

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-185-97-15	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 9-18-97	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 3 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 GRS OR SUPERSEDED JOB CITATION	10.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 EXPENDITURE ACCOUNTING RECORDS</b></p> <p><b>General Ledger Account Files.</b> Documents used to record debit and credit entries, reconcile accounts, and reflect summary of expenditures in the General Ledger Balance Sheet Accounts.</p> <p><i>TEMPORARY. Destroy 6 years and 3 months after the close of the fiscal year involved.</i></p>	GRS 7, item 2	
2	<p><b>Expenditure Accounting Posting and Control Files.</b> Supporting documents used as posting and control media, subsidiary to the general and allotment ledger accounts, and other transaction documents further detailing the information in the General Ledger Accounts.</p> <p>a Accountable Officer's records.</p> <p><i>TEMPORARY. Destroy 3 years after audit or when 6 years and 3 months old.</i></p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
<del>b</del>	<p>All others.</p> <p><i>TEMPORARY. Destroy when 2 years old</i></p>	GRS 7, item 4b	
3	<p><b>Project and Job Order Accounting Records.</b> Records used to record and monitor the entries and expenses that are entered in the Job Control System. These records consist of Job order accounting source documents, correspondence, work request, billing for special services, control records and work sheets.</p> <p><i>TEMPORARY. Destroy 3 years after audit or when 6 years and 3 months old.</i></p>		
4	<p><b>Analysis of Accounts.</b> Records used to prepare, establish and prorate costs for unbilled accounts receivables (i.e., fire protection, Central Examining Office and the Panama Area Personnel Board); to assure correct booking and clearing of deferred credits (i.e., garnishments, alimonies and pay adjustments) which are classified as receipts, trust or disbursement transactions; and for accrued liabilities and reserves (i.e., reserve for Marine Accidents, reserve for Casualty Losses, and reserve for Locks Overhaul).</p> <p><i>TEMPORARY. Destroy 3 years after audit or 6 years and 3 months after period covered by account.</i></p>		
<del>5</del>	<p><b>FECA Cost Projection System.</b> This system is used to maintain information on employees receiving injury compensation, and to project liability costs associated with this program.</p>		
a	<p><b>Input.</b> Manual input of information received from the U.S. Department of Labor such as employee name, sex, address, date of accident, type of payment (compensation or schedule award for those under FECA).</p> <p><i>TEMPORARY. Destroy after information is transferred to the system masterfile and verified.</i></p>	GRS 20, item 2a	
b	<p><b>Datafile.</b></p> <p><i>TEMPORARY. Delete when information is superseded or no longer needed for current operations.</i></p>	<p>GRS 20, item 3a</p> <p><del>GRS 7, item 2</del></p>	<p><i>Deleted per discussion w/ T. Carter 10/7/97 d. Will</i></p>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<del>c</del>	<p>Output. FECA Compensation Fund Actuarial Report sent to PRDC and Department of Labor and to the Consultant.</p> <p><i>TEMPORARY. TEMPORARY. Destroy when superseded or no longer needed for reference.</i></p> <p><i>NOTE: By 1998, funding for FECA compensation will be transferred to the Department of Labor for future administration.</i></p>	<i>GRS 20, item 3b(3)</i>	
6	<p><b><u>CSA Retirement Projection System.</u></b> Used to calculate life expectancies and associated costs for adjusting the liability for funding the Cash Relief Program. Includes information on cash relief recipients such as name, citizenship, retirement date, identification number, annuitant identification number, date of birth, address, monthly annuity, dependents and their ages.</p>		
<del>a</del>	<p>Input. Manual input of information from reports received from Employee Documentation Unit such as, name of beneficiary, date of birth, address, identification numbers, type of recipients (DR, DRW, FECA, Dependent), <del>relationship to sponsor, etc.</del></p> <p><i>TEMPORARY. Destroy after information is transferred to the system masterfile and verified.</i></p>	GRS 20, item 2a	
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete when information is superseded, or no longer needed for current operations.</i></p>		
<del>c</del>	<p>Output. Report of retirement projections and total annuities.</p> <p><i>TEMPORARY. Cut off at end of fiscal year. Destroy 3 years after cut off.</i></p> <p><i>NOTE: Administration and funding for the CSA Retirement Program will be transferred to a private contractor on or before 1998.</i></p>	<i>GRS 20, item 3b(3)</i>	
7	<p><b><u>Catastrophic Insurance Files.</u></b> Contains originals and copies of Catastrophic Insurance policies (i.e., excess, liability and radio-active policies), endorsement, comments, working papers, Insurance Marketing Report, support data, studies (i.e., Risk Exposure, Risk Analysis), executive summary, draft policies, and related correspondence.</p>		

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a	<p>Policies.</p> <p><i>TEMPORARY. Destroy 5 years after superseded, cancelled, or when no longer needed for reference, whichever is sooner.</i></p>		
b	<p>Supporting documents and correspondence.</p> <p><i>TEMPORARY. Destroy when policy is superseded or cancelled, whichever is sooner.</i></p>		