

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>DO NOT WRITE IN THESE SPACES - LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-185-96-6
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	1-6-97	John W. Carl
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>6</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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
7/11/96	 Ariel E. Camargo	Deputy Agency Records Officer Actg. 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<b>INFORMATION SERVICES AND PUBLIC RELATIONS RECORDS OF THE PANAMA CANAL COMMISSION</b> <b>Informational Release Files.</b> Records documenting the public release of information concerning agency activities and accomplishments, consisting of (1) press releases, (2) transcripts of press conferences, (3) official speeches, (4) television and radio scripts, (5) biographies, (6) graphic presentations and exhibits for international conferences, and other similar material, and related indexes. <i>PERMANENT. Transfer to the Federal Records Center 4 years after close of file or earlier if inactive. Transfer to the National Archives when 10 years old.</i>		
<del>2</del>	<del><b>Informational Release Project Files.</b> Project case files maintained in formally designated information offices containing documents such as preliminary drafts, statistical compilations, and work papers accumulated in the preparation of formal informational releases. <i>TEMPORARY. Destroy 1 year after close of file or 1 year after completion of project.</i></del>	GRS' 14, item 4	

JAN 23 1997 n/w Copy to: Agency, n/w DD  
NWP, S. Rokey

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER  
*NY-185-96-6*

PAGE  
 2 OF 6

7.  
 ITEM  
 NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
 SUPERSEDED  
 JOB CITATION

10. ACTION  
 TAKEN (NARA  
 USE ONLY)

~~3~~ **General Inquiry Files.**  
 Requests for information, interviews, VIP tours, photographs, publications and other informational literature, and replies thereto, involving no administrative action or policy decisions, special research or compilation, and including acknowledgements and transmittals of inquiries referred elsewhere for reply. *TEMPORARY. Destroy 3 months after acknowledgement, referral or response, or when no longer needed, whichever is sooner.*

GRS 14, item 1

4 **News Summaries.**  
 Daily Summary of articles of interest published in local newspapers. Contains newspaper clippings, drafts, and a copy of the final summary distributed through the electronic mail system.

(a) Final Summary. *TEMPORARY. Cut-off file at end of month. Destroy one year after cut-off.*

(b) Supporting documents i.e., newspaper clippings and draft summaries. *TEMPORARY. Destroy when 6 months old.*

~~5~~ **Guide Service Records.**  
 Tour itineraries and related material. *TEMPORARY. Destroy when 5 years old.*

ARRS 10, item 30

*WITHDRAWN*

~~6~~ **Publications.**  
 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, Panama Canal Spillway, or other publications prepared by the Panama Canal Commission, agency contractors or grantees. Also included are technical manuals and office reference material purchased outside the agency.

NC1-185-94-2, item 1a

*WITHDRAWN*

(a) Issuing Office Record Copy. *PERMANENT. Retire to the Agency Records Center when 1 year old and when 1 cu. ft. is accumulated. Transfer to the National Archives when 5 years old. NOTE: Transfer one copy of each publication to the Technical Resources Center.*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<del>(b)</del>	<del>Duplicate copies or reference material received from outside the agency. <i>TEMPORARY. Destroy when superseded, obsolete, or when reference value ends.</i></del>	<del>NC1-185-94-2, item 2b</del>	<del>WITHDRAWN</del>
7	<p><b>Formal Directives, Procedural Issuances, and Operating Manuals.</b> Formal directives distributed as orders, circulars, or operating manuals announcing major changes in agency policy and procedures usually issued by the head of the agency or bureau.</p> <p>(a) Issuing office record set of directives relating to program functions. <i>PERMANENT. Retire to the Agency Records Center when 1 year old and when 1 cu. ft. is accumulated. Transfer to the National Archives when 5 years old.</i></p> <p>(b) Duplicate copies or directives relating to routine administrative, or housekeeping functions. <i>TEMPORARY. Destroy when superseded, obsolete, or when reference value ends.</i></p>		
8	<p><b>Publication Planning Files.</b> Editorial material relating to the publication of a manuscript, including drafts, galley and page proofs, and similar material. <i>TEMPORARY. Destroy upon issuance of related publication.</i></p>		
9	<p><b>Library Shelf Lists.</b> Card Files containing itemized lists of library holdings used to locate, account for, and reflect the disposition of library holdings. <i>TEMPORARY. Destroy as soon as card files are updated.</i></p>		
<del>10</del>	<del> <p><b>McGraw-Hill School Library System.</b> This system automates all library operations by allowing library personnel to perform tasks related to cataloging and circulating library materials, and to add bibliographic records to the database. It maintains all information related to the Technical and the Panama Collection, as well as information for the search of books available and loaned.</p> </del>		
<del>(a)</del>	<del> <p>Input</p> <p>(1) Manual input of information from the library material. <i>NONRECORD. Dispose in accordance with the disposition instructions for library material.</i></p> </del>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER  
*NI-185-96-6*

