

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 N1-185-97-8	DATE RECEIVED 2-12-97
1. FROM (Agency or establishment) Panama Canal Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Information Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Denise B. Will	5. TELEPHONE (310)420-0675 Ext. 272-5033	DATE for ARCHIVIST OF THE UNITED STATES 4/21/97 <i>[Signature]</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 <u>5</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 1/29/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> M. Joanne Hinek	TITLE Chief, Records Management Branch 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p align="center">PANAMA CANAL COMMISSION TRAVEL, TRANSPORTATION & SHIPPING RECORDS</p> <p align="center">PASSENGER TRANSPORTATION RECORDS</p> <p>Travel and Transportation System. Contains documentation on employees and their dependents, such as travelers name, relationship to employee, identification number, occupation, employment dates, dates and places of birth, origin and destination of travel, as well as other pertinent travel information such as flight itineraries, household goods shipments, etc. Used by the agency travel office to prepare Government Bills of Lading and to document the travel and repatriation of employees and their dependents. (Privacy Act System, PCC/AMTR-1).</p> <p>Input: Manual input of information from various Travel Orders and Form 7090 Request and Authorization for Transportation of Privately Owned Motor Vehicles.</p>		

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	<p>TEMPORARY. Destroy according to the disposition instructions for travel orders located elsewhere in this schedule. DESTROY AFTER THE INFORMATION HAS BEEN CONVERTED TO AN ELECTRONIC MEDIUM AND VERIFIED, OR WHEN NO LONGER NEEDED TO SUPPORT THE RECONSTRUCTION SF, OR SERVE AS THE BACKUP TO THE MASTER FILE, WHICHEVER IS LATER.</p> <p>b. Datafiles:</p> <p>(1) Travel Transactions Masterfile, Employee Documentation Masterfile, and Dependent Documentation Masterfile. Temporary. Transfer data to the Historic Data Masterfile 60 days after employee's termination from service</p> <p>(2) Historic Data Masterfile of inactive employees. Temporary. Delete data 6 years after transfer to the historic data masterfile.</p> <p>c. Output: Travel report for each employee. Temporary* Destroy according to the disposition instructions for travel orders located elsewhere in this schedule.</p>	<p><i>GRS 20, item 2a</i></p> <p>(GRS 20, item 2b)</p> <p><i>GRS 20, item 3a</i> <i>(GRS 9, item 1c)</i> <i>Ref.</i></p> <p><i>1c</i> <i>GRS 9, item 4c</i></p>	
<i>2</i>	<p><i>* Transfer to employee's travel order file.</i></p> <p>Travel Orders. Files containing requests and authorizations for official travel, recruitment and repatriation, educational, home leave, and temporary duty travel and related documents such as travel work sheets, copies of airline tickets, flight itineraries, bills of lading, and other documents used to support travel transactions made by the agency travel and transportation office for agency officials, employees and their dependents. Arranged by travel order number. (Privacy Act System, PCC/AMTR-1). Temporary. Cutoff at end of FY. Destroy 5 years after cutoff or when 6 years old.</p>	(GRS 9, item 1c)	
<i>3</i>	<p>Travel Record (Form 5300). Index cards for each employee listing dependents, birth dates, IP number, actual place of residence at time of employment, and all government travel orders issued. Finding aid to travel orders. (Privacy Act System, PCC/AMTR-1). Temporary. Destroy 6 years after employee's termination.</p>	(GRS 9, item 1c)	

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10	<p style="text-align: center; background-color: #cccccc; margin: 0;">IMMIGRATION RECORDS</p> <p>Special Immigration Requests. Requests for special immigration status under provisions of the 1977 Panama Canal Treaty, Public Law 96-70, and section 101(a)(27)D of the Immigration and Nationality Act, by employees of the Panama Canal Commission and its predecessor agencies. Includes application for special immigration status, abstract of employee's official personnel folder, certification of official records, and forwarding letter to the U.S. Embassy in Panama for consideration in granting special immigrant status. Temporary. <i>Cutoff at end of calendar year. Destroy 4 years after cutoff or when 5 years old.</i></p>	(ARRS 10, item 7)	
11	<p>Official and Diplomatic Passports. Records related to the issuance of official and diplomatic U.S. passports by the American Embassy in Panama for PCC employees under provisions of the Panama Canal Treaty. Includes requests for passport, transmittal letters, hand receipts, and related correspondence.</p> <p>a. Canceled passports. TEMPORARY. <i>Invalidate and return to employee.</i></p> <p>b. Valid passports. TEMPORARY. <i>Return to American Embassy upon termination of employee.</i></p>	(GRS 9, item 5a)	
20	<p style="text-align: center; background-color: #cccccc; margin: 0;">CARGO TRANSPORTATION RECORDS</p> <p>Vessel Transportation Files. Case files documenting the shipment of materials and supplies on vessels transporting agency cargo. Contains information related to the vessel and its cargo such as manifest lists, sailing messages, copies of government bill of lading, vessel reports, dock receipts and related correspondence used for verification of cargo shipped to the agency in Panama. TEMPORARY. <i>Destroy 3 years after cargo is shipped.</i></p>	(ARRS 9, item 16)	WITHDRAWN

