

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	11-185-97-13
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	ARCHIVIST OF THE UNITED STATES
		10-14-97	<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 22 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. Jeanne Hinek</i> M. Jeanne 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 GRS OR SUPERSEDED JOB CITATION	10.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 HEALTH, SAFETY, AND SANITATION RECORDS</p> <p align="center">EMPLOYEE HEALTH AND MEDICAL RECORDS</p> <p align="center">FEDERAL WORKPLACE DRUG TESTING PROGRAM RECORDS</p> <p>Random Drug Testing System for Designated Positions. Database of all employees in "designated drug testing positions" used to randomly select employees for testing, maintaining test results, and printing a variety of notices and reports.</p> <p>a Input: Electronic input of all employees occupying designated testing positions via interface with the Personnel Management System (Roster).</p> <p><i>TEMPORARY. Delete after information has been transferred to the system masterfile and verified.</i></p> <p>b Datafile.</p> <p><i>TEMPORARY. Delete when information is superseded or no longer needed for current operations or reference.</i></p>	GRS 20, item 2b	

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2	Employees <u>not enrolled</u> in the Employee Assistance Program. <i>TEMPORARY. File in Employee Medical Folder (EMF). Destroy according to the disposition instructions for related EMF.</i>	GRS 1, item 36e(1)	
b	Negative results. <i>TEMPORARY. Destroy when 3 years old.</i>	GRS 1, item 36e(2)	
4	Drug Testing System. Used to monitor all employees referred for drug and alcohol tests (incident, accident, reasonable suspicion, pre-employment, change of duty, EAP, follow-up, and random), to record drug test results, follow-up testing, employment removals, and additional information related to the Employee Assistance Program.		
a	Input. (1) Information obtained from the drug test results. <i>TEMPORARY. Destroy according to the disposition instructions for drug test results located elsewhere in this schedule.</i>		
	(2) Form 606, Drug Testing Custody and Control, Chain of Custody form, and other forms with related information. <i>TEMPORARY. Destroy according to the disposition instructions for specimen collection and chain of custody records located elsewhere in this schedule.</i>		
b	Datafiles. Drug Test Masterfile, PR Letter Masterfile, Restricted Masterfile, Employee Roster Masterfile. <i>TEMPORARY. Delete 5 years after employee is terminated or removed from the program.</i>		
c	Output: Several reports such as, monthly report, Employee Assistance Program (total employees selected by bureau, etc.), and other related reports. Form 3099/Request for purchase/Call Order (to request local laboratory tests). <i>TEMPORARY. Destroy when 3 years old, when superseded or obsolete, or when no longer needed, whichever is sooner.</i>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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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)
5	<p>Laboratory Test Control Logs. Used to record laboratory test results for employees enrolled in the Employee Assistance Program for Alcohol and Drug Abuse. Includes employee name, IP number, source (local or U.S. laboratory), and date results were received.</p>		
a	<p>Local laboratories.</p> <p><i>TEMPORARY. Destroy 6 years after last entry.</i></p>		
b	<p>U.S. laboratories.</p> <p><i>TEMPORARY. Destroy 10 years after last entry.</i></p>		
6	<p>Laboratory Monitoring System. Used to track/monitor the accuracy and efficiency of commercial laboratories that perform drug testing analysis for the agency.</p>		
a	<p>Input: <u>Laboratory Blind Test Results.</u> Results of blind testing and analysis of samples by commercial laboratories under contract with the agency to measure the accuracy of their findings.</p> <p><i>TEMPORARY. Transfer information to the system masterfile. Destroy hard copy 3 years after termination of the contract.</i></p>		
b	<p>Datafiles. Blind Test Masterfile, Laboratory Performance Masterfile.</p> <p><i>TEMPORARY. Delete information upon termination of contract.</i></p>		
c	<p>Output: Quarterly Blind Test Report, and Blind Test Historical Performance Report.</p> <p><i>TEMPORARY. Destroy when 3 years old or sooner if no longer needed for reference.</i></p>		

