FEDERAL AGENCY CEASED OPERATIONS

Schedule Number: N1-185-97-022

Federal agencies may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to State or Local government or private control.

Description:

All records covered by this schedule are presumed dispositioned, and the schedule is therefore obsolete. The agency ceased operations in 1999 and transferred its function to a foreign government.

The Panama Canal Treaty of 1977 terminated on December 31, 1999, and sovereignty over the canal was assumed by the Republic of Panama.

Date Reported: 11/08/2021

FEDERAL AGENCY CEASED OPERATIONS

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NUMBER: N1-185-97-22
DATE RECEIVED: 6-18-97

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment): Panama Canal Commission

2 MAJOR SUBDIVISION: Administrative Services Division

3 MINOR SUBDIVISION: Records Management Branch

4 NAME OF PERSON WITH WHOM TO CONFER: Denise B. Will

5 TELEPHONE: (301)420-0675 Ext. 272-5033

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request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE: 1-6-98

ARCHIVIST OF THE UNITED STATES: John W. Carlin

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 24 page(s) are not now needed for the business of 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,

[XX] is not required, [ ] is attached; or [ ] has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
6/10/97	M. Jeanne Hinek	Chief, Records Management Branch

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	PANAMA CANAL COMMISSION		
	GENERAL MANAGEMENT AND ADMINISTRATIVE RECORDS		
1	**Program, Policy and Planning Files** Records that document the history, programs, policies, plans, general procedures, and overall accomplishments of assigned functional responsibilities, essential transactions, and important decisions of the agency. Documents relating to policy development and the overall planning, coordination, control, and executive direction of the assigned missions of the agency Also included are record copies of organizational charts, functional statements, and related records that document the essential operation, staffing, and procedures of the agency. (Volume: 300 cu.ft., Dates: circa 1930 to present, Arranged. Alpha-numeric by subject) *PERMANENT Transfer to the National Archives in 4 year blocks when 30 years old* **NOTE:** Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference	Job No NC1 185-84-3(a)	WITHDRAWN

