

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0026-2013-0009

Status: INACTIVE
Date Approved: 11/02/2013

General Information

Agency or Establishment	United States Coast Guard
Record/Scheduling Group	0026 - Records of the U.S. Coast Guard
Records Schedule Applies To	Agency-wide
Schedule Subject	SSIC 5219 Publications Management
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>Change in retention period required to reflect the Printing payment requirements and internal business needs/management of the Working Capital Fund.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 4
Number of Temporary disposition items: 4
Number of Permanent disposition items: 0
Number of Items with Disposition Not Approved: 0
Number of Inactive disposition items: 4

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Outline of Records Schedule Items for DAA-0026-2013-0009

Item #	Title	Disposition
0001	Printing Specialist Services : Printing Case Files	Temporary
0002	Printing Specialist Services : Printing	Temporary
0003	Printing Specialist Services : Printing Requisition	Temporary
0004	Printing Specialist Services : Reports on Printing to Department of Homeland Security (DHS)	Temporary

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Records Schedule Items

Group Title	Printing Specialist Services	
Group Description	Printing Specialist Services which includes typography, design, forms, form letters, distribution, stocking, composition, editorial, and indexing management.	
DAA-0026-2013-0009-0001	STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION		
Item Title	Printing Case Files	
Item Description	Records pertaining to accomplishment of job, containing requisition and related papers [exclusive] INCLUDING requisitions on the Public Printer and records on services obtained outside the agency.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	M5212.12A/SSIC 5219/Item 1	
Manual Title	INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL, COMDTINST M5212.12A	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-026-76-02 / 28	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded By: DAA-GRS-2016-0012-0002 on 05/18/2023.		
Final Disposition	Temporary	
Retention Period	Destroy 5 year(s) after completion of job.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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DAA-0026-2013-0009-0002	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Printing
Item Description	Files pertaining to planning standards, costs and related technical matters concerning printing of Coast Guard material.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	M5212.12A/SSIC 5219/Item 2
Manual Title	INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL, COMDTINST M5212.12A
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
NC1-026-76-02 / 26	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. Superseded By: DAA-GRS-2016-0012-0001 on 05/18/2023.	
Final Disposition	Temporary
Retention Period	Other: Destroy when 5 years old.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0026-2013-0009-0003	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Printing Requisition
Item Description	Records relating to requisitions for printing.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	M5212.12A/SSIC5219/Item 3

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Manual Title	INFORMATION AND LIFE CYCLE MANAGEMENT MANUAL, COMDTINST M5212.12A	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-026-76-02 / 25	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded By: DAA-GRS-2016-0012-0002 on 05/18/2023.		
Final Disposition	Temporary	
Retention Period	Destroy 5 year(s) after completion or cancellation of requisition.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-0026-2013-0009-0004	STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION		
Item Title	Reports on Printing to Department of Homeland Security (DHS)	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded by DAA-GRS-2016-0012-0001. on 02/28/2024.		
Final Disposition	Temporary	
Retention Period	Destroy 2 year(s) after completion of report.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Accept	Data Migration	08/13/2013
Approve	David Ferriero	11/02/2013