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7	<p style="text-align: center;">EMPLOYEE HEALTH COUNSELING AND ASSISTANCE PROGRAM</p> <p>Employee Assistance Case Files. Individual case files of employees enrolled in the Employee Assistance Program (EAP) for alcohol and drug abuse. Contains records of enrollment, interviews, treatment plans, counseling notes, analyses and related records such as Patient Control Card (Form 8041), Employee Consent Statement (Form 8042), Employee Request for Postponment of Disciplinary or Adverse Action (Form 207), and Request for Voluntary Drug Testing (Forms 434 and 435). (Privacy Act System, PCC/PR-10)</p> <p><i>TEMPORARY. Cutoff on date of last treatment or termination from program. Destroy 6 years after cutoff.</i></p>		
8	<p>Employee Assistance Program (EAP) System. Contains information on all employees enrolled in the employee assistance program for alcohol and/or drug abuse, or emotional problems. Used to record and monitor employee progress, maintain test results, and to generate monthly and annual reports.</p>		
a	<p>Input: Rehabilitation and Counseling Surveillance Intake Form completed by each counselor containing information on each patient seen.</p> <p><i>TEMPORARY. File in Employee Assistance Case File after information has been entered into the system masterfile and verified. Destroy according to the disposition instruction for Employee Assistance Case Files located elsewhere in this schedule.</i></p>		
b	<p>Datafiles. Rehabilitation and Counseling Case masterfile, Alcohol and Drug Program Enrollment masterfile, Non-Enrollment masterfile, Test Results masterfile, and Reports masterfile.</p> <p><i>TEMPORARY. Delete data 2 years after close of the fiscal year.</i></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
c	<p>Output: Counselor's Monthly Report and Annual Report to the Office of Personnel Management (OPM) and the Personnel Director.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Destroy 1 year after cutoff.</i></p>		
OCCUPATIONAL HEALTH CENTER RECORDS			
9	<p>Physical Exam System. Used to select employees for physical examinations, register appointments, record results of employee physical exams, removal and reinstatement of PCC and Armed Forces employees who failed the physical exam, and related matters. (Privacy Act System PCC/PR-10)</p>		
a	<p>Input:</p> <p>(1) Electronic input of personal information such as employee name, DOB, IP No., roll and gang, division, position title, etc. via interface with the Personnel Management System.</p> <p><i>TEMPORARY. Delete after information is entered and verified.</i></p> <p>(2) Certificate of Medical Examination (Form 78).</p> <p><i>TEMPORARY. File in employee medical folder (EMF) after information is transferred to the system and verified.</i></p> <p>(3) Appointment log book.</p> <p><i>TEMPORARY. Cutoff at end of calendar year. Destroy 2 years after cutoff.</i></p>	GRS 20, item 1b	
b	<p>Datafiles.</p> <p>(1) Appointment Masterfile.</p> <p><i>TEMPORARY. Delete information when 2 years old.</i></p> <p>(2) Physical Exam Masterfile.</p> <p><i>TEMPORARY. Delete when information is superseded or no longer needed for current operations.</i></p>	ARRS 1, item 26 GRS 20, item 2b	WITHDRAWN

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c	<p>Output:</p> <p>(1) Appointment listings for scheduled, cancelled, and rescheduled appointments.</p> <p><i>TEMPORARY. Cutoff at end of calendar year. Destroy 1 year after cutoff.</i></p> <p>(2) Health Evaluation Report.</p> <p><i>TEMPORARY. Cutoff at end of calendar year. Destroy two years after cutoff.</i></p> <p>(3) Statistical reports such as daily physical exam report, monthly report, etc.</p> <p><i>TEMPORARY. Destroy when 2 years old.</i></p>	ARRS 1, item 26	WITHDRAWN
10	<p><u>Failed Physical Exam/Removal System.</u></p> <p>Contains information on federal job applicants and PCC and Armed Forces employees who failed their physical exams and were either denied employment, removed from service or had their employment reinstated.</p>		
a	<p>Input:</p> <p>(1) Certificate of Medical Examination (Form 78), and termination list from the Adverse Action Office.</p> <p><i>TEMPORARY. Destroy or delete after information has been transferred to the system and verified.</i></p> <p>(2) Copies of CEO register, applicant's letter of self physical removal.</p> <p><i>TEMPORARY. If employed, file in OPF. If not employed, keep with applicant's file and destroy when 5 years old.</i></p> <p>(3) Letters of approval from the Drug Rehabilitation Committee.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for the related EAP case file.</i></p>	GRS 20, item 2a	

