

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-026-05-21	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8-23-2005	
1. FROM (Agency or establishment) Department of Homeland Security		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
1. MAJOR SUBDIVISION United States Coast Guard			
2. MINOR SUBDIVISION CG-1121			
3. NAME OF PERSON WITH WHOM TO CONFER CWO Tim Merrell	4. TELEPHONE NUMBER 202-267-6057	DATE 8/11/06	ARCHIVIST OF THE UNITED STATES <i>Alta W...</i>
<b>5. AGENCY CERTIFICATION</b> 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>9 May 06</i>	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <i>Olthea S. Croom</i>	TITLE Records Officer, United State 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 GRS OR SUPERSEDED JOB CITATION	10.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 change items in the Coast Guard Records Disposition Schedule, COMDTINST M5212.12A, Information and Life Cycle Management Manual to correctly reflect the requirements of 45 CFR Parts 160 through 164, HIPAA Privacy Rules.  <b><u>SSIC 6570 PHARMACY</u></b>  <b>1. Alcohol Prescription, Narcotic and Controlled Drug Logs.</b>  Internal pharmacy inventory of narcotics, alcohol, and controlled drugs which pharmacies are required to maintain when issuing controlled substances to patients.  <b>Destroy</b> when 3 years old.	NC1-26-76-2	
2.	<b>2. Controlled Substances Prescriptions.</b>  General alcohol, narcotic, and barbiturate prescriptions required to be maintained for Coast Guard personnel and their dependents.  <b>Destroy</b> when 6 years old.	NC1-26-80-4	
<i>cc Agency, NR NAWM</i>			

3. **Electronic Mail and Word Processing System Copies**

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. **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.

**Delete** when dissemination, revision, or updating is complete.

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DATE <i>16 August 2005</i>	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <i>[Signature]</i>			TITLE Records Officer, United States Coast Guard	
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	1. Alcohol Prescription, Narcotic and Controlled Drug Logs.  <b>Destroy when 3 years old.</b>				
2	2. Prescription Records. Files containing general alcohol, narcotic, and barbiturate prescriptions required by Coast Guard personnel and their dependents.  <b>Destroy when 6 years old.</b>				

7 3	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
3	<p><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>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.</p> <p>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. 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>		