

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-185-86-2	DATE RECEIVED 11-07-85
1. FROM (Agency or establishment) Panama Canal Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Administrative Services Division		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Carolyn H. Twohy	5. TELEPHONE EXT. (507) 52-7642	DATE 3-11-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 6 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 10-31-85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carolyn H. Twohy</i> Carolyn H. Twohy	D. TITLE Chief, Records Management Branch Deputy Agency Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	All of the following records were retired as part of the records of the Panama Canal Railroad Company, Accession 185-56-A-115, WNRC: Boxes 747160 (120048) - 747161 (120049) 747164 (120052) - 747174 (120062) 747178 (120066) - 747181 (120069) 747210 (120098) 747259 (120147) 19 cu. ft. total. Disposition: Destroy immediately as non-record material. All are stocks of annual reports or contracts which are available in the permanent portions of this accession.		
2	General correspondence and administrative file, 1920-53. Box 747763 (120651) thru 748047 (120935). 285 cu. ft. Disposition: Destroy immediately except for specified items (see N13-185-86-3) that are to be accessioned into NARS.		

31 items

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3	<p>Subject correspondence files of the Executive Office, 1953 and prior. Alphabetically-arranged file, closed ca. 1953 but containing mixed dates 1930's to 1953. Letter box numbers 106H thru 108E. Boxes 511830(120982) thru 511842(120993). 13 cu.ft.</p> <p>Disposition: Destroy immediately.</p>		
4	<p>Alpha. subject file called "Administrative Correspondence File of the Executive Office of the Panama Canal Company," ca. 1931-57. Letter boxes 108F thru 109V. Boxes 193660B20 (121259) thru 193660B33(121272). 14 cu.ft.</p> <p>Disposition: Destroy immediately except for folders selected for permanent retention as specified in N3-185-84-5 6).</p>		
5	<p>"Correspondence Files of the Executive Office, Panama Canal Company," ca. 1951-9. Letter boxes 109W thru 110X. BOXES 266291A(121273) thru 266300A(121282). 10 cu.ft.</p> <p>Disposition: Destroy immediately except for folders selected for permanent retention as specified in N3-185-84-6 6).</p>		
6	<p>"Executive Letter Files" probably for 1959. Letter boxes 110Y, 110Z, and 111A thru 111T. BOXES 186717(48892) thru 186724(48899). 8 cu.ft.</p> <p>Disposition: Destroy immediately except for folder selected for permanent retention as specified in N3-185-84-6 6).</p>		
7	<p>"Closed" and "Open" Correspondence File, Executive Office, 1950's. Boxes 186791(48878) thru 186804(48891). 14 cu.ft. (5 boxes are missing).</p> <p>Disposition: Destroy immediately except for folders selected for permanent retention as specified in N3-185-84-6 6).</p>		
8	<p>Correspondence File of the Accounting Division, ca. 1910-1930's. All records concern financial matters and transactions, and the like. BOXES 734681(321650); 734688(321657) thru 734692(321661). 6 cu.ft.</p> <p>Disposition: Destroy immediately.</p>		
9	<p>Correspondence files of the Audit Department, filed by Audit #, 1899-1944. All material relates to specific audits. Boxes 738952B(121027) thru 739141B(121107). 189 cu.ft.</p> <p>Disposition: Destroy immediately.</p>		

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10	<p>2 bound volumes containing Railroad Orders, Isthmian Line, 12/1901 thru 4/1902; 5/1902 thru 10/1902. These are requisitions listing specific items which are to be shipped to the railroad and are signed by the Purchasing Agent, 1 cu.ft. BOX 739614B.</p> <p>Disposition: Destroy immediately.</p>		
11	<p>Bound volumes called "Treasurer No.1" and Treasurer No.2," 1897-1900. Also "Treasurer No.3" and Treasurer No.4"; "Accounts No.1 and Accounts No.2," 1898-1902, concerning lists of drawback certificates issued, incorrectly completed monthly reports of passengers, and errors on specific outward manifests. PART of Box 739614B.</p> <p>Disposition: Destroy immediately.</p>		
12	<p>Volumes called "Passage Orders No.2," (1902), "Letters Bids Etc"; "Confirmation of Telegrams (1894)" and letters from the Panama Canal Railroad Company to the North American Navigation Company, 1894, confirming receipt of telegrams on claims and accounts, and the like. PART of BOX 739615B.</p> <p>Disposition: Destroy immediately.</p>		
13	<p>1 volume of blank stock certificates. PART of Box 739616B.</p> <p>Disposition: Destroy immediately</p>		
14	<p>Volumes marked "Claims No. 17" (1902), and "Invoices" (1874-88). PART of Box 739618B.</p> <p>Disposition: Destroy immediately.</p>		
15	<p>Ledgers showing amounts received from Company for drawback certificates, 1888-95; sinking fund and mortgage bond ledgers, 1896-1902. 1 cu.ft. BOX 739620B.</p> <p>Disposition: Destroy immediately.</p>		
16	<p>Volume marked "Minutes" but actually a "Burr's ^{Printed} Printed Combination Index" Unknown relation to records. 1½ in. PART of BOX 739621B.</p> <p>Disposition: Destroy immediately.</p>		
17	<p>Book called "The Panama Canal-System and Projects of Lindon W, Bates" 1895. ½". PART of BOX 739622B.</p>		