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b	Datafile. <i>TEMPORARY. Delete 5 years after individual is terminated, denied employment, or removed from the EAP program.</i>		
c	Output: Monthly list of personnel who failed their physical examination by testing positive for drug or alcohol. <i>TEMPORARY. Cutoff at end of fiscal year. Destroy 3 years after cutoff.</i>		
11	First Aid Reporting System. Contains employee name, IP number, supervisor, division, type of accident or illness, date, bodily part injured, treatment, and referral. Used by Health Centers to record all accidents and first aid cases and to complete Form 4331, Report of First Aid Services.		
a	Input: Manual input of information obtained from the employee medical file (EMF). <i>TEMPORARY. Delete after information has been entered into the system and verified.</i>	GRS 20, item 2a	
b	Datafile. <i>TEMPORARY. Delete information when superseded or no longer needed for reference.</i>		
c	Output: Form 4331, Report of First Aid Services, and Monthly Report of First Aid Services. <i>TEMPORARY. Destroy when 5 years old.</i>		
12	Employee Medical Folders (EMF). Standard Form 66-D containing all occupational medical records (both long- and short-term) maintained by the employing agency during the employee's federal service. (Privacy Act System, PCC/PR-10)		

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a	<p>Long-term medical records. Includes such records as medical examination reports; requests for medical determinations or examinations; test and laboratory results (including drug and alcohol tests); clinical records; medications prescribed; medical history reports; medical information release authorizations; disability retirement documentation forms and disability rating and evaluation reports; medical information and reports used to support and adjudicate workers' compensation claims, and employee exposure to physical, biological, radiological and chemical workplace hazards and stresses; X-rays and spirometry tracings; and related correspondence.</p> <p>(1) Transferred employees.</p> <p><i>TEMPORARY. Forward to new employing federal agency.</i></p> <p>(2) Separated employees.</p> <p>(a) Permanent U.S. and Non-U.S. employees.</p> <p><i>TEMPORARY. Mail records for U.S. employees to the National Personnel Records Center (NPRC), St. Louis, Missouri, 90 days after separation. Transfer Non-U.S. employees records to the Agency Records Center 1 year after separation where the records will be retained for 1 year before transfer on an SF 135, Records Transmittal and Receipt, to the NPRC. NPRC will destroy the records 30 years after latest separation date.</i></p> <p>(b) Temporary U.S. and Non-U.S. employees.</p> <p><i>TEMPORARY. Mail records for U.S. employees to the National Personnel Records Center (NPRC), St. Louis, Missouri, 90 days after separation. Transfer Non-U.S. employees records to the Agency Records Center 1 year after separation where the records will be retained for 1 year before transfer on an SF 135, Records Transmittal and Receipt to the NPRC. NPRC will destroy the records 30 years after latest separation date.</i></p>	<p>GRS 1, item 21a(1)</p> <p>GRS 1, item 21a(2)</p> <p>GRS 1, item 21a(2)</p>	

