

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-26-84-8	
DATE RECEIVED 4/18/84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-23-84 Date	<i>Robert W. Davis</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
Office of Marine Environment and Systems

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 3 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 4/13/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>R. W. Davis</i>	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 add new record descriptions to Reserved Item 538 to the Coast Guard Records Control Schedule #1 for disposal of Headquarters Records. Subject schedule is contained in Headquarters Instruction M5212.6, Headquarters Records Control Manual.</p> <p>538. Financial Responsibility of Vessels For Pollution Liability.</p> <p>a. Water Pollution Certificate Files, consist of receipt of insurance and application forms for vessel owner or operator. Included also are correspondence and other related documents required to issue a Coast Guard Certificate.</p> <p>Transfer to FRC 5 years after return of certificate. Destroy when 10 years old.</p>	<p>M5212.6 NCI-26-76-2</p> <p>NCI-358-81-2, Item 64 & 65</p> <p><i>New record series</i></p>	

Copies to agencies and NWFJ 4/26/84

~~Mass Data Change will be forwarded with printed change~~

Note: Records previously listed under #538 have been transfer to #657

Request for Records Disposition Authority - Continuation

JOB NO

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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>b. Underwriter Files, consist of insurance or surety company forms with approval memorandum, financial data and other related information for which approval or disapproval is based.</p> <p>c. Master Insurance Files, consist of blanket insurance forms covering all vessels under repair or construction, etc. under the care of a ship builder as apposed to individual forms for assured.</p> <p>d. Self-Insurers Files, consist of data pertaining to the financial status, solvency and financial responsibility of applicants.</p> <p>e. Concurrence of Agent For Service of Applicants File, consist of written agreements of United States firms to act as U. S. Agent for service of process for certain vessel owners, vessel operators or underwriters.</p> <p>f. Enforcement Agency Files, consist of correspondence and reports between U.S. Coast Guard, U.S. Customs Service, Panama Canal, and other enforcement agencies regarding the Water Pollution Program.</p>	<p>Transfer to FRC 5 years after applicant has been withdrawn from active file. Destroy when 10 years old.</p> <p>Transfer to FRC 5 years after applicant has been withdrawn from active file. Destroy when 10 years old.</p> <p>Transfer to FRC 5 years after applicant has been withdrawn from active file. Destroy when 10 years old.</p> <p>Transfer to FRC 5 years after applicant has been withdrawn from active file. Destroy when 10 years old.</p> <p>Transfer to FRC 5 years after return of certificate. Destroy when 10 years old.</p>	

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 3 of 3
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>g. Application Log Book. This log contains the date of applicants request for certificate, applicants name, control number, and approval or disapproval of request.</p>		<p>Destroy when no longer needed for reference or when 5 years old, whichever is sooner.</p>