## 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

DE	QUEST FOR RECORDS DISPOSITIO		LEAVE BLANK (NA	RA use only)
	(See Instructions on revers		JOB NUMBER NI-18	5-96-2
	ATIONAL ARCHIVES and RECORDS ADMIN ASHINGTON, DC 20408	ISTRATION (NIR)	DATE RECEIVED 4-3	3-96
	DM (Agency or establishment)		NOTIFICATION TO	AGENCY
	Paname Canal Commission		In accordance with the p U.S.C. 3303a the dispo including amendments, is	sition request, approved except
1	Services Division		for items that may be mar not approved" or "withdray	ked "disposition
4. NA	RECEIPTER STREET WHEN TO CONFER 5.	TELEPHONE	And	THE UNITED STATES
	Destes L. M. de Logica	1-800-622-2625	3-27-97 John U	. Cal
I here and of the the C	ENCY CERTIFICATION eby certify that I am authorized to act for this that the records proposed for disposal on the is agency or will not be needed after the ref General Accounting Office, under the provi- ncies, is not required; is attack SIGNATURE OF AGENCY REPRES	e attached page tention periods speci isions of Title 8 of the hed; or	e(s) are not now needed f ified; and that written con	or the business ncurrence from
4/	12/96 Ofter Com	Acting	ing Deputy Agency Reco Chief, Records Managen	ords Officer
7.	8. DESCRIPTION OF ITEM AND PROPO	10-1-1-10-1-	9. GRS OR	10. ACTION
NO.	6. DESCRIPTION OF THEM AND PROPO		SUPERSEDED JOB CITATION	TAKEN (NARA USE ONLY)
1	<ul> <li>This SF 115 schedules electronic maint systems of the Panama Canal Commissional operations. The systems are main Commission's Data Processing Systems</li> <li>CANAL OPERATIONS SYSTEMS</li> <li>MARINE TRAFFIC CONTROL SYSTEM The Marine Traffic Control System (Marine Traffic Management Division of the Maserves as a tool to various PCC units to in the Canal. This includes scheduling passage of each vessel. The system control available to all involved field units information concerning cargo, ship creates, and transit requirements and restrict Information in the system is current. Information in the canal during the previous Custodian: Marine Bureau, Traffic Marine Bureau, Traffic Marine Bureau is the system is current.</li> </ul>	sion used to manage intained by the s Division. (TCS) is operated by larine Bureau, and to manage marine tra- g and monitoring pollects and makes formation about each transit. Data include yout each vessel, and two, funding of transit fictions. Upon successful transport system and moved to hip movement activit 60 months.	y the affic s s t a y	
115-1	09 NSN 7540-00-634-4	4064	STANDARD FORM	   115 (REV. 3-91)
	PREVIOUS EDITION NO 2 - 2 1997 MHr Copy to ' agen NW	T 110 A DI C	Pre	scribed by NARA 36 CFR 1228

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RE	QUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATIO	JOB NUMBER N-185-96-2	PAGE 2 5 OF
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1(a)	Input		
(1)	Interface with the Ship Data Bank System to update the Ship Data Bank Extract File. Temporary. Delete when information has been entered into the system and verified.		
(2)	Facsimile transmittals, and notes concerning messages transmitted verbally from field staff for input into the system. Temporary. Destroy when information has been entered into the system and verified.		
(3)	Original ETA (estimated time of arrival) message. Temporary. Discard 30 days after transit has been successfully completed.		
1 <b>(b)</b>	Datafiles		
(1)	Database Records. Temporary. Delete records pertaining to a ship within 48 hours after completion of transit, or when pending business has been completed, whichever is later.		
(2)	Ship Data Bank Extract File. Temporary. Delete superseded or obsolete data.		
1(c)	Output		
(1)	Transit Cards (a) Cards for ships which passed through the Canal without incident. Temporary. Discard 30 days after transit has been successfully completed.		
	(b) Cards for ships which experienced an accident or other incident. Temporary. Discard 2 years after incident has been resolved and all claims have been filled.		
(2)	Transit Operation Summary N/S (TOSN/S)N. Temporary. Destroy when 2 years old.		
(3)	Harbor Transit Sheets. Temporary. Transfer to Agency Records Center at the end of the fiscal year and destroy when 3 years old.		
(4)	MTC Log of Incidents. (a) Original Documents. Temporary. Microfilm when 1 year old and discard after microfilm is verified.		
	(b) Microfilm. Temporary. Discard when records are 10 years old.		

