

FEDERAL AGENCY CEASED OPERATIONS

Schedule Number: N1-185-97-017

Federal agencies may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to State or Local government or private control.

Description:

All records covered by this schedule are presumed destroyed, and the schedule is therefore obsolete. The agency ceased operations in 1999 and transferred its function to a foreign government.

The Panama Canal Treaty of 1977 terminated on December 31, 1999, and sovereignty over the canal was assumed by the Republic of Panama.

Date Reported: 11/08/2021

FEDERAL AGENCY CEASED OPERATIONS

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 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		JOB NUMBER <i>11-185-97-17</i>	
		DATE RECEIVED <i>5-21-97</i>	
		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
5. TELEPHONE (301)420-0675 Ext. 272-5033		DATE <i>10-14-97</i>	
		ARCHIVIST OF THE UNITED STATES <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 <u>27</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 4/30/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>MD Ninek</i>	TITLE Chief, Records Management Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	PANAMA CANAL COMMISSION MAINTENANCE AND PUBLIC UTILITIES RECORDS GENERAL MAINTENANCE RECORDS		
1	Maintenance Project Files. Case files arranged by project name or numerical by work order, contract, or project number, containing engineering evaluations, cost estimates, detail drawings, still photos, field inspection reports, work requests, procurement documents, and related correspondence used for the maintenance, repair, and improvement of agency buildings, facilities, and equipment (EXCLUDING maintenance project files located elsewhere in this schedule).		
a	For minor plant items costing less than \$5,000 and routine maintenance work. <i>TEMPORARY. Cutoff at end of FY when project is completed or cancelled. Destroy 2 years after cutoff or when no longer needed for reference.</i>		

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NWRE*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
b	<p>For major plant items and specific or significant maintenance work.</p> <p><i>TEMPORARY. Cutoff at end of FY when project is completed or cancelled. Destroy when item is excessed or removed from the plant listing or no longer needed for reference, whichever is sooner.</i></p>		
2	<p><u>Preventive Maintenance Systems.</u> Used to schedule and control all preventive maintenance and repairs to major industrial and production plant equipment. Contains information such as equipment name; location; shop code; plant, item and equipment number; manufacturer; location; out-of-service and in-service dates; manhours; work crews, work order number; hours of operation; and description of work.</p>		
a	<p>Input:</p> <p>(1) Information from procurement documents for newly purchased equipment.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for procurement records located in records schedule 3, after the information has been transferred to the system masterfile and verified.</i></p> <p>(2) Preventive Maintenance Checklists, Inspection and Maintenance Scheduler Reports, Fuel Purchase/Dispensing Reports, non-capital work orders, and related reports and correspondence.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Destroy 1 year after cutoff or when 2 years old.</i></p>	GRS 20, item 1b	
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete when superseded, obsolete, or no longer needed for reference.</i></p>	<p>GRS 20, item ^{3a}A</p> <p><i>GRS 11, item 5</i></p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>NI-185-97-17</i>	PAGE 3 OF 28
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Output: (1) Preventive Maintenance Reports of equipment that require or received maintenance. <i>TEMPORARY. Cutoff at end of fiscal year. Destroy 2 years after cutoff or when 3 years old.</i>	ARRS 5, item 6	<i>WITHDRAWN</i>
	(2) Daily and monthly reports such as repair work orders, monthly report of fuel consumption, monthly report on preventive maintenance, preventive maintenance work order history report, and related reports. <i>TEMPORARY. Cutoff at end of fiscal year. Destroy 2 years after cutoff or when 3 years old.</i>	ARRS 5, item 6	<i>WITHDRAWN</i>
3	Heavy Equipment Parts Inventory Control Systems. Used to control the inventory of parts (e.g., filters, nuts and bolts, etc.) that are used to repair heavy equipment. Includes information such as part number, shelf number, type, class, total purchases, total stock, make of equipment, parts used, description of equipment damage, etc. Input: Information extracted from purchase orders, work requests, two-way memos, and non-capital work orders. <i>TEMPORARY. Destroy according to the disposition instructions for related records located elsewhere in these schedules, after the information is transferred to the system masterfile and verified.</i>	GRS 20, item 1b	
	Datafile. <i>TEMPORARY. Delete when superseded, obsolete, or no longer needed for current operations.</i>	GRS 20, item ^{3a} <i>GRS 3, item 9</i>	
c	Output: Report on stock and repair orders, inventory of parts, equipment operating reports indicating equipment running time without breakdown, and related reports. <i>TEMPORARY. Destroy when 2 years old, or when superseded.</i>		

