

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK
JOB NO <b>NC 1-26-77-1</b>
DATE RECEIVED <b>DEC 3 1976</b>
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
<i>12-13-76</i> <i>James B. Rhoads</i> Date Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF TRANSPORTATION**

2. MAJOR SUBDIVISION  
**U. S. COAST GUARD**

3. MINOR SUBDIVISION  
**OFFICE OF MERCHANT MARINE SAFETY**

4. NAME OF PERSON WITH WHOM TO CONFER  
*NEH*  
**W. E. HESTER**

5. TEL. EXT  
**426-0173**

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>19 NOV 1976</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>B. Jordan</i> <b>B. JORDAN, CAPT, USCG</b>	E. TITLE <b>Chief, Management Analysis Division</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">BLUEPRINTS, DRAWINGS, TRACINGS OF COMMERCIAL VESSELS</p> <p align="center">Related Forms and Correspondence</p> <p align="center"><del>(to be removed to be held)</del></p> <p>(Original records are required to be held more than 10 years)</p> <p><del>xxx</del> Ship designers, owners and/or builders of commercial vessels are required to submit plans and specifications for approval, disapproval for construction of or material alteration or repair of passenger vessels in accordance with 46 USC 369 and various sections of Chapter I of Title 46 CFR for other types of vessels. Other repairs or alterations affecting machinery may require submission of plans or specifications in accordance with 46 CFR 31.10-25, 71.55-1, 91.45-1, 167.65-70, or 176.20-1. Further, plans and specifications covering boilers, pressure vessels, piping and equipment to be installed on vessels subject to inspection by Coast Guard are required by 46 CFR 50.20, 52.01-5, 53.15, 54.01-18, 55.05, 56.01-10, 58.25-15, 63.10-5 and 63.15-5. Electrical plans are submitted and required by 46 CFR Parts 110 to 113 inclusive. Once approval procedures have been accomplished, the reviewing office, OCMI or MMT will return one copy to the submitter, and one to the other interested office.</p> <p><del>xxx</del> There is no known requirement by law for the Coast</p>	USCG/CG-416-1, section K, item 11.	RG-26, 2 items

*WEH*  
*11/3/76*

USCG concurs in amendments made herein.  
 W.E.H., USCG/ R.C.T., NARS-NCD 12-02-76

*Copy to Agency 12-17-76 G.O.  
 CAOMC to All FR's 12-17-76 TW*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2 / 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Guard to retain these records. Accumulation and retention of paper copy over the several years, was performed as a service to the marine industry and as a reference convenience to Coast Guard personnel. Purging and retention of certain specified data in paper copy is gradually been converted to microfilm copy e.g., 35mm for vessel plans, etc., and 16mm for correspondence. An extended 5 year microfilm project plan, commencing FY1977, will take place. CG-70,560-B A completed commercial vessel safety (CVS) case file is to be filmed one year after certification and documentation, funds permitting. The filming of this extremely large volume of records of commercial vessels of the 200K and 500K series of official numbers (ON) will result in the disposal of paper copy after a quality and check, providing Coast Guard with needed floor space for other than records areas and assist FRC in obtaining space due to Coast Guard permanent withdrawal of semi active records. (Admeasurement and Load Line documents are not included in this item).</p> <p><del>xxx</del> The systems provide for silver original and diazo duplicate for both 35 and 16mm film and fiche. Filming is accomplished by commercial contract (formerly K&amp;E, now Vitro) and in-house on 3M and B&amp;H and Canon equipment. Film can be converted to paper copy for headquarters and field or industry use or a diazo can be viewed at headquarters or field if facilities exist. The procedure is in keeping with FPMR concerning microfilm, stock, usage and storage and the film meets required specifications for permanency.</p> <p>a. Paper records. Destroy when ascertained that reproduced copies have been made in accordance with GSA Regulations and are adequate substitutes for the paper records.</p> <p>b. Microfilm. Destroy 20 years after vessel is listed as lost, destroyed, scrapped, or abandoned.</p>		