

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

BLANK (NARA use only)

JOB NUMBER
NI-185-92-2

DATE RECEIVED
6-16-92

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *4-26-93* *C. King*
ARCHIVIST OF THE UNITED STATES
Credly Huskamp Peterson

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

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
Mrs. Denise B. Will

5. TELEPHONE
(507) 52-7757

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 10 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE: 5/28/92

SIGNATURE OF AGENCY REPRESENTATIVE: *M. Jeanne Hinek*
M. Jeanne Hinek

TITLE: Chief, Records Management Branch
Deputy Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The Panama Canal Commission's Comprehensive Records Schedule No. 2 - Personnel Records. (See attached items.)</p>		

Copies sent to agency, NW-W, NNT, NCF 5/5/93

1. Applications for Employment.

- a. All applications, excluding those described elsewhere, for Federal employment and related records and forms.

TEMPORARY. Destroy upon termination of the register (except applications that may be brought forward to new register) or destroy 5 years after application becomes inactive, whichever is sooner.

Note: The GRS specified retention period of 2 years in the U.S. should not be applied to this item due to the smaller pool of eligibles and less mobility in Panama.

- b. Mid-Level Examination Files.
Application for Federal employment and related records and forms. (Applicant availability for these categories of positions is limited to 15 months, 12 months active plus 3 months inactive. In addition, because ratings are "deferred," the pool of applications includes many from ineligibles).

TEMPORARY. Destroy 3 months after application becomes inactive.

- c. Physical Examination Suspense Files.

Applications of persons selected for positions who have failed the pre-employment physical examination.

TEMPORARY. Destroy 10 years after suspended or when register is abolished, unless transferable to new register.

- d. Suitability Suspense Files.

Applications suspended from consideration for reasons of, but not limited to, falsification, concealment of information, or any derogatory information.

TEMPORARY. Destroy upon termination of register or 5 years after applications are suspended, whichever is sooner.

2. Mid-Level Examination Occupational Code Card, Form 482 or equivalent.

Card containing name of applicant, date of birth, citizenship, and occupational code selected for the purpose of retrieving applications (filed alphabetically) of persons who filed for a particular code.

TEMPORARY. Destroy 3 months after card becomes inactive.

3. Application Record Card, Form 512-A or equivalent.

Card containing personal information, including name of applicant, date of birth, citizenship, and title of position for which applied. Used for control purposes.

TEMPORARY. Destroy after a register is established or the application is registered.

4. Examination Record Card, Form 512-B or equivalent.

Card containing personal information, including name of applicant, date of birth, citizenship, title of position for which applied, grade levels for which qualified and ratings assigned. Used to identify all positions for which applicants have applied with the corresponding ratings received and also to locate the pertinent registers on which an applicant's name appears. Only card which indicates an application and for what position.

TEMPORARY. Destroy 10 years after termination of register.

5. Notice to Establish or Dispose of Registers, Form 556 or equivalent.

Includes name of register, title of positions, announcement number, opening and closing dates, total number of applications received and rated, number of eligibles on register and number of veterans on register.

TEMPORARY. Destroy 20 years after date of notice.

6. Position Classification Files.

a. Position Descriptions.

Files describing established positions which include information on title, series, grade, duties and responsibilities, and related documents.

- (1) Record copy maintained by Position Classification Branch (with/without classification reports and reaudits).

TEMPORARY. Remove after position is abolished or description superseded and transfer to "Cancelled Positions File." (See item 6b below).

- (2) All other copies.

TEMPORARY. Destroy when position is abolished or description superseded.

b. Cancelled Position Files.

Files containing information on positions which have been abolished or reclassified. Includes the title, number, grade, location, and duties of the position, as well as the knowledge, skills, and physical ability required.

TEMPORARY. Destroy 5 years after position is abolished or when no longer needed, whichever is later.

c. Employee Request for Position Review.

Employee request for a position review and reclassification to a higher salary grade. Includes employee letter, position description, and letter of decision.

TEMPORARY. Cut off every calendar year; review every 5 years and destroy superseded or obsolete documents.

d. Reports of Significant Classification Action (ROSCA).

Appeals filed by employees dissatisfied with decision denying their request for reclassification to a higher salary grade. Includes appellant's letter of appeal, position description, organizational chart, appeal summary sheet, pertinent correspondence, and letter of decision.

TEMPORARY. Review every 5 years and destroy superseded or obsolete documents.

e. Personnel Management System (PMS) Quick and Clean Computer Printout Reports (excluding those mentioned elsewhere in this schedule).

Statistical reports used by different offices to fill positions or to administer various programs.

TEMPORARY. Review every 5 years and destroy superseded or rescinded documents.

f. Personnel Management System (PMS) QC PR 371 - Environmental Differential.

