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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>NI-185-94-2</i> | DATE RECEIVED <i>2-15-94</i> |
| 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 disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 3. MINOR SUBDIVISION Records Management Branch | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Mrs. Denise B. Will | 5. TELEPHONE (507) 52-7767 | DATE <i>3-19-94</i> | ARCHIVIST OF THE UNITED STATES <i>Candy Hunkamp Peterson</i> |
| 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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE <i>2/2/94</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>M. Jeanne Hinek</i> 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
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| 1. | <p>RECORDS OF THE PANAMA CANAL COMMISSION</p> <p><u>Agency Publications.</u> Printed or duplicated informational material that is distributed within the agency, to other agencies and departments, as well as to the general public. Panama Canal Commission publications such as the annual report, booklets, pamphlets, handbooks, public information leaflets and guides, telephone books, posters, or other publications prepared by the Panama Canal Commission, agency contractors or grantees.</p> <p>a. <u>Originating Office:</u> One copy of each publication will be distinctly marked "Record Set" and will not be charged out. A copy of each publication will also be sent to the PCC Technical Resources Center.</p> <p>Volume: 1 cu. ft. per year.</p> <p>PERMANENT. Retire to the Agency Records Center when 1 year old and when 1 cu. ft. is accumulated. Transfer to the National Archives when 7 years old.</p> <p><i>Copy sent to agency</i></p> | <p>Agency Records Retention Schedule 1, Item 8.</p> <p>NC1-185-77-1</p> | <p><i>5 revision made with concurrence of PCC R.O. 3/18/94</i></p> |

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| 1 | <p>b. <u>All Other Offices:</u></p> <p>TEMPORARY. Destroy when superseded, obsolete or when reference value ends.</p> | | |