

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-185-97-1
1. FROM (Agency or establishment) Panama Canal Commission		DATE RECEIVED	11-1-96
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	(501) 420-0675 Ext. 272-5033	3-10-97	<i>John W. Paul</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 10 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
8/26/96	<i>Oleska L. M. de Loaiza</i> Oleska L. M. de Loaiza	Acting Chief, Records Management Branch Acting Deputy Agency Records Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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 COMMUNICATIONS AND MAIL MANAGEMENT RECORDS		
1	Telecommunications Message Files. Message traffic logs, registers, performance reports, and related records, as well as copies of incoming and outgoing facsimiles and telex messages maintained by telecommunications offices or centers, EXCLUDING the copies maintained by the originating program office.		
(a)	Facsimile and telex logs and registers. <i>TEMPORARY. Destroy when 1 year old.</i>		
(b)	Incoming messages. (1) Facsimile messages. <i>TEMPORARY. Destroy when 2 weeks old.</i> (2) Telex messages. TEMPORARY. Destroy when 2 years old.	GRS 12, item 3b	
(c)	Outgoing messages. (1) Facsimile messages. <i>TEMPORARY. Return to originator after transmission and verification of receipt.</i> (2) Telex messages. TEMPORARY. Destroy 2 years after transmission and verification of receipt.	GRS 12, item 3b	

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2	<p>Telecommunications Voucher Files. Copies of vouchers, bills, invoices, and related records and reports for agency use/rental of communications lines from local and international telecommunication service providers. <i>TEMPORARY. Cutoff end of fiscal year. Destroy 1 year after settlement of account.</i></p>	GRS 12, item 2d(1)	
3	<p>Telephone Operator Daily Shift Reports. Includes the Shift Supervisor's System Report, Form 2187, which is a daily record of all calls to the telephone operator reporting repairs to the telecommunications system, and the Shift Supervisor's Daily Report, Form 2191, which contains other reported incidents that do not involve the telecommunications system, such as activated building alarms, plumbing repairs, etc.</p>		
(a)	Shift Supervisor's System Report (Form 2187). <i>TEMPORARY. Cutoff at end of month. Destroy 1 year after cutoff.</i>		
(b)	Shift Supervisor's Daily Report (Form 2191). <i>TEMPORARY. Cutoff at end of month. Destroy 2 years after cutoff.</i>		
4	<p>Telephone Call Accounting System. Records and allocates telephone charges for all incoming and outgoing calls for analysis, accounting, and reporting purposes. Contains information such as office, account codes, telephone numbers, etc.</p>		
(a)	<p>Input.</p> <p>(1) Electronic interface with other systems. <i>TEMPORARY. Delete after information has been transferred to the masterfile and verified.</i></p> <p>(2) Hard copy records used as system input.</p> <p>(a) Trouble Ticket (Form 4264) on which the operator reports repairs and maintenance to the telecommunications system, and Telephone Call Report (Form 2241). <i>TEMPORARY. Cutoff at end of month. Destroy 1 year after cutoff.</i></p>	GRS 20, item 1b	
(b)	Datafile. <i>TEMPORARY. Cutoff at end of month and transfer data to historic data file. Delete when no longer needed for current operations or reference.</i>		

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(c)	<p>Output: Monthly reports such as, Telephone Certification Report, Personal authorization Code Long Distance Call Report, Official Travel Orders Report; billing report, satellite report and MCI report. TEMPORARY. Cutoff at end of fiscal year. Destroy 3 years after cutoff.</p>	<i>GRS 12, item 4</i>	
5	<p>Telephone Service Orders. Records relating to the installation, change, removal, and servicing of telecommunications equipment for official and residential use. Includes non-capital work orders, and related records.</p>		
(a)	<p>Official use. TEMPORARY. Cutoff at end of FY when work order is completed or cancelled. Destroy 1 year after cutoff. DESTROY 3 YRS. AFTER CUTOFF.</p>	GRS 12, 2d(2)	
(b)	<p>Residential use. TEMPORARY. Cutoff at end of FY when work order is completed or cancelled and transfer to the Agency Records Center. Destroy 5 years after transfer.</p>		
6	<p>Communications Management System. Contains general and technical information about telephone numbers assigned. Also, contains information such as customer name, telephone number, address, information about telephone cables, work order numbers, type of service to be performed, job status, damage report, ticket number, account number, and history of the phone number (removal, assignment). (Privacy Act System, ECLE-1).</p>		
(a)	<p>Input: Non-capital work requests, trouble tickets, telephone service orders, telephone cable record book, and related documents. TEMPORARY. Destroy according to disposition instructions for related records located elsewhere in this schedule.</p>		
(b)	<p>Datafile. TEMPORARY. Delete when superseded or when no longer needed for current operations or reference.</p>		
(c)	<p>Output: Routine reports such as, Monthly INTEL Customer Report, listing of telephone services provided by month, and periodic reports of pending work orders and trouble tickets. TEMPORARY. Destroy when 3 years old.</p>	GRS 12, item 2b	
7	<p>Telephone Cable Record Book. Contains information on all underground telephone cables, to include where cables surface, what is tied into them, and who owns them. TEMPORARY. Destroy when cable is no longer in use.</p>		