PAGE  
 4 OF 6

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<del>(b)</del>	<del>Datafile. <i>Temporary. Delete when superseded, obsolete, or no longer needed for library operations.</i></del>	<del><i>GRS 20, item 3a</i></del>	
(c)	Output (1) <del>Daily Circulation Report for all books checked in or checked out. <i>TEMPORARY. Destroy when superseded or no longer needed for reference, whichever is sooner.</i></del> (2) <del>Statistical reports. <i>TEMPORARY. Destroy when one year old, when superseded,, or no longer needed for reference, whichever is sooner.</i></del>	<del><i>GRS 23, item 1</i></del>  <del><i>GRS 23, item 1</i></del>	
<del>(d)</del>	<del>Documentation. Data systems specifications, file specifications, record layouts, codebooks, user guides, output specifications, and final reports (regardless of medium). <i>TEMPORARY. Destroy or delete when superseded or obsolete, or upon the authorized destruction of the related masterfile or database, whichever is later.</i></del>	<del><i>GRS 20, item 11a</i></del>	
11	<b>Library Loan System.</b> Used to control all Library materials loaned to agency employees for a one-year period and books loaned throughout the agency for a long-term period (indefinite).		
<del>(a)</del>	<del>Input                      (1) <del>Manual input of patron information and scanned input from the book barcode. <i>NONRECORD. Dispose in accordance with the disposition instructions for library material.</i></del></del>		
<del>(b)</del>	<del>Datafile. <i>TEMPORARY. Delete when no longer needed for current operations.</i></del>	<del><i>GRS 20, item 3a</i></del>	
(c)	Output (1) Listings of books returned, not returned, by barcode number, patron last name, or title. <i>TEMPORARY. Destroy when superseded, or no longer needed for reference.</i> (2) Correspondence to employees regarding return of books. <i>TEMPORARY. Destroy when books are returned, or 3 years after payroll deduction is effected in the case of lost or stolen books.</i>	<del><i>GRS 23, item 1</i></del>  <del><i>GRS 23, item 1</i></del>	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<del>12</del>	<del><b>Freedom of Information Act (FOIA) Request Files.</b> Files created in response to requests for information under the Freedom of Information Act (5 U.S.C. 552), consisting of the original request, a copy of the reply thereto, and all related supporting documents. Included are responses to nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees. Also responses granting or denying access to all or part of the requested records. <i>TEMPORARY. Destroy 6 years after date of reply, if request is not appealed.</i></del>	GRS 14, item 11a(3)	
<del>13</del>	<del><b>FOIA Appeal Files.</b> Files created in response to administrative appeals under the FOIA for release of information denied by the agency. Consisting of the appellant's letter, a copy of the reply thereto, and the related FOIA case file and supporting documents. <i>TEMPORARY. Destroy 6 years after final determination by agency, 6 years after the time in which a requester could file suit, or 3 years after final adjudication by courts, whichever is later.</i></del>	GRS 14, item 12a	
14	<b>FOIA Report Files.</b> <i>1974- PRESENT CHAOS ARRANGEMENT.</i> Agency annual, recurring, and one-time reports of information requirements relating to implementation of the Freedom in Information Act. <del><i>TEMPORARY. Destroy when 25 years old.</i></del> <i>PERMANENT. TRANSFER TO NARA WHEN 25 YEARS OLD. See</i>		
<del>15</del>	<del><b>Freedom of Information Act and Privacy Act Case Control Log.</b> Log book or listing maintained for control purposes in responding to requests, includes date, nature of request, and name and address of requester. <i>TEMPORARY. Destroy 6 years after date of last entry.</i></del>	GRS 14, item 13a	
<del>16</del>	<del><b>Privacy Act Request Case Files.</b> Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under Privacy Act 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents to include a copy of the requested records. Includes responses to request for nonexistent records, to requesters who provide inadequate descriptions and to those who fail to pay agency reproduction fees. Also responses granting or denying access to all or part of the records requested. <i>TEMPORARY. Destroy 5 years after date of reply, if not appealed.</i></del>	GRS 14, item 21a(3)(a)	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<del>17</del>	<p><b>Privacy Act Accounting of Disclosure Files.</b> Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable. <i>TEMPORARY. Dispose in accordance with disposition instructions for the related subject individual's record or 5 years after the disclosure for which the accountability was made, whichever is later.</i></p>	GRS 14, item 23	
<del>18</del>	<p><b>Privacy Act Reports.</b> Recurring reports and one-time information requirements relating to agency implementation of the Privacy Act, including biennial reports to the Office of Management and Budget, Privacy Act Annual report and the Annual Publication of Privacy Act Systems. <i>TEMPORARY. Destroy when 2 years old.</i></p>	GRS 14, item 25	
<del>19</del>	<p><b>FOIA/PA System.</b> The system maintains statistical information for the preparation of the FOIA/PA annual reports. Contains information such as log code, log number, date request received, subject, date of decision, exemptions, and officials initials information.</p>		
<del>(a)</del>	<p>Input (1) Manual input of information extracted from FOIA/PA case files. <i>TEMPORARY. Destroy in accordance with disposition instructions for the related case file.</i></p>	<i>GRS 20, item 2</i>	
<del>(b)</del>	<p>Datafile. <i>TEMPORARY. Delete when no longer needed for current operations.</i></p>	GRS 20, item 4	
<del>(c)</del>	<p>Output (1) FOIA Annual Statistical Report, PA Biennial Annual Statistical Report. <i>TEMPORARY. Destroy when 6 years old.</i></p>	<i>GRS 20, item 6</i>	