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228

JAN 20 1998 MHH Copy to: agency, NWDD, NWRE

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2	**Office Administrative Files** Records that document the internal administration or housekeeping activities of the office rather than the functions for which it exists. Documents created in connection with the office functions and dealing with a variety of subjects such as office organization, staffing, procedures, and communications, the expenditure of funds, day-to-day administration of office personnel including training and travel, supplies and office services and equipment requests and receipts, and the use of office space and utilities, as well as other correspondence that does not serve as unique documentation of the programs of the office *TEMPORARY Destroy when 4 years old or when no longer needed for current operations not to exceed 10 years*		
3	**Project Control Systems** Used to control the distribution, and completion of job assignments for units that provide technical or administrative support to the bureau or other offices Contains information on job assignment, task description, log number, organization, date request received, completion date, etc , **EXCLUDING** project or job control records located elsewhere in these schedules.		
~~a~~	Input Manual input of verbal and written requests. *TEMPORARY Destroy after information is entered into the system masterfile and verified*	~~GRS 20, item 1b~~	
b	Datafile *TEMPORARY Delete information when 3 years old or when no longer needed for current operations*		
c	Output (1) List of task assignments, job reports, and statistical reports *TEMPORARY Destroy when 1 year old or when no longer needed for reference, whichever is sooner* (2) Equipment installation plans *TEMPORARY Destroy when 5 years old*		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
4	**Parking Violation Monitoring System**. Used to monitor and report parking area violators to the agency administrative officers for corrective action. Contains information such as vehicle license plate number, vehicle description, parking area, date, and disciplinary action taken		
a	Input Manual input of information from security guard daily report.		
	TEMPORARY Destroy after information is transferred to the system masterfile and verified	~~GRS 23, item 1b~~	
b	Datafile.		
	TEMPORARY Delete information when 3 years old		
c	Output. Monthly report to Chief, Administrative Services Division through the unit Administrative Officer		
	TEMPORARY Destroy when 3 years old		
5	**Correspondence Control Systems** Used to track all incoming/outgoing correspondence, monitor completed actions, summarize important correspondence signed by the agency Administrator and high level officials, control agency publications, periodicals, and related matters Contains information such as document date, subject, originator/recipient, office symbol, file code, type of document, publication name, etc		
a	Input. Manual input of information from incoming/outgoing correspondence, reading files, completed actions files		
	TEMPORARY Destroy according to the disposition instructions for related records located elsewhere in this schedule after the information is transferred to the system masterfile and verified	~~GRS 20, item 1b~~	
b	Datafile		
	TEMPORARY Delete when 5 years old or when superseded, obsolete, or no longer needed for reference		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
c	Output On-screen viewing and Abstract of General Correspondence Files *TEMPORARY Destroy when 5 years old*		
6	**File Tracking Systems** Used to generate file labels, control the movement of files such as charge out/in, transfer to inactive storage, and to locate files, etc		
~~a~~	Input Manual input of file code, title, date, etc; and scanned barcode ~~information~~ from file label *TEMPORARY Delete after information is ~~transferred~~ to the system masterfile and verified*	~~GRS 20, item 1b~~	
b	Datafile *TEMPORARY Delete when information is superseded, obsolete, or no longer needed for reference*		
c	Output (1) File label *TEMPORARY Destroy according to the disposition instructions for the related file* (2) Periodic reports of daily file movement, expired files (overdue), files charged out, etc *TEMPORARY Destroy when 2 years old*		
7	**Agency History Files** Documents prepared and accumulated by agency historians or public affairs officers, consisting of historical studies, reports, and monographs; significant source materials, such as transcripts and tapes of interviews; special collections of policy documents of exceptional importance; and similar records, EXCLUDING copies of agency documents made for convenient reference (Volume. 1 5 cu.ft , Dates: 1968 to 1983, Arranged. by subject) *PERMANENT Transfer to the National Archives immediately upon approval of this schedule*		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
~~8~~	**Information Collection Files** Reports required by the Office of Management and Budget under the Paperwork Reduction Act regarding the number of hours the public spends fulfilling agency reporting requirements. Also included are annual reports to Congress, directives management reports, information collection budget, associated feeder reports, report exhibits, correspondence, directives, and statistical compilations *TEMPORARY Destroy when 7 years old*	GRS 16, item 12	
~~9~~	**Rulemaking Files** Files documenting the development, clearance, and processing of proposed and final rules for publication in the Federal Register and Code of Federal Regulations *TEMPORARY Destroy when regulations are published, or when no longer needed for reference*	Job No N1-185-91-, item 1	, WITHDRAWN
10	**Official Translations** Copies of all correspondence and documents translated by the agency's official translator Includes translations from Spanish to English, English to Spanish, and other languages with the initial request attached Arranged by subject *TEMPORARY Destroy when no longer needed for reference*		
	OMBUDSMAN RECORDS		
