

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-026-06-5</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3-24-2006</i>	
1. FROM (Agency or establishment) <b>Department of Homeland Security</b>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <b>United States Coast Guard</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION <b>G-IPA-4</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Jeffrey Bowdoin</b> JBowdoin@comdt.uscg.mil	4. TELEPHONE NUMBER <b>(202) 267-0146</b>	DATE <i>11/21/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Wenzel</i>
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 <b>20 March 2006</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>Olthea S. Croom</b> <i>Olthea S. Croom</i>		TITLE <b>Records Officer, United States Coast Guard</b>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The purpose of this request is to add and item 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.</p> <p><i>* This schedule is media neutral. *</i></p> <p><u>SSIC 16450 Marine Environmental Protection</u></p> <p><b>25. Disaster Operations</b></p> <p>Emergency response actions including but not limited to SAR missions, security, logistics, communications, public information dissemination, intelligence gathering, onsite command and control, operation of incident command system/center, waterway traffic circulation, assistance to/from state, local, federal, private and non-profit entities, reconstitution of ports, shorelines and waterways, maintenance to ATONS, oil and pollution procedures, firefighting, salvage, protection of health, human safety and wildlife, deployment of special monitoring devices, processing of claims, and investigations and other humanitarian assistance activities.</p>		

*11/21/06 copies sent to Agency, NWMD, NWME, NWMW, NR, NUCTB*

## Emergency and Disaster Documentation

As determined by the Secretary of Homeland Security in coordination with the National Response Plan an incident of national significance is declared whenever a disaster (either natural or manmade) occurs and harms or threatens a community or the natural environment requiring a concentrated multi-faceted coordination of federal, state, local, and private emergency resources. Federal response during such an emergency or disaster (For example, Hurricane Katrina or 9/11) requires exceptional documentation. Documentation of USCG's involvement in the response should be a concerted effort carried out by units affected or providing support, special documentation teams, liability investigators, contractors, JAG representatives, historians and public affairs. The purpose of such documentation is to collect, preserve and make accessible copies of documents, video, photography, email, presentations, and other related records of events surrounding the disaster in order to preserve the vital historical and legal data that details events and activities from onset, through continuity to future operations. This documentation provides a complete and accurate compilation of the Coast Guard's response.

1.

1. Incidents of National Significance  
Collected/received copies of original records.

**Permanent.** Transfer to National Archives upon completion of documentation project. At the time of transfer the National Archives and USCG will determine an acceptable medium and format in which records will be transferred.

### ~~2. Minor incidents and disasters~~

~~Records created throughout the normal business operations of the Coast Guard such as SAR case files should be maintained in accordance with appropriate record types and as described in COMDTINST M5212.12A.~~

~~3. Electronic copies of records that are created on electronic mail and word processing system and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

~~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.~~

~~**Destroy/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.~~

~~**Destroy/Delete** when dissemination, revision, or updating is completed.~~

GRS 20 /13

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