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21	<p>Dock Receipts. Military Traffic Management's Transportation and Cargo Movement Document (TCMD), DD Form 1384-2, describing cargo location, weight, description, date received, reference no., freight bills, packing lists, and related documentation used to verify receipt of cargo for payment purposes. Temporary. <i>Destroy when 6 years old.</i></p>	(GRS 9, item 1a)	
22	<p>Receiving Reports. Listing of all merchandise delivered to the agency's New Orleans receiving and shipping point. Includes date items received, purchase order number; name of supplier, weight, packing system, etc. Temporary. <i>Destroy when 3 years old, or when no longer needed for reference, whichever is sooner.</i></p>	(ARRS 9, item 18a)	
23	<p>Return Shipment Records. Correspondence related to return shipments of agency supplies and equipment. Includes information such as return shipment number, P.O. number, item description, reason for return, Customs Form 3311, Declaration for Free Entry of Returned American Products, packing list, letter from supplier authorizing return of shipment, request for pickup by supplier or carrier, and related records. Temporary. <i>Destroy 2 years after transaction is completed.</i></p>	<i>GRS 9, item 4a</i>	
CUSTOMS RECORDS			
30	<p>Tax Exoneration Records. Correspondence and forms documenting the duty-free import/export of official agency cargo and employee POVs and household goods. Includes Form 1670, Cargo Certification (used for importation of official cargo); Form 1671, Certification of Exportation (used for exportation of household goods and privately-owned vehicles); bills of lading; airway bills; car exoneration transfer/import information sheet; and related documentation. TEMPORARY. <i>Cutoff at end of calendar year. Destroy 4 years after cutoff.</i></p>	(ARRS 6, item 50)	<i>WITHDRAWN</i>

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40	<p style="text-align: center;">TRAVEL AND TRANSPORTATION CLAIMS</p> <p>Travel Claims & Reimbursement Files. Original vouchers and supporting documents covering commercial freight and passenger transportation charges, including registers and other control documents relating to official travel by officers, employees, dependents, or others authorized by law to travel. Arranged alphabetically by name of claimant. (Privacy Act System, PCC/FMCL-1).</p> <p>a. Settled Accounts. Temporary. <i>Destroy when 6 years old.</i></p> <p>b. Unsettled Accounts. Records covering payment for commercial freight and passenger transportation charges for services for which 1) deduction or collection action has been taken, 2) voucher has become involved in litigation, or 3) any other condition that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period. TEMPORARY. <i>Destroy when 10 years old.</i></p> <p>c. Issuing office copies of Government (Form 1103) or commercial bills of lading, public vouchers for transportation charges (Form 1113), travel vouchers (Form 1012), government transportation requests (Form 1169) and travel authorizations (Forms 859, 66, 126, 266 and 504), and supporting documents. TEMPORARY. <i>Destroy 6 years after the period of the account.</i></p> <p>d. Obligation copy of commercial passenger transportation vouchers. TEMPORARY. <i>Destroy when funds are obligated.</i></p> <p>e. Unused ticket redemption forms, such as SF 1170. TEMPORARY. <i>Destroy when refund is received.</i></p>	<p>(GRS 9, item 1a)</p> <p>(GRS 9, item 1b)</p> <p>(GRS 9, item 1c)</p> <p>(GRS 9, item 1d)</p> <p>(GRS 9, item 1e)</p>	

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41	<p>Household Goods Lost or Damaged Claims Files. Schedules of valuables shipped, correspondence, reports and other records relating to the administration of the Government Losses in Shipment Act. Includes Form 1840, Joint Statement of Loss; Form 14, Descriptive Inventory; Form 3578, Employee Claim for Loss or Damages of Goods; Form 3162, Approval for Payment; Form 3084, Remittance Advice Extension; and supporting information. Arranged alphabetically by name of claimant. (Privacy Act System, PCC/FMCL-1). TEMPORARY. <i>Destroy when 6 years old.</i></p>	(GRS 9, item 2)	