

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	LEAVE BLANK
	JOB NO N1-185-89-3

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

DATE RECEIVED
Aug. 14, 1989

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5 TELEPHONE EXT
52-77-67

DATE
3/20/91

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 3 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 12/17/90	C SIGNATURE OF AGENCY REPRESENTATIVE Barbara A. Fuller	D TITLE Asst. to the Secretary for Commission Affairs
---------------------------	--	---

7 ITEM NO	8 DESCRIPTION OF ITEM <small>(With Inclusive Dates or Retention Periods)</small>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <small>(NARS USE ONLY)</small>
1.	<p>This schedule covers records created by the Panama Canal Commission Information Office and includes records from that office stored in accession 185-79-0043 at the Atlanta Federal Records Center (4NC).</p> <p>Daily Digest. Summaries in English of pertinent newspaper articles appearing in the local Spanish press including <u>El Panama</u>, <u>La Nacion</u>, and <u>La Estrella</u>.</p> <p>DISPOSITION: a. Records in agency: Break files annually. Destroy when no longer needed for reference.</p> <p>b. Records retired to 4NC: Destroy immediately. (Accession 185-79-0043, boxes 2 and 3).</p>		
2.	<p>Press releases. Reference copies of press releases.</p> <p>DISPOSITION. a. Records in agency: Break files annually. Destroy when no longer needed for reference.</p> <p>b. Records retired to 4NC: Destroy immediately. (Accession 185-79-0043, box 5, partial).</p> <p><i>Copies sent to agency, NAR-W, NAR-T, NCF 3/29/91</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO N1-185-89-3	PAGE 2 OF 3
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)
3.	<p>Newspaper clippings. Information Office vertical files of news clippings from U.S. and foreign publications.</p> <p>DISPOSITION. a. Records in agency: Break files annually. Destroy when no longer needed for reference.</p> <p>b. Records retired to 4NC: Destroy immediately. (Accession 185-79-0043, box 5, partial).</p>		
4.	<p>Local newspaper clippings. Reference collection of news clippings, editorials, articles, and electrostatic copies of news articles maintained as background for speeches and articles.</p> <p>DISPOSITION. a. Records in agency: Break files annually. Destroy when no longer needed for reference.</p> <p>b. Records retired to 4NC: Destroy immediately. (Accession 185-79-0043, box 4, partial).</p> <p>NOTE: Box 1 of accession 185-79-0043 is disposable as non-record material. the remaining records are disposable under the authority of NC1-185-77-10, items 20, 25, 27, 28, and 30 as noted in the appraisal report.</p> <p>Records of the Executive Planning Staff stored at the Atlanta Federal Records Center (4NC) in accession 185-70-0045, boxes 67-69, 71, and 81.</p>		
5.	<p>Reports prepared for the Executive Planning Staff.</p> <p>a. "Impact of the Panama Canal Closure," and "Panama Canal Toll Increases, 1975-76," prepared by International Research Associates. The reports describe the likely events in case of Panama Canal closure or dramatic increase in tolls. The reports also include introductions, descriptions of data bases, background information, estimates of additional transport costs, and identification of additional sources of revenue.</p> <p>DISPOSITION: Transfer one copy of each report to NARA upon approval of this schedule. Destroy remainder during archival processing. (Boxes 67-69).</p> <p>b. Master Management Report issued February 1972. The report reviews the previous five years'</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO. N1-185-89-3	PAGE 3 OF 3
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)
	<p>activity and makes a forecast for the coming decade.</p> <p>DISPOSITION: Transfer one copy of the report to NARA upon approval of this schedule. Destroy the remainder during archival processing. (Box 71).</p> <p>c. Arthur Anderson Report on the Impact of Universal Measurement System. Description in detail of the impact on the Panama Canal Company and Canal users if the universal tonnage system provided by the International Convention on Tonnage Measurement of Ships, 1969, is adopted as the basis for assessing Panama Canal tolls.</p> <p>DISPOSITION: Transfer one copy of the report to NARA upon approval of this schedule. Destroy duplicates during archival processing. (Box 81).</p> <p>NOTE: Remaining records in accession 185-79-0045 are disposable by authority of NC1-185-77-10, item 54.</p>		