

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-185-90-8

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Diana I. Williams

5. TELEPHONE EXT.

52-7642

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

01/12/90

C. SIGNATURE OF AGENCY REPRESENTATIVE

Diana I. Williams
Diana I. Williams

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 GRS OR SUPERSEDED JOB CITATION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)

Agency Records Schedule No. 9--
Stores, Plant, and Cost Accounting Records

AGENCY RECORDS SCHEDULE 9

Stores, Plant, and Cost Accounting Records

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Plant Accounting Files.</u> Plant account cards and ledgers.	
a.	Pertaining to structures.	Destroy 3 years after item is withdrawn from plant account.
b.	Other than those pertaining to structures.	See <u>GRS 8, Item 5.</u> Destroy 3 years after item is withdrawn from plant account.
2.	<u>Plant, Cost and Stores General Correspondence Files.</u> Correspondence files of units responsible for plant, cost, and stores accounting operations.	See <u>GRS 3, Item 1.</u> Destroy when 3 years old.
3.	<u>Plant Accounting input documents and copies of journal vouchers pertaining to accounting entries for plant items.</u>	Destroy 3 years after end of fiscal year involved.
4.	<u>Plant location Report (Plant System and Minor Units); Plant Class Report (Plant System and Minor Units); Furniture Report; Furniture Plant Class Report (Minor); Reclassified Assets; Plant Change Source Journal and Annual IBM Listings.</u> (The annual listings present an inventory of all items in the agency's plant accounts. Quarterly and other listings are consolidated in the annual listings.)	Destroy 5 years after end of fiscal year involved.
(a)	Original	Destroy at end of FY unless otherwise marked. ARRS 3, Item 36. NC1 185 77 3, Nov. 23, 1977.
(b)	Microfilm	Destroy when 60 years old.

AGENCY RECORDS SCHEDULE 9

Stores, Plant, and Cost Accounting Records

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
5.	<u>Master File Changes</u> (Plant System and Minor Units); GSA/Class Totals and Projected Depreciation.	
	(a) Original	Destroy 3 years after end of fiscal year involved.
	(b) Microfilm	Destroy when 60 years old.
6.	<u>Plant valuation inventories and final cost reports.</u>	Destroy 3 years after end of fiscal year involved.
7.	<u>Plant Unit cards.</u>	Destroy when 3 years old.
8.	<u>Construction work in progress:</u> Additions to and retirements of plant.	
	a. Additions to plant (all) and retirement of structures.	
	(1) Originals	Destroy 3 years after end of fiscal year involved.
	(2) Microfilm	Destroy when 60 years old.
	b. Retirement of plant other than structures.	
	(1) Originals	Destroy 3 years after file is closed. ARRS 3, Item 42 (b). NCI 185 77 3, Nov. 23, 1977.
	(2) Microfilm	Destroy when 60 years old.

AGENCY RECORDS SCHEDULE 9

Stores, Plant, and Cost Accounting Records

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
9.	<u>Plant Ledgers.</u>	Destroy when 3 years old.
10.	<u>Excess reports:</u> Reports of items excessed for sale or other disposal.	Destroy when 3 years old. ARRS 3, Item 44. NC1 185 77 3, Nov. 23, 1977.
11.	<u>Plant evaluation work papers</u> (Needed for possible revaluation studies).	Destroy when no longer of reference value.
12.	<u>Chronological files of Plant Accounting correspondence and miscellaneous papers.</u>	Destroy when reference value ends. Minimum 3 years. ARRS 3 Item 46. NC1 185 77 3, Nov. 23, 1977.
13.	<u>Marked and annotated maps, prints, and specifications on plant items</u> (Engineer's files).	Destroy on December 31, 1999.
14.	<u>Property transfers:</u> Authorization to transfer property and make changes in accounts.	Destroy after 4 years. ARRS 3, Item 49. NC1 185 77 3, Nov. 23, 1977.
15.	<u>Stores Accounting Files.</u> Stores accounting returns and reports.	<u>See GRS 8, Item 3.</u> Destroy when 3 years old.
16.	<u>Cost Accounting Reports.</u>	<u>See GRS 8, Item 6.</u>
	a. Copies in units receiving reports.	Destroy when 3 years old.
	b. Copies in reporting units, and related work papers.	Destroy when 3 years old.

AGENCY RECORDS SCHEDULE 9

Stores, Plant, and Cost Accounting Records

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
17.	<u>Stock Status Report.</u> These are microfilm reels of Stock Status Report. It contains stock supply items to be used by the Commission and other authorized organizations.	Destroy when 60 years old. NN 171 103, 2/11/71.
18.	<u>Undelivered Orders.</u>	
	a. Originals	Destroy 3 years after end of fiscal year involved. NN 171 103, 2/11/71.
	b. Microfilm	Destroy when 60 years old.
19.	<u>Job Order Reports, Computer Reports.</u> Microfilm reels of Job order accounting reports: Coordinator's Work Request, Work Request Summary, Monthly Job Order Detail Report (Account and Area), Area Work Request Report (Base and Summary), and Job Order.	
	a. Originals.	Microfilm when 6 months old, then destroy.
	b. Microfilm.	Destroy when 60 years old.
20.	<u>Document Control registers.</u>	
	a. Journal voucher registers.	Destroy when 10 years old.
	b. Other document control registers.	Destroy 4 years after FY involved. ARRS 3, Item 96. NC1 185 77 3, Nov. 23, 1977.
21.	<u>Invalid Accounts Control Report.</u>	Destroy 2 years after GAO audit. ARRS 3, Item 99. NC1 185 77 3, Nov. 23, 1977.
22.	<u>Unit Rate Source Documents.</u>	Destroy 2 years after GAO audit. ARRS 3 Item 103. NC1 185 77 3, Nov. 23, 1977.