

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>71-026-05-4</i>		
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>1-18-2005</i>		
1. FROM (Agency or establishment) Department of Homeland Security			NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		
2. MAJOR SUBDIVISION United States Coast Guard					
3. MINOR SUBDIVISION GWPX					
4. NAME OF PERSON WITH WHOM TO CONFER Harry L. George III		5. TELEPHONE NUMBER 757-420-2480 X3032	DATE <i>7/15/05</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN	
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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.					
DATE <i>14 Jan 05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i>			TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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 2 items to the current schedules to correctly identify records created and maintained in accordance with the Coast Guard Records Disposition Schedule, COMDTINST M5212.12A, Information and Life Cycle Management Manual. <u>SSIC 1700 MORALE AND PERSONAL AFFAIRS</u> Item 6 Letters of authorization for Coast Guard Morale Well-Being and Recreation activities. Destroy 3 years after disestablishment of the activity.				
2	Item 7 Records and supporting documents for administration of Coast Guard MWR activities including bank statements, check registers, cash books, cancelled checks, property and stock records, expenditure vouchers, purchase orders, vendors' invoices, payroll and personnel records, daily activity records, guest register cards, stub requisitions, food and beverage cost control sheets, petty cash vouchers, reports and related papers. Destroy records 6 years and 3 months, after period covered by the account. <i>None</i>				

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
3	<p>Records of Coast Guard MWR Property. MWR property valued at \$2,500 or more including those purchased with nonappropriated funds. Sensitive items with an acquisition cost between \$500 and \$2,499 dollars, including office machines, power hand tools, and recreational/athletic equipment. Items at the discretion of the command that have popular appeal, are difficult to control, or are easily misappropriated for personal gain. Reportable MWR property shall be inventoried annually in conjunction with an audit and at relief of the custodian or disestablishment of the fund.</p> <p>Destroy 3 years after disposal of property.</p>		

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2	<p>Item 7</p> <p>Records and supporting documents for administration of Coast Guard MWR activities including bank statements, check registers, cash books, cancelled checks, property and stock records, expenditure vouchers, purchase orders, vendors' invoices, payroll and personnel records, daily activity records, guest register cards, stub requisitions, food and beverage cost control sheets, petty cash vouchers, reports and related papers.</p> <p>Destroy records 6 years and 3 months, after period covered by the account.</p>			

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