

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-026-05-16	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8001 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8-5-2005	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Cdr Timothy Demy	5. TELEPHONE NUMBER 617-223-8314	DATE AUG 2, 2006	ARCHIVE OF THE UNITED STATES WITHDRAWN
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 7/20/05	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 GRS OR SUPERSEDED JOB CITATION	10.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 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. <u>SSIC 1730 CHAPLAIN AND RELIGIOUS AFFAIRS (GENERAL)</u> 1. Routine administrative files , bulletins, attendance records, and volunteer program files Destroy when 3 years old.		
2	<u>SSIC 1731 WORSHIP</u> 1. Worship service records Destroy when 3 years old.		
3	<u>SSIC 1732 OTHER RITES, CEREMONIES, ORDANCES, SACRAMENTS</u> 1. Records of services and ceremonial activities such as weddings and baptisms. Destroy when 3 years old. <i>el Agency, NR NUMW</i>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
4	<p><u>SSIC 1734 COUNSELING</u></p> <p>1. Counseling data.</p> <p>Destroy when 3 years old.</p>		
5	<p><u>SSIC 1738 SPECIAL PROGRAMS/PILOT MINISTRIES</u></p> <p>1. Significant activities files, such as traditional Easter services held on U.S.S. Constitution, or invocations at change-of-command ceremonies.</p> <p>PERMANENT. Transfer to NARA 20 years after close of record.</p> <p>1a. 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>1b. 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:</p> <p>The routine administrative files are housekeeping in nature and have no long-term value. The files on significant events merit permanent retention because they provide the only evidence of the role of the chaplain within the First Coast Guard District. In addition, they are additions to the history of such significant contributors to our heritage as Old Ironsides.</p> <p>Annual accumulation: three inches, arranged chronologically</p>		