

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-185-90-3

DATE RECEIVED

4-9-90

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

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

Carolyn H. Twohy

5. TELEPHONE EXT.

52-7767

DATE

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 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

1/26/88

C. SIGNATURE OF AGENCY REPRESENTATIVE

Carolyn H. Twohy

D. TITLE

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 GRS OR SUPERSEDED JOB CITATION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
(INARS USE ONLY)

4
Agency Records Schedule No. ~~8~~ --
Procurement and Supply Records

AGENCY RECORDS SCHEDULE 4

Procurement and Supply Records

| ITEM NO. | <u>DESCRIPTION OF RECORDS</u> | <u>AUTHORIZED DISPOSITION</u> |
|-------------|--|---|
| 1. | <u>Procurement records.</u> Contracts, requisitions, purchase orders, awards, leases, and bond and surety records including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. | <u>See GRS 3, Item 3.</u> |
| | a. Procurement or purchase organization copy; and related papers. | |
| | (1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000. | Destroy 6 years and 3 months after final payment. |
| | (2) Transactions of \$25,000 or less and construction contracts under \$2,000. | Destroy 3 years after final payment. (Close file at the end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith.) |
| | b. Obligation copy. | Destroy when funds are obligated. |
| | c. Other copies of records described above used by component elements of a procurement office for administrative purposes. | Destroy upon termination or completion. |
| 2. | <u>Documents affecting, reporting, or supporting internal supply transactions,</u> such as material orders, material transfers, material receipts, and computer listings of materials issued, on hand, and on order, and related papers. | |
| | a. Original. | Destroy when 4 years old. |
| | b. Signed receipts held by office that issued the supplies. | Destroy when 4 years old. |

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|-------------|--|--|
| | c. Suspense or control copies. | Destroy when no longer needed for suspense or control. |
| | d. Copies used to show receipt of supplies. | Destroy when 4 years old. See ARRS 1, Item 37. NC1 185 77 1, Nov. 23, 1977. |
| 3. | <u>Copies of various vouchers, invoices, and other related accounting documents reporting cost of services or goods, and receipts for cash, goods, or meals.</u> | |
| | a. Field accounting office copies, with supporting data, when used in billing. | Destroy when 4 years old. |
| | b. Collecting agents' copies of documents submitted to Accounting Division under collecting agents' reports. | Destroy when no longer needed for suspense or control. |
| | c. Suspense or control copies. | Destroy when no longer needed for suspense or control. |
| | d. Other copies. | Destroy when 1 year old. See ARRS 1, Item 29. NC1 185 77 7, Nov. 23, 1977. |
| 4. | <u>Perpetual inventory cards or ledgers for material and supplies, showing issues, receipts, stock on hand, and cost data.</u> | Destroy 2 years after transfer of balance to new card or classification, 2 years after discontinuance of item, or 2 years after last entry in ledger, whichever is applicable. See ARRS 1, Item 36. NC1 185 77 1, Nov. 23, 1977. |
| 5. | <u>Key control lists or cards.</u> | Destroy 2 years from date of list. |

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| 6. | <u>Scrap and Salvage Unit Monthly Report.</u> Monthly activity of scrap metals received during the month. | Destroy when 5 years old. |
| 7. | <u>Work requests and authorizations for expenditure, small job authorizations, service orders, job orders, printing requisitions, reports of labor and material costs, and related papers for jobs or services authorized as operating expense.</u> | |
| a. | Records kept for making cost reports and studies or to document authorization and development of projects. | Destroy 4 years after completion of project or termination of authorization. |
| b. | Field accounting office copies when used in billing. | Destroy when 4 years old. |
| c. | Collecting agents' copies of documents submitted to Accounting Division under collecting agents' reports. | Destroy when 2 years old. |
| d. | Suspense or control copies. | Destroy when no longer needed for suspense or control. |
| e. | Motor Transportation Division trip tickets. | Destroy after 1 year or, if used to compile statistics, when statistical purpose served. |
| f. | Other copies. | Destroy when 1 year old. See ARRS 1, Item 30c. NC1 185 77 1, Nov. 23, 1977. |
| 8. | <u>Job control System.</u> Copies used by branch officials in daily transactions. | Destroy at end of each Fiscal Year. Information is available on microfilm in Records Management Branch. |