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6	<p><u>Temporary or short-term medical records</u> of permanent and temporary employees, that include correspondence requesting the individual to submit medical documentation; internal administrative correspondence regarding health or exposure situations that would not be considered by the medical community as worthy of long-term retention; drug testing records under E.O. 12564 and alcohol testing records under the agency's alcohol and drug testing plan; documents which account for the disclosure of temporary EMFS records; bills or records of payment for medical services; and other documents which do not provide a medical opinion based on actual examination.</p> <p><i>TEMPORARY. Destroy 1 year after separation or transfer of employee.</i></p>	GRS 1, item 21b	
13	<p><u>Individual Non-Occupational Health Case Files.</u> Forms, correspondence, and other records, including summary records, documenting an individual employee, dependent, or Home Health Care recipient's medical history, physical condition, and visits to health facilities, for non-work related purposes, EXCLUDING the Employee Medical Folders.</p> <p><i>TEMPORARY. Destroy 6 years after date of last entry or when individual is last seen.</i></p>	GRS 1, item 19	
SAFETY MANAGEMENT RECORDS			
14	<p><u>Health and Safety General Correspondence Files.</u> Records accumulated by individual operating units relating to general health and safety matters, such as safety bulletins, meetings, policies and procedures, inspections, training, accident reports, occupational injuries and medical examinations.</p> <p><i>TEMPORARY. Destroy when 4 years old.</i></p>		
15	<p><u>Safety Awards.</u> 5/10/20/30/40 year accident-free service awards presented to employees. (Privacy Act System, PCC/PR-13)</p> <p><i>TEMPORARY. Destroy 2 years after approval or disapproval.</i></p>	GRS 1, item 12a(1)	

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16	<p>Lists or indexes to agency award nominations. Lists of nominees and winners and indexes of nominations.</p> <p><i>TEMPORARY. Destroy when superseded or obsolete.</i></p>	GRS 1, item 12d	
17	<p>Safety Meeting Minutes (1984-present). Correspondence and minutes of safety committee meetings, quality control review board, dive safety board, crane subcommittee, and the Canal Area Federal Safety Council, copies of field inspections, inspection schedules, and related correspondence.</p> <p>a Safety and Health Committee</p> <p>(1) Safety Office record set. (Volume: 4.5 cu.ft.)</p> <p><i>PERMANENT. Cut off annually. Transfer to the National Archives on or before December 31, 1999.</i></p> <p>(2) Safety representative and all other copies.</p> <p><i>TEMPORARY. Destroy when 3 years old or no longer needed for reference, whichever is sooner.</i></p> <p>b Other committees and subcommittees.</p> <p><i>TEMPORARY. Destroy when no longer needed for reference.</i></p>	ARRS 1, item 45a	WITHDRAWN
18	<p>Safety Standards and procedures for working with hazardous materials and substances on the job or in confined spaces, proper handling of materials and equipment, use of protective clothing, and emergency reaction plans.</p> <p>NOTE: This file consists of policy for safety subjects that may not appear in the master set of directives.</p> <p>a Issuing office.</p> <p><i>TEMPORARY. Destroy 10 years after superseded or obsolete.</i></p> <p>b All other copies.</p> <p><i>TEMPORARY. Destroy when superseded, or no longer needed for reference.</i></p>		

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19	<p>Safety Inspections of buildings; floating and industrial equipment such as cranes and barges; personal safety devices; inspections of confined spaces for hazards, and inspections of contractor's performance, etc., for monitoring compliance with OSHA and PCC safety standards, specifications, and procedures, and for recording environmental hazards and conditions. Also includes recommendations for corrective action and progress reports.</p> <p><i>TEMPORARY. Destroy 2 years after superseded by new inspection or termination of contract, whichever is applicable.</i></p>		
20	<p>Safety Inspection Reporting System. Used by safety specialists to record data collected during safety inspections and to generate monthly reports. Contains information such as date of inspection, location, inspection code, bureau/division, name of division chief, name of safety specialist(s), area of inspection, safety regulation(s) violated, description, corrective action, date of corrective action, and remarks.</p>		
a	<p>Input: Safety specialist field notes.</p> <p><i>TEMPORARY. Destroy when information is transferred to the system masterfile and verified.</i></p>	GRS 20, item 2a	
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete information when superseded or no longer needed for current operations or reference.</i></p>		
e	<p>Output: Form 2534, Hazard Correction List and related forms.</p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p>	ARRS 1, item 44	<i>WITHDRAWN</i>

