

# FEDERAL AGENCY CEASED OPERATIONS

Schedule Number: N1-185-96-002

Federal agencies may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to State or Local government or private control.

## Description:

All records covered by this schedule are presumed dispositioned, and the schedule is therefore obsolete. The agency ceased operations in 1999 and transferred its function to a foreign government.

The Panama Canal Treaty of 1977 terminated on December 31, 1999, and sovereignty over the canal was assumed by the Republic of Panama.

Date Reported: 11/08/2021

# FEDERAL AGENCY CEASED OPERATIONS



**REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION**

JOB NUMBER  
*N1-185-96-2*

PAGE  
*2* OF *5*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1(a)	<b>Input</b>		
(1)	Interface with the Ship Data Bank System to update the Ship Data Bank Extract File. <i>Temporary. Delete when information has been entered into the system and verified.</i>		
(2)	Facsimile transmittals, and notes concerning messages transmitted verbally from field staff for input into the system. <i>Temporary. Destroy when information has been entered into the system and verified.</i>		
(3)	Original ETA (estimated time of arrival) message. <i>Temporary. Discard 30 days after transit has been successfully completed.</i>		
1(b)	<b>Datafiles</b>		
(1)	Database Records. <i>Temporary. Delete records pertaining to a ship within 48 hours after completion of transit, or when pending business has been completed, whichever is later.</i>		
(2)	Ship Data Bank Extract File. <i>Temporary. Delete superseded or obsolete data.</i>		
1(c)	<b>Output</b>		
(1)	<b>Transit Cards</b>		
(a)	Cards for ships which passed through the Canal without incident. <i>Temporary. Discard 30 days after transit has been successfully completed.</i>		
(b)	Cards for ships which experienced an accident or other incident. <i>Temporary. Discard 2 years after incident has been resolved and all claims have been filled.</i>		
(2)	Transit Operation Summary N/S (TOSN/S)N. <i>Temporary. Destroy when 2 years old.</i>		
(3)	Harbor Transit Sheets. <i>Temporary. Transfer to Agency Records Center at the end of the fiscal year and destroy when 3 years old.</i>		
(4)	<b>MTC Log of Incidents.</b>		
(a)	Original Documents. <i>Temporary. Microfilm when 1 year old and discard after microfilm is verified.</i>		
(b)	Microfilm. <i>Temporary. Discard when records are 10 years old.</i>		

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(5)	<p>Transit Booking Listings, and other records serving financial function for billing ships.</p> <p>(a) Original Documents. <i>Temporary. Microfilm when 2 years old and discard hard copy after microfilm is verified.</i></p> <p>(b) Microfilm. <i>Temporary. Discard when records are 10 years old.</i></p> <p>(6) All Other Daily Reports. <i>Temporary. Discard when no longer needed for reference but no later than 1 year after creation of the report.</i></p> <p>(7) Group Display Reports. <i>Temporary. Discard when no longer needed for reference or when 6 months old, whichever is sooner.</i></p> <p>(8) Statistical and internal reference reports. <i>Temporary. Discard when no longer needed for reference.</i></p>		
2	<p><b>SHIP DATA BANK</b></p> <p>The Ship Data Bank system is operated by the Marine Bureau and maintains data on all ships which have passed through the Panama Canal or which have called on Canal ports since 1972. Information consists of data on each ship's attributes, as well as data pertaining to each transit made by the ship. Daily reports are provided to pilots and other operating personnel for use in transit and port operations, and summary reports are made to PCC management on tolls revenue, time in Canal waters, and other measures of Canal operating performance. In addition, data on types and quantity of cargo transported, ship types, trade routes, etc., are accumulated and reported for statistical analysis. Data is updated daily and available via online inquiry. Reports generated from this system are dated 1973 to present.</p> <p><b>Custodian:</b> Marine Bureau, Admeasurement Division</p> <p>2(a) <b>Input</b></p> <p>Standard PCC forms designed for input into the Ship Data Bank. <i>Temporary. Destroy when 1 year old or when no longer needed to verify data in the system, whichever is later.</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