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	Disposition: Destroy immediately.		
18	Volumes of "Freight Letters" 1895-6, and volume of office circulars, 1906. PART of BOX 73964B (1 1/2 in.) Also, volume of letters from Company auditor to various people re administrative matters, 1907. 2". Same box. Disposition: Destroy immediately.		
19	Accounts payable vouchers, refunds, US Liberty Loan bonds, 1919. Box 739684B(121195). Disposition: Destroy immediately.		
20	Volumes stamped "Traffic" and containing letters from the Company Traffic Dept. in NY City. 1897-1903. 8 cu.ft. BOXES 739724B(121199) thru 739731B(121206). Disposition: Destroy immediately		
21	Unnumbered volumes filled with letter press orders from the Purchasing Dept. agent for supplies to be delivered to steamers sailing for Panama. 1890's. PART of Box 739797B(121232). Disposition: Destroy immediately		
22	Delivery orders up to 1902. Boxes 739794B(121233) thru 739797B(121236). 4 cu.ft. Disposition: Destroy immediately.		
23	Volumes marked "Purchasing Agent," 1888-98; letters to various suppliers. 2 cu.ft. BOXES 739798B(121237) thru 739799B(121238). Disposition: Destroy immediately		
24	Ledger called "Applications," 1915-29, regarding job applications. 1/2". PART of BOX 121241. Disposition: Destroy immediately		
25	Cancelled bond coupons, ca. 1891-96. General mortgage bond coupons and subsidy bond coupons. 2 cu.ft. BOXES 748048(120936) thru 748049(120937). Disposition: Destroy immediately.		
26	Rough and smooth bridge logs for voyages of Company steamships, 1930's - 1950's; engine room and bell books, 1950's; refrigeration		

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	<p>logs and charts; repair orders for ships of the line, 1930's. 85 cu.ft. BOXES 725042(120943) thru 725379 (120976); 739366(121108) - 739378(121120); 739429(121135) - 739432(121138); 739379(121121) - 739428D(121134); 739139(121139) - 739435D(121141); 739800(121239); 739435(121142) - 739494B(121155); 738892(121003) - 738893B(121004).</p> <p>Disposition: Destroy immediately.</p>		
27	<p>Transmittals and copies of Bills and Acts of Congress, sent to the Canal Zone by the Washington Office, 1911-35. No internal comments attached. Non-record copies of legislation available elsewhere. 8 cu.ft. BOXES 738944B(121019) thru 738947B(121022); 738948B(121023) thru 738951(121026).</p> <p>Disposition: Destroy immediately</p>		
28	<p>Obsolete financial records, including the following types: Isthmus and Port-au-Prince Accounts Payable, 1941-52; accounts payable vouchers, 1948-50; claims files received Port-au-Prince agency, 1940's; inventory reports of ship equipment, 1940's; general journal ledgers, 1944-6; "closed passage orders"; free dock time expense records, 1949-50; accounts payable registers, 1950's; box of releases for passengers' injuries, 1922-7; cancelled checks, 1919; stock of contracts between PCRRC and Pacific Mail SS line, 1902; stock of Ship's Rules; cancelled insurance policies, 1919; BOXES 121245 - 121251 722122(227828) 734696(321665) - 734701(321670) 742028(120978) - 742030(120980) 720421(120994) - 720427(121002) 734702(321671) - 734711(321680) 734837A(321688) - 734838A(321691) 734825(321771) 722016(318198) 332661 742034(345230) 830332, 830327, 830326 1031826(275788) 739723B(121198) 739722B(121197)</p> <p>55 cu. ft.</p>		

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29	<p>Disposition: Destroy immediately</p> <p>Loose and unarranged correspondence and case file material from the Office of General Counsel, ca. 1909-1920's. Arranged generally by case # (e.g., P-344). Contains depositions, stipulations, summonses, claims documentation, correspondence, and other related materials. There is no box or contents list. 5 cu.ft. BOXES 746939(121252) thru 746943(121256).</p> <p>Disposition: Destroy immediately</p>		
30	<p>Copies of FCRRRC annual reports and printed records; 1930-34 volumes of annual meetings of the Railway Accounting Officers Association; Department of Commerce certificates of vessel inspection; cancelled insurance policies, 1926; stock of printed Hearings before the Committee on the Merchant Marine and Fisheries (House), 1913. BOXES 748054; 739544B(121156) thru 739545B(121157); 121257; 734682(321651) - 734687(321656); 734693(321662) - 734695(321664); 321687; 739721B. 15 1/2 cu. ft.</p> <p>Disposition: Destroy immediately</p>		
31	<p>1 scrapbook of clippings from Japanese(?) language newspapers, probably World War II period, no identification of any kind; 1 scrapbook of clippings on various subjects from a newspaper printed either in San Francisco or Hawaii and focused on the activities of Japan and the Japanese, ca. 1935. No further identification. ca. 4". No Box #.</p> <p>Disposition: Destroy immediately.</p>		