FEDERAL AGENCY CEASED OPERATIONS

Schedule Number: N1-185-97-003

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 destroyed, 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

RE	QUEST FOR RECORDS DISPOSIT	ION AUTHORITY		ER	
	(See Instructions on rev	erse)	N	-185-91:	5
	ATIONAL ARCHIVES and RECORDS ADM	IINISTRATION (NIR)	DATE REC	EIVED /1·19-9	
	ASHINGTON, DC 20408 OM (Agency or establishment)				
	nama Canal Commission		NO	IFICATION TO A	GENCY
	JOR SUBDIVISION			dance with the pro	
Adı	ministrative Services Division	:	including	303a the disposit amendments, is ap	proved except
	NOR SUBDIVISION cords Management Branch		for items not appro	that may be marked	in column 10.
L	ME OF PERSON WITH WHOM TO CONFER		DATE		E UNITED STATES
		(501) 420-0675		An a.	$1 P 1^{-1}$
Mrs	s. Denise B. Will	EXT 272-5033	4-7-97	Jon a	. au
6. AG	ENCY CERTIFICATION			-0	
I her	reby certify that I am authorized to act for	this agency in matters p	ertaining to	the disposition	of its records
and	that the records proposed for disposal on	the attached 12 page	e(s) are not i	now needed for	the business
the	reby certify that I am authorized to act for that the records proposed for disposal on his agency or will not be needed after the General Accounting Office, under the pro-	ovisions of Title 8 of the	e GAO Man	ual for Guidan	ce of Federal
Age	ncies,				
Ι [is not required; is at	tached; or	has been re	equested.	
DATE	A				·····
101	25/c Carmela a. Bon	•	Chief, R	ecords Manage	ement Branch
	Carmela A. Bonnick			gency Records	
7.				. GRS OR	10. ACTION
ITEM NO.	8. DESCRIPTION OF ITEM AND PRO	POSED DISPOSITION		PERSEDED B CITATION	TAKEN (NARA USE ONLY)
	PANAMA CANAL CO	MMISSION			
	PROCUREMENT AND SU	PPLY RECORDS			
ĺ	PROCUREMENTR	ectoros			
1	Procurement Records.				
	Case files documenting the initiation		,		
	procurement transactions, including				
	administration, inspection, testi				
	payment. Included are division pur	chase orders, purchas	e		
	requisitions, purchase orders, o	ontracts, and blanke	et		
	purchase agreements.				
	Procurement or purchase	appiration acres	a		•
	 Procurement or purchase or related papers. 	yanization copy, an	u		
	. oranga hahora.	25,000			
	(1) Transactions of more t			3, item 3(a)1	
	construction contracts	•	1	5, nem 5(a) i	
	TEMPORARY. Cutoff file				
	which final payment is				
	and 3 months after final				
	warranty, or upon se				
	proceedings, if any.				
115-1	09 NSN 7540-00-63 PREVIOUS EDITION N	4-4064 NOT USABLE	STAN	DARD FORM 1	15 (REV. 3-91) ribed by NARA
				11530	36 CFR 1228
API	R 28 1997 mor copy to: ag	WITED NUNC			
	100				

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUAT		JOB NUMBER	PAGE
		NI-185-97-3	2 _{OF} 13
7. ITEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO. 25,000		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
(2) Transactions of <u>\$100,000</u> or less and construction contracts under \$2,000. TEMPORARY. Cutoff file at end of fiscal year in which final payment is made. Destroy 3 years after final payment, expiration of warranty, or upon settlement of litigation proceedings, if any.	GF	RS 3, item 3(a)2	
(3) Unique Procurements. Procurement transactions which deviate from established precedents. These files involve the purchase of unique supplies or services which are not routinely purchased and which include specially-tailored contract clauses and conditions. They are retained primarily for reference purposes. TEMPORARY. Destroy 10 years after final payment or when research value ends, whichever is sooner.			
 Field Procurement Records. Copies of records described above used by field procurement offices and Contracting Officer's Representative (CORs), for administrative purposes. TEMPORARY. And the analytic the field production of the field of t	GR.	83, item 3C	
c Data submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS. TEMPORARY Destroy or delete when 5 years old.	G	RS 3, item 3d	
2 Purchase Order System. Used by procurement officials to issue and monitor the status of all agency purchase orders. Contains information on purchase order number, item description, amount of purchase, acquisition method, buying entity, and status.			
115-205 Two copies, including original, to be submitted	STAN	NDARD FORM 115	-A (REV. 3-91)

