

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 N1-185-97-4	DATE RECEIVED 11/15/96
1. FROM (Agency or establishment) Panama Canal Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Administrative Services Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Mrs. Denise B. Will	5. TELEPHONE (301) 420-0675 ext. 272-5033	DATE 3-26-97	ARCHIVIST OF THE UNITED STATES <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 5 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 7/17/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>E. Ariel Camargo</i> E. Ariel Camargo	TITLE Acting Chief, Records Management Branch Acting Deputy Agency Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	MOTOR VEHICLE MAINTENANCE AND OPERATION RECORDS OF THE PANAMA CANAL COMMISSION Motor Vehicle Operating Files. Operating records including those relating to gas and oil consumption, transportation requests, dispatching and scheduling (i.e., trip tickets) that are NOT input or output documents to an electronic system. TEMPORARY. Destroy when 3 months old.	GRS 10, item 2a	
2	Vehicle Assignment Files. Vehicle assignment sheets for temporary and long-term use of vehicles from the agency motorpool, and related records including authorization to use and condition of vehicle upon return. TEMPORARY. Destroy 3 months after vehicle is returned or assignment is cancelled, whichever is sooner.	GRS 10, item 2a	

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3	<p>Driver's Daily Trip Reports. Contains reports of incidents, reason and length of unscheduled stops, checklist of vehicle items requiring inspection prior to shift change, and related information.</p> <p><i>TEMPORARY. Destroy when 6 months old or when no longer needed as backup to a study or other investigation.</i></p>	<i>GRS 23, item 5b</i>	
4	<p>Motor Vehicle and Equipment Operator Files. Individual case files relating to the operation of agency-owned vehicles and heavy equipment (cranes, forklift trucks, etc.) by permanent and temporary employees. Contains a copy of the application for U.S. Government motor vehicle license, physical exam, driver's tests, and related correspondence.</p> <p><i>TEMPORARY. Destroy physical exams when 6 months old. Destroy remaining records 3 years after separation of employee or 3 years after rescision of authorization to operate Government-owned vehicle or equipment, whichever is sooner.</i></p>	GRS 10, item 7	
5	<p>Motor Vehicle Maintenance and Repair Files. Records relating to the maintenance and repair of agency motor vehicles, EXCLUDING records that are input or output documents to an electronic system.</p> <p><i>TEMPORARY. Destroy when 1 year old.</i></p>	GRS 10, item 2b	
6	<p>Motor Vehicle History Files. Contains vehicle inspections, preventive maintenance schedules, job orders, repair estimates, fuel consumption reports, and related correspondence that document the maintenance, repair, and performance history of each motor vehicle in the agency fleet.</p> <p><i>TEMPORARY. Destroy 1 year after vehicle is retired or excessed.</i></p>	ARRS 6, item 9	<i>WITHDRAWN</i>
7	<p>Tools and Portable Equipment Loan Agreement. Agreements for the loan of agency tools and portable equipment to employees.</p> <p><i>TEMPORARY. Destroy 6 months after equipment is returned.</i></p>		

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8	<p>Motor Vehicle Accident Reports. Records relating to motor vehicle accidents involving official vehicles, including SF 91, Operator's Report of Motor Vehicle Accident; SF 9044, Report of Motor Vehicle Accident; Form 9221, Accident Data; Investigation Report of Motor Vehicle Accident; and SF 94, Statement of Witness, EXCLUDING copies maintained by the agency claims and safety offices.</p> <p><i>TEMPORARY. Destroy when 3 years old.</i></p>	ARRS 1, item 43	WITHDRAWN
9	<p>Vehicle Safety Inspection Records. Includes vehicle inspection log book; Form 6241, inspection check off list; and related correspondence used to record the annual safety inspection of official vehicles.</p> <p><i>TEMPORARY. Destroy 3 months after inspection.</i></p>	<i>GRS 10, item 2a</i>	
10	<p>Motor Vehicle Transportation Services System. Contains information related to all transportation services provided by the agency motorpool such as, drivers, dispatching, and scheduling (i.e., trip tickets, dispatchers log, short trips, airport trips).</p>		
10(a)	<p>Input</p> <p>(1) Transportation Services Request Form 6848 and information from the phone call requests logs.</p> <p><i>TEMPORARY. Destroy 3 months after information has been transferred to the system masterfile and verified, or when 3 months old.</i></p>	GRS 10, item 2a	
10(b)	<p>Datafile</p> <p><i>WHEN 2 YEARS OLD</i></p> <p><i>TEMPORARY. Delete when superseded or no longer needed for reference, WHICHEVER IS LATER.</i></p>	<i>GRS 9, item 4a</i> <i>GRS 20, item 3a</i>	

