

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 NI-185-97:3	DATE RECEIVED 11-19-96
1. FROM (Agency or establishment) Panama Canal Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Branch		DATE 4-7-97	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4. NAME OF PERSON WITH WHOM TO CONFER Mrs. Denise B. Will	5. TELEPHONE (501) 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 <u>12</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 10/29/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carmela A. Bonnick</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
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**PANAMA CANAL COMMISSION
PROCUREMENT AND SUPPLY RECORDS**

PROCUREMENT RECORDS

1 Procurement Records.

Case files documenting the initiation and administration of procurement transactions, including negotiation, award, administration, inspection, testing, acceptance, and payment. Included are division purchase orders, purchase requisitions, purchase orders, contracts, and blanket

a Procurement or purchase organization copy, and related papers.

(1) Transactions of more than ^{25,000} ~~\$100,000~~ and all construction contracts exceeding \$2,000. **TEMPORARY. Cutoff file at end of fiscal year in which final payment is made. Destroy 6 years and 3 months after final payment, expiration of warranty, or upon settlement of litigation proceedings, if any.**

GRS 3, item 3(a)1

APR 28 1997 *MDV*

copy to: Agency, NWRE, NWDD

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION <i>25,000</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	<p>(2) Transactions of \$100,000 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.</p> <p>(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.</p> <p>b Field Procurement Records. Copies of records described above used by field procurement offices and Contracting Officer's Representative (CORs), for administrative purposes. TEMPORARY. Cutoff at end of fiscal year in which payment is made or procurement is completed. Destroy 3 years after end of which are no longer needed for reference, whichever is sooner.</p> <p>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.</p> <p>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.</p>	<p>GRS 3, item 3(a)2</p> <p><i>GRS 3, item 3c</i></p> <p>GRS 3, item 3d</p>	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>a. Input: Monthly download of information via interface from the Purchasing System. TEMPORARY. Delete when information is transferred to the system masterfile and verified.</p> <p>b. Datafile. TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.</p> <p>c. Output: Periodic reports on various procurement statistics, and monthly reports by stock number, line items and dollar value. TEMPORARY. Destroy when 5 years old.</p>	<p>GRS 20, item 1b</p> <p>GRS 20, item 4</p> <p><i>GRS 20, item 3b(3)</i></p>	
3	<p>Request for Quotation System. Used by procurement officials to automate the dispatch of Requests for Quotation (RFQ's) via facsimile and to monitor the status of all RFQ's. Contains RFQ number, date for quotation list and date due, buyer, destination, status, and information on pending RFQ's by buyer and branch.</p> <p>a. Input: Daily download of information via interface from the Purchasing System. TEMPORARY. Delete when information is transferred to the system masterfile and verified.</p> <p>b. Datafile. TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.</p> <p>c. Output:</p> <p style="margin-left: 40px;">(1) Electronic interface via fax server for transmission of Request for Quotation. TEMPORARY. Delete from server when facsimile transmission is verified.</p>	<p>GRS 20, item 1b</p> <p>GRS 20, item 4</p> <p><i>GRS 20, item 6</i></p>	

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4	<p>(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.</p> <p>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.</p> <p>a. Input: Requests for Purchase/Call Order Form 3099 and related ordering information. TEMPORARY. Destroy 1 year after payment or cancellation of order.</p> <p>b. Datafile. TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.</p> <p>c. Output:</p> <p>(1) Division Purchase Orders, Purchase Requisitions, and Blanket Purchase Agreements. TEMPORARY. Destroy according to disposition instructions for the related procurement file located elsewhere in this schedule.</p> <p>(2) Periodic status and activity reports. TEMPORARY. Destroy when information is superseded, or no longer needed for reference.</p>	<p><i>GRS 20, item 3b(3)</i></p> <p>GRS 3, item 3c</p> <p>GRS 20, item 4</p> <p><i>GRS 20, item 3b(3)</i></p> <p><i>GRS 20, item 3b(3)</i></p>	