11	**Complaint Reporting System** Used to log all complaints and generate statistical reports. Contains information such as date, type of complaint, telephone number, name of complainant, issues pending or resolved, and date resolved, etc		
~~a~~	Input. Manual input of information from phone calls, correspondence, e-mail messages, faxes, and personal visits *TEMPORARY Destroy after the information is transferred to the system masterfile and verified*	~~GRS 20, item 1b~~	
b	Datafile. *TEMPORARY Delete information from system when 3 years old*		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
c	Output Periodic reports printed upon request, and statistical reports *TEMPORARY Destroy when 5 years old*		
	ORGANIZATIONAL RECORDS		
12	**Schedules of Daily Activities** Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by employees while serving in an official capacity. EXCLUDING materials determined to be personal.		
a	Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files EXCLUDING materials determined to be personal *TEMPORARY Destroy or delete when 2 years old* (GRS 23, item 5a)	GRS 23, item 5a	
b	Unique substantive records relating to the official activities of the Secretary, Administrator, and Deputy Administrator of the Panama Canal Commission (1) Electronic versions. *TEMPORARY Delete when hard copy is printed, or when no longer needed for reference, whichever is sooner* (2) Hard copies *PERMANENT Transfer to the National Archives when 2 years old*		
c	Records documenting routine activities containing no substantive information, and records containing substantive information, the substance of which has been incorporated into organized files *TEMPORARY Destroy or delete when 1 year old or when no longer needed for convenience of reference, whichever is sooner*	GRS 23, item 5b	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
13	**Suspense Files** Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date		
a	A note or other reminder to take action.		
	TEMPORARY Destroy after action is taken	GRS 23, item 6a	
b	The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected		
	TEMPORARY Withdraw documents when reply is received *(1) If suspense copy is an extra copy, destroy immediately* *(2) If suspense copy is the file copy, incorporate into the official files, and destroy in accordance with the approved records disposition authority*	GRS 23, item 6b	
14	**Transitory Files** Documents of short-term interest which have no documentary or evidential value		
a	Routine requests for information and replies.		
	(1) Requests requiring special compilation and research prior to reply		
	TEMPORARY Cutoff at the end of the fiscal year *Destroy 1 year after cutoff or when 2 years old*		
	(2) Requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.		
	TEMPORARY Destroy when 3 months old, or when no longer needed, whichever is sooner	GRS 23, item 7	
b	Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.		
	TEMPORARY Destroy when 3 months old, or when no longer needed for reference, whichever is sooner	GRS 23, item 7	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
c	Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, blood donations, and similar records		
	TEMPORARY Destroy when 3 months old, or when no longer needed, whichever is sooner	GRS 23 item 7	
15	**Tracking and Control Records** Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the agency records retention schedules		
	TEMPORARY Destroy when 3 years old or when no longer needed for reference	GRS 23, item 8	
16	**Finding Aids/Indexes.** Indexes, lists, registers, and other finding aids used only to provide access to records, **EXCLUDING** records containing abstracts or other information that can be used as an information source apart from the related records		
a	For Temporary Records.		
	TEMPORARY Destroy or delete with the related records or sooner if no longer needed	GRS 23, item 9	
b	For Permanent Records		
	PERMANENT Transfer with related records in accordance with the approved records disposition authority		
17	**Administrative Support Systems** Used to support administrative and managerial functions such as project planning, work flow analysis and charting, and graphic presentations, etc		
a	Input Manual input of information from notes and drafts	~~GRS 20, item 1b~~	
	TEMPORARY Destroy after information has been entered into the system masterfile and verified, or when no longer needed for reference purposes (GRS 20, item 1b)		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
~~b~~	Datafile.		
	TEMPORARY Delete when ~~information~~ is superseded, obsolete, or no longer needed for current ~~operations~~	~~GRS 20, item 4~~ 3a ~~3b~~ GRS 23, item 8	
c	Output. Graphs and charts, on screen inquiries, reports, etc		
	TEMPORARY Destroy or delete according to the approved disposition instructions for related records located elsewhere in these schedules		
	BOARD OF DIRECTORS AND COMMITTEE RECORDS		
18	**Board of Directors Meeting Files** (1980-Present) Records that document the establishment, organization, membership, policies and decisions of the agency's board of directors Included are meeting minutes, agendas, board books, committee reports, photographs, verbatim transcripts, and other supporting documents.		
a	Records maintained by the Board Matters Office (Vol 50 cu ft., Annual accumulation 3 cu ft , Arranged by subject)		
	PERMANENT Cutoff at end of fiscal year Transfer to the Agency Records Center 10 years after cutoff Transfer to the National Archives when 20 years old		
~~b~~	Copies maintained by all other offices		
	TEMPORARY Destroy when ~~3 years old,~~ or when no longer needed for reference	GRS 16, item 8b(2)	
19	**Master Index to Board Meeting Verbatim Transcripts** (1912-Present). Alphabetical index to all subjects discussed during the board of director's meetings, used for reference. Contains subject, board meeting number, and date. (Volume. negligible, Arranged by subject)		
	PERMANENT Transfer to the National Archives on or before December 31, 1999		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION	JOB NUMBER N1-185-97-22	PAGE 10 OF 25