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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)
6	<p>Technical Publications. Manufacturer catalogs, equipment brochures, parts lists, price lists, maintenance and repair manuals, and installation and operating manuals used for reference in the purchase of parts and accessories, and in the operation and maintenance of agency plant and equipment.</p> <p><i>TEMPORARY. Destroy when superseded or obsolete, or when no longer needed for reference, whichever is sooner.</i></p>		
	<p>LOCKS PLANT AND EQUIPMENT MAINTENANCE RECORDS</p>		
7	<p>Locks Maintenance Management Systems. Used by the locks mechanical, electrical, and operational supervisors to record the maintenance history of locks plant and equipment, such as miter gates, rising stem valves, cylindrical valves, locomotives, cranes, culverts, tow tracks, etc. Contains information on preventive maintenance inspections, equipment out-of- service, ongoing maintenance work, record of equipment service calls, status of work orders, equipment IDs, positions authorized to request equipment out-of-service, and personnel authorized access to the system.</p>		
a	<p>Input.</p> <p>(1) Standard PCC forms containing maintenance related information, equipment inspections, service calls, and preventive maintenance work orders, such as Maintenance Service Call Log (Form 3794), Work Order (Form 4484), and related records.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for related records located elsewhere in this schedule after the information is transferred to the system masterfile and verified.</i></p> <p>(2) Electrical Daily Attendance Record (Form 2715-D)</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for time and attendance records located in ARS 2.</i></p>	GRS 20, item 1b	

WITHDRAWN

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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>(3) Electronic input of incident/damage report via e-mail from the Gatun Locks control house.</p> <p><i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></p>	GRS 20, item 1b	
	<p>Datafiles. Preventive Maintenance Masterfile, Control House Masterfile, Service Calls Masterfile, Work Orders Masterfile, Equipment Masterfile, Out-of-Service Masterfile.</p> <p><i>TEMPORARY. Delete when no longer needed for current operations or reference.</i></p>	GRS 20, item ^{3a} 1 GRS 11, item 5	
c	<p>Output.</p> <p>(1) Service Calls Report, Report of Equipment Breakdowns, Equipment Out-Of-Service Report, Delay Reports, Work Request Report, Miter Gate Removal Report, and Preventive Maintenance Report.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for related records located elsewhere in this schedule, or when 2 years old.</i></p> <p>(2) Time Maintenance Report, and Work Orders-Manhours Report of Miraflores Locks Electrical Systems.</p> <p><i>TEMPORARY. Cutoff at end of calendar year. Destroy 2 years after cutoff or when 3 years old.</i></p>		
8	<p><u>Daily Inspection and Checklist</u> <u>(Form 4026) of Locks Facilities and Equipment.</u> Contains daily inspection by the Locks tie-up foreman of items on board locomotives and on the locks walls such as messenger lines, extra lifevests, equipment such as rowboats, oars, and facilities such as personnel shelters, toilets. This record also reports absenteeism, tardiness and total number of hours worked by employees.</p> <p><i>TEMPORARY. Destroy when 2 years 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 (NARA USE ONLY)
9	<p><u>Locks Incident/Damage Reports</u> prepared by the lockmaster and containing information from the Daily Lockage Log (Form 4028), Control House Logs (Forms 4348 and 4380) on incidents or equipment malfunctions (locomotives, tunnel machinery, etc.) that occurred during daily lock operations, such as type of problem, nature of failure/inspection, condition of equipment, action taken, date and time equipment is back in operation, and name, IP number and position title of employee in charge.</p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p>		
10	<p><u>Preventive Maintenance Inspections of Locks Machinery and Equipment.</u> Contains preventive maintenance schedules, and reports of inspections performed on all locks machinery and equipment such as tunnels, cranes, firefighting equipment, spillways, turntables, locomotives, etc. Includes service call reports, tunnel service call reports, overdue inspection reports, high mast lighting reports, elevators and dumbwaiters, work planning sheets, and related reports.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Transfer to the Agency Records Center 2 years after cutoff. Destroy 3 years after cutoff or when 5 years old.</i></p>		
11	<p><u>Emergency Maintenance Service Call Log (Form 3794).</u> Requests from the lockmaster and equipment supervisors for emergency electrical and mechanical repairs to locks machinery. Contains service call number, job description, machine number, account number, priority, authorization, job assignment, craft type, actual manhours, and date started and completed.</p> <p><i>TEMPORARY. Destroy 2 years after work is completed or cancelled.</i></p>	GRS 11, item 2a (Superseded)	

