

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)  
PANAMA CANAL COMMISSION

2. MAJOR SUBDIVISION  
Office of General Counsel

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Mrs. Denise B. Will

5. TELEPHONE  
011 (507) 52-7767

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-185-93-2

DATE RECEIVED  
4-28-93

## 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 3-19-94  
ARCHIVIST OF THE UNITED STATES  
*Cindy Huskang Pelton*

## 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 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, 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 8/9/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>M. Jeanne Hinek</i> M. Jeanne Hinek	TITLE Chief, Records Management Branch Deputy Agency Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>RECORDS OF THE PANAMA CANAL COMMISSION OFFICE OF GENERAL COUNSEL</p> <p><u>Litigation Case Files.</u> Documents relating to litigation by or against the Commission resulting from civil or criminal actions, admiralty claims, contract disputes, bankruptcy cases, and labor, EEO, and FOIA administrative hearing appeals to a U.S. District Court or Court of Federal Claims. Included are statements of claims, documentary evidence, copies of proceedings and decisions, list of witnesses, supporting documents, correspondence, and related records.</p> <p>a. Cases designated as significant by the General Counsel based on the following criteria:</p> <ul style="list-style-type: none"> <li>- Cases which result in court decisions that significantly interpret statutes and regulations.</li> <li>- Cases which are heard by the appellate courts or the U.S. Supreme Court.</li> </ul>		

*Copy sent to Agency, N1-W, NNT, NIA 3/24/94*

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER  
*NI-185-93-2*

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1.	<p>- Cases which are deemed to be significant for investigative or litigation procedures or other important precedent. These may include appellate or lower court decisions, as well as cases of regional or local importance.</p> <p>- Cases which gain national attention because of significant congressional or public interest.</p> <p>- Cases which show possible conflicts of interest.</p> <p>Volume: Approximately 5 cubic feet annually.</p> <p>Arrangement: Alphabetically by plaintiff.</p> <p><b>PERMANENT.</b> Cut off annually following closure of case by authority of the General Counsel or disposition of court action. Retain in office 3 years and retire to Agency Records Center. Transfer to the National Archives in 5-year blocks when latest case is 20 years old.</p> <p>b. Other cases.</p> <p><b>TEMPORARY.</b> Cut off annually following closure of case by authority of the General Counsel or disposition of court action. Retain in office 2 years and retire to Agency Records Center. Destroy when 7 years old.</p> <p>2. <u>Index to Litigation Case Files.</u> Card Index arranged alphabetically by plaintiff containing an abstract of the case. Included are the case number, relief sought, and disposition of the case. These cards are maintained separate from the related case files and used extensively by the Office of General Counsel in research.</p> <p><del>TEMPORARY. Destroy when legal and/or administrative value ceases.</del></p> <p><i>VOLUME: APPROXIMATELY 1 INCH ANNUALLY.</i></p> <p><i>ARRANGEMENT: ALPHABETICAL.</i></p> <p><i>PERMANENT. TRANSFER TO THE NATIONAL ARCHIVES 20 YEARS AFTER CASE IS CLOSED, OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS SOONER.</i></p>		<p><i>Disposition changed per concurrence of Agency R.O.</i></p> <p><i>2/17/94</i></p> <p><i>DC</i></p>