

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-185-97-009

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All records covered by this schedule are permanent and have been accessioned. The schedule is therefore obsolete.

Date Reported: 11/08/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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
1. FROM (Agency or establishment) Panama Canal Commission		DATE RECEIVED	3-27-97
2. MAJOR SUBDIVISION Administrative Services Division		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Branch		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Mrs. Denise B. Will	(301) 420-0675 ext. 272-5033	5-20-97	<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 <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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
3/14/97	<i>M. Jeanne Hinek</i> M. Jeanne Hinek	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 GRS OR SUPERSEDED JOB CITATION	10.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><u>EMPLOYEE FOLDERS</u> (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>		

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Copy to: agency  
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	<p>The correspondence contains information relating to reprimands, promotions, transfers, work performance, inquiries from other departments, etcetera.</p> <p><b>PERMANENT.</b> Transfer to the National Archives immediately upon approval of schedule.</p>		