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
20	**Board of Director's Committee Records** Duplicate set of reports, agendas, minutes, committee charters and bylaws of Board of Director's Committees created to develop policies and important decisions on various subjects, such as personnel, finance, transition, etc., EXCLUDING copy located in the Board of Director's Meeting Files *TEMPORARY Cutoff at end of fiscal year Transfer to the Agency Records Center 5 years after cutoff Destroy 5 after transfer or when 10 years old*		
21	**Board Meeting Preparation Files** Contain such items as graphic work orders, newspaper articles, miscellaneous notes, schedules and seating charts, preparation of orientation trips, etc *TEMPORARY Destroy when 3 years old, or when no longer needed for reference*		
22	**Recordings of Meetings and Interviews** made exclusively for note-taking or transcription. (1980 - Present)		
~~a~~	Proceedings of the Board of Director's meetings and special committee meetings Arranged chronologically, Annual accumulation of 36 tapes, and Volume of 4 0 cu.ft.		
	PERMANENT Transfer 1 record set to the National Archives in 5 year blocks when oldest tape is 10 years old (For example, tapes created in 1990-1994 would be transferred in 2000)	Job No N1-185-91-2 item 2	WITHDRAWN
~~b~~	All others		
	TEMPORARY Destroy immediately after transcribed or when no longer needed	GRS 21, item 22	
23	**Board of Directors Organization Files** Records documenting the composition of the Board such as charts, list of board members in chronological order, documentation on the structure of the board, etc. (Volume negligible) *PERMANENT Transfer to the National Archives on or before December 1999*		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
24	**Board of Directors Biographical Files** (Privacy Act System, PCC/WO/AE-2). Contain curriculum vitae, copy of facility pass, photograph of member, notification of selection, date of designation, and date on which functions as board member are revoked. (Volume. negligible) *PERMANENT Transfer to the National Archives 10 years after termination of appointment*		
25	**Intra-Agency Committee and Board Files** Minutes of meetings, correspondence and records relating to the establishment, organization, membership, and policy of internal agency committees and boards, such as the Board of Admeasurement, Industrial Training Committee, Buildings and Facilities Steering Committee, EO Advisory Committee, Marketing Policy Steering Committee, Canal Improvement Study Committee, Executive Resources Board, Consultative Committee, etc , **EXCLUDING** Committees located elsewhere in these schedules *TEMPORARY Destroy 2 years after termination of committee*	GRS 16, item 8a	
	FOREIGN RELATIONS RECORDS		
26	**Coordinating Committee Files** Contains correspondence, minutes of meetings, treaty implementation events, and other actions relating to implementation of the Panama Canal Treaty of 1977 by the Coordinating Committee and the ten subcommittees (police and fire protection; utilities and public services, ports and railroads; housing, telecommunications, supplies of goods and services; employment matters, lands, waters, and public buildings, tax and customs matters) (NOTE The Coordinating Committee is a binational committee established in 1979 by the Panama Canal Treaty to facilitate and coordinate the implementation of the treaty It is comprised of ten subcommittees which include officials from the Panama Canal Commission and the Government of Panama.)		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
a	Records maintained by the U.S. Representative to the Coordinating Committee. (Volume: 7 cu.ft., Dates: 1979 to present, Arranged: alpha-numeric) *PERMANENT Transfer to the National Archives on or before December 31, 1999*		
b	Records maintained by the Subcommittee Co-chairman. *TEMPORARY Destroy when 10 years old.*		
27	**Treaty Implementation Records** which document the implementation of the 1977 Panama Canal treaty. These records include exchange of diplomatic notes, notifications to Congress regarding the transfer of property, treaty milestone plans, and related records that document the transition process.		
a	Records maintained by the Office of Executive Administration and Transition Coordination, and the Office of General Counsel.(Volume: 25 cu.ft., Dates: 1979 to present, Arranged: by subject) *PERMANENT. Transfer to the National Archives on or before December 31, 1999*		
b	Records maintained by other offices. *TEMPORARY Destroy when 10 years old, or when no longer needed for reference*		
	PROJECT MANAGEMENT RECORDS		
28	**Project Management Files**. (**EXCLUDING** Project Management Files located elsewhere in these schedules).		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
a	Significant Projects. Case files for projects that significantly affect agency programs, organizational structure, result in a change in operations, policy, or procedures. Contains final report, together with supporting papers documenting project inception, scope, procedure, and accomplishments (i.e., canal improvement projects) *PERMANENT. Transfer to Agency Records Center when 10 years old or earlier Transfer to the National Archives when 20 years old.* NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for current operations.		
b	Routine Projects. Case files for routine projects that do not significantly affect agency programs, organizational structure, nor produce a change in operations, policy, or procedures. *TEMPORARY Destroy 10 years after completion, implementation, or cancellation of the project.*		
c	Working Papers. Background material, notes, rough drafts, interim and progress reports that are summarized in final reports, and related papers pertaining to management projects and surveys. *TEMPORARY. Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken*		
~~d~~	Project Control Files. Documents showing assignments, progress, and completion of projects. *TEMPORARY. Destroy 1 year after completion of the project*	GRS 16, item 5	
29	**Project Management Systems**. Used to monitor projects performed by agency units, to identify and control progress and status, funding and actual expenses, employee production during performance of projects, etc.		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
~~a~~	Input. Work requests, reports, logbooks, forms, etc. used for creation, modification, or deletion of data in the system. *TEMPORARY Destroy according to the disposition instructions for related records located elsewhere in these schedules.*	~~GRS 20, item 1b~~	
~~b~~	Datafile. *TEMPORARY Delete when information is superseded, obsolete, or when no longer needed for current operations*	~~3a~~ ~~3b~~ ~~GRS 20, item 4~~ GRS 23, item 8	