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21	<p><u>Marine Safety Records.</u> Records containing marine safety reports; studies and drafts relevant to radioactive cargo; vessels investigated for hazardous cargoes; interview information on investigations; shipping agents files; control logs and drafts of the Oil and Hazardous Material Spill Contingency Plan; and inspections of marine equipment (includes floating equipment inspections, pre-boarding inspection checks, safety drills and safe switching procedures for transformers).</p> <p><i>TEMPORARY. Destroy when 6 years and 3 months old.</i></p> <p><i>NOTE: If relevant to litigation or disciplinary action, destroy in accordance with related litigation or adverse action case file(s).</i></p>		
OCCUPATIONAL INJURY/ILLNESS RECORDS			
22	<p><u>Occupational Injury and Illness Files.</u> Reports and logs (including OSHA Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlets 2014 to document all agency recordable occupational injuries and illnesses.</p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p>	GRS 1, item 34	
23	<p><u>Contractor's Report of Personal Injury and/or Property Damage</u> sustained while performing contract work for the agency. Contains statements, damage reports, Form 5025/Contractor's Report of Personal Injury and/or Property Damage.</p> <p><i>TEMPORARY. Destroy 2 years after termination of contract.</i></p>		
24	<p><u>Personal Injury Case Files.</u> Forms, reports, correspondence and related medical and investigatory records relating to various aspects of personal injury, death, and property damage, whether or not a claim was made, EXCLUDING copies filed in the Employee Medical Folder and originals/copies submitted to the Department of Labor (OWCP) and Caja de Seguro Social (CSS).</p>		

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a	<p>Routine cases</p> <p>(1) Cases maintained by the agency Worker's Compensation office.</p> <p><i>TEMPORARY. Cut off on termination of compensation or 3 years after date of injury or death. Destroy 3 years after cutoff.</i></p> <p>(2) Cases maintained by Safety Division.</p> <p><i>TEMPORARY. Cut off files when case is closed. Destroy 5 years after cut off.</i></p>	GRS 1, item 31 See attached reference: Federal Employee's Compensation Act As Amended (§8122)	
b	<p>Fatality cases</p> <p>(1) Cases maintained by the agency Worker's Compensation office.</p> <p><i>TEMPORARY. Cut off on termination of compensation or 3 years after date of injury or death. Destroy 3 years after cutoff.</i></p> <p>(2) Cases maintained by Safety Division.</p> <p><i>TEMPORARY. Cut off files when case is closed. Destroy 20 years after cut off.</i></p>	GRS 1, item 31 See attached reference: Federal Employee's Compensation Act As Amended (§8122)	
25	<p><u>Occupational Injury and Illness Reporting System.</u> Used by the Safety Division and the agency Workers' Compensation office to record all employee injuries and relevant information. Includes information such as employee name, IP number, sex, age, roll and gang, position, supervisor, pay level, date and type of injury, part of the body affected, unsafe act, work schedule, period of disability, date of recurrence, hospital name and total cost. (Privacy Act System, PCC/PR-10)</p>		
a	<p>Input:</p> <p>(1) Supervisor's Report of Personal Injury and/or Property Damage (Form No. 5029), and related injury/illness forms.</p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p>	GRS 1, item 34	

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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)
	<p>(2) Index Cards to Compensation Claim Cases (1920-1994).</p> <p><i>TEMPORARY. Destroy after information has been transferred to the system masterfile and verified.</i></p> <p>b Datafile.</p> <p><i>TEMPORARY. Delete when superseded, or no longer needed for current operations.</i></p> <p>c Output: Monthly Occupational Injury Reports, Monthly Lost Time Cases, Cumulative Injury/Illness Report (per accident type, part of the body, and manhour report), and various Marine Bureau summary reports.</p> <p><i>TEMPORARY. Destroy when 5 years old, or when superseded or no longer needed for reference purposes, whichever is sooner.</i></p>	GRS 20, item 2a	
	INDUSTRIAL HYGIENE RECORDS		
26	<p><u>Hazardous Material Inventory System.</u> Used to record hazardous materials in use throughout the agency and related material safety instructions [i.e., Material Safety Data Sheets (MSDS)]. Contains information such as manufacturer, material identification (trade name, chemical name, stock no., agency purchase code), physical/chemical characteristics, hazardous ingredients/identity information, information on fire and explosive hazards, precautions for safe handling and use, control measures, and related information.</p>		
	<p>a Input: Product manufacturer's Material Safety Data Sheets listing hazardous substances and ingredients found in the product, and handling precautions.</p> <p><i>TEMPORARY. Destroy 30 years after product is no longer in use or when information is superseded or obsolete.</i></p>	See attached reference 29 CFR, §1910.1020(d)(B)	
	<p>b Datafile.</p> <p><i>TEMPORARY. Delete information when 5 years.</i></p>		

