

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0026-2024-0002

Status: APPROVED
Date Approved: 06/12/2025

General Information

Agency or Establishment	United States Coast Guard
Record/Scheduling Group	0026 - Records of the U.S. Coast Guard
Records Schedule Applies To	Agency-wide
Schedule Subject	Incident-Activated Media Recording Records

Additional Schedule Information

The purpose of this schedule is to add an item to a current records series to correctly identify records created and maintained in accordance with the Coast Guard records disposition authority N1-026-05-015, in COMDTINST M5212.12 series, under SSIC series 16000-15a, General Coast Guard Mission Records, Marine Information for Safety and Law Enforcement (MISLE) System. MISLE is the official record of Coast Guard maritime incident / investigation cases. Cases include the investigation report, all evidence to include testimonies, statements, documents, attachments, etc. and data associated with a particular event or incident. The data contains case title, originating, controlling and owning unit, date opened, and the status. The attachments include, but are not limited to body-worn, mobile, and vessel-mounted cameras during the course of conducting official duties. Recordings are the result of Coast Guard mission-related events that require on-duty personnel to activate a camera such as a body-worn, mobile, or vessel mounted camera recording device. The recordings result in the creation of media files. Media files may be determined to have evidentiary or non-evidentiary value.

For use in this schedule, "media" refers to audio, visual, or a combination of the two, recorded through analog or digital camera. It can contain raw or uncompressed data, compressed data, excerpts of the data, and associated metadata. "Media" will also refer to either clips or full-length recordings, without distinction.

The recorded data results in three types of media files: 1) media files that have no evidentiary value; 2) media files that have potentially evidentiary value; and 3) media files with evidentiary value.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0026-2024-0002

Status: APPROVED
Date Approved: 06/12/2025

The following definitions apply for use in this schedule: 1. Non-Evidentiary - Media recorded by Coast Guard personnel during the performance of their duties determined to have no evidentiary value. 2. Potentially Evidentiary - Media recorded data that captures an action of Coast Guard personnel during the performance of their duties that has not been pulled into any criminal, administrative, civil, or other legal proceeding. 3. Evidentiary - Any recorded media having material or probative value or may have bearing on any Coast Guard mission activity, criminal, administrative, civil, or other legal proceeding. Media files determined to have evidentiary value shall be preserved under established rules of evidence with the associated case file and in accordance with the USCG Marine Safety Manual, Volume V: Investigations and Enforcement.

Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0026-2024-0002

Status: APPROVED
Date Approved: 06/12/2025

Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0026-2024-0002

Status: APPROVED
Date Approved: 06/12/2025

Outline of Records Schedule Items for DAA-0026-2024-0002

Item #	Title	Disposition
0001	Incident-Activated Media Recording Records : Non-Evidentiary Media Files	Temporary
0002	Incident-Activated Media Recording Records : Potentially Evidentiary Media Files	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0026-2024-0002

Status: APPROVED
Date Approved: 06/12/2025

Records Schedule Items

Group Title	Incident-Activated Media Recording Records
Group Description	Audio / visual media records created as a result of Coast Guard mission-related events requiring on-duty personnel to activate a camera such as a body-worn, mobile, -or vessel-mounted camera recording device. The recordings result in the creation of audio / video recordings / media files.
DAA-0026-2024-0002-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Non-Evidentiary Media Files
Item Description	Records created as a result of Coast Guard mission-related events requiring on-duty personnel to activate a camera such as a body-worn, mobile, or vessel mounted camera recording device. This item covers recordings that result in the creation of media files which have been determined to have no evidentiary value.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	16000-15a(4)A
Manual Title	COMDTINST M5212.12B Series
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff after the recorded footage is removed from the camera, placed in storage, and labeled as non-evidentiary.
Retention Period	Other: Destroy 180 days after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0026-2024-0002-0002	STATUS: Active
ITEM GENERAL INFORMATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0026-2024-0002

Status: APPROVED
Date Approved: 06/12/2025

Item Title	Potentially Evidentiary Media Files
Item Description	Records created as a result of Coast Guard mission-related events requiring on-duty personnel to activate a camera such as a body-worn, mobile, or vessel mounted camera recording device. This item covers recordings that result in the creation of media files which have not been pulled into any criminal, administrative, civil, or other legal proceeding, and has been determined to be potentially evidentiary. If these records become associated with a case, they will be labeled as evidentiary.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	16000-15a(4)B
Manual Title	COMDTINST M5212.12 (series)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff after the recorded footage is removed from the camera, placed in storage, and labeled as potentially evidentiary.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0026-2024-0002

Status: APPROVED
Date Approved: 06/12/2025

Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	06/12/2025



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.