

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-026-06-2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10-14-2005	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 G-OPD			
4. NAME OF PERSON WITH WHOM TO CONFER Kenneth McDaniel	4. TELEPHONE NUMBER 202-267-1505	DATE 1/10/06	ARCHIVIST OF THE UNITED STATES Allen Weinstein
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>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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 24 Jan 06	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<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 5214.2A ^{5214.2A}, Information and Life Cycle Management Manual.</p> <p><u>SSIC 16600 PORT SAFETY AND SECURITY</u></p> <p>9. IAS Consultation Reports - Reports of consultation obtained from the Fish & Wildlife Service (FWS) and the National Oceanic & Atmospheric Administration (NOAA) Fisheries concerning the environmental impact of the deployment of the Integrated Anti-swimmer System (IAS). IAS is a system of underwater defensive equipment such as sonar and ROV's (remote operated vehicles) designed to detect, track, identify and interdict underwater threats from swimmers and divers.</p> <p><i>cc Agency, NR, DUMD, DUMU</i></p>		

Records consist of written communications, discussions, recommendations, conclusions, and opinions documented in a locally created file.

1.
 - a. Emergency and Formal Consultation – Formal or expedited contact and notification of the deployment of IAS required due to impeding the threat of hostile action, credible intelligence against a particular vessel, harbor, port or waterfront facility. Includes information on the nature of the emergency actions, justification for the expedited consultation, impacts to endangered or threatened species and their habitats, date/time, location and duration of deployment.

Cut-off after final conclusion is reached. Maintain at the notifying unit for one year then transfer to Commandant (G-OPD). **Destroy** when no longer needed for current business or reference, retain at a minimum of 10 years.

2.
 - b. Informal Consultation – Informal consultation is used when IAS is deployed for use during National Special Security Events (NSSEs) and other high profile events such as the Super Bowl, Olympics, G-8 Summit or national political conventions. Informal consultation is taken to ensure compliance with all relevant environmental laws. Records include all discussions, correspondence, emails between Coast Guard and FWS/NOAA Fisheries. If the action is not likely to adversely affect listed species or critical habitat no further action is necessary.

Cut-off after final conclusion is reached. **Destroy** when 10 years old.

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.

3.

(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.

4.

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.

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>21-026-06-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10-14-2005</i>	
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 G-OPD			
4. NAME OF PERSON WITH WHOM TO CONFER Kenneth McDaniel	5. TELEPHONE NUMBER 202-267-1505	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>6 Oct 05</i>	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <i>[Signature]</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 item to the current schedules to correctly identify records created and maintained in accordance with the Coast Guard Records Disposition Schedule, COMDTINST M5212.12A, Information and Life Cycle Management Manual. <u>SSIC 16600 PORT SAFETY AND SECURITY</u> 9. Emergency Consultation Letter Report A written record of communications, discussions, recommendations, conclusions and opinions documented in a locally created official file of record. Maintained at the notifying unit for one year then transferred to Commandant (G-OPD) where it is destroyed when no longer needed for current business or reference.		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	<p>9a. <u>Electronic Mail and Word Processing System Copies.</u></p> <p>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>(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>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>(2) 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>		