REQUES	T FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION	ON JOB NUMBER N/- 185-97-3	PAGE 3 OF 1
7. EM	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED	10. ACTION
NO.		JOB CITATION	USE ONLY)
-*	Input: Monthly download of information via interface. from the Purchasing System. TEMPORARY. Delete when information is transferred to the system masterfile and verified.	GRS 20, item 1b	
- -b.	Detatile. TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.	GRS 20, item4	
-4	Output: Periodic reports on various procurement statistics, and monthly reports by stock number, line items and dollar value. TEMPORARY. Destroy when 5 years old.	6RS 20, item 36 (3)	
U R m da	equest for Quotation System. sed by procurement officials to automate the dispatch of equests for Quotation (RFQ's) via facsimile and to onitor the status of all RFQ's. Contains RFQ number, ate for quotation list and date due, buyer, destination, atus, and information on pending RFQ's by buyer and anch.		
	Input: Daily download of information via interface from the Purchasing System. TEMPORARY. Delete when information is transferred to the system masterfile and verified.	GRS 20, item 1b	
-	Datafile. TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.	GRS 20, item 4	
	Output: (1) Electronic interface via fax server for transmission of Request for Quotation. TEMPORARY. Delete from server when facsimile transmission is verified.	GRS 20, sten 6	6 -
5-205	Two copies, including original, to be submitted	STANDARD FORM 11	

An and a state of the second se

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION				
7.	N/-185-97-3 9. GRS OR	4 _{OF} 13		
ITEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	SUPERSEDED JOB CITATION	TAKEN (NARA USE ONLY)		
(2) Hard copy printout of Request for Quotation. TEMPORARY. Destroy according to disposition instructions for related contract or purchase order case file located elsewhere in this schedule.				
4 Procurement Control Systems. Contains automated form used by purchasing agents and administrative personnel for internal control of all procurement documents. Contains information on material orders, purchase requisitions, purchase orders, blanket purchase agreements, etc., such as order number, vendor name and number, item description, stock number, unit and total price, delivery terms, and related records.				
a: Input: Requests for Purchase/Call Order Form 3099 and related ordering information. TEMPORARY. Destroy 1 year after payment or cancellation of order.				
 b. Datafile. TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations. c. Output: 	GRS 20, item 4			
Requisitions, and Blanket Purchase Agreements. TEMPORARY. Destroy according to disposition instructions for the related procurement file located elsewhere in this schedule.	GRS 20, item 3b(3)			
(2) Periodic status and activity reports. TEMPORARY. Destroy when information is superseded, or no longer needed for reference.	GRS 20, stem 36(3)	*-		
115-205 Two copies, including original, to be submitted	STANDARD FORM 115	5-A (REV. 3-91)		

.....

<u></u>			JOB NUMBER	PAGE
REC	QUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUAT	ON	NI-185-97-3	1
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
5	 Bid solicitation Mailing System. Used to record request for solicitations and to maintain a bidder's mailing list for all applications for bid solicitations. Contains information on suppliers and vendors, solicitation number, date, type of solicitation, and federal supply codes for each item class. a. Input: Solicitation Mailing List Application SF 129. TEMPORARY. Destroy 1 year after information is transferred to the system masterfile and verified. b. Datafile. TEMPORARY. Delete information from system when 5 years old. c. Output: Bidder's mailing list and list of federal supply codes for items provided by each bidder. TEMPORARY. Destroy when 1 year old or when 			
6	 superseded, obsolete, or no longer needed for reference. Canceled Procurement Files. Formal solicitations of offers and bids which were canceled prior to award of a contract. Includes presolicitation documents on the requirement, invitations for bids, request for proposals, requests for quotations, abstract of bids, and correspondence concerning rejection or cancellation of bid of offer. 			
	 a. Small purchases or simplified acquisitions. TEMPORARY. Destroy year, after cancellation b. Transactions for items or services above \$100,000. TEMPORARY. Destroy according to the disposition instructions for the related procurement or contract file located elsewhere in this schedule. c. Unopened Bids. TEMPORARY. Return to bidder or destroy according to the disposition instructions for the related procurement file if filed therein. 	6A	28 3, item 55(1) 5 3, stem 5c(1) 28 3, item 5c(2)	

