

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-185-89-1

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

3/27/89

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

Jaime Bocanegra

5 TELEPHONE EXT

52-7767

DATE

6/20/89

ARCHIVIST OF THE UNITED STATES

Claudia J. Miller

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 1 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

3/17/89

C SIGNATURE OF AGENCY REPRESENTATIVE

M. Jeanne Hinek
M. Jeanne Hinek

D TITLE

Acting Chief, Records Management Branch
Acting Deputy Agency Records Officer

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SUPERSEDED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)

Governors' File of the Panama Canal Company/Canal Zone Government

Alphabetical files pertaining to the activities of all Governors of the former Canal Zone from 1907 to 1979. The files include calendars, appointment books, schedules, logs, ~~xxxx~~ diaries, telephone calls, crips, and visits. (Approximately 3 cubit feet of records).

DISPOSITION: Permanent. Transfer to NARA upon approval of this schedule.

*Copies sent to Agency
NEF ANT 6/26/89*