

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-185-90-4

DATE RECEIVED

4-9-90

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

NOTIFICATION TO AGENCY

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 GRS OR SUPERSEDED JOB CITATION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
(NARS USE ONLY)

5
Agency Records Schedule No. ~~4~~ --
Property Disposal Records

AGENCY RECORDS SCHEDULE 5

Property Disposal Records

| ITEM NO. | <u>DESCRIPTION OF RECORDS</u> | <u>AUTHORIZED DISPOSITION</u> |
|-------------|---|---|
| 1. | <u>Excess Personal Property Reports.</u> | <u>See GRS 4, Item 2.</u> Destroy when 3 years old. |
| 2. | <u>Transfer of Properties between agencies.</u> | Destroy when 10 years old. |
| 3. | <u>Surplus Property Case Files.</u> | <u>See GRS 4, Item 3.</u> |
| | Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence. | |
| | a. Transactions of more than \$25,000. | Destroy 6 years after final payment. |
| | b. Transactions of \$25,000 or less. | Destroy 3 years after final payment. |
| 4. | <u>Excess Real Property Reports.</u> | Destroy when 10 years old. |
| 5. | <u>Furniture Pool Records.</u> | Destroy 4 years after furniture is discarded. |
| 6. | <u>Tool Room Property Receipt Cards.</u> | Destroy 3 years after return or disposal of tools, or 3 years after card superseded by new card. ARRS 1, Item 42. NCI 185 77 1, Nov. 23, 1977. |
| 7. | <u>Correspondence and reports on the testing, inspection, maintenance, operation, and use of equipment.</u> Included are reports on equipment retired or scrapped; equipment cleaned and repaired; disposition of equipment; equipment in and out of storage; equipment received, forwarded, and on hand; equipment schedules; equipment hours, equipment checks; loss and damage of equipment; and other similar reports maintained in numerical or chronological order. | Break files annually. Transfer to Agency Records Center 1 year after break if there is a substantial volume of records involved or if the records are kept with the general correspondence files. Destroy 2 years after break. ARRS 5, Item 6. NCI 185 77 5, Nov. 23, 1977. |