qualifications of agency contractors. Included are copies of financial statements, antikickback affidavits, performance evaluations, termination letters, letters of protest and appeal, and related correspondence. TEMPORARY. Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.9Procurement Data and Vendors Records.	ON JOB NUMBER	PAGE 6 OF 13
 Used to record evaluations of contractor's performance for contracts over \$50,000 for use in awarding future contracts. Contains information such as contract number, revision date, award date, contractor's name, contracting officer's representative, contracting officer, description of goods and services received, and contractor's final rating. a. Input: Report of contractor's performance, filed in the contract file. <i>TEMPORARY.</i> Destroy according to disposition instructions for the related procurement or contract file located elsewhere in this schedule. b. Datafile. <i>TEMPORARY.</i> Delete information when 3 years old. c. Output: Condensed Contractor's Performance Report by contractor name. <i>TEMPORARY.</i> Destroy when 3 years old. 8. Contractor Qualifications and Performance Files. Contains information on past performance and qualifications of agency contractors. Included are copies of financial statements, antikickback affidavits, performance evaluations, termination letters, letters of protest and appeal, and related correspondence. <i>TEMPORARY.</i> Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date. 9. Procurement Data and Vendors Records. 1. Including cards, catalogs, indexes, brochures, and products. <i>TEMPORARY.</i> Destroy when information is 	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
Contains information on past performance and qualifications of agency contractors. Included are copies of financial statements, antikickback affidavits, performance evaluations, termination letters, letters of protest and appeal, and related correspondence. <i>TEMPORARY.</i> Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date. 9 Procurement Data and Vendors Records. Including cards, catalogs, indexes, brochures, and correspondence previding information about suppliers and products. <i>TEMPORARY.</i> Destrey when information is		
Including cards, catalogs, indexes, brochures, and a correspondence previding information about suppliers and products. TEMPORARY. Destroy when information is	ARRS 5, item 16 and GRS 3, item 11	WITH DRAWN
	ARRS 9, item 15	WITH DRAW.

REC	REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION				
7. ITEM	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED	7 0F ¹³ 10. ACTION TAKEN (NARA		
NO. 10	Delegation of Authority for Procurement (Form 3586).	JOB CITATION	USE ONLY)		
	Authorization to sign fiscal, procurement, or other documents having monetary value. Contains position title and procurement limitations for purchase requisitions, division purchase orders, blanket purchase agreements or interagency service support agreements for the current fiscal year. TEMPORARY. Destroy 3 years after authorization is canceled or obsolete.				
	SUPPLYRECORDS				
11	Storehouse Inventory Management System. This system supports the Inventory Management Branch (GSLI) in controlling the agency's inventory of materials and supplies. The system computes the desired level of stock, establishes reorder points, and provides information to manage the inventory. Major users are the Motor Transportation Division in the maintenance and overhaul of their vehicle fleet, the Industrial Division in the maintenance and overhaul of floating equipment, and the Electrical and Maintenance Divisions. Stock status is updated daily and available at numerous locations via on- line inquiry.				
	a Input:				
	(1) Electronic input via interface with the Purchasing System. TEMPORARY. Delete after information has been transferred to the system masterfile and verified.	GRS 20, item 1b	*		
	(2) Standard PCC forms for additions and modifications to, and deletions from the Storehouse Inventory Management System. TEMPORARY . Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to the masterfile, whichever is later.	GRS 20, item 2a			