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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)
12	<p><u>Locks Division Work Orders.</u> Form 4484, and related requests issued to the different locks division shops for repairs to locks machinery and equipment such as miter gates, locomotives, tunnels, and related equipment and structures. Includes name of requester, date, equipment and facility number, location, job description, type of work, manpower required, date completed and related information.</p> <p><i>TEMPORARY. Destroy 2 years after work is completed or cancelled.</i></p>	GRS 11, item 2a (Superseded)	
13	<p><u>Locomotive Parts Overhaul Forms</u> for traction and windlass locomotives. Contains information such as part number, description, stock number, action taken, personnel performing repairs, tag and serial number, parts used, and date started and completed. Arranged by part number.</p> <p><i>TEMPORARY. Destroy when 10 years old or no longer needed for reference, whichever is sooner.</i></p>		
14	<p><u>Locks Equipment Status Reports.</u> Contain information on the pending or completed repair and maintenance work of locks equipment such as locomotives, locomotive conductor slots, etc. Reports include information on the shift, equipment under repair, description of work, location, date, foreman's approval, etc. Used to monitor in-service and out-of-service status of equipment.</p> <p><i>TEMPORARY. Destroy when 1 year old.</i></p>		
15	<p><u>Locks Machinery and Equipment Maintenance Case Files.</u> Contains correspondence, reports, and technical information that document the maintenance history of all locks machinery and equipment. Includes field inspections, cost estimates for repairs, preventive maintenance reports, duplicate engineering drawings equipment modifications, technical specifications, and related records.</p>		

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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)
a	For minor plant items costing less than \$5,000 and routine maintenance work. <i>TEMPORARY. Cutoff at the end of the fiscal year. Transfer to the Agency Records Center when 2 years old. Destroy 3 years after transfer or when 5 years old.</i>		
b	For major plant items and specific or significant maintenance work. <i>TEMPORARY. Cutoff at end of FY when project is completed or cancelled. Destroy when item is excessed or removed from the plant listing or no longer needed for reference, whichever is sooner.</i>		
16	<u>Locks Overhaul Project Case Files</u> containing correspondence on project planning, manpower requirements, cost estimates, materials, notifications of lane outages, field inspections and final reports of major overhauls of the locks structures and equipment, such as the approach wall, wingwalls, rising stem valves, cylindrical valves, tunnels, conductor slots (track), miter gates, lock gates, and caissons. <i>TEMPORARY. Cutoff upon completion of overhaul. Destroy when 20 years old or when no longer needed for reference.</i>		
17	<u>Locks Engineering Project Files.</u> Project files maintained by plant engineers for all engineering and architectural designs used throughout the Locks. Contains analyses, calculations, inspection reports, photographs, technical design data, catalog cuts, technical specifications, and drawings. <i>TEMPORARY. (See ARS 17, item 15)</i>		WITHDRAWN

