project. Transfer to FRC 5 years after completion of project. |
| | <i>Records created at NQ only. Records related to WPRC.</i> | | <i>[Signature]</i> |

115-107
*ad 12-14-83 Mass Data Change Requested
Agency + NNF sent 2-27-84 by DMW.*