

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 N1-185-97-9	DATE RECEIVED 3-27-97
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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		DATE 5-20-97	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4. NAME OF PERSON WITH WHOM TO CONFER Mrs. Denise B. Will	5. TELEPHONE (301) 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>2</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 3/14/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>M. Jeanne Hinek</i> M. Jeanne Hinek	TITLE Chief, Records Management Branch	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>EMPLOYEE FOLDERS (1903-1920) Arranged alphabetically by employee name. Volume: 20 cubic feet.</p> <p>Files consisting of completed forms and correspondence pertaining to persons employed by the Panama Railroad Company, the Isthmian Canal Commission, and the Panama Canal.</p> <p>The completed forms consist of: (1) a Certificate of Discharge, containing such information as the employee's name, title, department, salary, reason for leaving, dates he/she entered and left service, and dates and salary for each position held; (2) a Record of Employee, containing such information as the employee's name, age, nationality, place and date of birth, marital status, number and ages of children, name and address of nearest relative, and physical defects; (3) an Application for Employment, containing such information as the employee's name, address, place and date of birth, marital status, education, references, and employment history.</p>		

MAY 22 1997 *M/DV*

*copy to: agency
NW 38*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

W-185-97-9

PAGE

2

2

OF

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The correspondence contains information relating to reprimands, promotions, transfers, work performance, inquiries from other departments, etcetera.

PERMANENT. Transfer to the National Archives immediately upon approval of schedule.