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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)
C	<p>OUTPUT:</p> <p>(1) Monthly Tug Operation Report and Monthly Engine/Fuel Summary Report, and one-time special reports printed upon request.</p> <p><i>TEMPORARY. Cutoff at end of CY. Destroy 3 years after cutoff.</i></p> <p>(2) Out of Service Preventive Maintenance (PM) List by tug prepared at 3-month intervals.</p> <p><i>TEMPORARY. Cutoff at end of CY. Destroy 3 years after work order is completed.</i></p> <p>(3) Shipyard Overhaul List per Tug for maintenance of main engines (every 6 years) and drydock (every 4 years).</p> <p><i>TEMPORARY. Cutoff at end of CY. Destroy 3 years after work order is completed.</i></p> <p>(4) Diskette containing Shipyard Overhaul List per Tug.</p> <p><i>TEMPORARY. Transfer diskette to ECIN for input of estimated labor hours and materials costs.</i></p> <p>(5) In-Service Preventive Maintenance History Report.</p> <p><i>TEMPORARY. Cutoff at end of CY. Destroy when 3 years old.</i></p>		
19	<p><u>Floating Equipment Operating Records.</u></p> <p>Contains daily operating records, production reports, hours of operation, equipment monitoring records, and other operational data for the agency's barges, towboats, caissons, launches, drill and dredge boats, and other floating equipment.</p> <p><i>TEMPORARY. Cutoff at end of Calendar Year. Destroy when 10 years old, or when no longer needed for reference.</i></p>		
20	<p><u>Towboat Engine Room Log.</u> Contains the towboat engine hours of operation, total running time, oil consumption, etc. Used to schedule maintenance to the tug engine, report damages and record accidents in the engine room.</p> <p><i>TEMPORARY. Cutoff at end of calendar year. Destroy 1 year after cutoff or when 2 years 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 (NARA USE ONLY)
21	<p><u>Monthly Towboat Operating Report.</u> Summary report of towboat operations prepared by the towboat engineer. Contains information on the operation of the tugs main engines, generator engines, hydraulic pump engine, fire pump engine, fuel oil summary, out-of-service time, running time, and amount of oil consumed. (Used to prepare the monthly tug utilization report.)</p> <p><i>TEMPORARY. Cutoff at end of CY. Destroy 5 years after cutoff.</i></p>		
22	<p><u>Towboat Work Order or Request (Form 299).</u> Used to request towboat maintenance and repair work. Contains information such as date, tug name, work order number, equipment number, priority, type, description of work, materials, job status, and date completed.</p> <p><i>TEMPORARY. Cutoff at end of calendar year when work order is completed or cancelled. Destroy 2 year cutoff or when 3 years old.</i></p>		
23	<p><u>Towboat In-Service and Out-of-Service Preventive Maintenance Reports.</u> Consolidated list of maintenance and repair work to be performed on the towboat fleet. Contains information such as date, tug name, job order number, priority, explanation of outage, description of repairs and work, and date completed. (Included in the Monthly Tug Utilization Report.)</p> <p><i>TEMPORARY. Cutoff at end of Calendar Year. Destroy 3 years after work order is completed or cancelled.</i></p>		
24	<p><u>Weekly Tug Preventive Maintenance Schedules (SKEDNOTES).</u> Used to inform the Marine Traffic Control Center and other interested divisions when a towboat will be unavailable due to scheduled maintenance or repairs.</p> <p><i>TEMPORARY. Destroy when 1 year 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 (NARA USE ONLY)
25	<p><u>Shipyard Towboat Repair Logs.</u> Used to record all repairs and maintenance work performed on towboats by the Industrial Division. Contains Industrial Division code, status, work order number, remarks and readings, date, signature, and comments.</p> <p><i>TEMPORARY. Cutoff at end of CY. Destroy 3 years after work order is completed or cancelled.</i></p>		
26	<p><u>Cost Estimate Planning and Job Control System.</u> Used by the Industrial Division planners/estimators to calculate the costs of each maintenance/repair project and to monitor job progress. The system contains a library of standard estimates for labor hours and material costs used to calculate and estimate time associated with maintenance and repair projects.</p>		
a	<p>Input:</p> <p>(1) Upload of MRCS diskette containing Shipyard Overhaul List per tug.</p> <p><i>TEMPORARY. Return diskette to MRCS after cost estimate data is entered.</i></p> <p>(2) Manual input of non-standard resource estimate data.</p> <p><i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></p> <p>(3) Equipment Inspections, Non-Capital Work Orders, and Towboat Work Orders (Form 299).</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for related records located elsewhere in this schedule.</i></p> <p>(4) Completed Work Orders.</p> <p><i>TEMPORARY. Destroy 3 years after work order is completed or cancelled.</i></p>	GRS 20, item 1b	

