

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-026-05-9	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4-16-2005	
1. FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2. 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION International Ice Patrol, D1			
4. NAME OF PERSON WITH WHOM TO CONFER MST2 William P. Tootle Jr.	4. TELEPHONE NUMBER 860-441-2626	DATE 5/2/06	ARCHIVIST OF THE UNITED STATES <i>Allen Winston</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>4</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>19 Jan 06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olteha 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The purpose of this request is to add and revise items 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><u>SSIC 16150 ICE OPERATIONS RECORDS</u></p> <p>Records of the International Ice Patrol (IIP)</p> <p>Name of System: Iceberg Analysis and Prediction System (BAPS)</p> <p>Purpose of System: BAPS serves as a database tool to estimate iceberg drift and deterioration and generate products. Designed and used by the International Ice Patrol (IIP), BAPS gathers and processes raw data to perform IIP's primary mission of monitoring iceberg danger near the Grand Banks of Newfoundland and broadcasting the Limit of All Known Ice to mariners. Ice Patrol's responsibilities are delineated in U.S. Code, Title 46, section 738, and the International Convention for the Safety of Life and Sea, 1974.</p>		

*cc: Agency, RR, DWMD,
NWM, NWMW, NWCTB*

Inputs:

1. Information Reports; All ships are encouraged to report ice sightings to IIP when transiting in the region of the Grand Banks. Information reports include ship name and call sign, iceberg position (or "no ice sighted"), time of sighting, method of detection, size and shape of iceberg, sea ice concentration, and sea-surface temperature. Reports are received via telephone, radio, fax, and email. The Canadian Ice Service frequently reports ice sightings to IIP.

Destroy when information is loaded in BAPS and verification of data is completed.

2. SLAR Film and CDs. Side-Looking Airborne Radar (SLAR) film and CDs are a record of all SLAR targets detected during reconnaissance. Personnel review the data during the post-flight analysis to ensure accurate target identification. SLAR film displays only radar return, while CDs show a target's return, position, and description.

Destroy when three years old.

Master Data:

3. BAPS Master File. The Iceberg Analysis and Prediction System's iceberg database contains each iceberg's sighted and final drifted positions, size, and shape. The drifted positions are based on IIP's drift and deterioration model, which is based in part on oceanographic and meteorological data. Iceberg data is maintained each ice season and annually exported from the system. The data is also archived at the National Snow and Ice Data Center for scientific research.

Permanent. Transfer to NARA at the end of each ice season in accordance with 36 CFR 1228.270 (NARA transfer guidance).

4. BAPS Limit File. The Limit File is an ASCII text file in the Iceberg Analysis and Prediction System that contains the geographic coordinates of the Limit of All Known Ice.

Permanent. Transfer to NARA at the end of each ice season in accordance with 36 CFR 1228.270 (NARA transfer guidance).

Supersedes
NC1-26-84-7, item 301c
COMDTINST 52.12A
SSIC 16150, item 6

Outputs:

5. Ice Charts. Ice Charts are created electronically by using information gathered from a variety of sources, such as Coast Guard reconnaissance flights, satellite imagery, and ships. Ice charts are broadcast daily to mariners in the north Atlantic. Ice Charts graphically depict sea ice, radar targets, the Area of Many Bergs, and the Limit of All Known Ice. A text file (Ice Bulletin) containing the same data is also produced and used by those who cannot access the graphical file.

Permanent. Transfer to NARA graphical files at the end of each ice season in accordance with 36 CFR 1228.270 (NARA transfer guidance).

6. Annual Reports. U.S. Code, Title 46, section 738, mandates IIP to publish a report of services provided each year. The Annual Report presents various statistics and summarizes the ice season by describing the year's ice and environmental conditions, experiments, product dissemination, and reconnaissance operations. Annual Reports are published in hard copy and electronically.

Permanent. Transfer to NARA at the end of each ice season.

7. System Documentation.
Key to the BAPS Master File. Describes data columns and codes in the iceberg database.

Permanent. Transfer to NARA along with system files.

8. Ice Reconnaissance Detachment (IRD) Logs. The logs for each reconnaissance patrol consist of flight hours, flight track, patrol conditions, reconnaissance targets, Side-Looking-Airborne-Radar target reports, and other pertinent documentation.

Transfer to FRC when three years old. **Destroy** when 25 years old.

Supersedes
NC1-26-84-7, item 301a
COMDTINST 52.12A
SSIC 16150, item 4

	<p>Additional Records Series:</p> <p>9. External Reference Requests. Various requests made to IIP for iceberg, oceanographic, and climate data.</p> <p>Destroy five years after request is finalized.</p> <p>Research and Data Collection. Records include project plans, design, program evaluations, logbooks, notebooks, documentary evidence such as film and video, manual calculations, analytical and sampling data, drawings, implementation and results, findings and final reports. Includes such studies as ocean physics, ocean charting of currents, glacial survey models, iceberg demolition experiments, RADM Edward Smith's oceanographic projects.</p> <p>10. (a.) IIP directed research and development projects which established precedents, produced major contributions to scientific knowledge; subject to widespread media attention or subject to Congressional scrutiny.</p> <p>Permanent. Transfer records to NARA five years after the conclusion of the project or publication of the final report.</p> <p>(b.) All other</p> <p>Carry out dispositions in accordance with <u>SSIC 3910, RESEARCH AND DEVELOPMENT</u></p> <p>Email and Word Processing Copies</p> <p>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.</p>	<p>Supersedes NC1-26-84-7, item 301b COMDTINST 52.12A SSIC 16150, item 5</p>	
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11.

(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.

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

12.

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

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

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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 First District			
4. NAME OF PERSON WITH WHOM TO CONFER Freda Anderson	5. TELEPHONE NUMBER 617-223-8458	DATE	ARCHIVIST OF THE UNITED STATES
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>4 May 05</i>	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	The purpose of this request is to add an items 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. <u>SSIC 16150 ICE OPERATIONS RECORDS</u> 7. Prognosis Reports. Reports of iceberg sightings and prognoses of iceberg movements and deteriorations. Records are electronic and retained in an ORACLE database. a. Master Files Permanent. Transfer copy to NARA at the end of each calendar year. b. Output Reports – Textual Retire to FRC when 3-years old. Destroy when 10 years old.		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>c. Iceberg Prognosis Reports Documentation. System specifications, file specifications, codebooks, records layouts, and final reports (regardless of medium) relating to the files.</p> <p>Permanent. Transfer copy of documentation with file. Transfer updates and changes to NARA annually with subsequent transfers of files.</p> <p>d. Input Files. Data downloaded from IIP Reconnaissance Detachment Sightings Logs and SLAR Films.</p> <p>Destroy when 90 days old, after verification.</p> <p>e. 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.</p> <p>f. 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>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>g. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Destroy/delete when dissemination, revision, or updating is completed.</p> <p>JUSTIFICATION: These records document the existence and movement of icebergs over time, as well as changes in the icebergs themselves. They provide evidence of the operations of the IIP in providing data to ships on iceberg activity. In addition, they contain a great deal of scientific data on iceberg behavior and can be used to document environmental changes and patterns in global warming.</p>		