

**REQUEST FOR RECORDS POSITION 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  
Office of Merchant Marine Safety

4. NAME OF PERSON WITH WHOM TO CONFER

Anthony Smith

5. TEL EXT

755-7960

LEAVE BLANK

JOB NO

NCI-26-84-6

DATE RECEIVED

3/8/84

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disposal request, including amendments, is approved, except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Nov 14 84 Peter H. Mares  
Date 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 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 FEB 29 1984	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> W. DAVIS, CAPT., USCG	E. TITLE 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 items 193, 204, 270, 271, 272, and 273 of the Coast Guard Records Control Schedule #2 for disposal of Field Records. Subject schedule is contained in Field Instruction M5212.12, Paperwork Management Manual.</p> <p><u>Merchant Marine Technical Branch (mmt)</u></p> <p>193. Commercial Vessel Case Files consisting of general arrangement drawings, trim and stability booklets or stability calculations if no booklets are available, loading and operating manuals, automation test procedures, fire control plan and stability letters and other related Commercial Vessel material:</p> <p>a. General arrangement drawings, trim and stability booklets or stability calculations if no booklets are available, loading and operating manuals, automation test procedures, fire control plan and stability letters.</p>	M5212.12 NCI 26-80-4	

copy sent to agency 11/16/84 CBS

sent copies to GAC's, MASS NNS 11/26/84 C.L.D.  
DATA CHANGE SHEET ATTACHED

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 of 4
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2	<p><u>DISPOSITION:</u> Transfer to COMDT (G-MP-4) 1 year after work on a particular vessel is completed as evidenced by issue of certificate, stability letter of compliance or official report. Headquarters dispose IAW Headquarters Records Control Manual (HQINST M5212.6, item 410).</p> <p>b. Remainder of the case file.</p> <p><u>DISPOSITION:</u> DESTROY when no longer needed for reference or when 1 year old, whichever is sooner.</p> <p><u>Inspection Department</u></p> <p>204. General arrangement drawings, trim and stability booklets or stability calculations if no booklets are available, loading and operating manuals, automation test procedures, fire control plan and stability letters.</p>		
3	<p>a. If review and approval action was accomplished at MIO.</p> <p><u>DISPOSITION:</u> Transfer to COMDT (G-MP-4) 1 year after work is completed as evidenced by a certificate, amendment, stability letter, letter of compliance or official report. Headquarters dispose IAW Headquarters Records Control Manual, (HQINST M5212.6, item 410).</p>		
4	<p>b. No Change:</p> <p>c. Other related Technical Material.</p> <p><u>DISPOSITION:</u> DESTROY when no longer needed for reference or when 1 year old, whichever is sooner.</p>		

## Request for Records Disposition Authority - Continuation

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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
	Admeasurement District (m) or OCMI))		
5	270 Admeasurement Case Files consists of application forms, plans, sketches, tonnage calculation sheets (CG-1410 or equivalent); copies of tonnage certificates; Headquarters decision; approval letters; plans indicating unusual framing systems or other means of tonnage reduction; lines plans, capacity plans or curve plans for vessels of 79 feet and larger that have not been issued an International Tonnage Certificate and other related material.		
	a. Upon request from Headquarters.  <u>DISPOSITION:</u> Transfer to COMDT G-MVI-5) 1 year after certificate of admeasurement has been issued and vessel official number is logged. Headquarters dispose IAW Headquarters Records Control Manual, (HQINST M5212.6, item 410h).		
6	b. Records not requested by Headquarters.  <u>DISPOSITION:</u> DESTROY when no longer needed for reference or when 1 year old, whichever is sooner.		
7	271. Miscellaneous records (Routine administrative records of temporary value not provided for elsewhere).  <u>DISPOSITION:</u> DESTROY when no longer needed for reference or when 1 year old, whichever is sooner.		
	<del>272. <u>DELETE:</u> (not required, filed in 270) *</del>		
	<del>273. <u>DELETE:</u> (not required, filed in new 273)</del>		
	<del>273a. <u>DELETE:</u> Break down (not required, filed in new 273)</del>		
	<del>273b. <u>DELETE:</u> Break down (not required, filed in new 273)</del>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

\* As per agreement with Tony Smith 9/25/84

GPO 1975 O - 579-387

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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
8	273. (NEW) Optional Simplified Admeasurement Method; (46CFR.29.17 and 69.19 for Pleasure Vessels and Commercial Vessels.  <u>DISPOSITION:</u> DESTROY 1 year after documentation.		