REQUEST FOR RECORDS DISPOSIT	ON AUTHORITY - CONTINUAT	JOB NUMBER	PAGE
	Solution Administration	NI-185-97-3	8 _{OF} 13
7. ITEM 8. DESCRIPTION OF ITEM AN NO.	D PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
b. Datafiles:		·	
hotelings, as well for the current n	t item information on current as detailed item activity data nonth. TEMPORARY. Delete or obsolete. Delete file when		
usage history of s months. TEMPOR	bry Files: A summary of the tock items during the past 24 ARY. Transfer earliest year to delete 3 years after transfer.		
(1) Stock Catalog			
accordance hard copy u	TEMPORARY. Microfilm in with 36 CFR 1230. Destroy Converification of microfilm or seded or obsol ete	item 17b	W ΙΤΗ <i>ΟΩ</i> αωλ
(b) Microfilm. 7 10 years old TEMPORARY. DESTROY WH	EMPORARY. Destroy when C. MICROFILM:		
(2) Status and Activit Tabulated reports of materia due, on order, undelivered, a reflecting stock status and s the Inventory Management B and Stock Status Report, a users, including the Physi	by Reports. $10/7/97$ il issued, on hand, in transit, and similar or related reports stock costs. Reports include ranch's Stock Activity Report and reports created for other cal Inventory Report, and ients, and receipt and sales		
Reports and referense Microfilm in	ity Reports, Stock Status similar high volume and high reports. TEMPORARY. accordance with 36 CFR by hard copy 1 month after f microfilm.	GRS 20, etcm 36(3)	
<u>l</u>		<u> </u>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION						
<u> </u>						
ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)			
	(b) Reports that are not summarized and summaries that supersede detail reports. TEMPORARY. Destroy when 4 years old.	NC1-185-77-9, item 21a	WITHDAGWN			
	(c) Other reports. TEMPORARY. Destroy when 2 years old.	NC1-185-77-9, item 21b	WITHDRAWN			
12	d. miccofilm. (d) Microfilm. TEMPORARY. Destroy when 10 years old. TEMPORARY. DESTROY WIFEW 10 YES. OLD, Material Ordering Systems. Used by unit purchasing agents and administrative personnel to facilitate the preparation of material orders for items from the agency Storehouse, to monitor the office supply inventory, and to record the history of material order requests. Contains information about each item ordered such as, item description, stock number, account number, quantity, location, and status of material orders. (Note: This system is NOT a direct order facility between users and the agency's mainframe computer Storehouse Inventory Management System).					
	 a. Input: List of supplies to be ordered, requests for purchase (Form 1792), and information from Report 71-660 Net Storehouse Transfers to PCC Units. TEMPORARY. Destroy 1 year after information has been transferred to the system masterfile and verified. b. Datafile. TEMPORARY. Delete after information is 	GRS 20, item 2 a				
	superseded, obsolete, or no longer needed for current operations.		5-			
	c. Output: Documents reporting or supporting internal supply transactions, such as material orders, material transfers, material receipts, and computer listings of materials issued, on hand, and on order, and related papers.					
	(1) Originals maintained by the Storehouse. TEMPORARY. Destroy 2 years after completion or cancellation of requisition.	GRS 3, item 8a				
115.2		STANDARD FORM 118				

REC	QUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATI	ON JOB NUMBER N/- 185-97-3	PAGE 10 OF
7. TEM	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED	10. ACTIO TAKEN (NAF
NO.	(2) All other copies. TEMPORARY. Destroy 6 months after completion or cancellation of requisition.	GRS 3, item 8b	USE ONLY
13	Office Supply Inventory Systems. Used by Commission units to control the office supply room inventory for items such as office supplies, uniforms, small equipment, parts, tools, etc. Contains item stock number, description, requester's name, date of request, quantity requested and in stock. Also includes information such as where supplies were purchased, date of purchase, quantity purchased and updates to the stock tables.		
	related records. TEMPORARY. Destroy when 2 years old or when no longer needed to verify information in the system masterfile, whichever is later.	GRS 23, iten 1	
	b. Datafiles. TEMPORARY. Delete data when superseded or obsolete.	GRS 20, item 4	
	-c. Output: Inventory reports of all supplies and materials in stock and issued. TEMPORARY. Destroy 2 years from date of list.	GRS 3, item 9a	
14	Supply Management Files.		
	Contains information on the internal management and control of office supplies and equipment, other than those specifically covered elsewhere in this schedule. TEMPORARY. Destroy when 2 years old	GRS 3, item 4a	5 -
45	Storehouse Inventory Records.		
	Contains results of physical inventories conducted each fiscal year and special inventories requested by material managers or other sections in the Warehousing Branch. Includes inventory adjustments reports (shortages/overages), tabulated reports showing stock on hand, etc. TEMPORARY. Destroy 2 years after date of survey action or date of posting medium.	GRS 3, item 9c	