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| 9. | <u>Solicited and Unsolicited Bids and Proposals Files.</u> | <u>See GRS 3, Item 5.</u> |
| | a. Successful bids and proposals. | Destroy with related contract case files (see GRS #3, Item 4). |
| | b. Solicited and unsolicited unsuccessful bids and proposals. | |
| | (1) Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13. | Destroy 1 year after date of award or final payment, whichever is later. |
| | (2) Relating to transactions above the small purchase limitations in 48 CFR Part 13. | |
| | (a) When filed separately from contract case files. | Destroy when related contract is completed. |
| | (b) When filed with contract | Destroy with related contract case file (see GRS 3, Item 4). |
| | c. Cancelled Solicitations Files. | |
| | (1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation. | Destroy 5 years after date of cancellation. |
| | (2) Unopened Bids. | Return to bidder. |
| | d. Lists or Card Files of Acceptable Bidders. | Destroy when superseded or obsolete. |
| | e. Abstracts of bids. | <u>Same as GRS 3, Item 5.</u> |

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| 10. | <u>Inventory Files.</u> | |
| | a. Inventory lists. | Destroy 3 years from date of list. |
| | b. Inventory cards. | Destroy 3 years after discontinuance of item or 3 years after stock balance is transferred to new card or recorded under a new classification, or 3 years after equipment is removed from agency control. |
| | c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS. | Destroy 3 years after date of survey action or date of posting medium. |
| 11. | <u>General Correspondence Files.</u> Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule. | <u>See GRS 3, Item 2.</u> Destroy when 3 years old. |
| 12. | <u>Insecticide Inventory Control Files.</u> | Destroy when 3 years old. |
| 13. | <u>Feeder performance and production reports that are summarized and contain no management values.</u> | Destroy when 3 years old. |
| 14. | <u>Periodic inventory records.</u> | Destroy 3 years after superseded by new inventory or 3 years after account number is changed or abolished. ARRS 1, Item 39 NC1 185 77 3, Nov. 23, 1977. |
| 15. | <u>Furniture inventory files.</u> | Destroy 3 years after inventory is superseded. |

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| 16. | <u>Plant Inventory.</u> | |
| | a. Major (fixed) items inventories. | Destroy after 3 years or when new inventory is made. |
| | b. Minor (moveable) items inventories. | Destroy after 3 years old or when new inventory is made. |
| 17. | <u>Job Control Data.</u> These are copies of: Coordinator Work Request, Job Control Summary for Secondary Coordinators, Weekly Job Order Detail used by the Production Superintendent and Planners for Daily Monitoring Jobs as well as planning. | Destroy when 2 years old. Used for reference. Microfilms are available in Agency Microfilm Unit. See ARS # 8, Item 24(3). |
| 18. | <u>Warehousing Branch General Files.</u> General files pertaining to the management, operation, requirements, and functions of the Warehousing Branch. | Transfer to Agency Center after 3 years. Destroy 3 years after transfer. |
| 19. | <u>Records reporting, processing, and journalizing sales revenue,</u> such as cash register reports and tapes, refund slips, error slips, credit notes, cashiers' reports, reports of invoices, section heads' reports and transmittals, customers' paid orders, collection slips, collecting agents' reports, credit notes, sales reports and reconciliation of revenue, entertainment reports, and similar records. | |
| | a. Divisional office, control clerk, or collecting agent's copies. | Destroy after 3 years. |
| | b. Suspense or control copies. | Destroy when no longer needed for suspense or control. |
| | c. Other copies. | Destroy when 1 year old. |

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| 20. | <u>Bills of Lading</u> (referred to as waybills) for commercial freight shipments and supporting documents correspondence relating to acceptance of shipments, delivery records, and documents pertaining to freight classification. | Destroy when 6 years old. ARRS 6, Item 36 NC1 185 77 6, Nov. 29, 1977. |
| 21. | <u>Tabulated reports of material issued, on hand, in transit, due, on order, undelivered, and similar or related reports reflecting stock status and stock costs.</u> | Destroy when 4 years old. |
| | a. Reports that are not summarized and summaries that supersede detail reports. | |
| | b. Other reports. | Destroy when 2 years old. ARRS 9, Item 21. NC1 185 77 9, Nov. 23, 1977. |
| 22. | <u>Records used in connection with ordering, shipping, or transferring merchandise from warehouse to store, or store to store, or section to section, such as "A" and "B" transfers, sectional transfers, waybills, bills of lading, invoices, shipping tickets, over and short reports, and similar records.</u> | |
| | a. Divisional office, control clerk, or collecting agent's copies. | Destroy after 2 years. |
| | b. Suspense or control copies. | Destroy after 6 months suspense or control. |
| | c. Other copies. | Destroy when 1 year old. ARRS 9, Item 22. NC1 185 77 9, Nov. 23, 1977. |

