

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-185-88-003

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/08/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 22a, 22c, and 23.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

All other items have been transferred, if permanent, or are presumed disposed, if temporary.

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	LEAVE BLANK
	JOB NO NY 185-88-3

TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408	DATE RECEIVED October 20, 1988
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1 FROM (Agency or establishment) Panama Canal Commission	NOTIFICATION TO AGENCY
2 MAJOR SUBDIVISION Administrative Services Division	In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 52-7767
	DATE 1/17/89
	ARCHIVIST OF THE UNITED STATES

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 8 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 10/20/88	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Assistant to the Secretary for Commission Affairs
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>Records of the Panama Canal Commission stored at the Atlanta Federal Records Center (4NC).</p> <p>Surveys Branch</p> <p>Field books, 1909-1940s. Numerical recordings, usually in pencil, by either individual surveyors or parties of a particular survey. Information includes azimuth, distance, elevation, water readings, seepage tests, and gauge readings. Each book contains only a partial survey. Books are not packed in sequence.</p> <p>DISPOSITION: Destroy immediately. Accession No. 185-79-0025, boxes 1-12.</p> <p>Internal Security Office "Declassified General Correspondence"</p>		
2.	<p>Special Item Project (SIP) files for mechanical, maintenance, construction, and improvement projects. Records include correspondence, requisitions, work orders, cost sheets, monthly</p>		

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	statements, comptroller expenditure files, and reference handbooks from suppliers. <u>DISPOSITION:</u> Destroy immediately. Accession No. 185-79-0040, boxes 1-6.		
3.	Third Locks Project files related to emergency dam operations. The projects are arranged by an alpha identification, eg. OL/SS for structural seals, and the records include technical narratives (typed and handwritten), test data, drawings, and design computations. <u>DISPOSITION:</u> Destroy immediately. Accession No. 185-79-0040, boxes 7-9 and 26-31, 33-36.		
4.	Reports. Records include typed narratives with 3x5 photos identified by an alpha-numeric code similar to that of the Special Engineering Division lacquered negatives (see Job No. N1-185-88-1). <u>DISPOSITION:</u> Permanent. Retain one copy of each report. Transfer to NARA immediately. Destroy duplicates found in Accession No. 185-79-0040, boxes 10-12.		
5.	Contractor cost data. <u>DISPOSITION:</u> Destroy immediately. Accession No. 185-79-0040, boxes 10-11 (partial).		
6.	Blueprints and drawings depicting degaussing equipment for naval vessels. <u>DISPOSITION:</u> Destroy immediately. Accession No. 185-79-0040, boxes 13-14.		
7.	SIP Photos. a. Black and white 8x10" captioned prints mounted with cellophane tape. Cross-referenced to the SIP project files in item 2. <u>DISPOSITION:</u> Destroy immediately. Accession No. 185-79-0040, boxes 15-17.		

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	<p>b. Black and white prints for SIP 1-10. Unmounted in folders with annotation that negatives are not indexed. No negatives in the box.</p> <p><u>DISPOSITION:</u> Destroy immediately. Accession No. 185-79-0040, box 32.</p>		
8.	<p>SIP index cards.</p> <p><u>DISPOSITION:</u> Destroy immediately. Accession No. 185-79-0040, box 37.</p>		
9.	<p>Index cards. Protection files for Civilian Defense, arranged by file number. No accompanying records.</p> <p><u>DISPOSITION:</u> Destroy immediately. Accession No. 185-79-0040, box 18.</p>		
10.	<p>Aerial photographs. Black and white 6x8" prints, captioned and uncaptioned. Unmounted in manila envelopes. Cross references on the outside of some envelopes.</p> <p><u>DISPOSITION:</u> Permanent. Retain captioned prints. Transfer to NARA immediately. Destroy unidentified prints during archival processing. Accession No. 185-79-0040, box 19 (partial).</p>		
11.	<p>Publications. Multiple copies of volumes I and III of Papers Presented at the Meetings of the Board of Consulting Engineers, The Panama Canal, November 18-19, 1946. Volumes scheduled for permanent retention in Job No. NC1-185-79-5, item 13.</p> <p><u>DISPOSITION:</u> Destroy immediately. Accession No. 185-79-0040, boxes 19-25.</p>		
12.	<p>Isthmian Canal Planning (ICP) Memorandum 90, previously security classified and belonging to the same series scheduled for permanent retention in Job No. NC1-185-79-5, item 10.</p> <p><u>DISPOSITION:</u> Retain one copy and transfer to NARA immediately. Destroy duplicates immediately. Accession No. 185-79-0040, box 38.</p>		