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8	<p>Telephone Authorization Code System. Maintains control of all personal authorization code (PAC) assignments throughout the agency. Contains information such as PAC number assigned, account code, name of PAC holder, office symbol, and position title.</p> <p>(a) Input: Authorization for Telecommunication Services, Form 4107 and related documents. <i>TEMPORARY. Destroy 6 months after authorization is terminated.</i></p> <p>(b) Datafile. <i>TEMPORARY. Destroy when superseded or no longer needed for current operations.</i></p> <p>(c) Output: Periodic listings of PAC holders and monthly report of official account codes by office. <i>TEMPORARY. Destroy when superseded.</i></p>		
9	<p>Telephone Call Report Files. Long distance telephone call reports for operator assisted calls, direct dialing, or personal authorization code (PAC) long distance calls by employees authorized to use the official telecommunication services system. Reports are used to control and certify charges for payment. Documents include Long Distance Call Report (Form 2241) or equivalent daily control record of telephone calls. <i>TEMPORARY. Destroy when 1 year old.</i></p>		
10	<p>Fiber Optic Cable Maintenance System. Used to measure and record the condition of the fiber optic communication cables for maintenance and repair purposes. The system records readings from the Optical Time Domain Reflectometer (OTDR) which measures the reflection of an optical pulse into the fiber optic cable. By examining the trace of the reflected signal, technicians are able to determine the condition of the fiber, connections, splices, etc.</p> <p>(a) Input: Electronic interface with the OTDR meter. <i>TEMPORARY. Delete after information has been transferred to the masterfile and verified.</i></p> <p>(b) Datafile. <i>TEMPORARY. Delete when no longer needed for current operations or reference.</i></p>	GRS 20, item 1b	

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(c)	<p>Output: OTDR reports containing both text and graphic information such as, trace ID code (location), measurement date and time, operator, measurement span, wave length, pulse width, distance range, type of equipment. <i>TEMPORARY. Destroy when 1 year old.</i></p>		
11	<p>Telecommunications Network Maintenance System. Comprised of three subsidiary systems: the trunking test system which tests the telephone system circuits daily; the alarm and remote monitoring system which indicates when a major or minor alarm is activated, the location or site, and the type of alarm activated (fuse, door, or temperature); and the central office monitoring system which monitors all telephone traffic entering or leaving the central office.</p>		
(a)	<p>Input: Technician notes and calculations. <i>TEMPORARY. Destroy after information has been transferred to the masterfile and verified.</i></p>	GRS 20, item 1b	
(b)	<p>Datafile. <i>TEMPORARY. Daily overwrite of data. Delete datafile when no longer needed for current operations.</i></p>		
(c)	<p>Output: Test exceptions report and complete report of test. <i>TEMPORARY. Destroy when superseded or no longer needed for reference, whichever is sooner.</i></p>		
12	<p>Electrical Equipment Inventory System. Used to control the location, use and status of the agency's electrical transformers, energy towers, and special electrical tools such as the Hilty drill, fluke-meter, compressors, industrial vacuum cleaner, and other specialized tools. Contains information such as type of equipment, registration number, voltage, temperature, time, height, location and distance, repair action, and loan of equipment and tools.</p>		
(a)	<p>Input: Manual input of information from equipment inventory, field inspection surveys, and related records. <i>TEMPORARY. Destroy after information has been transferred to the masterfile and verified.</i></p>	GRS 20, item 1b	
(b)	<p>Datafile. <i>TEMPORARY. Delete data when equipment is exceeded, the information is superseded, or when no longer needed for current operations.</i></p>		

