

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*N1-185-91-2*

DATE RECEIVED

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

1. FROM (Agency or establishment)

*Panama Canal Commission*

2. MAJOR SUBDIVISION

*Office of the Secretary*

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

*Barbara Fuller*

5. TELEPHONE EXT.

*202-634-6441*

DATE

*6/5/91*

ARCHIVIST OF THE UNITED STATES



6. CERTIFICATE OF AGENCY REPRESENTATIVE

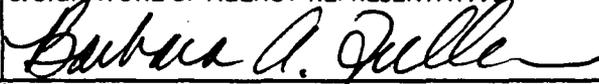
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; 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

*5/21/91*

C. SIGNATURE OF AGENCY REPRESENTATIVE



D. TITLE

*Assistant to the Secretary for Commission Affairs*

7. ITEM NO.

*1*

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

*See attached sheet.*

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

*Copies sent to agency, NAW, NNS, NNT, NCF 6/11/91*

1. Board of Directors Files.

Meeting minutes, reports, correspondence, memoranda, clippings and other records that document the administration of the Panama Canal. Records relate to such subjects as establishing policies, reports on legislation that affects the Canal and information about members of the Board.

Arrangement: Chronological by year, then by record type and chronologically thereunder.

Accumulation: Approximately 1 ft. per year.

Permanent. Retire to Washington National Records Center when 5 years old. Transfer to National Archives when 10 years old.

2. Board of Directors Tapes.

Audio tapes of meetings of the Board of Directors and the meetings of special committees.

Arrangement: Chronological.

Accumulation: Approximately 6" per year.

Permanent. Transfer to National Archives in 5 year blocks when oldest tape is 10 years old. (For example, tapes created in 1990-94 would be transferred in 2000.)