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13.	<p>Isthmian Canal Studies (ICS) and Memoranda. Appendix 6 and various numbered ICS memos scheduled for permanent retention in Job No. NC1-185-79-5, items 9 and 12.</p> <p><u>DISPOSITION:</u> Destroy immediately. Accession No. 185-79-0040, boxes 39-71.</p> <p>United States Presentation before OAS Committee investigating Events of January 9, 1964.</p>		
14.	<p>Spanish Transcript of Proceedings.</p> <p><u>DISPOSITION:</u> Retain one copy and transfer to NARA immediately. Destroy duplicates in Accession No. 185-79-0040, boxes 128-137.</p>		
15.	<p>Spanish Presentation including background and chronology.</p> <p><u>DISPOSITION:</u> Retain one copy and transfer to NARA immediately. Destroy duplicates in Accession No. 185-79-0040, boxes 138-144.</p>		
16.	<p>English Presentation which includes background and chronology of events; Exhibit B, transcript of radio and television broadcasts from the Republic of Panama; Exhibit C, selections from the Panamanian press concerning background and events on or subsequent to January 9, 1964; Exhibit P, photographs; and a separate publication of photographs entitled "Exhibits to the United States Oral Presentation on February 14 and 15, 1964 to the Committee Established Under the Resolution of the OAS-OC, February 6, 1964."</p> <p><u>DISPOSITION:</u> Retain one set and transfer to NARA immediately. Destroy duplicates in Accession No. 185-79-0040, boxes 145-175.</p>		
17.	<p>Presentation Before the International Commission of Jurists (ICJ). Records include hearings and transcripts of proceedings of March 6-13, 1964.</p> <p><u>DISPOSITION:</u> Retain one set and transfer to NARA immediately. Destroy duplicates in</p>		

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	Accession No. 185-79-0040, boxes 176-181.		
18.	Correspondence. Politically sensitive correspondence segregated from the Central File. <u>DISPOSITION:</u> Permanent. Transfer to NARA immediately. Accession No. 185-79-0040, boxes 183-184. (Box 182 is not on the shelf). Panama Canal Women's Welfare Group. Official and Organizational Files.		
19.	Scrapbook containing news clippings and uncaptioned photographs, probably of the 50th anniversary celebration. <u>DISPOSITION:</u> Permanent. Transfer to NARA immediately. Accession No. 185-79-0042, box 1 (partial).		
20.	Newsletters, September 12, 1962-November 18, 1963. <u>DISPOSITION:</u> Permanent. Transfer to NARA immediately. Accession No. 185-79-0042, box 1 (partial).		
21.	Photographs. Black and white 8x10" uncaptioned prints. <u>DISPOSITION:</u> Destroy immediately. Accession No. 185-79-0042, boxes 1 (partial) and 9 (partial).		
22.	Information Office Press Clippings. a. Processed booklets made from press clippings. <u>DISPOSITION:</u> Permanent. Retain one copy and transfer to NARA immediately. Destroy duplicates in Accession No. 185-79-0042, boxes 2-6. b. Press clippings in folders.		