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| 23. | <u>Copies of project authorizations, work orders, completion notices, reports of labor and material costs, plant transfers and related papers for plant projects authorized in capital programs and maintained in bureau or division budget or accounting offices.</u> | |
| | <p>NOTE. The official record of project authorizations and related papers basic to capital program projects are maintained in the Plant Accounting Unit of General Ledger Branch. If the plant item is a structure, the Plant Accounting Unit file is kept indefinitely; otherwise, it is kept 3 years after retirement of the last item in the project file. (See ARS #6, Item 5).</p> | |
| | a. Records maintained in individual project files. | Destroy after retirement of last item in project from plant. |
| | b. Suspense or control copies. | Destroy when no longer needed for suspense or control. |
| | c. Other copies. | Destroy when 1 year old. ARRS 1 Item 31. NC1 185 77, November 23, 1977. |
| 24. | <u>Procurement data and vendor records, including cards, catalogs, indexes, brochures, and correspondence giving information about suppliers and products.</u> | Destroy when information is superseded, canceled or obsolete. ARRS 9, Item 15. NC1 185 77 7, Nov. 23, 1977. |
| 25. | <u>Field accounting office posting and control media, such as journal vouchers and supporting papers and accounting document control registers.</u> | Destroy after 4 years or, if ledger, 4 years after last entry. ARRS 1, Item 28. NC1 185 77 1, Nov. 23, 1977. |

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| 26. | <u>Case files, ledgers, or master cards maintained on individual items, class, or type of equipment</u> such as dredging, electrical, quarry, filter plant, automotive, heavy construction, meteorological, hydrographic, topographical survey, and other equipment, containing information on purchasing, specifications, service data, repairs, maintenance, etc. | Destroy when item, class or type of equipment is retired. ARRS 5, Item 4. NC1 185 77 5, Nov. 29, 1977. |
| 27. | <u>Requisition Index Cards.</u> | Destroy with records to which they refer. ARRS 1, Item 3. NC1 185 77 1, Nov. 23, 1977. |
| 28. | <u>Authorization to sign fiscal, procurement, or other documents having monetary value.</u> | Destroy 10 years after authorization canceled or obsolete. ARRS 1, Item 20. NC1 185 77 1, Nov. 23, 1977. |
| 29. | <u>Monthly transaction reports, including all miscellaneous detail reports and support from Field Collecting agents Treasurer.</u> | Destroy 4 years after period covered by account. ARRS 3, Item 57. NC1 185 77 3, Nov. 23, 1977. |
| 30. | <u>Station copies of bills of lading or waybills used for inter-agency shipments, and prepaid express check stubs.</u> | Destroy when 1 year old. ARRS 6, Item 38. NC1 185 77 6, Nov. 29, 1977. |
| 31. | <u>Office Administrative Files.</u> Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and | Destroy when 2 years old or when no longer needed, whichever is sooner. |

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| | <p>communications; the expenditure of funds, including budget papers; 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. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels) and other materials that do not serve as official documentation of the programs of the office.</p> <p>Note: This schedule is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the agency.</p> | |
| 32. | <p><u>Return shipments.</u> Consisting of information needed in returning merchandies to companies to cover, Transportation Control and Movement Document, Waybill, Receipts of Waybill and promise to pay shipping charges, Customs Form 3311, Declaration for Free Entry of Returned American Products, and of Certificate of Exportation, FCC Packing list, letter from distributor authorizing return of shipment of their cost, memo to Chief, Purchasing and Contracts, memo from Cargo Control Unit. All these files are copies except the return authorization from the company issuing the merchandise.</p> | <p>Destroy 3 years after completion of the transaction.</p> |