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~~10(c)~~

~~Output~~

- ~~(1) Weekly report of trips made; trip ticket log; vehicle utilization chart; and short trip log by bureau, location/destination, vehicle dispatched/driver, and time of call.~~

~~TEMPORARY. Destroy when 3 months old.~~

GRS 10, item 2a

~~11~~

~~Motor Vehicle Assignment and Replacement System.~~

~~Contains information on vehicle assignments and motor vehicle replacement program, repair requests, costs for new vehicles, and control of the vehicle numbering system for new vehicles. Also controls all out of service and replacement vehicles, vehicles loaned on temporary assignments, and agency nits awaiting vehicles.~~

~~11(a)~~

~~Input~~

- ~~(1) Internal forms containing information on vehicles to be assigned or excessed.~~

~~TEMPORARY. Destroy 3 months after information has been transferred to the system masterfile and verified, or when 3 months old.~~

GRS 10, item 2a

- ~~(2) Purchase requisitions and bill of lading for new vehicles.~~

~~TEMPORARY. Destroy in accordance with approved disposition instructions for related records found elsewhere in these schedules after the information has been transferred to the system masterfile and verified.~~

GRS 3, item 3a

~~11(b)~~

~~Datafile~~

~~TEMPORARY. Delete when superseded or no longer needed for reference.~~

GRS 20, item 3a

~~11(c)~~

~~Output~~

- ~~(1) Vehicle replacement and assignment reports such as, current active replacement, replacement vehicle list, replacement history, waiting list, and vehicles on temporary assignment.~~

~~TEMPORARY. Destroy when 1 year old.~~

GRS 20, item 3b(3)

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(2)	<p>Information on new vehicles e.g., purchase requisition status, user forecast, vehicles ready for set up, maintenance and repair costs, and related excess property reports.</p> <p><i>TEMPORARY. Destroy when 1 year old.</i></p>	GRS 20, item 3b(3)	
12	<p>Fuel Reporting System. Contains a log of all fuel dispensed to official vehicles, and information on the vehicle's service life to control the amount of fuel used and the mileage run by the vehicle. Also maintains control of all fuel purchased and consumed by the Motor transportation Division and other divisions throughout the agency.</p>		
12(a)	<p>Input</p>	GRS 20, item 2a	
(1)	<p>Fuel purchase requests and fuel dispensing reports.</p> <p><i>TEMPORARY. Destroy when information has been entered into the system and verified.</i></p>		
(2)	<p>Vehicle related data obtained manually or automatically through the chip key inserted in the pump system.</p> <p><i>TEMPORARY. Destroy/delete when information has been entered into the system and verified.</i></p>	GRS 20, item 2a	
12(b)	<p>Datafile</p>	GRS 20, item 3a	
	<p><i>TEMPORARY. Delete when superseded, obsolete, or no longer needed for operations, whichever is sooner.</i></p>		
12(c)	<p>Output</p>	GRS 20, item 3b(3)	
(1)	<p>Printouts on preventive maintenance, vehicle assignment history, reports of fuel issued, purchased, and consumed.</p> <p><i>TEMPORARY. Destroy when 3 years old.</i></p>		
13	<p>Motor Vehicle Maintenance System. The system assigns and modifies repair order numbers to vehicles under repair by the Motor Transportation Division. Related information such as replacement of tires and batteries, and the mechanics daily time card are also maintained by the system.</p>		

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TAKEN (NARA
USE ONLY)

13(a)

Input

- (1) Service manager deficiency report, foreman's repair order, and mechanics daily time card.

GRS 10, item 2b

TEMPORARY. Destroy when 1 year old or 1 year after information is transferred to the system masterfile and verified.

13(b)

Datafile

TEMPORARY. Delete when superseded or when no longer needed for current business.

GRS 20, item 3a

13(c)

Output

- (1) Repair order logbook, list of vehicles under repair, vehicle maintenance history, daily vehicle repair list, exceptions and deficiency reports, report by repair order and vehicle number.

GRS 10, item 2b

TEMPORARY. Destroy when 1 year old or when no longer needed for reference, whichever is sooner.

- (2) Inventory reports on batteries, tires, etc.

GRS 3, item 9a

TEMPORARY. Destroy 2 years from date of report.