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	<p><u>DISPOSITION:</u> Destroy immediately. Accession No. 185-79-0042, box 7.</p> <p>c. OAS/IJC press clippings in processed books.</p> <p><u>DISPOSITION:</u> Permanent. Transfer to NARA immediately. Accession No. 185-79-0042, box 8 (partial).</p> <p>d. Press clippings in oversize scrap books.</p> <p><u>DISPOSITION:</u> Destroy immediately. Accession No. 185-79-0042, boxes 10-11 and bundles 12-44.</p>		
23.	<p>Incident reports. Summaries of events and damage reports.</p> <p><u>DISPOSITION:</u> Permanent. Transfer to NARA immediately. Accession No. 185-79-0042, box 8 (partial).</p>		
24.	<p>News releases and speeches by the President of the Republic of Panama and by the Governor of the Canal Zone, and other officials.</p> <p><u>DISPOSITION:</u> Permanent. Transfer to NARA immediately. Accession No. 185-79-0042, boxes 8 and 9 (partial).</p>		
25.	<p>Correspondence. Miscellaneous correspondence relating to the disturbances.</p> <p><u>DISPOSITION:</u> Permanent. Transfer to NARA immediately. Accession No. 185-79-0042, boxes 8 and 9 (partial).</p> <p>Executive Planning Staff</p>		
26.	<p>Miscellaneous files including activity sheets, administrative reports, drafts and copies of parts of ICP's, studies, budget estimates, work requests, test data, operational and fiscal procedures, facilitative correspondence, letters of appointment, trip reports, survey forms, consumer price index forms, multiple printed copies of Congressional bills, work papers, brochures from private companies, progress reports, and reference files.</p>		

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	<p><u>DISPOSITION:</u> Destroy immediately. Accession No. 185-79-0044, boxes 1-4. Accession No. 185-79-0046, boxes 1-3, and 5. Accession No. 185-79-0047, boxes 57 (partial), 58, and 63. Accession No. 185-79-0048, boxes 1-11.</p>		
27.	<p>Drawings. Excavation at Bas Obispo-San Luis Cascades Reaches. One printed folio of approximately 235 halfscale drawings.</p> <p><u>DISPOSITION:</u> Permanent. Transfer one copy to NARA immediately. Destroy duplicates in Accession No. 185-79-0046, box 4.</p>		
28.	<p>Studies and reports.</p> <p>a. PC capacity studies, 1964; IOCS memos; annual reports to stockholders; merchant marine reports; Kearney report on Canal improvements; Panama Canal Toll Increases: Effect on the Far East; and Panama Canal Traffic and Revenue Study, 1978-2000.</p> <p><u>DISPOSITION:</u> Permanent. Retain one copy and transfer to NARA immediately. Destroy duplicates in Accession No. 185-79-0046, boxes 6, 7, 9, and 10-12. Accession No. 185-79-0047, box 43 (partial), and boxes 68-71.</p> <p>b. Panama Canal Company and Canal Zone Government administrative reports.</p> <p><u>DISPOSITION:</u> Destroy immediately. Accession No. 185-79-0046, box 8. Accession No. 185-79-0047, box 43 (partial).</p>		
29.	<p>Marine Traffic Control System contract files relating to the development of and electronic ship data bank to improve marine traffic control. Records include</p> <p>a. Background papers, study contracts, study reports of user requirements, data base design, software documentation, performance requirements, study investigation reports, and documentation standards manual.</p> <p><u>DISPOSITION:</u> Permanent. Retain one copy of each report or study and transfer to NARA immediately. Accession No. 185-79-0046, boxes</p>		

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	<p>13-17, and 19-20.</p> <p>b. Administrative files which include chronological correspondence, bid packages, briefings (mostly itineraries), and duplicate copies of reports and studies listed above.</p> <p>DISPOSITION: Destroy immediately. Accession No. 185-79-0046, boxes 13-17 (partial), 18, 19-20 (partial), and 21-22.</p>		
30.	<p>Transit statistics consisting of ledger sheets (computer printouts after the mid-1950's) of commodities, traffic by nationality, navigation sheets, 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.</p> <p>DISPOSITION: Destroy when 25 years old. Accession No. 185-79-0047, boxes 1-42, 43 (partial), 44-56, 57 (partial), 59-62, 64-66, 67 (partial), and 72-79.</p>		