NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-026-05-011

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 7/1/2025

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 1-4

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 5 and 6 superseded by GRS 5.1 item 020 (DAA-GRS-2016-0016-0002)

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-026-05-11

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received
5-31-2005

1. FROM (Agency or establishment)
Department of Homeland Security

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
United States Coast Guard

3. MINOR SUBDIVISION
United States Coast Guard Headquarters; CG-262

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Stuart White	(202) 267-2134	2|16|06	

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached __2____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required   ☐ is attached; or   ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
18 Nov 05	OLTHEA S. CROOM	Records Officer, United States Coast Guard

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	The purpose of this request is to Add an items to the current schedules to correctly identify records created and maintained in accordance with the Coast Guard Records Disposition Schedule, COMDTINST 5212.12A, Information and Life Cycle Management Manual. SSIC 16700 COMMERCIAL VESSEL SAFETY **11. Ship Arrival Notification System (SANS)** System Description: The Ship Arrival Notification System (SANS) is a database application that provides advance notice of arrival/departure information from shipping agents or shipmasters of flagged vessels that intend to port in the United States. The information is processed, screened and stored for use to verify crew on board, identify passengers, authenticate cargo manifests, and coordinate with the Captain of the Port (COTP) to have "Sea Marshal's" board "High Interest Vessels" (HIVs) prior to entry into a port.		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	**a. System Inputs** - Vessel Notice of Arrival/Departure Report (NOA/D). Records consist of information received from vessel(s)' owner, operator, agent, charterer, etc. (entity acting on behalf of owner) relating to the arrival/departure of vessels in U.S. ports. Records may be received via email, fax, e-NOA/D (electronic Notice of Arrival/Departure, which includes website, InfoPath, or schema all providing XML format) formats, or telephone and retained in SQL server database. **Destroy/Delete** when verification of data is complete.		
2.	b. Master File. Data includes details about vessels, reporting party, arrival/departure date/time group, voyage information, crew, passenger and cargo manifest, previous ports visited, ship security and safety certifications and version control information. **Destroy/Delete** when no longer needed for reference, or when ten years old, whichever is later.		
3.	c. Outputs. Ad-hoc reports are generated for local and immediate use to provide operational planning to a variety of interested parties for example, Captain of the Port and Marine Safety Offices, Sea Marshals, Customs and Boarder Patrol, Immigration and Customs Enforcement. Examples of data usage includes setting up security zones, scheduling boarding and inspections activities, actions for non-compliance with regulation, and other activities in support of Coast Guard's mission to provide for safety and security of U.S. ports. Secondary use by investigation and enforcement entities within the Federal Government. **Destroy/Delete** when no longer needed for reference, or when ten years old, whichever is later.		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	11. GRS OR SUPERSEDED JOB CITATION	12. ACTION TAKEN (NARA USE ONLY)
4.	d. Documentation. System specifications, technical file descriptions, data dictionaries, code books, record layouts, user and administrator guides·and related materials that support the ship arrival notification system. **Destroy or delete** when superseded or upon authorized deletion of related database master file. e. Electronic Mail and Word Processing System Copies		
5.	1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **Delete** within 180 days after the recordkeeping copy has been produced.		
6.	2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **Delete** when dissemination, revision, or updating is complete. JUSTIFICATION: These records are kept in an electronic database along with any attachments received with the submission. The ten year retention should be adequate for the information, unless the users determine that it is still needed for reference purposes.		