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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)
b	<p>Datafile: Cost Estimate Planning System Masterfile; Job Control Masterfile.</p> <p><i>TEMPORARY. Cutoff at end of FY. Transfer data to Historical Fiscal Year Masterfile. Delete when 7 years old.</i></p>	<p>GRS 20, item 3a</p> <p>GRS 11, item 5</p>	
c	<p>Output:</p> <p>(1) Diskette containing Shipyard Overhaul List with estimated costs added.</p> <p><i>TEMPORARY. Transfer diskette and one hard copy to MRCS.</i></p> <p>(2) Hard copy printout of Shipyard Overhaul List with estimated costs.</p> <p><i>TEMPORARY. Destroy 3 years after work is completed or cancelled.</i></p> <p>(3) Job Card Progress Summary, Overhaul Progress Report Summary, and Towboat Overhaul Services Report (manually generated).</p> <p><i>TEMPORARY. Cutoff at end of FY. Destroy 1 year after cutoff or when 2 years old.</i></p> <p>(4) Electronic interface with the mainframe Job Control System reporting job estimates (TC-11 and TC-32), Daily Attendance, and Job Summary Form 4731.</p> <p><i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></p>		
27	<p><u>Towboat Utilization System.</u></p> <p>Used by the fleet engineer to monitor tug operations and the availability of tugs for service, and to prepare the Tug Utilization Report and Energy Consumption Reports for both tugs and launches. Contains information such as schedule of shipyard repair hours, emergency shipyard repair hours, bunkering hours, total jobs performed, total running time, lay time at pier, scheduled watches, total engine hours, fuel consumed, fuel rate, and related information.</p>	GRS 20, item 1b	

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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)
a	<p>Input: Monthly Towboat Operating Report.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for Monthly Towboat Operating Report located elsewhere in this schedule, and after information is transferred to the system masterfile and verified.</i></p>	GRS 20, item 1b	
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.</i></p>	GRS 20, item ^{3a} 4 GRS 10, item 2	
c	<p>Output:</p> <p>(1) <u>Monthly Energy Consumption Report</u>. Contains information on daily fuel consumption for each towboat and launch, and statistics on fuel used in past months for control purposes.</p> <p><i>TEMPORARY. Cutoff at end of CY. Destroy 4 years after cutoff or when 5 years old.</i></p> <p>(2) <u>Monthly Tug Utilization Report</u>. Contains information on tugs available for service, scheduled shipyard repair hours, running time, total engine hours, etc.</p> <p><i>TEMPORARY. Cutoff at end of CY. Destroy 4 years after cutoff or when 5 years old.</i></p>		
28	<p><u>Launch Maintenance Management System</u>. Used to record all preventive maintenance work and to monitor all work orders for maintenance and repairs to PCC launches, and damages to launches.</p>		
a	<p>Input:</p> <p>(1) Manual input of information from Maintenance Scheduler list.</p> <p><i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></p>	GRS 20, item 1b	