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c	<p>Output: Report of Hazardous Material in Stock, list of products by hazardous components, products with chemical incompatibilities, list of products by chemical, list of material safety data sheets, and related reports.</p> <p><i>TEMPORARY. Destroy when report is superseded, obsolete, or no longer needed for reference.</i></p>		
27	<p><u>Investigative Case Files for Employees Exposed to Health Hazards.</u> Case files containing investigations of each reported case regarding exposure to unhealthful conditions or hazardous substances for hazardous differential and related claims. Includes correspondence, photographs, Industrial Hygiene Monitoring Data Form 8812, Personal Injury and Property Damage Reports (Form 5029), Report of Unsafe/Unhealthful Condition (Form 2526), Record of Activity (Form 232), Asbestos Exposure Screening Questionnaire (Form 275), Exposure to Vapors (Form 8811), and record of occupational exposure.</p> <p><i>TEMPORARY. Destroy 30 years after employee is terminated.</i></p>	See attached reference 29 CFR, §1910.1020(h)(3)	
28	<p><u>Employee Exposure to Health Hazards System.</u> Contains results of investigations conducted for all reported employee illnesses. Contains employee name, IP number, position, division/branch/shop, description of illness, FECA/CSS claims coverage, log number, name of industrial hygienist conducting the investigation, area of contamination, summary of findings, etc.</p>		
a	<p>Input: Correspondence reporting unsafe/unhealthful condition, and industrial hygienist field notes.</p> <p><i>TEMPORARY. File in Investigative Case Files for Employees Exposed to Health Hazards after information has been entered into the system masterfile and verified.</i></p>		
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete information when 5 years old.</i></p>		

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c	<p>Output: Industrial Hygiene Illness Report Form.</p> <p>(1) Industrial Hygiene office.</p> <p><i>TEMPORARY. File in Investigative Case Files for Employees Exposed to Health Hazards. Destroy according to the disposition instructions for the related file located elsewhere in this schedule.</i></p> <p>(2) Occupational Health Division office.</p> <p><i>TEMPORARY. File in Employee Medical Folder (EMF). Destroy according to the disposition instructions for the EMF located elsewhere in this schedule.</i></p>		
29	<p>Asbestos Exposure Monitoring System. Used to record and monitor individuals that may have been exposed to asbestos due to the nature of their work. Contains occupational environment history, asbestos exposure history, past medical history, family history, medical conditions, etc.</p>		
a	<p>Input: Manual input of information from the Asbestos Screening Questionnaire (PRDI Form No. 275) and other internal forms containing related information.</p> <p><i>TEMPORARY. Transfer to the Employee Medical Folder (EMF) after information has been transferred to the system masterfile and verified.</i></p>	GRS 20, item 2a	
b	<p>Datafiles: Employee Roster Masterfile, Occupational History Masterfile, Asbestos Work Masterfile, Medical Masterfile, Medical Continued Masterfile, and Family Masterfile.</p> <p><i>TEMPORARY. Delete when 5 years old.</i></p>		
c	<p>Output: Completed Asbestos Exposure Screening Questionnaire (PRDI Form No. 275).</p> <p><i>TEMPORARY. Transfer to the Employee Medical File (EMF). Destroy according to the disposition instructions of the EMF located elsewhere in this schedule.</i></p>		