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5	<p><i>Bid solicitation Mailing System.</i> 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.</p> <p>a. Input: Solicitation Mailing List Application SF 129. <i>TEMPORARY. Destroy 1 year after information is transferred to the system masterfile and verified.</i></p> <p>b. Datafile. <i>TEMPORARY. Delete information from system when 5 years old.</i></p> <p>c. Output: Bidder's mailing list and list of federal supply codes for items provided by each bidder. <i>TEMPORARY. Destroy when 1 year old or when superseded, obsolete, or no longer needed for reference.</i></p>		
6	<p><i>Canceled Procurement Files.</i> 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.</p> <p>a. Small purchases or simplified acquisitions. <i>TEMPORARY. Destroy 1 year after cancellation.</i></p> <p>b. Transactions for items or services above \$100,000. <i>TEMPORARY. Destroy according to the disposition instructions for the related procurement or contract file located elsewhere in this schedule.</i></p> <p>c. Unopened Bids. <i>TEMPORARY. Return to bidder or destroy according to the disposition instructions for the related procurement file if filed therein.</i></p>	<p>GRS 3, item ^c5b(1)</p> <p><i>GRS 3, item 5c(1)</i></p> <p>GRS 3, item 5c(2)</p>	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
7	<p>Contractor's Past Performance Reporting System. 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.</p> <p>a. Input: Report of contractor's performance, filed in the contract file. TEMPORARY. Destroy according to disposition instructions for the related procurement or contract file located elsewhere in this schedule.</p> <p>b. Datafile. TEMPORARY. Delete information when 3 years old.</p> <p>c. Output: Condensed Contractor's Performance Report by contractor name. TEMPORARY. Destroy when 3 years old.</p>		
8	<p>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. TEMPORARY. Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.</p>	ARRS 5, item 16 and GRS 3, item 11	WITHDRAWN
9	<p>Procurement Data and Vendors Records. Including cards, catalogs, indexes, brochures, and correspondence providing information about suppliers and products. TEMPORARY. Destroy when information is superseded, canceled or obsolete.</p>	ARRS 9, item 15	WITHDRAWN

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
10	<p>Delegation of Authority for Procurement (Form 3586).</p> <p>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.</p> <p style="text-align: center; background-color: #cccccc;">SUPPLY RECORDS</p>		
11	<p>Storehouse Inventory Management System.</p> <p>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.</p> <p>a. Input:</p> <p>(1) Electronic input via interface with the Purchasing System. TEMPORARY. Delete after information has been transferred to the system masterfile and verified.</p> <p>(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.</p>	<p>GRS 20, item 1b</p> <p>GRS 20, item 2a</p>	

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	<p>b. Datafiles:</p> <p>(1) Masterfile: Stock item information on current holdings, as well as detailed item activity data for the current month. TEMPORARY. Delete when superseded or obsolete. Delete file when no longer needed.</p> <p>(2) Items Usage History Files: A summary of the usage history of stock items during the past 24 months. TEMPORARY. Transfer earliest year to magnetic tape and delete 3 years after transfer.</p> <p>6. Output:</p> <p>(1) Stock Catalog</p> <p>(a) Hard copy. TEMPORARY. Microfilm in accordance with 36 CFR 1230. Destroy hard copy upon verification of microfilm or when superseded or obsolete.</p> <p>(b) Microfilm. TEMPORARY. Destroy when 10 years old. <i>Microfilm:</i> <i>TEMPORARY. DESTROY WHEN 10 YRS. OLD. see</i></p> <p>(2) Status and Activity Reports. <i>10/7/97</i> Tabulated reports of material issued, on hand, in transit, due, on order, undelivered, and similar or related reports reflecting stock status and stock costs. Reports include the Inventory Management Branch's Stock Activity Report and Stock Status Report, and reports created for other users, including the Physical Inventory Report, and reports on inventory adjustments, and receipt and sales reports.</p> <p>(a) Stock Activity Reports, Stock Status Reports and similar high volume and high reference reports. TEMPORARY. Microfilm in accordance with 36 CFR 1230. Destroy hard copy 1 month after verification of microfilm.</p>	<p>GRS 20, item 3b(1)</p> <p>GRS 9, item 9c</p> <p>N1-185-77-9, item 17b</p> <p><i>GRS 20, item 3b(3)</i></p>	<p><i>WITHDRAWN</i></p>