Computer printouts of employees receiving physical hardship, hazardous duty or night differential pay.

TEMPORARY. Cut off every 3 months. Destroy 1 year after cutoff.

7. Panama Area Personnel Board (PAPB) Policy and Precedents Files.

Records consist of a variety of subject files outlining

Records consist of a variety of subject files outlining programs, policies, regulations and procedures relating to employment and compensation.

Arrangement: Alphabetical.

Volume: Less than 1/2 cubic foot annually.

PERMANENT. Break files annually. Retire to Agency Records Center when 5 years old. Transfer to the National Archives in 5 year blocks when the most recent record is 15 years old.

8. Policy and Regulations Manual (PARM) and Supplements Files.

Master files containing supporting documents for all board actions and policy-making decisions related to employment and compensation in the Panama Canal area.

Arrangement: Chronological.

Volume: Less than 1/2 cubic foot annually.

PERMANENT. Transfer one record set of PARM and Supplements to the National Archives when no longer needed for administrative use.

9. Panama Canal Employment System Qualification/Evaluation Standards.

Standards developed and published by the PAPB, OPM standards approved for local use, and supporting documents for all PAPB actions.

a. OPM qualification standards, such as X-118.

TEMPORARY. Destroy when superseded or obsolete.

b. Locally developed job evaluation standards.

TEMPORARY. Destroy when superseded or obsolete.

10. Prior Approval Requests for Personnel Actions.

Prior Approval Requests by agencies in the Panama Canal area for non-routine personnel actions requiring PAPB approval. Correspondence in files is used as reference when making subject matter determinations.

TEMPORARY. Destroy when 20 years old.

11. Panama Area Personnel Board - Salary and Annual Wage Adjustments.

Copies of annual wage adjustments and supporting documents.

These records contain data on wage adjustment actions affecting all agencies in the Canal area and are frequently used in the formulation of wage policy decisions.

TEMPORARY. Destroy when 20 years old.

12. Minutes of PAPB Salary and Wage Committee Meetings.

Minutes of the PAPB Salary and Wage committee meetings. PAPB minutes and agenda activity highlights.

Arrangement: Chronological.

Volume: Less than 1/2 cubic foot annually.

PERMANENT. Break files annually. Retire to Federal Records Center when 5 years old. Transfer to the National Archives in 5-year blocks when the most recent records are 20 years old.

13. Equal Employment Opportunity Records.

a. Minority Group Designator (MGD) Records.

- (1) Form 1154, Racial/National Origin Identification, and PC Form 2823-A, MGD Master File Changes.

TEMPORARY. Destroy after information has been computerized.

- (2) Master Category Data. Computer printout (Reports PR 055 and 95-010).

TEMPORARY. Destroy when 5 years old.

b. Special Emphasis Program Employment Statistics Files.

Periodic statistical reports which reflect agency trends and variations by minority group, sex and handicap within the Hispanic, Federal Women, and Handicap Employment Programs, and the Panamanian Employment Preference Program.

TEMPORARY. Destroy when 3 years old, or when superseded or obsolete, whichever is sooner.

14. Labor Management Relations Records - Computer Printout Reports.

Quarterly and periodically requested listings from the Personnel Management System (PMS).

TEMPORARY. Destroy when superseded or when no longer needed.

15. Training and Employee Development Records.

a. Training Aids.

- (1) One copy of each manual, syllabus, textbook, and other training aid, developed by or for the Commission and used for specialized training in PCC program areas.

Arrangement: Alphabetical.

Volume: Approximately 1 cubic foot annually.

PERMANENT. Cut off 1 year after issue. Transfer to the National Archives in 5-year blocks when the most recent records are 5 years old.

- (2) All other copies.

TEMPORARY. Destroy when superseded or obsolete.

b. Apprenticeship Training Records.

- (1) Apprentice enrollment files containing enrollment cards, copy of Form 50's, and on-the-job monthly report evaluation forms.

TEMPORARY. Destroy 5 years after date of graduation or termination.

- (2) Correspondence files pertaining to selection, grades, monthly evaluations, and course changes.

TEMPORARY. Destroy when 5 years old.

- (3) Graduated/Terminated Apprentice Files.

Individual files containing brief information on each apprentice, including curriculum card, all grades earned, and year graduated or terminated. These files are used as source documents for the preparation and certification of official transcripts, statistical reports, research projects and second apprenticeships.

TEMPORARY. Destroy 50 years after date of graduation or termination.

16. Central Examining Office Test Material.

- a. Sample questions which are distributed to the public to

prepare for written examinations. Distributed to applicants on a continuous basis when written tests are administered.

TEMPORARY. Destroy when superseded or obsolete.

