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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse) |                |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408    |                |
| 1. FROM (Agency or establishment)<br>PANAMA CANAL COMMISSION                      |                |
| 2. MAJOR SUBDIVISION  |                |
| 3. MINOR SUBDIVISION  |                |
| 4. NAME OF PERSON WITH WHOM TO CONFER   | 5. TELEPHONE   |
| Mrs. Denise B. Will   | (507) 272-7767 |

|   |                                |
|---|--------------------------------|
| <b>LEAVE BLANK (NARA use only)</b>  |                                |
| JOB NUMBER  | N1-185-96-1                    |
| DATE RECEIVED   | 1-25-96                        |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  | ARCHIVIST OF THE UNITED STATES |
| 6-10-96   | <i>John W. Carl</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 5 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    | SIGNATURE OF AGENCY REPRESENTATIVE        | TITLE                            |
| 1/17/96 | <i>M. Jeanne Hinek</i><br>M. Jeanne Hinek | Chief, Records Management Branch |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
|             | <p>Meteorological and Hydrographic Records</p> <p>This schedule includes various scientific and weather observational data accumulated in the Meteorological and Hydrographic Branch of the Engineering and Construction Bureau.</p> <p>(see attached sheets)</p> |                                   |                                  |

## METEOROLOGICAL RECORDS

### 1. Climatology Records (1860-1976).

Includes quadruple register sheets, French wind diagrams, wind traces (anemometer), barograph sheets, thermograph register sheets, water temperature sheets, fog reports and allied data, humidity reports - hourly values, and French air pressure reports, etcetera.

**TEMPORARY.** Retire to the Atlanta Federal Records Center when active reference ceases. Offer to the National Climatic Data Center (NCDC) when legal custody of the Canal is conveyed to the Republic of Panama. If offer is not accepted by NCDC, transfer to the Panama Canal Authority Archives.

### 2. Climatology Data Records (1900-present).

a. Electronic records: Historical data files (1975-present). Real time hourly data on wind speed and direction, air temperature, relative humidity, dew point, barometric pressure, and solar radiation electronically transmitted from 4 weather stations via VHS radio to the central data collection microcomputer. Data is then downloaded to an ASCII file for printing or distribution via a mainframe computer.

**TEMPORARY.** Transfer to the National Climatic Data Center (NCDC) when no longer needed for current business and upon written acceptance by NCDC.

NOTE: All transfers of records to agencies other than NARA shall be according to 36 CFR 1228.126.

b. Hard copy (1900-present): Handwritten and/or computer printouts. **TEMPORARY.** Microfilm in accordance with 36 CFR 1230. Destroy hard copy upon verification of microfilm.

c. Microfilm (1900-present): **TEMPORARY.** Transfer to the Panama Canal Authority Archives when no longer needed for current operations.

NOTE: Transfer duplicate set of microfilms to the National Climatic Data Center (NCDC).

### 3. Summaries and Reports.

Includes original monthly record of observations, monthly meteorological summaries, and annual climatological summaries.

a. Record copy: **TEMPORARY.** Retire to the Atlanta Federal

Records Center when active reference ceases. Offer to the National Climatic Data Center (NCDC) when legal custody of the Canal is conveyed to the Republic of Panama. If offer is not accepted by NCDC, transfer to the Panama Canal Authority Archives.

NOTE: Retain (1) one set for the Panama Canal Authority.

- b. Other copies: **TEMPORARY**. Destroy when no longer needed for reference.

#### HYDROGRAPHIC RECORDS

#### 4. Hydrology (Flood Control) Telemetry System (1990-present).

On-line system transmitted via radio signal which contains 15-minute real time readings for river, lake, and tide elevations, and rainfall accumulated. Used mainly to monitor flood control. Also serves as a backup system to data collected at individual instrument site.

- a. Hard copy: **TEMPORARY**. Destroy when (6) six months old.
- b. Electronic media: **TEMPORARY**. Delete when (5) years old.

#### 5. Hydrological and Meteorological System (1971-present).

Contains processed 15-minute readings of rainfall, lake, river, and tide elevations from 30 meteorology and hydrology stations along the Canal watershed.

##### a. Electronic media:

- 1) Analog tracings of rain, river, lake, and tide data stored in annual increments.

