DEPARTMENT OF HOMELAND SECURITY

U.S. Coast Guard

VITAL RECORDS LISTING

☐ INVENTORY ☐ SHIPMENT

OFFICE	DIVISION	OFFICE/DIVISION/SYMBOL

OFFICE CODE	CLASSIFICATION	ITEM DESCRIPTION (Name, subject, form no., reports control symbol, recording medium, etc.)	MAINT	SITE CODE

* MAINTENANCE *(Insert opposite title of record, the applicable number(s) of the instruction(s) and/or information below.)*

PREVIOUS MATERIAL OF THIST YPE SHOULD BE:

1. Updated by adding this material.
2. Disposed of and this substituted.
3. Returned to sender for updating.

ORIGINAL SHIPMMENT

4. No previous material fo this type. Add to inventory.

THIS MATERIAL SHOULD BE:

5. Retained indefinitely.
6. Amended, added to, and corrected by following shipment.
7. Stored without amendment.
8. Disposed of when superseding item si received
9. Disposed of after _____

DATE	SIGNATURE OF V.R. REPRESENTATIVE FOR OFFICE

CG-4187 (11/13)

Reset