

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-026-05-021

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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 and 2

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Items 3 and 4 superseded by GRS 5.1 item 020 (DAA-GRS-2016-0016-0002)

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-026-05-21	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8-23-2005	
1. FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
1. MAJOR SUBDIVISION United States Coast Guard		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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. MINOR SUBDIVISION CG-1121			
3. NAME OF PERSON WITH WHOM TO CONFER CWO Tim Merrell	4. TELEPHONE NUMBER 202-267-6057	DATE 8/11/06	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
5. 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, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE <i>9 May 06</i>	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <i>[Signature]</i>	TITLE Records Officer, United State 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 change items in the Coast Guard Records Disposition Schedule, COMDTINST M5212.12A, Information and Life Cycle Management Manual to correctly reflect the requirements of 45 CFR Parts 160 through 164, HIPAA Privacy Rules. <u>SSIC 6570 PHARMACY</u> 1. Alcohol Prescription, Narcotic and Controlled Drug Logs. Internal pharmacy inventory of narcotics, alcohol, and controlled drugs which pharmacies are required to maintain when issuing controlled substances to patients. Destroy when 3 years old.	NC1-26-76-2	
2.	2. Controlled Substances Prescriptions. General alcohol, narcotic, and barbiturate prescriptions required to be maintained for Coast Guard personnel and their dependents. Destroy when 6 years old.	NC1-26-80-4	
<i>cc Agency, NR NAWM</i>			

3.

Electronic Mail and Word Processing System Copies

a. 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.

4.

Delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Delete when dissemination, revision, or updating is complete.