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	<p>ENVIRONMENTAL CONTROL AND ENERGY CONSERVATION RECORDS</p> <p>ENVIRONMENTAL CONTROL RECORDS</p>		
30	<p><u>Environmental Impact Studies.</u> Contains correspondence and reports of field inspections, laboratory results, etc., used to assess the impact of Canal operations, and maintenance and improvement projects on the environment.</p> <p><i>TEMPORARY. Destroy 20 years after completion of study.</i></p>		
31	<p><u>Hazardous Material Contingency Plans</u> and procedures that must be followed in the event of oil or chemical spills, or accidents in the Canal Operating Area. Includes oil and hazardous substance inventories, working papers dealing with hazardous substances and environmental contamination, and related correspondence. (circa 1960 and 1990) (Volume: negligible)</p> <p>a Issuing office.</p> <p><i>PERMANENT. Transfer one set to the National Archives when superseded, cancelled, or no longer needed for reference.</i></p> <p>b All other copies.</p> <p><i>TEMPORARY. Destroy when superseded, or no longer needed for reference.</i></p>		
32	<p><u>Laboratory Analysis Records.</u> Contains studies, reports, laboratory analysis of various materials (water, oil, lubricants, diesel fuel samples) to determine toxicity levels, purity, etc., and monitoring of equipment for radiation leaks indicating presence and amount of contaminating materials in samples of air and water, and related correspondence.</p> <p>a Procedures which detail the methods used and frequency of analysis of samples. Includes records or correspondence which provide the philosophy and scope of the sampling, interpretation of results, and details the plans for sampling and analysis of environmental samples.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>(1) General procedures.</p> <p><i>TEMPORARY. Destroy when superseded, cancelled, or no longer needed for reference.</i></p> <p>(2) Specific procedures.</p> <p><i>TEMPORARY. Destroy when analytical results are verified, accepted, and summarized, or when 5 years old, whichever is sooner.</i></p>		
b	<p>Reports, results of analyses, and all related correspondence, including results on standards or other calibrations used to establish the validity of analytical results.</p> <p><i>TEMPORARY. Destroy when 10 years old, or when no longer needed for current operations, <u>whichever is later.</u></i></p>		
	ENERGY CONSERVATION RECORDS		
33	<p><u>Energy Conservation Records.</u> Contains annual reports to the Department of Energy (DOE), and monthly reports of energy consumption (power, fuel, etc.), and related correspondence.</p> <p><i>TEMPORARY. Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</i></p>		
	SANITATION RECORDS		
34	<p><u>Sanitary Inspection Records.</u> Information on sanitary conditions and other factors which influence health within the Canal Area, i.e., inspection of food and beverage dispensing facilities, and related matters.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Destroy 3 years after cutoff or when 4 years old.</i></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
35	<p>Sanitation Complaint Records. Complaints from Canal Area residents regarding problems with termites, ants, roaches, etc. in their house or garden. Includes Form 8680/Complaint Follow-up Record.</p> <p><i>TEMPORARY. Destroy 2 years after action is completed or cancelled.</i></p>		
36	<p>Sanitation Complaint Recording System. Used to record and monitor the status of complaints received regarding unsanitary conditions in Canal Area buildings and residential areas. Contains caller name, date, house and telephone number, type of complaint, findings, corrective action, inspector, and date work completed.</p> <p>Input: Manual input of information obtained over the telephone.</p> <p><i>TEMPORARY. Destroy after information is transferred to the system masterfile and verified.</i></p> <p>Datafile.</p> <p><i>TEMPORARY. Delete information after action is completed, cancelled, or no longer needed for reference, whichever is sooner.</i></p> <p>Output: Form 8680, Complaint Follow-up Record.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for Sanitation Complaint Records located elsewhere in this schedule.</i></p>	GRS 20, item 2a	
37	<p>Refuse Disposal Records. Contains an aerial map of the municipal landfills at Red Tank and Mount Hope, and Daily Refuse Disposal Tickets which list all refuse received for deposit in the landfills. Includes name of user (PCC, U.S. Armed Forces, private company or contractor, or (DIMA) Metropolitan Sanitation Bureau), total waste tonnage, and type of waste - general or regulated (i.e., asbestos, fluorescent lamps, and hospital waste).</p> <p>Regulated waste.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Destroy 10 years after cutoff.</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>NI-165-97-13</i>	PAGE 21 OF 23