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(c)	Output: Listings of equipment by Electrical Division (ED) number, location, type of equipment, etc. <i>TEMPORARY. Destroy when superseded or no longer needed for reference.</i>		
13	 Telecommunications Service Agreements. Authorization by the Government of Panama for exclusive use of certain radio frequencies for Canal operations under the provisions of the Panama Canal Treaty. Includes copies of agreements, background data, and other records relating authorization for telecommunications services. <i>TEMPORARY. Destroy 2 years after expiration or cancellation of agreement.</i> 	GRS 12, item 2e	
14	Radio Frequency Management System. Used to control radio communication networks throughout the agency, to locate radio frequency interferences, and generate configurations for assignment of radio frequencies using the Mapping, Charting and Geodesy Utility Software Environment (MUSE), the Joint Spectrum Management System, and the World Topographical Loader System (WOTL).		
(a)	 Input (1) Radio frequencies and geographic coordinates, etc. <i>TEMPORARY. Destroy after information has been transferred to the masterfile and verified.</i> (2) Diskette from the Joint Spectrum Management Center in Annapolis, Maryland containing changes or updated Standard Frequency Action Format (SFAF) data. <i>TEMPORARY. Delete after information has been transferred to the masterfile and verified.</i> 	GRS 20, item 1b GRS 20, item 1b	
(b)	Datafile. <i>TEMPORARY. Delete when no longer needed for current operations or reference.</i>		
(c)	Output. (1) Periodic printouts of calculated data and plotted maps containing information such as altitude, geographic coordinates, topography, and obstacles causing interference or low power levels. <i>TEMPORARY. Destroy when 6 months old.</i>		

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15	<p>(2) Diskette containing Standard Frequency Action Format(SFAF)data. <i>TEMPORARY. Transfer to the Joint Spectrum Management Center in Annapolis, Maryland.</i></p> <p>Electronic Communications Equipment Trouble Reporting, Tracking and Work Order Systems. Used to record electronic equipment malfunctions, assign trouble report to unit for repair, monitor equipment repair and maintenance, and record job completion.</p>		
(a)	<p>Input</p> <p>(1) Equipment malfunctions reported verbally or through the e-mail system. <i>TEMPORARY. Destroy after information has been transferred to the masterfile and verified.</i></p> <p>(2) Non-capital work orders, memorandums, or telephone calls requesting repair of equipment. <i>TEMPORARY. Return to requester upon completion or cancellation of job.</i></p>	GRS 20,item 1b	
(b)	<p>Datafile. <i>TEMPORARY. Delete 6 months after job is completed or cancelled.</i></p>		
(c)	<p>Output.</p> <p>(1) Technician Trouble Report. <i>TEMPORARY. Destroy 6 months after job is completed or cancelled.</i></p> <p>(2) Report of individual work orders and pending work orders. <i>TEMPORARY. Destroy after job is completed or cancelled, or when no longer needed for reference.</i></p>		
16	<p>Radio User Talk Group System. Used to administer and control users of the trunk radio system. The system maintains information by talk group, individual user, by radio ED number, by radio ID number, and talk group number.</p>		
(a)	<p>Input: Electronic Interface with SIMS II terminal or LAS. <i>TEMPORARY. Delete after information has been transferred to the masterfile and verified.</i></p>	GRS 20, item 1b	
(b)	<p>Datafile. <i>TEMPORARY. Delete when superseded or no longer needed for current operations.</i></p>		

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(c)	Output: Periodic printout of requested data. <i>TEMPORARY. Destroy when superseded or no longer needed for reference.</i>		
17	Portable Radio and Pager Programming System. Used to program the agency's portable radios and pagers by providing access to radio and channel alignment, service aids, and board replacement. Contains information such as, model number, item description, serial number, band, channel used, division section, building, Electrical Division (ED) number, plant item number and location, and repair/maintenance history.		
(a)	Input: Information from two-way memos or non-capital work requests such as, division, unit, user, location of pager or portable, etc. <i>TEMPORARY. Destroy after information has been transferred to the masterfile and verified.</i>	GRS 20, item 1b	
(b)	Datafile. <i>TEMPORARY. Delete when superseded or no longer needed for current operations.</i>		
(c)	Output: Inventory listing of all pagers and portable radios by Electrical Division (ED) number, division or unit. <i>TEMPORARY. Destroy when 1 year old or when superseded, whichever is sooner.</i>		
18	Communication Equipment Loan Records. Records and forms, such as Forms 611 and 612 used to document the issuance and receipt of electronic equipment, such as portable radios, pagers and related equipment. <i>TEMPORARY. Destroy 1 month after equipment is returned, reassigned, or excessed.</i>		
19	Electronic Equipment Inventory System. Used to maintain information on the procurement and location of electronic and telecommunications equipment and software. Information is arranged by category of equipment, i.e., Data/CCTV (PC computers, software, facsimile equipment), Radio/Other (radar, antenna); and Local Equipment purchased for internal use by the electronics section. Contains information such as equipment description, date of purchase, model, price, serial number, Electrical Division (ED) number, and location of installation.		
	(a) Input: Manual input of information from Division Purchase Orders or Purchase Requisitions. <i>TEMPORARY. Destroy after information has been transferred to the masterfile and verified.</i>	GRS 20, item 1b	

