

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-185-97-14	DATE RECEIVED 5-21-97
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Denise B. Will	5. TELEPHONE (301) 420-0675 ext. 272-5033	DATE 8-22-97	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 12 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 4/30/97	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 GRS OR SUPERSEDED JOB CITATION	10.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><b>PANAMA CANAL COMMISSION</b> <b>ACCOUNTABLE OFFICERS' ACCOUNTS</b></p> <p><b>GAO SITE AUDIT FILES</b></p> <p>Accountable officer's accounts maintained in the agency for site audit by GAO auditors, consisting of original statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, and all supporting documents not covered elsewhere in this schedule <b>EXCLUDING</b> freight records.</p> <p>Site audit records include, but are not limited to, the Standard and Optional Forms listed below. Also included are equivalent agency forms which document the basic financial transactions as described above.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<p>SF-215      Deposit Ticket</p> <p>SF-224      Statement of Transactions</p> <p>SF-1012     Travel Voucher</p> <p>SF-1034     Public Voucher for Purchases and Services           other than Personal</p> <p>SF-1036     Statement of Certificate and Award</p> <p>SF-1038     Advance of Funds Application and Account</p> <p>SF-1047     Public Voucher for Refunds</p> <p>SF-1069     Voucher for Allowance at Foreign Posts of           Duty</p> <p>SF-1080     Voucher for Transfer Between           Appropriations and/or Funds</p> <p>SF-1081     Voucher and Schedule of Withdrawals and           Credits</p> <p>SF-1096     Schedule of Voucher Deductions</p> <p>SF-1097     Voucher and Schedule to Effect Correction           of Errors</p> <p>SF-1098     Schedule of Canceled Checks</p> <p>SF-1113     Public Voucher for Transportation Charges</p> <p>SF-1129     Reimbursement Voucher</p> <p>SF-1143     Advertising Order</p> <p>SF-1145     Voucher for Payment Under Federal Tort           Claims Act</p> <p>SF-1154     Public Voucher for Unpaid Compensation           due a Deceased Civilian Employee</p> <p>SF-1156     Public Voucher for Fees and Mileage</p> <p>SF-1164     Claim for Reimbursement for Expenditures           on Official Business</p> <p>SF-1166     Voucher and Schedule of Payments</p> <p>SF-1185     Schedule of Undeliverable Check for Credit           to Government Agencies</p> <p>SF-1219     Statement of Accountability</p> <p>SF-1220     Statement of Transactions According to           Appropriation, Funds and Receipt Accounts</p> <p>OF-1114     Bill of Collection</p> <p>OF-1114A    Official Receipt</p> <p>OF-1114B    Collection Voucher</p> <p><i>TEMPORARY. Destroy after the information has been converted to microfilm or 6 years, 3 months after period covered by the account.</i></p>	(GRS 6, item 1a)		

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3	<p><del>b. Microfilm.</del></p> <p><del>TEMPORARY. Destroy 6 years and 3 months after period covered by the account.</del></p> <p style="text-align: center;"><b>ACCOUNTS RECEIVABLE FILES</b></p> <p><u>Accounts Receivable Billing Source Documents..</u> Invoices, statements and related documents which justify the cancellation or reduction of invoices, i.e., credit memos, reimbursement for incorrect billing, age listing reports of unpaid bills, billing for PCC services, invoice and collection registers and finance charge reports.</p> <p><del>a. Original paper records.</del></p> <p><del>TEMPORARY. Destroy after the information is converted to microfilm or 6 years and 3 months after period covered by the account.</del></p> <p><del>b. Microfilm.</del></p> <p><del>TEMPORARY. Destroy 6 years and 3 months after period covered by the account, or when no longer needed for issuing credit references.</del></p>	<p>(GRS 6, item 1a)</p> <p>(GRS 6, item 1a)</p> <p>(GRS 6, item 1a)</p>	

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<del>4</del>	<p><u>Accounts Receivable Customers' Files.</u> Correspondence between the agency and the customer regarding the customer account, i.e., copies of invoices, approvals for payment, billing statements, collection letters, bank letters of guarantee, and transactions related to account settlement and credit history. Included are records used to estimate and adjust journal entries for revenue from advance payment of tolls and transit booking fees such as trust earned to be transferred to accounts receivable, security deposit verification of market value, monthly tolls reconciliation, and supporting documents.</p> <p><i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account.</i></p>	GRS 6, item 1a	
5	<p><u>Alfa Kardex of Transiting Vessels (1945-1989).</u> Index cards used to record the receipt of bank guarantees for all vessels prior to their transit of the Panama Canal, the ship's agent or bank guarantor, type of guarantee, ship number, and transit direction. Arranged by transit date and thereunder alphabetical by vessel name.</p> <p><i>TEMPORARY. Destroy when no longer needed for reference.</i></p>		
<del>6</del>	<p><del><u>Transit Booking System.</u> Used to record the receipt of all bank guarantees for advance booking of the vessel's transit of the Panama Canal. Includes information such as ship number, agent, bank, guarantor, type of guarantee, transit direction (north/south), and whether round trip.</del></p>		

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JOB CITATION

10. ACTION  
TAKEN (NARS  
USE ONLY)

a. Input. Manual input of information from the Request for Transit Booking Form 4623, facsimiles or letters sent by the guarantor/bank, and Marine Traffic Control reports of daily transits.

