

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

|                                     |                     |
|-------------------------------------|---------------------|
| LEAVE BLANK                         |                     |
| DATE RECEIVED<br><b>AUG 21 1975</b> | JOB NO.             |
| DATE APPROVED                       | <b>NC - 26-76-1</b> |

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Transportation

2. MAJOR SUBDIVISION  
U. S. Coast Guard

3. MINOR SUBDIVISION  
U. S. Coast Guard Field Units

4. NAME OF PERSON WITH WHOM TO CONFER  
Mrs. Doris H. Tench

5. TEL. EXT.  
426-2365

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Date \_\_\_\_\_ Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 2 pages are proposed for disposal for the reason indicated: ("X" only one)

- A** The records have ceased to have sufficient value to warrant further retention.
- B** The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

6 August 1975  
 (Date)

B. JORDAN, CAPT, USCG  
 (Signature of Agency Representative)

Chief, Mgmt. Analysis Div.  
 (Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
|             | <p>Item 38, Part 7 of the U. S. Coast Guard Comprehensive Records Control Schedule No. 2 (Field Records) directs the Senior Inspector of Personnel in each Marine Inspection Office to transfer all of a deceased seaman's records to Commandant (G-MVP), regardless of whether in the possession of the Marine Inspection Office (MIO) or the Federal Records Center. This is presently resulting in an unnecessary flow of paperwork in the Seamen Documentation and Records Branch (G-MVP) at Headquarters, and duplication of the information contained in the seaman's records.</p> <p>In order to correct this matter, it is requested that disposition given below be approved.</p> <p>After approval of proposed disposition, the schedule will be amended to reflect the new authorized records disposition.</p> <p>The amendment will permit the MIO's to purge their files of deceased seamen's records without putting an undue burden on G-MVP by sending needless material to Headquarters. The requested amendment is in accordance with a recommendation dated 20 February 1974, by a Study Team from NARS.</p> <p>It has been requested by G-MVP that amended disposition be approved prior to the date of implementation of the Privacy Act which is 27 September 1975.</p> |                      |                  |

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 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 |
|----------------|--|----------------------------|---------------------|
| 1.             | <p>Complete proposed U. S. Coast Guard schedules will be submitted at a later date.</p> <p>Item amends item number 132 of NARS Disposal Job No. NN-173-317</p> <p>Evidence of death.</p> <p>Dispose of all records regardless of whether in possession of MIO or FRC, except licenses, documents or other papers of possible historical value which are to be transferred to Commandant (G-MVP) for inclusion in the seaman's permanent record.</p> <p>August 26, 1975</p> <p>Disposal Job No. NC-26-76-1 is canceled and returned to its originator as requested. U.S. Coast Guard plans to resubmit this item as an addition to item 25, part 7, of CG 416, Comprehensive Records Control Schedule No. 2 (for field records).</p> <p><i>Carmelita S. Ryan</i><br/>CARMELITA S. RYAN<br/>Acting Director<br/>Records Disposition Division</p> |                            |                     |