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
b	<p>General waste.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Destroy 3 years after cutoff.</i></p>	GRS 11, item 7j	
c	<p>Aerial map of municipal landfills.</p> <p><i>TEMPORARY. Transfer to new owner or custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</i></p>		
38	<p>Refuse Disposal System. Contains information on customers (such as, the Armed Forces, authorized contractors, the Metropolitan Sanitation Bureau (DIMA), and PCC) who deposit refuse in the Red Tank and Mount Hope Landfills. Includes information such as, customer name, type of refuse, tonnage, date received, driver and dispatcher name.</p>		
a	<p>Input: Electronic transfer of data from the Daily Refuse Disposal diskette to the system.</p> <p><i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></p>	GRS 20, item 2b	
b	<p>Datafiles:</p> <p>(1) Active Data Masterfile.</p> <p><i>TEMPORARY. Cut off file at end of each month and transfer information to the Historical Data Masterfile.</i></p> <p>(2) Historical Data Masterfile.</p> <p><i>TEMPORARY. Delete information when 4 years old, or when no longer needed for current operations, whichever is sooner.</i></p>		
c	<p>Output:</p> <p>(1) Monthly Close Out Report to Agents Account Office, and Cumulative Report of Refuse Disposal Activity.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Destroy 3 years after cutoff.</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER N1-185-97-13	PAGE 22 OF 23
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>(2) Daily Refuse Disposal Tonnage Report.</p> <p><i>TEMPORARY. Destroy after verification with Daily Refuse Disposal input.</i></p>		
39	<p>Entomology Studies (1986-Present) of diseases or deadly insects that impact on human or animal health (i.e., aedes aegypti mosquito, africanized bees, etc), indigenous to the Canal Area. (Volume: 8 cu.ft.)</p> <p><i>PERMANENT. Transfer one set to the National Archives when 10 years old.</i></p> <p><i>NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference.</i></p>		
40	<p>Vector Control Records. Records of meetings with the U.S. Armed Forces and the Government of Panama's Ministry of Public Health on plans for controlling the spread of yellow fever, dengue fever, and other transmittable diseases, roaches, snakes, etc. in the Canal Area or the Republic of Panama.</p>		
a	<p>Contingency Plans. (1993 to present. Volume: 0.5 cu.ft.)</p> <p><i>PERMANENT. Transfer one set to the National Archives on or before December 1999.</i></p> <p><i>NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference or current operations.</i></p>		
b	<p>All other documentation.</p> <p><i>TEMPORARY. Destroy when 10 years old.</i></p>		
41	<p>Aedes Aegypti Monitoring System. Used to monitor and control the reproduction of the Aedes Aegypti mosquito in the Canal Area. Information is shared with the Government of Panama's Ministry of Public Health to disseminate findings and prevent the spread of dengue. Information is used for monthly and annual reports.</p>		WITHDRAWN

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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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)
<i>a</i>	<p>Input: Manual input of results from the Positive Identification For Aedes Aegypti report.</p> <p><i>TEMPORARY. Transfer information to the system masterfile and verify. Cut off at end of calendar year. Destroy 2 years after cut off.</i></p>		<i>W</i>
<i>b</i>	<p>Datafile: Historical data masterfile.</p> <p><i>TEMPORARY. Delete when no longer needed for reference purposes.</i></p>		<i>I</i>
<i>c</i>	<p>Output: Various reports by case, breeding site, location, etc.</p> <p>(1) Cumulative report of information gathered on the mosquito Aedes Aegypti from 1989 to the present, maintained by the Entomology Unit.</p> <p><i>PERMANENT. Cut off in 10 year blocks and transfer one set to the National Archives.</i></p> <p><i>NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference or current operations.</i></p> <p>(2) All other reports.</p> <p><i>TEMPORARY. Destroy when superseded or obsolete, whichever is sooner.</i></p>		<i>T</i>
			<i>H</i>
			<i>D</i>
			<i>R</i>
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			<i>W</i>
			<i>N</i>