

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>721-026-04-5</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9-2-2004</i>	
1. FROM (Agency or establishment) Department of Homeland Security		<b>NOTIFICATION TO AGENCY</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION United States Coast Guard			
3. MINOR SUBDIVISION Office of Cutter Forces			
4. NAME OF PERSON WITH WHOM TO CONFER LT MATT FUNDERBURK	5. TELEPHONE NUMBER 202-267-1063	DATE <i>12/13/2005</i>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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 _____ 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 27 August 2004	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <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 GRS OR SUPERSEDED JOB CITATION	10.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	<u>SSIC 3150 DIVING AND HYPERBARIC SYSTEM OPERATIONSS</u>  Dive Reporting System (DRS). An electronic log of all diving activity. Electronic copies are forwarded to the Naval Safety Center (NSC) for use in analysis of equipment reliability and mishap trends.  Data elements may include DATE, TIME, DIVER AND EQUIPMENT INFORMATION, DEPTH, MISSION, LOCATION, REMARKS.  Data from this system may be used in three formats: a. Electronic – for transfer to NSC. b. Hardcopy Personal Dive Log (PDL) – filed in the Member's training record for permanent retention. c. Hardcopy Command Dive Log – maintained at the diving unit as a record of all diving activity.  Disposition:  Electronic – transfer to NSC on quarterly schedule. Delete after confirmation of receipt By NSC.  PDL – Maintain in member's training record for duration of Time in service.		
<i>cc: none</i>			

**REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION**

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>CDL - Destroy log when three years old.</p> <p>NOTE: Some CDL data may be worthy of permanent retention if they provide significant insight into major events recorded in U.S. Coast Guard logbooks, reflect significant developments or attract extensive public attention. These should be brought to the attention of NARA via a SF-115, Request for Disposition Authority, so that they can be appraised and appropriate disposition authorized. The appraisal process for these reports will include determination of the appropriate medium for transfer of any records determined to be permanent.</p> <p>NOTE: Any PDL data directly related to a diving casualty, mishap, or treatment shall be recorded permanently in the member's Medical Record.</p> <p>2. Emergency Evacuation Hyperbaric Stretcher (EEHS) Log. Records all training, maintenance and operation of the EEHS.</p> <p>Data elements may include DATE, TIME, DEPTH, DIVER INFORMATION, MISSION, LOCATION, CONSULTATION DATA.</p> <p>Data from this log will be recorded in hard copy.</p> <p>Disposition: Destroy when data is three years old.</p> <p>NOTE: Any EEHS Log data directly related to a diving casualty, mishap, or treatment shall be recorded permanently in the member's Medical Record.</p> <p>3. Dive Accident/Hyperbaric Treatment Reports. Used to report diving mishaps and related hyperbaric treatments.</p> <p>Data elements may include DATE, TIME, DEPTH, DIVER AND EQUIPMENT INFORMATION, MISSION, LOCATION, TYPE OF INJURY, TREATMENT PERFORMED, CONSULTATION DATA, REMARKS.</p> <p>Data from this report will be submitted to the NSC via record message traffic.</p> <p>Disposition: In accordance with schedule for non-diving mishap reports.</p> <p>4. Failure Analysis Reports. Used to report equipment failures.</p> <p>Data elements may include DATE, TIME, DEPTH, MISSION, LOCATION, TYPE OF FAILURE, REMARKS.</p> <p>Disposition: One copy will be maintained at the unit for three years. One copy will be sent to NAVSEA (OOC3) and NEDU (Code 03).</p>		

Two copies, including original, to be submitted to the National Archives and Records Administration.

STANDARD FORM 115-A (REV. 3-91)

Prescribed by NARA  
36 CFR 1228

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