*TEMPORARY. Destroy 6 years and 3 months after period covered by the account and after information is transferred to the system masterfile and verified.*

GRS 6, item 1a

b. Datafile. (1990-Present)

*TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for reference.*

GRS 20, item 4

~~GRS 6, item 1a~~

c. Output. Daily list of regular guarantee, standing guarantee, and summary reports.

GRS 20, item 3b(3)

*TEMPORARY. Destroy when 6 months old.*

**ACCOUNTS PAYABLE FILES**

Accounts Payable Files. Documents used to support journal entries and adjustments to the Accounts Payable System, to prepare and process approvals for payment. Includes estimated liability, accounts payable vouchers, copies of statements, claims, receipts, account reconciliations, and supporting documents.

*TEMPORARY. Destroy 6 years, 3 months after period covered by the account.*

(GRS 6, item 1a)

*Change on agreement letter NARS 9/25/97*

*4  
3a*

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<del>8</del>	<p><u>Prompt Payment Performance Records.</u> Contains reports, statistics, and related correspondence used to monitor penalty fees incurred for late payments, and for follow-up investigation and action.</p> <p><del>TEMPORARY. Destroy when 3 years old, or when no longer needed for current operations, whichever is sooner.</del></p>	GRS 6, item 5b	
9	<p><u>Specimen Signature Card (Form 10130).</u> Used to record and verify the certifying officer's signature on accounts payable vouchers and supporting documents.</p> <p>TEMPORARY. Destroy 6 years after authorization is canceled or obsolete.</p>		
10	<p><u>Unclaimed Compensation Files.</u> Case files containing lists showing the names and amounts owed employees of the SS Cristobal for unclaimed wages earned and related correspondence. Also. Included are individual files for deceased employees containing name of beneficiaries, death certificate, amount of unpaid compensation due, and transmittals for DR/DRW death benefit payments for the purpose of disposing of the employee's estate and payment thereof. Statements, check listings, check register and deposit slips.</p> <p>TEMPORARY. Destroy when 7 years old.</p>		

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<b>CASH ACCOUNTING AND TREASURY CONTROL</b>			
11	<p><u>Cash Accounting Reconciliation Files.</u> Documents pertaining to accounting for cash transactions and reconciliation of cash accounts. Included are the monthly reconciliation of payroll bank accounts for checks issued and cleared; original bank statements; debit and credit advance deposits; deposits for returned checks; liability for deposit funds and suspense accounts.</p>	GRS 6, item 1a	
	<p><i>TEMPORARY. Destroy 6 years and 3 months after the period covered by the account.</i></p>		
12	<p><u>Canceled Checks.</u> Records of all payroll, manual, and voided checks that have cleared the agency's accounts. Arranged by check number or payroll batch number.</p>	GRS 6, item 1a	
	<p><i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account.</i></p>		
13	<p><u>Unclaimed Checks.</u> Alphabetical listing of unclaimed checks over 1 year old.</p>	GRS 6, item 1a	
	<p><i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account.</i></p>		
14	<p><u>Unclaimed Postal Money Orders and Savings Certificates</u> and related records used to record the liability for outstanding Canal Zone postal money orders and postal savings certificates.</p>		
	<p><i>TEMPORARY. Destroy on or before December 1, 1999.</i></p>		

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<del>15</del>	<p><u>Cash Collecting Agent Files.</u> Records used to control and report on the daily movement of cash by the Treasurer, cashiers and cash agents, and to verify cash and checking account balances, such as: Daily Cash Distribution Report by Cashier, Treasurer's Report of Daily Collections and Disbursements, Cash and Checking Account Control Ledger, daily transmittals for payment of tolls, Monthly Cash Verification Report, Collecting Agent's Reports (Form 5108), Supervisor's Report of Cash Verification (Form 3576) and supporting documents.</p> <p><i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account.</i></p>	GRS 6, item 1a	
<del>16</del>	<p><u>U.S. Treasury Receipt and Disbursement Files.</u> Records relating to availability, collection, custody and deposit of funds in the U.S. Treasury, including appropriation warrants and certificates of deposit, monthly report of deposits and receipts by the U.S. Treasury (i.e., SF 1219, Statement of Accountability) and SF 1220, Statement of Transactions).</p> <p><i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account.</i></p>	(GRS 6, item 1a)	
<del>17</del>	<p><u>Banking Files.</u> Bank Statements and deposit slips, classification of deposits, transfer of funds, wire transfers, stop payments, traveler's checks, adjustments for electronic transfers, etc.</p> <p><i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account.</i></p>	(GRS 6, item 1a)	