**TEMPORARY**. Transfer to the United States Geological Survey (USGS) when no longer needed for current business and upon written acceptance by USGS.

- 2) Rain, river, lake, and tide data stored as ASCII data files on CD-ROM.

**TEMPORARY**. Transfer rain, river, and lake data to the USGS when no longer needed for current business and upon written acceptance by USGS. Transfer tide data to the National Oceanographic Data Center (NODC) when no longer needed for current business and upon written acceptance by NODC.

NOTE: All transfers of records to agencies other than NARA shall be according to 36 CFR 1228.126.

- b. Hard copy:

- 1) Monthly summary of river, lake, and tide elevation and discharge.

**TEMPORARY.** Break files at end of calendar year. Destroy when gauging information is extracted or when (5) years old, whichever is later.

- 2) Monthly rainfall data.

**TEMPORARY.** Microfilm in accordance with 36 CFR 1230. Destroy (5) five years after verification of microfilm.

- c. Microfilm of rainfall data: **TEMPORARY.** Transfer to the Panama Canal Authority. Destroy when no longer needed for reference.

#### 6. River Discharge Records.

Includes hydrography (river, lake, and tide) water stage register sheets (A35 and A71 strip chart recorders) actual river discharge measurements (gauging records), estimated river discharge rating tables, annual reports of watershed hydrology, and other related records.

**TEMPORARY.** Destroy after information is converted to electronic media and verified.

#### 7. Flood Control Records (1914-present).

Includes correspondence such as spilling facility inspections, advisory notices, newspaper announcements, participant handouts, after-action reports, and instructions for flood exercises and actual flood operations.

- a. Flood Exercise and Flood Operation Records: **TEMPORARY.** Break files at end of the calendar year. Destroy 2 years after file break.

- b. Flood Reports: **TEMPORARY.** Transfer to the Panama Canal Authority Archives when no longer needed for current operations.

- c. Spillway Discharge Records (1914-present). Includes amount of water discharged through Gatun and Madden Spillways. **TEMPORARY.** Transfer to the Panama Canal Authority Archives when no longer needed for current operations.

#### 8. Tidal Records (1907-present).

Includes tidal register sheets, tidal notebooks, French tide records and hourly, weekly, monthly and annual tide reports.

- a. Tide Charts. Analog traces of tide elevation at Balboa and Coco Solo tide stations. **TEMPORARY**. Break file at end of calendar year. Destroy (5) five years after file break.
- b. Annual Summaries. Table of annual tide events, i.e. extreme high and low tide elevations, used for engineering purposes. **TEMPORARY**. Transfer to the Panama Canal Authority Archives when no longer needed for current operations.

9. Hydrology Summaries (1914-present).

Daily, monthly, and annual summaries of water expenditure and inflows for Gatun, Madden and downstream watersheds. Includes water usage for municipal, Canal lockage, and hydropower purposes.

a. Hard copy:

- 1) Daily Summaries: **TEMPORARY**. Break file at the end of the calendar year. Destroy when (5) years old.
- 2) Monthly and Annual Summaries: **TEMPORARY**. Transfer to the agency records center when (10) ten years old. Destroy when (30) thirty years old or when no longer needed for Canal operations.

b. Electronic records:

- 1) Daily Hydrology Summaries: **TEMPORARY**. Transfer to the Panama Canal Authority Archives when no longer needed for reference.
- 2) Monthly, Calendar Year, and Fiscal Year Hydrology Summaries: **TEMPORARY**. Transfer to the Panama Canal Authority Archives when no longer needed for reference.

NOTE: All transfers by donation shall be according to 36 CFR 1228.60.

10. Hydrological Studies (1973-present).

Studies of hydrological aspects of the Canal area and their impact on the Panama Canal watershed.

- a. Completed Studies: **PERMANENT**. Retain the record copy of each study and transfer to the National Archives when accumulation reaches (1) one cubic foot.

NOTE: Send (1) one copy of each accumulated study to the ECEG vault and the Panama Canal Technical Resources Center.

- b. Incomplete Studies: **TEMPORARY**. Destroy when no longer needed for reference.
- c. All other copies: **TEMPORARY**. Destroy when no longer needed for reference.