	JOB NUMBER PAGE				
	DUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATI	ON W1-185-97-3	11 _{0F} 13		
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)		
16	Storehouse Stock Bar-coding System. Used to generate bar code labels for stock items received in the agency storehouse, for performing annual storehouse inventories, and generating inventory stock item reports. Contains information such as purchase order number, vendor name, stock number, item description, and quantity received.				
	a Input:				
	(1) Daily download of information via interface from the Storehouse Inventory Management System. TEMPORARY. Delete when information is transferred to the system masterfile and verified.	GRS 20, item 1b			
	(2) Information from purchase orders and receiving reports. TEMPORARY. Destroy according to disposition instructions for related procurement files and receiving reports located elsewhere in this schedule.	GRS 20, iten 24			
	b. Datafile. TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.	GRS 20, item 4			
	-c. Output:				
	(1) Bar-code labels for each inventory item. TEMPORARY. Destroy when item is discontinued, replaced, or no longer needed.	GRS 20, tem 3b(3)			
	(2) Reports of inventory stock items. TEMPORARY. Destroy when 2 years old.	Grs 20, iten 36/3)			
-17_	Stock Transfer Files. Records used in connection with ordering, shipping, or transferring merchandise from warehouse to store, or store to store, or section to section, such as "A" and "B" transfers, sectional transfers, waybills, stock shipping tickets, and similar records.				
115-2	05 Two copies, including original, to be submitted	STANDARD FORM 115	5-A (REV. 3-91)		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION				
		WI-185-91-3	12 _{OF} 13	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
	a: Section supervisor or collecting agent's copies. TEMPORARY. Destroy when 2 years old.	ARRS 9, item 22a and GRS 3, item 9c	W ITH DRAWN	
	b. All other copies. TEMPORARY: Destroy when 1 year old.	ARRS 9, item 22c	WITHDRAWN	
84	<u>Furniture Pool Inventory System.</u> Used to record the purchase, repair, relocation, and excessing of furniture and equipment (i.e., calculators, typewriters, date stamps, etc.) maintained by the agency furniture pool.			
	a. Input: Information abstracted from the Office Furniture and Equipment Request (Form 6909). TEMPORARY. Destroy according to the disposition instructions for related records located elsewhere in this schedule.	GRS 3, item 9c		
	b. Datafiles. Active Data Masterfile, Lost Data Masterfile, Historic (Excessed) Data Masterfile. TEMPORARY. Delete information from system when 10 years old or when no longer needed for current operations.	GRS 20, iten 3a		
	c. Output: Furniture Pool Control Card (Form 6152), Excess Property Report (Form 6042), Furniture Pool Completion Notice (Form 3139), Blanket Purchase Agreements, and Purchase Requisitions. TEMPORARY. Destroy according to the disposition instructions for related records located elsewhere in this schedule.	GRS 20; item 36(3)		
49	Office Furniture and Equipment Requests (Form 6909). Used to request the return, repair, procurement or replacement of furniture and equipment from the agency furniture pool (EXCLUDING the accountable officer's copy). TEMPORARY. Cutoff at end of fiscal year in which requisition is completed or canceled. Destroy 2 years after	GRS 3, item 8a	•	
	cutoff.			

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION			PAGE	
			NI-185-97-3	13 _{OF} 13
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
20	<i>Furniture Pool Control Card (Form 6152).</i> Used to control the movement and receipt of agency furniture and equipment by the agency furniture pool and receiving units. Contains item number, description, cost, location and receipt. <i>TEMPORARY.</i> Destroy after furniture or equipment is excessed or removed from the agency's plant listing.	5-R-S	3. item 96	
				¢-
115-20	5 Two copies, including original, to be submitted	STAN	DARD FORM 118	5-A (REV. 3-91