c	Output. Project status reports, and other transitory reports. *TEMPORARY. Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.*		
30	**Analytical Research Studies and Periodic Reports.** Published or unpublished reports prepared by the agency, or by private organizations or individuals under contract. The reports may be statistical or narrative in nature and recorded on paper, electronic, audiovisual, or other media. Such studies typically include a consideration of alternatives, surveys, working papers, cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected.		
a	Record set of long range planning studies that affect agency programs; organizational structure; change in operations, policies, or procedures; or that document historical trends. (i.e. economic studies, marketing plans, tolls increase, Universal Measurement System, Equity Adjustment Package, Gaillard Cut Widening, and transition related studies). (Volume: 25 cu.ft., Dates: 1948 to present, Arranged: by subject) *PERMANENT. Transfer to the Agency Records Center 7 years after completion of the study/report. Transfer to the National Archives when 20 years old.* ***NOTE:** Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for current operations.*		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
b	Studies prepared for other purposes and related to manpower utilization and productivity, management and administrative efficiency; canal operations, structures, services and equipment improvement; rate development; procurement; feasibility regarding installation of new technology, procedures, or services; personnel facilities utilization; work measurement; etc. *TEMPORARY. Destroy 10 years after completion, implementation, or cancellation of the study.*		
c	Copies of studies and reports held by other offices only for reference. *TEMPORARY. Destroy when no longer needed for reference*		
	ECONOMIC FORECAST AND MARKET DEVELOPMENT RECORDS		
31	**Economic Forecast Records**. Records pertaining to forecasts of canal traffic and tolls revenue; development of budget premises; compilation and analysis of canal traffic statistics; delineation, structuring, and supervision of economic programs for the agency; and related matters.		
a	Estimate Files. Estimates, analytical tables, worksheets, printouts, review notes, calculations, intermediate outputs, and other working papers used to review the accuracy and construction of each workstep involved in preparing the agency forecast of traffic, tolls revenue, and Panama Canal Net Tonnage as published in the Annual Report. They document executive action to maintain quality control of the data. *TEMPORARY. File with final report, as needed to support final estimates. Transfer to the Agency Records Center when 10 years old. Destroy when 20 years old*		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
b	Commodity Movement Files. Contains handwritten notes, newspaper and magazine clippings, and other printed and processed documents containing factual data of major commodity movement by regions, or data needed to interpret the trade of foreign countries. *TEMPORARY. Destroy when all essential information has been posted, analyzed, tabulated, or published, or when obsolete, or revised, as appropriate*		
32	**Canal Traffic and Commodity System**. Used to prepare transit, tolls, revenues, and commodities reports for the development of the Agency Economic Forecast.		
~~a~~	Input. Download from the Ship Data Bank mainframe system. *TEMPORARY. Delete after information has been transferred to the masterfile and verified*	~~GRS 20, item 1b~~	
b	Datafile. *TEMPORARY. Delete data when superseded, obsolete, or no longer needed for current operations*		
c	Output. (1) Commodity Traffic Reports consisting of origin and destination of cargo, description and quantity of commodity. Vessel Traffic Reports consisting of traffic by nationality, and toll sheets providing information on ports of origin and destination, steamship line, name of ship, nationality, weight, cargo, tolls, method of propulsion, and type of vessel. These reports are used for statistical analysis of tolls payments and revenues. *PERMANENT Transfer to the National Archives on or before December 1999* ***NOTE:** Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference.*		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	(2) Panama Canal Traffic & Tolls Revenue Reports. *TEMPORARY Cutoff at end of fiscal year Destroy 5 years after cutoff* (3) Panama Canal Cargo and Cargo Flow Segregated by Selected Commodities report, other routine ship transit and commodities traffic reports. *TEMPORARY. Cutoff at end of fiscal year Destroy 2 years after cutoff*		
33	**Economic/Market Survey Trip Reports** of meetings with major Canal customers to collect economic and trade data for use in the preparation of short-term traffic estimates and the identification of long-term trends that could have an impact on Canal traffic. Also to inform customers about important Canal decisions and programs, and to encourage customers to express their concerns regarding Canal service or any problems experienced with Canal operations. This report is presented to the Board of Directors. *TEMPORARY. Destroy when 5 years old*		
34	**Annual Customer Meetings Records**. Reports, correspondence, protocol procedures, etc., used during the annual customer meetings with shipping agents as part of the implementation of the Marketing Plan. *TEMPORARY. Destroy when 5 years old.*		
35	**Marketing Plans**. Based on the mission statement of the agency and created to define marketing goals, objectives, and strategies towards the promotion of the Canal and the development of excellent agency-customer relations. ~~*TEMPORARY. Destroy when no longer needed for current operations*~~ PERMANENT. TRANSFER TO THE NATIONAL ARCHIVES WHEN NO LONGER NEEDED FOR CURRENT OPERATIONS.		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
36	**Market Development Records**. Correspondence, periodicals, and articles pertaining to market research used for the development and implementation of marketing programs and policies; analysis and trade development; and coordination of customer relations. *TEMPORARY. Destroy when 3 years old.*		
	DIRECTIVES MANAGEMENT RECORDS		
37	**Directives and Operating Manual Case Files**. Official case files for internal agency directives and operating manuals prescribing policies, organization, or procedures, or providing information essential to the administration or operation of the agency. Each case file includes a printed copy of the directive, record of clearance and approvals, and significant background documents. Distributed as orders, circulars, or in loose-leaf manual form.		
