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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |   | JOB NUMBER<br><b>N1-026-05-07</b>  |  |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  |   | Date received<br>5-6-2005  |  |
| 1. FROM (Agency or establishment)<br>Department of Homeland Security   |   | NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br>United States Coast Guard  |   |  |  |
| 3. MINOR SUBDIVISION<br>Agency-wide (First District)   |   |  |  |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Mark Galluzzo   | 5. TELEPHONE NUMBER<br>617-233-8422   | DATE<br>3/3/06   | ARCHIVIST OF THE UNITED STATES<br><i>Mark Galluzzo</i> |
| 6. AGENCY CERTIFICATION<br>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>2</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,<br><br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |   |  |  |
| DATE<br>6 December 2005  | SIGNATURE OF AGENCY REPRESENTATIVE<br>OLTHEA S. CROOM<br><i>Olthea S. Croom</i>   | TITLE<br>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 GRS OR SUPERSEDED JOB CITATION  | 10.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 items to the current schedule 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.<br><br><u>SSIC 16200 GENERAL ENFORCEMENT OF LAWS AND TREATIES</u><br><br><b>Law Enforcement Monthly Files</b><br><br>a. Copies of outgoing correspondence, whale safety broadcasts, local notices to mariners, local reports of fishery management, boarding reports, weekly law enforcement tasking of cutters, SITREPS, and other activities arranged chronologically kept for convenience, reference, and intelligence gathering purposes.<br><br><b>Destroy</b> when three years old. |  |  |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
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| 2.          | <p>b. Electronic Mail and Word Processing System Copies</p> <p>1. 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.</p> <p><b>Delete</b> within 180 days after the recordkeeping copy has been produced.</p> |                                   |                                  |
| 3.          | <p>2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p><b>Delete</b> when dissemination, revision, or updating is complete.</p>  |                                   |                                  |

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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |   | JOB NUMBER<br><i>11-026-05-7</i>   |                                  |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  |   | Date received<br><i>5-6-2005</i>   |                                  |
| 1. FROM (Agency or establishment)<br>Department of Homeland Security   |   | NOTIFICATION TO AGENCY<br><br>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<br>United States Coast Guard  |   |  |                                  |
| 3. MINOR SUBDIVISION<br>First District   |   |  |                                  |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Mark Galluzzo   | 5. TELEPHONE NUMBER<br>617-223-8422   | DATE   | ARCHIVIST OF THE UNITED STATES   |
| 6. AGENCY CERTIFICATION<br>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,<br><br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |   |  |                                  |
| DATE<br><i>4 May 05</i>  | SIGNATURE OF AGENCY REPRESENTATIVE<br>OLTHEA S. CROOM<br><i>Olthea S. Croom</i>   | TITLE<br>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 an items 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.<br><br><u>SSIC 16200 GENERAL ENFORCEMENT OF LAWS AND TREATIES RECORDS</u><br><br>12. Law Enforcement Monthly Files. Records consist of copies of whale safety broadcasts (notices to mariners on the location of right whales), weekly law enforcement tasking of Coast Guard cutters and chronological activity logs.<br><br>DESTROY when three years old.<br><br>12a. Electronic copies of records that are created on electronic mail and word processing systems 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. |  |                                  |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 2           | <p>12a(1). 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.</p> <p><b>Destroy/delete</b> within 180 days after the recordkeeping copy has been produced.</p>  |                                   |                                  |
| 3           | <p>12a(2). Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p><b>Destroy/delete</b> when dissemination, revision, or updating is completed.</p> <p>JUSTIFICATION:</p> <p>A three year retention is sufficient for these records, since any important information is duplicated elsewhere. Coast Guard cutter unit logs, which provide a daily account of activities, are permanent records; law enforcement activities, including "Sitreps" go into law enforcement case files; notices on locations of right whales are maintained by NOAA. This series consists, then, of additional copies of records maintained elsewhere, or of administrative records with no long-term value.</p> |                                   |                                  |