

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	Ni-185-96-5
1. FROM (Agency or establishment) Panama Canal Commission		DATE RECEIVED	8-27-96
2. MAJOR SUBDIVISION Administrative Services Division		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Branch		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Mrs. Denise B. Will	(301)420-0675 ext. 272-5033		
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 ___ 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
7/29/96	 Oleska L. M. de Loaiza	Acting Deputy Agency Records Officer Acting 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	PANAMA CANAL COMMISSION PROPERTY DISPOSAL RECORDS		
1	<u>Excess Personal Property Reports.</u> Form 6042 or equivalent and related correspondence used to excess movable or non-movable personal property such as office furniture and equipment; motor vehicles and parts; and heavy equipment. <i>TEMPORARY. Destroy when 3 years old.</i>	GRS 4, item 2	
2	<u>Disposal of Hazardous Waste Material.</u> Records that document the receipt of hazardous waste material (waste oil, asbestos, and mercury), and its transfer to a municipal landfill site or to a hazardous waste disposal site in the United States for disposal. <i>TEMPORARY. Destroy when 2 years old.</i>	GRS 4, item 2	
3	<u>Surplus Property Case Files.</u> Case files on the sale of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sale, and related correspondence.		
(a)	Transactions of more than \$25,000. <i>TEMPORARY. Destroy 6 years after final payment.</i>	GRS 4, item 3a	
(b)	Transactions of \$25,000 or less. <i>TEMPORARY. Destroy 3 years after final payment.</i>	GRS 4, item 3b	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
4	<u>Transfer of Properties Between Federal Agencies.</u> SF-122 or equivalent form used to transfer excess personal property to other federal agencies. <i>TEMPORARY. Destroy 3 years after transfer.</i>	<i>GRS 4, item 2</i>	
5	<u>Real Property Files.</u> Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, and (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance. <i>TEMPORARY. Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</i>	GRS 4, item 4	