a	Case files for agency-wide directives and program functions containing notices that change existing or prescribe new policies, organization, or procedures. (Volume: 5 cu.ft., Dates: 1982 to present, Arranged: chronological) *PERMANENT. Place in inactive file when directive is superseded or cancelled Transfer to the Agency Records Center when no more than 5 years old Transfer to the National Archives when 20 years old.*		
b	Case files for agency-wide directives containing one-time or temporary instructions (such as notices not covered by (a) above). Or other than agency-wide directives (such as orders, handbooks, and notices). *TEMPORARY. Place in inactive file when directive is superseded or cancelled Destroy when 5 years old.*		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
c	Case files related to notices and other types of issuances related to routine administrative functions, (e.g. personnel, claims, etc.) which document aspects of the development of the issuance. *TEMPORARY Destroy when issuance is destroyed*	GRS 16, item 1b	
38	**Directives and Operating Manuals**. Internal agency directives, procedural and operating manuals that prescribe policy, organization, or procedures, or provide information essential to the administration or operation of the agency. Distributed as orders, circulars, or in loose-leaf manual form.		
a	Issuances related to agency-wide program functions and their related case files. *PERMANENT Transfer to the National Archives in 5 year blocks when 20 years old (e g., offer 1970-74 block in 1994)*		
b	Notices and other types of issuances related to routine administrative functions (e.g., payroll, procurement, personnel). *TEMPORARY. Destroy when superseded or obsolete.*	GRS 16, item 1a	
	FORMS MANAGEMENT RECORDS		
39	**Agency Forms Files**. Case files containing a record copy of each form created by the agency with related instructions and documentation showing inception, scope, and purpose of the form, revisions, request for approval and justification, and related correspondence. *TEMPORARY Destroy 5 years after related form is discontinued, superseded, or cancelled*	GRS 16, item 3a	
40	**Forms Control Cards** containing information related to the management of all forms created by the agency. *TEMPORARY. Destroy 5 years after related form is discontinued, superseded, or cancelled*		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
41	**Automated Forms System**. Contains all agency forms in electronic format used for review and modification of forms, and for future conversion of forms to an intelligent format.		
a	Input. Information scanned from agency forms. *TEMPORARY. Destroy according to the disposition instructions for agency forms located elsewhere in this schedule*		
~~b~~	Datafile. *TEMPORARY Delete when ~~superseded, obsolete,~~ or no longer needed for current operations.*	3a ~~GRS 20, item 4~~ GRS 16, item 3	
c	Output. Hard copy printout of revised forms. *TEMPORARY Delete when no longer needed for reference.*		
42	**Forms Inventory System**. Used to control the inventory of all active and inactive agency forms. Includes information such as form number and letter, location, revision date, office, form title, internal operation code, and whether active/inactive.		
a	Input. Manual input of form title and related information. TEMPORARY. SEE ITEM 41a.		
b	Datafile.		
	(1) Active Forms Masterfile. *TEMPORARY. Transfer to "Inactive Forms Masterfile" when superseded, obsolete, or no longer needed for current operations.*		
	~~(2)~~ Inactive Forms Masterfile. *TEMPORARY Delete when 5 years old.*	GRS 16, item 3a	
c	Output. Forms Inventory Report by Office and/or Form Number. *TEMPORARY. Destroy when superseded*		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	RECORDS MANAGEMENT FILES		
43	**Records Inventory and Retention Schedule Maintenance System**. Designed to provide a centralized database of agency records holdings and to update the Agency Records Retention Schedules.		
~~a~~	Input. Manual input of information from physical inventory of records.		
	TEMPORARY. Destroy when information has been entered into the system masterfile and verified, or when no longer needed for reference purposes	~~GRS 20, item 1b~~	
~~b~~	Datafile.		
	TEMPORARY. Delete data when superseded, obsolete, or no longer needed for current operations	~~GRS 20, item 4~~ 3a GRS 16, item 7	
c	Output. Records Inventory Report, Records Disposition Plan, Report of Vital Records and Privacy Act Records.		
	TEMPORARY. Destroy 1 year after superseded.		
~~44~~	**Records Disposition Files**. Descriptive records inventories, disposal authorizations, disposition schedules, and related reports.		
a	Basic documentation of records description and disposition programs, including SF-115, Request for Records Disposition Authority; SF 258, Request to Transfer, Approval, and Receipt of Records to the National Archives of the United States; and related documentation.		
	TEMPORARY. Destroy when related records are destroyed, or transferred to the National Archives, or when no longer needed for administrative or reference purposes.	GRS 16, item 2	
b	Routine correspondence and memoranda.		
	TEMPORARY. Destroy when no longer needed for reference	GRS 16, item 2b	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
45	**Records Accessioning and Disposal System**. Used to control the accessioning and disposal of records stored at the Agency Records Center, to manage the space appropriately through the accession and shelf numbers assigned to each box, to control the retrieval of records and to verify the transfer of records off-site to U.S. Federal Records Centers.		
a	Input. Form 184, Records Transmittal and Receipt; Form 135, Records Transmittal and Receipt (used to send records to U.S. Federal Records Centers); Form 228, Disposition of Records, and related forms. *TEMPORARY. Transfer to "Disposal File" or "Transfer File" after related records are destroyed or transferred to the National Archives Destroy 20 years after transfer or disposal.*		
~~b~~	Datafile. *TEMPORARY Delete information when superseded, obsolete, or when no longer needed for reference*	3a ~~GRS 20, item 4~~ GRS 16, item 7	
c	Output. Monthly reports on available shelf space, disposals pending, and general accountability of the Agency Records Center holdings. *TEMPORARY Destroy when 4 years old*		
46	**Microform Inspection Records**.		
a	Agency copy of inventories, logs, and reports documenting the inspection of permanent microform records, as required by 36 CFR Part 1230. *TEMPORARY. Destroy 1 year after the records are transferred to the legal custody of the National Archives.*		
~~b~~	Agency copy of logs and other records documenting the inspection of temporary microform records, as required by 36 CFR Part 1230. *TEMPORARY Destroy when no longer needed.*	GRS 16, item 10b	