*NI-185-96-2*

PAGE

4 OF 5

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2(b)	<p><b>Datafiles</b></p>		
(1)	<p>(1) Current Data Masterfile. <i>Temporary. Cut off in five-year blocks and delete when most recent data in a block is five years old. Transfer data created on or before December 31, 1999 to the Federal Records Center.</i></p>		
<del>(2)</del>	<p><del>(2) December 1999 Snapshot of Current Data Masterfile. Permanent. Transfer a copy of the files to the National Archives in accordance with 36 CFR 1228.188: Transfer of Machine Readable Records to the National Archives.</del></p>		
<del>(3)</del>	<p><del>(3) Historic Data Masterfile. Permanent. Transfer a copy of the file to the National Archives in accordance with 36 CFR 1228.188: Transfer of Machine Readable Records to the National Archives.</del>  <i>(SEE PAGE 4A)</i></p>		
2(c)	<p><b>Output</b></p>		
(1)	<p>(1) Daily Reports, such as Daily Transit Summary, or the Daily Transit Detail. <i>Temporary. Destroy when superseded or until no longer needed for reference, whichever is later.</i></p>		
(2)	<p>(2) Monthly reports including information concerning tolls, tonnage, and other data, which serve billing purposes. <i>Temporary. Destroy 6 years and 3 months after close of fiscal year to which the records relate.</i></p>		
(3)	<p>(3) Monthly year-to-date reports on various aspects of Canal operations including ship transit by dimension, canal capacity utilization, boarding office statistics, and lockage times.</p>		
	<p>(a) Monthly reports, excluding year-end reports. <i>Temporary. Destroy records when 2 years old.</i></p>		
	<p>(b) Year-end monthly reports. <i>Permanent. Convert to microfilm and discard hard copy after verification of microfilm. Transfer one copy of each microfilm to the National Archives.</i></p>		

2(b) Datafiles

(2) (2) December 1999 Snapshot of Current Data Masterfile.

Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

(3) (3) Historic Data Masterfile.

Inclusive Dates: 1973 through 1999

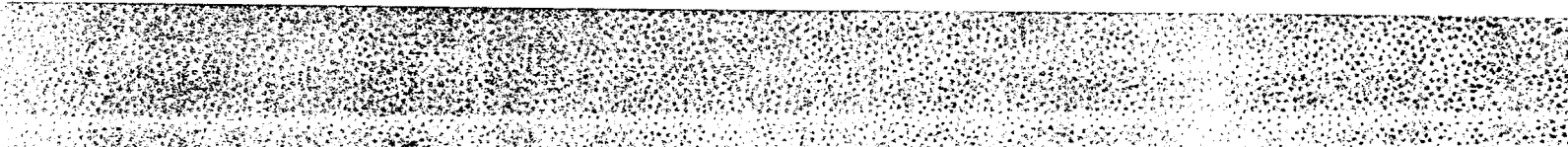
Sort Statement: There is no special arrangement.

Statement of Restrictions (FOIA): There are public access restrictions.

Current Volume: 107 reels

Estimate of Annual Accumulation: 5 reels

Permanent. Cutoff annually. Upon approval of this schedule immediately transfer a copy of the files to the National Archives and Records Administration in accordance with 36 CFR 1228.188: Transfer of Machine Readable Records to the National Archives and Records Administration.



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JOB NUMBER  
*MI-185-96-2*

PAGE  
5 OF 5

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	<p>(c) Other statistical reports concerning canal traffic</p> <p>(1) Reports that are not summarized and summaries that supersede detail reports. <i>Permanent. Convert to microfilm and discard hard copy after verification of microfilm. Transfer one copy of each microfilm to the National Archives.</i></p> <p>(2) Other reports. <i>Temporary. Destroy when no longer needed for reference.</i></p> <p><del>2(d) Documentation</del> Includes Data Processing Systems Manual volumes 15 and 16, program write-ups, system flow charts, record layouts, and programmer notebooks.</p> <p>(1) Documentation for Historic Data File and 1999 snapshot file. <i>Permanent. Transfer copies to the National Archives when transferring copies of the datafiles.</i></p> <p>(2) Documentation required to interpret year-end reports. <i>Permanent. Transfer copies of all required documentation to the National Archives simultaneously with transfer of the year-end reports described in items C(3)(b) and C (3)(c)(1), above.</i></p> <p><i>(SEE PAGE 5A)</i></p>		

2(d) Documentation

Includes Data Processing Systems Manual volumes 15 and 16, program write-ups, system flow charts, records layouts, codebooks, programmer notebooks, and file specifications.

(1) Documentation for Historic Data Masterfile.

Inclusive Dates: 1973 through 1999

Arrangement Statement: There is no special arrangement.

Statement of Restrictions (FOIA): There are no public access restrictions.

Current Volume: 1 cubic foot

Estimate of Annual Accumulation: \_\_\_ cubic foot

Permanent. Transfer a copy to the National Archives and Records Administration when transferring a copy of the Historic Data Masterfile (HDM). Transfer updates and changes annually with subsequent transfers of the HDM.

(2) Documentation for <sup>REMEMBER</sup> 1999 Snapshot File.

Temporary. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related data file.