- b. Locally devised and OPM rating keys, rating schedules, rating instructions and transmutation tables.

TEMPORARY. Destroy when superseded or obsolete.

Note: This highly controlled material should be destroyed immediately to preserve the integrity of the examination process.

- 17. Central Examining Office Appeals and Complaints Files.

Appeals and complaints from applicants concerning subjects such as ratings.

TEMPORARY. Destroy 3 years after case is closed.

- 18. Central Examining Office Statistical Reports.

Monthly statistical reports on organizational performance and operations containing information such as number of applications received, number of applicants rated eligible, number of requests for certification received, number of vacancies filled from certificates, and number of visitors attended.

TEMPORARY. Destroy when 5 years old.

- 19. Employment System Examiner Membership Files, Form 467 or equivalent.

Appointments of Federal employees to the Board of Panama Canal Employment System Examiners. Members serve as test examiners or panel members for employment ratings or qualifications evaluations.

TEMPORARY. Destroy individual forms upon membership termination.

- 20. Upward Mobility Program and Special Placement Files.

Records of recruitment and training of employees and promotion opportunities. Records are used for reference purposes.

TEMPORARY. Destroy when 3 years old.

- 21. Job Interest Card. Form 473-E, or equivalent.

Used as a backup source of applications. Card contains name, address, education, citizenship, date and place of applicant's birth, as well as occupational code, title, and announcement number of position.

TEMPORARY. Retain 1 year in active status. Destroy 6 months after cards become inactive.

22. Investigative Files.

- a. Listing of applicants, including date of birth and name of father and mother used to request police checks and records (Form 579 or equivalent).

TEMPORARY. Destroy when 3 months old.

- b. Correspondence on cases, recommendations, actions taken, decisions made and letters to applicants regarding suitability for Federal employment. Used to determine if applicants have rehabilitated in order to allow them to reapply.

TEMPORARY. Destroy 10 years after case is closed.

- c. Suitability Investigative Index Card (Personal Data Card, Form 533 or equivalent).

Lists name of applicant, parents names (including mother's maiden name), address, birthdate, and citizenship. Investigative information used in determining suitability for employment.

TEMPORARY. Destroy 10 years after last entry.

23. Certificate of Eligibles Daily Log, Form 571 or equivalent.

Sheets on which certificate information is posted including agency, number of agency request, date request was received, position title and grade, whether position was career conditional, term or temporary, number of certificate, date certificate was issued, due date and action on certificate. Used for control purposes.

TEMPORARY. Break annually, destroy when 3 years old.

24. Application Record Card, Form 513 or equivalent.

Two-part card containing personal information on applicant, including name, mailing address and date of birth used to notify applicants of the schedule date and location of the examination for which they have applied. Used in lieu of Form 512-A for positions requiring a written test.

TEMPORARY. Destroy immediately after applicant reports for

examination.

25. Personnel Management System (PMS) Computer Reports.

Personnel actions sent to the Control Section, Computer Operations Division, for adding, deleting, or changing data in the data base of the PMS. Original input documents are returned to the Personnel Data Control Section, PROR, after keypunching. PMS employee and/or position data computer output reports are used for information and follow-up purposes in managing employees and positions.

a. Paper - Input.

TEMPORARY. Cut off annually. Transfer to Agency/Federal Records Center. Destroy when 3 years old.

b. Paper - Output.

(1) Weekly Reports.

TEMPORARY. Destroy when superseded or when no longer needed, whichever is sooner.

(2) Annual/Biannual Reports.

TEMPORARY. Cutoff annually. Transfer to Agency Records Center. Destroy when 3 years old.

(3) End user copies of computer reports not identified elsewhere in this schedule.

TEMPORARY. Destroy when superseded or when no longer needed, whichever is sooner.

26. Marine Licensing Records.

Applications and examinations for Panama Canal Masters' Engineers (including apprentices), and Pilots' licenses.

TEMPORARY. Destroy 15 years after termination of employee.

27. U.S. Government Employees Motorboat Permits, Form 4605 or equivalent.

Application cards with 3 renewals or issuances. Lists the name, identification number, address, telephone number, and employer of person whose name appears on the permit.

TEMPORARY. Destroy 3 years after expiration of authorization to operate a government-owned motorboat.

28. Welder Certification Files.

Individual folders containing applications and test results for issuance of an Industrial Division welding qualification identification card. Cards are issued by control number to Commission employees, and employees of other government agencies and the private sector.

TEMPORARY. Destroy 2 years after date of examination.

29. Diver and Tender Records.

Records kept on individuals documenting all diving time, location and type of work performed, and related documents concerning training and certification.

TEMPORARY. Destroy 5 years after termination of employee.