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
47	**Microfilming Requests**. Requests for microfilming of records for routine or special projects. Includes evaluation of request, microfilm transmittal memos, and related correspondence. *TEMPORARY. Destroy 5 years after approval or disapproval of request.*		
	VITAL STATISTICS RECORDS		
48	**Birth Certificates** of persons born between 1904 and 1979 in Canal Zone hospitals, in Panama City and Colon Hospitals administered by the U.S. Government, or at home, that were registered with an assigned number and signed by a medical officer and the registrar.		
a	Original Birth Certificates. (Volume: 35 cu.ft., Arranged: chronological) *PERMANENT. Transfer to the Department of State on or before December 31, 1999, and upon their written acceptance.*		
b	Microfilm *PERMANENT. Transfer to the U.S. Embassy in Panama on or before December 31, 1999, and upon their written acceptance.*		
49	**Birth Certificate System**. Used to retrieve information on the individual's birth record and to generate a certified copy of the birth certificate. Contains information on all individuals who were born between 1904 and 1979 in Canal Zone hospitals, in Panama City and Colon Hospitals administered by the U.S. Government, or at home, that were registered with an assigned number and signed by a medical officer and the registrar. Includes information such as name, citizenship, age, and place of birth.		
a	Input. Information abstracted from original birth certificate. *PERMANENT. Dispose according to the disposition instructions of item ~~11a~~ 48a of this schedule*		

