

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

|   |                                |
|---|--------------------------------|
| LEAVE BLANK   |                                |
| JOB NO  | NCI-26-84-9                    |
| DATE RECEIVED   | 2/2/84                         |
| NOTIFICATION TO AGENCY  |                                |
| <small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small> |                                |
| Date  | 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 Merchant Marine Safety

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Anthony Smith

755-7960

*Nov 5 84*  
*Robert W. Davis*  
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 2 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                            |
| 6-25-84 | <i>R. W. Davis</i><br>R. W. DAVIS, CAPT., USCG | 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 to amend the following items to the Coast Guard Records Control Schedule #2 for disposal of Field Records. Subject schedule is contained in Commandant Instruction M5212.12; Paperwork Management Manual.   | M5212.12<br>NCI<br>26-80-4 |   |
| 1.          | <del>239. Mutual Release Books DESTROY when 50 dated through 1937 contain- years old. ing seamen's and masters' releases from claims.</del>  | "                          | per conversation with A. Smith 10/30/84 |
| 2.          | 246. Merchant Marine License Officers files (Deck, Engineer) containing applications, Physicals, cancelled licenses, examination questions and answers and cover sheet.<br><br>a. Examination question, answer and cover sheet.<br><br>(2) CG Institute (mvp) DESTROY answer sheets 1 year after receipt from OCMI | "                          | <i>1 item</i>                           |

115-107  
*aw 6/26/84*

*Copy sent to Agcy 10/6/84*

**MASS DATA CHANGE SHEET NOT REQUIRED**

**Request for Records Disposition Authority - Continuation**

JOB NO

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2 OF 2

| 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>246 (Condt')</p> <p>3. <del>b. Remainder of the</del> DESTROY when 50 years<br/>file contains the appli- old. Transfer to FRC<br/>cations, physicals, can- when 6 years old.<br/>celled licenses.</p> <p>4. 248. Radio Officer License DESTROY when 50 years<br/>File. old. Transfer to FRC<br/>when 6 years old.</p> |                           | <p>per conversation with AS<br/>10/30/84</p> |

**MASS DATA NOT REQUIRED**