

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	N1-185-97-12
1. FROM (Agency or establishment) Panama Canal Commission		DATE RECEIVED	4-2-97
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Denise B. Will	5. TELEPHONE (301)420-0675 Ext. 272-5033	DATE 7-1-97	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 4 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 3/25/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>M. Joanne Hinek</i> M. Joanne Hinek	TITLE Chief, Records Management Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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	<p align="center">PANAMA CANAL COMMISSION BUDGET PREPARATION, PRESENTATION, AND APPORTIONMENT RECORDS</p> <p align="center">BUDGET PREPARATION</p> <p>Budget Working Papers. Working papers, cost statements, budget estimates and justifications, rough data and similar materials accumulated in the preparation and submission of the agency's annual capital and operating budget.</p> <p><i>TEMPORARY. Transfer to the Agency Records Center 1 year after close of the fiscal year covered by the budget. Destroy 2 years after transfer.</i></p>	ARRS 3, item 28	WITHDRAWN

JUL 10 1997 *MAR - copy to Agency*

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BUDGET PRESENTATION			
2	<p><u>Budget Submission.</u> Consolidated submission of the agency's annual operating and capital budget for review and approval by agency management and the Board of Directors prior to submission to the Office of Management and Budget for review, approval, and inclusion in the Government-wide annual budget; and for review and approval by Congress. Comprised of the agency's annual capital and operating budget estimates and justifications, authorization language sheets, narrative statements, and related schedules and data.</p> <p><i>TEMPORARY. Transfer to the Agency Records Center 1 year after close of the fiscal year covered by the budget. Destroy 2 years after transfer.</i></p>		
3	<p><u>OMB Review.</u> Presentations before the Office of Management and Budget, and answers to questions regarding the agency's budget submission. Includes supplementary schedules, exhibits, and special data for OMB review.</p> <p><i>TEMPORARY. Transfer to the Agency Records Center 1 year after close of the fiscal year covered by the budget. Destroy 2 years after transfer.</i></p>		
4	<p><u>Congressional Hearings.</u> Records and work papers related to the coordination and preparation of the Congressional presentation of agency programs including statements of witnesses before standing or special Congressional committees, minutes, agenda, and reports of presentation steering groups, copies of Congressional committees and special study group files, consisting of copies of reports on surveys of agency programs prepared by direction of the President or by Congress, and agency position or points of adverse criticism reported. Includes Statement of Administrator or his designee.</p> <p><i>TEMPORARY. Transfer to the Agency Records Center 1 year after close of the fiscal year covered by the budget. Destroy 2 years after transfer.</i></p>		

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	APPORTIONMENT RECORDS		
5	<p>Apportionment and Allotment Records. Apportionment and reapportionment schedules, allotments, supporting documents, and related correspondence documenting the administration of the approved operating and capital budget.</p> <p><i>TEMPORARY. Destroy 2 years after close of the fiscal year covered by the budget.</i></p>	GRS 5, item 4	
6	<p>Current- & Multi-Year Budget System. Used by Commission units to control the obligation and expenditure of agency funds, to distribute the monthly budgeted expenses, to monitor and prepare current year and multi-year (3-year) annual budget estimates, and to produce budget reports at several levels of summarization. Budget information included in these systems is at the accountable organization, cost center, sub-program, object group, and account levels.</p>		
a	<p>Input:</p> <p>(1) Electronic transfer of current year data downloaded from the mainframe Financial Planning System.</p> <p><i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></p>	(GRS 20, item 1b)	
	<p>(2) Manual input of budget items, including personnel calculations based on previous year figures.</p> <p><i>TEMPORARY. Destroy 1 year after the close of the fiscal year covered by the budget.</i></p>	(GRS 5, item 2)	
b	<p>Datafiles. Current Year Masterfile, Multi-Year Masterfile.</p> <p><i>TEMPORARY. Delete when information is no longer needed for current operations.</i></p>	(GRS 20, item 4)	
c	<p>Output:</p> <p>(1) Annual Reports such as Multi-Year Budget System Operating Expenses-Revolving Fund for FY - Management Review, Board, OMB and Congress; and Monthly Current Year Budget Reports.</p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p>	(GRS 5, item 3a)	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
8	<p>Capital Project Case Files. Includes project authorizations, capital work requests, requests for procurement, project specifications, engineering drawings and cost estimates, completion notices, reports of labor and material costs, and related correspondence for plant projects authorized in the agency capital program and maintained in bureau or division offices and the capital programs office, EXCLUDING capital project case files located elsewhere in these schedules.</p> <p><i>TEMPORARY. Destroy 3 years after project is completed or when no longer needed for reference, whichever is sooner.</i></p>	(GRS 8, item 6b)	