

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Panama Canal Commission

2. MAJOR SUBDIVISION
Administrative Services Division

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

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-185-97-16

DATE RECEIVED
5-21-97

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
9-23-97

ARCHIVIST OF THE UNITED STATES
John W. Carl

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 6 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 GRS OR SUPERSEDED JOB CITATION	10.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>PANAMA CANAL COMMISSION STORES, PLANT & COST ACCOUNTING</p> <p>STORES ACCOUNTING RECORDS</p> <p><u>Stores Accounting Files.</u> Copies of various vouchers, invoices and other related accounting documents reporting cost of services or goods and receipts for cash, goods or meals and claims for damaged goods, shortages and overages, used for reconciling accounts, calculating costs or preparing intra-agency reports (i.e., Storehouse Inventory Reconciliation, Inventory Freight Charges, Freight Survey, etc.).</p> <p><i>TEMPORARY. Destroy 3 years after audit or 6 years and 3 months after period covered by account.</i></p>	(GRS 8, item 3)	

sent
OCT 10 1997 *MNR*
copy to: Agency
NWRE

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	<p>Stores Accounting Returns and Reports. Records reflecting the changes in the inventory balance, such as purchases, sales of supplies to the U.S. Government, U.S. agencies and others; storage time; amortization of the accrual for obsolete stock; excess or adjustments.</p> <p>TEMPORARY. Destroy 3 years after audit or 6 years and 3 months after period covered by account</p>	(GRS 8, item 3)	
PLANT ACCOUNTING RECORDS			
3	<p><u>Plant In-Progress Files.</u> Documents accumulated by property accountable officers and property custodians in the management, accountability and physical control of all plant in-progress.</p> <p>a. Plant in-progress. Detail property records reflecting physical and financial characteristics of personal property in-progress. These include open capital work requests, capital work requests with contracts, design changes, construction in progress reports, completion notices, etc.</p> <p style="padding-left: 40px;">(1) Hardcopy.</p> <p>TEMPORARY. Microfilm, in accordance with 36 CFR 1230, 1 year after project is completed. Destroy hardcopy 3 years after verification of microfilm quality.</p> <p style="padding-left: 40px;">(2) Microfilm.</p> <p>TEMPORARY. Destroy 10 years after audit.</p> <p>b. Abandoned projects.</p> <p>TEMPORARY. Destroy when 2 years old or when reference value ends, whichever is later.</p>		

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4	<p><u>Completed Plant Records and Accounting Files.</u></p> <p>a. Analysis of accounts, special studies and excess property reports</p> <p>TEMPORARY. Destroy 6 years after audit.</p> <p>b. Transfer of Real Property. Accounting forms used to adjust the fixed asset account and authorizations to transfer real property and equipment to other agencies and/or governments; as well as records documenting receipt of fixed assets.</p> <p>(1) Hardcopy <i>PERMANENT.</i></p> <p>TEMPORARY. Microfilm in accordance with 36 CFR 1230. Transfer hardcopy to the National Archives on or before December 31, 1999.</p> <p>(2) Microfilm.</p> <p><i>TEMPORARY, Destroy when 30 years old.</i></p>	(GRS 4, item 3a)	
5	<p><u>Plant Accounting Cards.</u></p> <p>a. Pertaining to furniture. Furniture Pool control card (Form 6152).</p> <p><i>TEMPORARY. Destroy after furniture is excessed or removed from the agency plant listing.</i></p> <p>b. Pertaining to Equipment and Structures. Plant Unit Control Card (Form 5062, and related forms). Supplements information in the fixed asset mainframe system.</p> <p>TEMPORARY. Destroy 3 years after item is withdrawn from plant account.</p>	(GRS 8, item 5)	

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6	<p><u>Major and Minor Plant Inventory System (PLIERS).</u> Automated system used for reporting physical inventories of major and minor assets. Inventories for major items are conducted every 5 years and minor items every 3 years.</p> <p>a. Input. Electronic input of information on location, date in service, service life, original cost, accumulated depreciation and net book value downloaded from the fixed asset mainframe system.</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 superseded, obsolete or no longer needed for reference, whichever is sooner.</i></p> <p>c. Output.</p> <p>(1) Diskette. Sent to field units for use in performing physical inventory.</p> <p><i>TEMPORARY. Destroy after submission of report by field unit.</i></p> <p>(2) Reports of inventory results for major and minor items.</p> <p>(a) Inventory reports for major items.</p> <p><i>TEMPORARY. Destroy 6 years after superseded.</i></p> <p>(b) Inventory reports for minor items.</p> <p><i>TEMPORARY. Destroy 4 years after superseded.</i></p>	(GRS 20, item 2 <i>6</i>)	

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7	<p><u>Capital Work Order Systems.</u> Used to organize data on capital work requests such as: request number, scheduled obligations, expenses, starting date, etc., and to update the Fixed Assets System and prepare financial statements.</p> <p>Input.</p> <p>(1) Electronic input via interface from the Job Control Mainframe System.</p> <p><i>TEMPORARY. Delete after information has been transferred to the system masterfile and verified</i></p> <p>(2) Standard PSC forms such as Capital Work requests and other related data.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for related records located elsewhere in this schedule.</i></p> <p>(3) Computer-generated reports used for input.</p> <p><i>TEMPORARY. Destroy when information is transferred to the system masterfile and verified or when no longer needed for reference, whichever is sooner.</i></p> <p>b. Datafile</p> <p><i>TEMPORARY. Delete data when superseded, obsolete or no longer needed for reference.</i></p> <p>c. Output</p> <p>(1) Electronic output via interface with the Fixed Asset Mainframe System.</p> <p><i>TEMPORARY. Delete when information is transferred to the system masterfile and verified.</i></p>	<p>(GRS 20, item 2b)</p> <p>(GRS 20, item 2a)</p> <p>(GRS 20, item 2b)</p> <p>(GRS 20, item 1b)</p>	

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	<p>(2) Monthly financial statements and related information.</p> <p>(a) Monthly Financial Top Statements, and Year-end reports. <i>TEMPORARY.</i> PERMANENT. Cut off at the end of the fiscal year. DESTROY Transfer to the National Archives in 4 year blocks when 10 years old, or when no longer needed, whichever is later.</p> <p>(b) Other Monthly Financial Top Statements. <i>TEMPORARY. Cut off at the end of the fiscal year. Destroy 10 years after cut off.</i></p> <p>(c) Capital program monthly reports. <i>TEMPORARY. Cut off after end of fiscal year involved. Destroy 3 years after cut off.</i></p>	<p><i>Always done by NARA per discussion with Agency</i></p>	