

11/29/06

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-026-07-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11-29-06</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 CG-1112			
4. NAME OF PERSON WITH WHOM TO CONFER John Reibling	5. TELEPHONE NUMBER 202-475-5161	DATE <i>12/21/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W...</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>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 27 November 2006	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 GRS OR SUPERSEDED JOB CITATION	10.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 items 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 1754 FAMILY SUPPORT PROGRAM</u> Item 1 Employee Assistant Program Coordinator (EAPC) Case Records - Located at 13 District Work-Life Center. Destroy 12 months after last contact with client. <i>3 YEARS PER PH. LOW. W/ R.D. OLTHEA CROOM. 3-14-07</i>		
		<i>THIS DISPOSITION INSTRUCTION IS MEDIA NEUTRAL; IT APPLIES REGARDLESS OF THE MEDIA OR FORMAT OF THE RECORDS. APPROVED BY R.O. 3-20-07</i>	

SA copies sent to Agency, NWMD/NWMA/NR