

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>N1-026-07-4</b>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>5-7-07</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <b>United States Coast Guard</b>			
3. MINOR SUBDIVISION <b>Cutter Training Division (CG-37RCU-3)</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Dennis Thorseth</b>	5. TELEPHONE NUMBER <b>(202) 372-2335</b>	DATE <b>8/15/07</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <b>2 May 2007</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>OLTHEA S. CROOM</b> <i>[Signature]</i>		TITLE <b>Records Officer, United States Coast Guard</b>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>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. These records are media neutral.</p> <p><u>SSIC 3500 TRAINING AND READINESS</u></p> <p><b>Item 3a c(1) AT THE UNIT.</b></p> <p>Cutter Drills and Exercises, Unit training officer documents and maintain a comprehensive record of drills and exercises completed by the cutter. Units may document these by using any paper/electronic format. Regardless of the means used to document completed training, the following minimum information must be recorded whether or not the drill/exercise was successful, unsuccessful or incomplete, drill/exercise name and number; required frequency; date on which the drill/exercise was conducted; and OBTT debrief sheets.</p> <p><b>ON BOARD TRAINING TEAM</b></p> <p><b>Retained</b> in unit files and destroy after 2 years:</p> <p><b>CHANGES AND ADDITIONS PER PH. CON. w/ R.O. OLTHEA CROOM MAR 18, 2007.</b></p>		

*SA 8/15/07. Copies sent to Agency, NAWM, NAWCTB, NR*