WITHDRAWN

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION	JOB NUMBER NI-185-97-22	PAGE 24 OF 25

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
b	Datafile. (1904 - 1979). *TEMPORARY. Delete data when no longer needed for current operations*		
c	Output. Birth Certificate (Form 153-A). *TEMPORARY. Deliver certified birth certificate to requester.*		
50	**Death Certificates** of persons who died between 1904 and 1979 in Canal Zone hospitals, in Panama City and Colon Hospitals administered by the U.S. government, or at home, that were registered with an assigned number and signed by a medical officer and the registrar.		
a	Original Death Certificate. *PERMANENT. Transfer to the Department of State on or before December 31, 1999, and upon their written acceptance*		
b	Microfilm. *PERMANENT. Transfer to the U.S. Embassy in Panama on or before December 31, 1999, and upon their written acceptance.*		
51	**Marriage Certificates**. Issued in the Canal Zone between 1904 and 1979 by the U.S. District Courts of Balboa, Cristobal or Empire Range. Each certificate is numbered, naming the two parties involved, with the seal of the District Court, the date on which the license was granted, and the signatures of the official performing the ceremony, the District Court clerk and the two witnesses.		
a	Original Marriage Certificates. *PERMANENT. Transfer to the National Archives immediately upon approval of schedule*		

WITHDRAWN

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION	JOB NUMBER NI-185-97-22	PAGE 25 OF 25

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
b	Microfilm. *PERMANENT. Transfer 1 silver halide and 1 diazo copy to the National Archives upon approval of this schedule.* ***NOTE:** Transfer duplicate set to the U.S. Embassy in Panama on or before December 31, 1999, and upon their written acceptance.*	W I T H D R A W N	
52	**Index Cards for Court Records**. Duplicate microfilm of index cards used as finding aids and for referral purposes for criminal and civil court cases that occurred between 1904 and 1979 in the Canal Zone. (Note: Original records were transferred to the custody of the Administrative Office of U.S. Courts) *NON RECORD. Destroy on or before December 31, 1999, or when no longer needed for reference or referral, whichever is sooner*		