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12	<p>(b) Reports that are not summarized and summaries that supersede detail reports. TEMPORARY. Destroy when 4 years old.</p> <p>(c) Other reports. TEMPORARY. Destroy when 2 years old.</p> <p>d. microfilm. (d) Microfilm. TEMPORARY. Destroy when 10 years old. TEMPORARY. DESTROY WITHIN 10 YRS. OLD.</p> <p>Material Ordering Systems. <i>JK</i> <i>10/7/96</i> 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).</p> <p>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.</p> <p>b. Datafile. TEMPORARY. Delete after information is superseded, obsolete, or no longer needed for current operations.</p> <p>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.</p> <p>(1) Originals maintained by the Storehouse. TEMPORARY. Destroy 2 years after completion or cancellation of requisition.</p>	<p>NC1-185-77-9, item 21a</p> <p>NC1-185-77-9, item 21b</p> <p>GRS 20, item 2a</p> <p>GRS 20, item 4</p> <p>GRS 3, item 8a</p>	<p><i>WITHDRAWN</i></p> <p><i>WITHDRAWN</i></p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>N1-185-97-3</i>	PAGE 10 OF 13
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(2) All other copies. TEMPORARY. Destroy 6 months after completion or cancellation of requisition.	GRS 3, item 8b	
13	<p>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.</p> <p>a. Input: Requests for supplies, material orders, and related records. TEMPORARY. Destroy when 2 years old or when no longer needed to verify information in the system masterfile, whichever is later.</p> <p>b. Datafiles. TEMPORARY. Delete data when superseded or obsolete.</p> <p>c. Output: Inventory reports of all supplies and materials in stock and issued. TEMPORARY. Destroy 2 years from date of list.</p>	<p><i>GRS 23, item 1</i></p> <p>GRS 20, item 4</p> <p>GRS 3, item 9a</p>	
14	<p>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</p>	GRS 3, item 4a	
15	<p>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.</p>	GRS 3, item 9c	

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16	<p>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.</p> <p>a. Input:</p> <p style="margin-left: 40px;">(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.</p> <p style="margin-left: 40px;">(2) Information from purchase orders and receiving reports. TEMPORARY. <i>Destroy according to disposition instructions for related procurement files and receiving reports located elsewhere in this schedule.</i></p> <p>b. Datafile. TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.</p> <p>c. Output:</p> <p style="margin-left: 40px;">(1) Bar-code labels for each inventory item. TEMPORARY. Destroy when item is discontinued, replaced, or no longer needed.</p> <p style="margin-left: 40px;">(2) Reports of inventory stock items. TEMPORARY. Destroy when 2 years old.</p>	<p>GRS 20, item 1b</p> <p><i>GRS 20, item 2a</i></p> <p>GRS 20, item 4</p> <p><i>GRS 20, item 3b(3)</i></p> <p><i>GRS 20, item 3b(3)</i></p>	
17	<p>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.</p>		

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	<p>a. Section supervisor or collecting agent's copies. TEMPORARY. Destroy when 2 years old.</p> <p>b. All other copies. TEMPORARY. Destroy when 1 year old.</p>	<p>ARRS 9, item 22a and GRS 3, item 9c</p> <p>ARRS 9, item 22c</p>	<p>WITHDRAWN</p> <p>WITHDRAWN</p>
18	<p><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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p><i>GRS 3, item 9c</i></p> <p><i>GRS 20, item 3a</i></p> <p><i>GRS 20, item 3b(3)</i></p>	
19	<p><u>Office Furniture and Equipment Requests (Form 6909).</u> 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 cutoff.</p>	<p>GRS 3, item 8a</p>	

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20	<p><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. Destroy after furniture or equipment is excessed or removed from the agency's plant listing.</i></p>	<i>GRS 3; Jan 96</i>	