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	<p>(b) Datafile. <i>TEMPORARY. Delete data when equipment is excessed, information is superseded, or when no longer needed for current operations.</i></p> <p>(c) Output</p> <p>(1) Monthly listing of equipment by plant location number, major or minor item, and reason for excess. <i>TEMPORARY. Destroy when superseded or no longer needed for reference, or WHEN 2 YRS OLD, WHICHEVER COMES LAST.</i></p> <p>(2) Excess Property Reports. <i>TEMPORARY. Destroy according to disposition instructions for excess property reports.</i></p>		
20	<p>Accountable Mail Delivery Logs. Records relating to incoming or outgoing accountable mail such as registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts processed through the U.S. Army/Airforce Post Office (APO) facility. <i>TEMPORARY. Cutoff at end of FY. Destroy 1 year after cutoff.</i></p>	GRS 12, item 6a	
21	<p>Agency Internal Mail Delivery Logs. Records of delivery, receipt and routing of agency incoming and outgoing mail received and dispatched through the Agency Mail System. <i>TEMPORARY. Cutoff at end of FY. Destroy 1 year after cutoff.</i></p>	GRS 12, item 6a	
22	<p>Messenger Service Files. Daily work distribution schedules, assignment records and instructions, dispatch records, route schedules, and related records. <i>TEMPORARY. Cutoff at end of FY. Destroy 1 year after cutoff.</i></p>	<i>GRS 12, item 1</i>	
23	<p>Mail Management System. Used to trace all incoming and outgoing mail. Includes the date the mail was received or dispatched, date of correspondence or document, document number, subject, internal office routing, originator, addressee, and related information.</p> <p>(a) Input: Incoming and outgoing mail. <i>TEMPORARY. Destroy according to the disposition instructions for the related correspondence located elsewhere in these schedules.</i></p> <p>(b) Datafile. <i>TEMPORARY. Cutoff at end of calendar year. Delete when 1 year old or when superseded.</i></p>		

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	(c) Output: Weekly and monthly reports of incoming and outgoing mail, and listing of mail destination. TEMPORARY. Cutoff at end of calendar year. Destroy when 1 year old.	GRS 12, item 6a	
24	Replenishment of Funds for Postage Metering Machines. Requisition for stamps or replenishment of postage metering machines by the Postmaster New York. Included are copies of vouchers for payment, copies of checks, and other correspondence to the Postmaster New York. (EXCLUDING copies used as supporting documents to payment vouchers maintained by the Agency's accounting office). TEMPORARY. Cutoff at end of FY. Destroy 1 year after cutoff.	<i>GRS 12, item 6c</i>	
25	Report of Postage and Delivery Fees Paid. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds). TEMPORARY. Cutoff at end of FY. Destroy 1 year after cutoff.	<i>GRS 12, item 6b</i>	
26	Report of Mail Workload. Statistical reports and data relating to handling of mail and volume of work performed. TEMPORARY. Cutoff at end of FY. Destroy 1 year after cutoff.	GRS 12, item 6d	
27	Accounting of High Value Mail. Internal accounting for mailing of personal effects for repatriating employees and dependents on educational travel orders. Included are parcel weight, value of contents, account number charged, postage and fees paid, and related records. TEMPORARY. Cutoff at end of FY. Destroy 1 year after cutoff.	GRS 12, item 5b	
28	Record of Remittances Received in Mail. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail. (EXCLUDING the original remittance record with check, money order, etc. attached to the weekly Cash Agents Report maintained by the accounting section). TEMPORARY. Destroy when 1 year old.	GRS 12, item 6e	

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29	<p>Postal Claims, Inquiries and Report Files. Postal claims, inquiries and reports addressed to the United States Postal Service for accountable mail that is lost, rifled, delayed, wrong delivery, or other improper treatment of mail, such as PS Form 1000, Domestic Claim or Registered Mail Inquiry; PS Form 3533, Application and Voucher for Refund of Postage Fees for Express Mail; and PS Form 1510, Mail Loss/Rifling Report. <i>TEMPORARY. Cutoff at end of FY. Destroy 1 year after cutoff.</i></p>	GRS 12, item 5c	
30	<p>Postal Irregularities Files. Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or destruction of mail as well as possible misuse of the official mail system by employees. <i>TEMPORARY. Destroy when 3 years old or 3 years after completion of investigation, whichever is later.</i></p>	GRS 12, item 8	