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18	<p><u>Travelers Checks.</u> Selling agent's copy of travelers check purchase agreement and Request to Purchase Traveler's Checks (Form 2049) retained for control purposes for travelers checks sold or provided to agency employees or dependents for official travel.</p> <p><i>TEMPORARY. Destroy when 6 years old.</i></p>		
19	<p><u>Safe Combinations</u> to agency safes and vaults used to safeguard-monetary funds and financial transactions.</p> <p><i>TEMPORARY. Destroy when superseded by new combination.</i></p>		
20	<p><u>Safe Deposit Box Files.</u> Records of safe deposit boxes maintained in agency vaults for employee use. Included are safe Deposit Application-Agreement (Form 5605) that contains the box holder's name, signature, mailing address, occupation, IP number, date signed, and individuals allowed access. Also included are Form 5609, Request Access to Safe Deposit Box which is completed and signed by both the vault clerk and box holder each time the box holder accesses the safety-deposit box.</p> <p>a. Safe Deposit Box Application-Agreement (Form 5605)</p> <p><i>TEMPORARY. Destroy 6 months after access in canceled, superseded, or obsolete.</i></p> <p>b. Request Access to Safe Deposit Box (Form 5609)</p> <p><i>TEMPORARY. Destroy when 6 months old.</i></p>		
<b>FINANCIAL REPORT AND ANALYSIS</b>			
<del>21</del>	<p><del><u>Financial Statements System.</u> Used to generate the agency's financial top statements which reflect annual operating results. Contains information such as cost center and description, account number and description, annual and current year-to-date budget, and related information.</del></p>		

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USE ONLY)

a. Input. Electronic download of budget information from the Financial Planning System.

*TEMPORARY. Delete after information is transferred to the system masterfile and verified.*

GRS 20, item 1b

b. Datafile

*TEMPORARY. Delete when superseded, obsolete, or no longer needed for reference.*

GRS 20, item ~~A~~

~~6A 56, item A~~

c. Output: Financial Top Statements and related reports.

*GRS 20, item 3b(3)*

*TEMPORARY. Destroy according to the disposition instructions for item 22 of this schedule.*

Financial Top Statements. Agency internal operating report containing the summarized results of the agency's operating position. Included are preliminary statements of financial condition; statements of revenues and expenses; statements of administrative and other general expenses; and viability changes in capital, cash flows, and overtime.

a. Record copy maintained by the General Ledger Branch. (1960-Present. Volume: 14 cu. ft. Annual Accumulation: 2.5 cu. ft.)

*TEMPORARY.*

*DESTROY*

~~PERMANENT. Cutoff at end of FY. Transfer to the National Archives in 4 year blocks, when 10 years old, or when no longer needed, whichever is later?~~

b. Working papers.

*TEMPORARY. Cutoff at end of FY. Transfer to the Agency Records Center 2 years after cutoff. Destroy 4 years after cutoff or when 6 years old.*

*4 changed per agreement with T. Carter NARA 9/25/97 disc*

*22  
changes made per agency.  
6/16/97  
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23	<p>e. Other copies.</p> <p><del>TEMPORARY. Destroy 2 years after fiscal year involved, or when reference value ends, whichever is sooner.</del></p> <p><u>Fiscal Year End Financial Report Files.</u> Fiscal year end financial reports and supporting statements, such as the agency's internal financial statement (orange book), GAO report, Chief Financial Officer's Handbook, etc.</p> <p>a. Final reports or summaries. (1969-Present: Volume: 4 cu. ft. Annual Accumulation: negligible)</p> <p><del>TEMPORARY.</del> <del>PERMANENT. Cutoff at end of FY. Transfer to the Agency Records Center 5 years after cutoff. Transfer to the National Archives when 10 years old, or when no longer needed, whichever is later.</del></p> <p>b. Background supporting documents.</p> <p><del>TEMPORARY. Cutoff at end of FY. Transfer to the Agency Records Center when 3 years old. Destroy 3 years after transfer or when 6 years old.</del></p>	(ARRS 3, item 83)	WITHDRAWN
24	<p><u>Other Financial Accounting Report Files.</u> Included are reports submitted to other government agencies (i.e., OMB and U.S. Treasury), such as report on budget execution (SF 133), statement of financial condition (SF 220), and quarterly report of obligations (SF 225), or equivalent reports; and routine and periodic reports of the agency's financial position used to disseminate cost, revenue, and other pertinent financial data to management officials, such as account analysis, reports on medical costs, early retirement, repatriation, treaty payments, and undelivered orders, etc.</p>		

changes made per agency file 6/16/97

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a. Final reports or summaries.

*TEMPORARY. Destroy 6 years and 3 months after period covered by account.*

(GRS 6, item 1a)

b. Background supporting documents.

*TEMPORARY. Cutoff at end of FY. Transfer to the Agency Records Center when 3 years old. Destroy 3 years after transfer or when 6 years old.*