

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-185-90-5	DATE RECEIVED 4-9-90
1. FROM (Agency or establishment) PANAMA CANAL COMMISSION		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION ADMINISTRATIVE SERVICES DIVISION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION RECORDS MANAGEMENT BRANCH		DATE	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER Carolyn H. Twohy	5. TELEPHONE EXT. 52-7767		

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 <i>Carolyn H. Twohy</i>	D. TITLE Deputy Agency Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
	<p style="text-align: center;">6</p> <p>Agency Records Schedule No. X -- Budget Preparation, Presentation, and Apportionment Records.</p>		

AGENCY RECORDS SCHEDULE 6

Budget Preparation, Presentation, and Apportionment Records

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Budget Policy Files.</u> Correspondence or subject files in formally organized budget offices documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.	Permanent. Cut off annually. Retire to Atlanta Federal Records Center when 3 years old. Transfer to NARA in 5 year blocks when the most recent records are 10 years old.
2.	<u>Budget Estimates and Justification Files.</u>	
a.	Copies of budget estimates and justifications prepared or consolidated in formally organized budget offices at the bureau (or equivalent) or higher organizational level. Included are appropriation language sheets, narrative statements, and related schedules and data.	Permanent. Cut off annually. Retire to Atlanta Federal Records Center when 3 years old. Transfer to NARA in 5 year blocks when the most recent records are 10 years old.
b.	Working papers and background materials.	See Item 4 of this schedule.
3.	<u>Budget Correspondence Files.</u> Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule.	<u>See GRS 5, Item 1.</u> Destroy when 2 years old.
4.	<u>Budget Background Records.</u> Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, including duplicates of papers described in item 2; and originating offices' copies of reports submitted to budget offices.	<u>See GRS 5, Item 2.</u> Destroy 1 year after the close of the fiscal year covered by the budget.
5.	<u>Copies of Budget presentations</u> and related papers used in making such presentations to the Budget Branch.	Destroy when 3 years old. ARRS 1, Item 33. NC1 185 77 1, Nov. 23, 1977.

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Budget Preparation, Presentation, and Apportionment Records

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
6.	<u>Budget Reports Files.</u> Periodic reports on the status of appropriation accounts and apportionment.	<u>See GRS 5, Item 3.</u>
	a. Annual report (end of fiscal year).	Destroy when 5 years old.
	b. All other reports.	Destroy 3 years after the end of the fiscal year.
7.	<u>Copies or reproduced budget and accounting material</u> containing statements of financial position, analyses of charges, general ledger (source journals) entries, payroll information, depreciation charges, etc., such as organization cost and budget statements, object analysis and summary sheets, detail payroll data sheets, additions and retirements to plant, and plant inventory.	Destroy when no longer of reference value, usually within 6 months of the end of the fiscal year or, in the case of plant inventory listings, when superseded by new list. See ARRS 1, Item 34. NC1 185 77 1, Nov. 23, 1977.
8.	<u>Budget Working Papers.</u>	Destroy 3 years after FY covered by budget. ARRS 3, Item 28. NC1 185 77 3, Nov. 23, 1977.
9.	<u>Plans, reports, and other data</u> periodically submitted in connection with established staff programs, such as master management plan, manpower utilization reports, manpower requests, and operating budget and capital program submission.	
	a. Records maintained in the Records Management Branch or other office designated as the office of record.	Retain until December 31, 1999, then destroy.
	b. Records maintained in other offices.	Destroy after 3 years.
10.	<u>Budget and Finance Committee Meetings and Management Reviews</u> summaries, reports and correspondence.	Permanent. Cut off annually. Retire to Atlanta Federal Records Center when 3 years old. Transfer to NAPA in 5 year blocks when the most recent records are 10 years old.

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Budget Preparation, Presentation, and Apportionment Records

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
11.	<u>Capital Program Submission of former Panama Canal Company and Canal Zone Government.</u> These records are a compilation of input from bureau's programs presented each fiscal year to OMB. Included are original justifications, engineering estimates, and classifications.	Transfer to Agency Records Center. Retain until December 31, 1999, then destroy.
12.	<u>Budget Files</u> used to maintain monetary control and operational function of the office.	Destroy after 5 years. Used for reference only.
13.	<u>Budget General Files.</u> Bulletins from OMB, Periodic Surveys, Proposed Tolls Increases; Appropriations Manual; Congressional Oversight Hearings; Contracting Services; Workload Statistics; Budget Premises.	Destroy 2 years after canceled or superseded.
14.	<u>Manpower Requests, Reports and Related correspondence.</u> Originals of manpower and full-time equivalency computer reports, manpower reports, working papers and correspondence related to the manpower control utilization activities.	Destroy when information has been included in monthly and annual report.