RE	QUEST FOR RECORDS DISPOSITION AUTHORITY CONTINUATION	JOB NUMBER NI-185-96-2	PAGE 3 5 OF
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
(5)	<ul> <li>Transit Booking Listings, and other records serving financial function for billing ships.</li> <li>(a) Original Documents. Temporary. Microfilm when 2 years old and discard hard copy after microfilm is verified.</li> </ul>		
	(b) Microfilm. Temporary. Discard when records are 10 years old.		
(6)	All Other Daily Reports. Temporary. Discard when no longer needed for reference but no later than 1 year after creation of the report.		
(7)	Group Display Reports. Temporary. Discard when no longer needed for reference or when 6 months old, whichever is sooner.		
(8)	Statistical and internal reference reports. Temporary. Discard when no longer needed for reference.		
2	<ul> <li>SHIP DATA BANK</li> <li>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.</li> <li>Custodian: Marine Bureau, Admeasurement Division</li> </ul>		
2(a)	Input Standard PCC forms designed for input into the Ship Data Bank. Temporary. Destroy when 1 year old or when no longer needed to verify data in the system, whichever is later.		
115-2	05 Two copies, including original, to be submitted	STANDARD FORM 1	15-A (BEV 3-91

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REQUEST FOR RECORDS DISPOSITION AUTHORITY CONTINUATION	JOB NUMBER	PAGE
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7. ITEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<ul> <li>2(b) Datafiles</li> <li>(1) (1)Current Data Masterfile. 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.</li> </ul>		•
(2) (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.	· ·	
<ul> <li>(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.</li> <li>(JEE PALE 4A)</li> <li>2(c) Output</li> </ul>		
(1) Daily Reports, such as Daily Transit Summary, or the Daily Transit Detail. Temporary. Destroy when superseded or unti- no longer needed for reference, whichever is later.		
(2) Monthly reports including information concerning tolls, tonnage, and other data, which serve billing purposes. Temporary. Destroy 6 years and 3 months after close of fiscal year to which the records relate.		
(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.		
(a) Monthly reports, excluding year-end reports. Temporary. Destroy records when 2 years old.	-	
(b) Year-end monthly reports. Permanent. Convert to microfilm and discard hard copy after verification of microfilm. Transfer one copy of each microfilm to the National Archives.		
115-205 Two copies, including original, to be submitted		

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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.

REC	QUEST FOR RECORDS DISPOSITION AUTHORITY CONTINUATIO	N NI-185-96-2	5 5 OF 5
7. EM 10.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTIC TAKEN (NA USE ONL
	<ul> <li>(c) Other statistical reports concerning canal traffic <ol> <li>Reports that are not summarized and summaries that</li> <li>supersede detail reports. Permanent. Convert to</li> <li>microfilm and discard hard copy after verification of</li> <li>microfilm. Transfer one copy of each microfilm to the</li> </ol> </li> <li>National Archives.</li> <li>(2) Other reports. Temporary. Destroy when no longer</li> </ul>		
	needed for reference.		
(d)	<b>Documentation</b> Includes Data Processing Systems Manual volumes 15 and 16, program write-ups, system flow charts, record layouts, and programmer notebooks.	;*	
(1)	Documentation for Historic Data File and 1999 snapshot file. Permanent. Transfer copies to the National Archives when transferring copies of the datafiles.		
(2)	Documentation required to interpret year-end reports. 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 $C(3)(c)(T)$ , above.		
	(SEE PAGE 5A)		

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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.

Job Number N1-185-96-2

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

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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 1999 Snapshot File. Temporary. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related data file.