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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) <u>Daily Launch Running Time and Fuel Report</u>. Used to keep control of all fuel used by the launches and the daily running time of the launches. Report contains dispatcher's name, date, shift, launch name, running time, and fuel consumed.</p> <p><i>TEMPORARY. Destroy when 1 year old.</i></p> <p>(3) <u>Monthly Launch Utilization Report</u>. Contains information on the work performed by the launch fleet, including the operating hours of each launch, standby launches, engine hours accumulated, and fuel consumed.</p> <p><i>TEMPORARY. Cutoff at end of CY. Destroy 1 year after cutoff or when 2 years old.</i></p>		
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete when superseded, obsolete, or no longer needed for current operations.</i></p>	<p>GRS 20, item ^{3a} 4</p> <p><i>GRS 10, item 2</i></p>	
c	<p>Output:</p> <p>(1) Monthly Launch Maintenance Report.</p> <p><i>TEMPORARY. Cutoff at end of CY. Destroy 1 year after cutoff or when 2 years old.</i></p> <p>(2) Periodic reports of completed work orders, list of certified materials, total cost of materials, return to stock, materials by job, materials used, purchase orders, material report.</p> <p><i>TEMPORARY. Destroy when 1 year old or when superseded.</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 (NARA USE ONLY)
29	<p><u>Floating Equipment Maintenance Case Files.</u> Contain general and preventive maintenance information on each launch and towboat such as preventive maintenance performed, certificate of inspections for motorboats, U.S. Coast Guard documentation, inspection reports, safety reports from Fire Division, launch operator daily log, procurement information (cost, delivery date, date in service, etc.) and technical data (horsepower, propulsion, length and beam, fuel capacity), photos pertaining to damages sustained or deficiencies, non-capital work orders, maintenance/overhaul schedules, excess property reports/transfer orders, and related records. Arranged alphabetically by name of launch/towboat.</p> <p><i>TEMPORARY. Destroy 3 years after equipment is excessed or removed from the agency plant listings.</i></p>	ARRS 8, item 14	WITHDRAWN
30	<p><u>Vessel Manufacturing Contract Inspection System.</u> Used to monitor the progress of contracts for the construction of launches, launch materials and equipment. Includes information such as purchase order number, order date, delivery date, job number, item number, quantity, unit (feet or pounds), description, unit price, total price and certification.</p> <p>Input. Manual input of information from procurement contract.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for procurement documents located in ARS 3.</i></p> <p>b Datafile.</p> <p><i>TEMPORARY. Delete information when supersede, obsolete, or no longer needed for reference.</i></p> <p>c Output. Report of All Material, Report of Certified/Not Certified Material, Report of Material Received/Not Received.</p> <p><i>TEMPORARY. Cutoff file at end of FY in which payment is made or procurement is cancelled. Destroy 3 years after cutoff or when no longer needed for reference.</i></p>	<p>GRS 20, item ^{3a} 4</p> <p><i>GRS 3, item 3</i></p>	WITHDRAWN

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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)
31	<p><u>Inventory Control of Navigational Aids.</u> Index cards containing information on the location of navigational aids (buoys), inventory control number, description, date of purchase, date and description of repair and maintenance work performed.</p> <p><i>TEMPORARY. Destroy 3 years after item is withdrawn from the plant listing.</i></p>	GRS 8, item 5	
32	<p><u>Inspection Reports</u> for all floating equipment (barges, towboats, caissons, launches, drill and dredge boats), industrial, mechanical and electrical equipment, and plant operations. Contains equipment identification number, model, description, type of inspection, manufacturer, installation date, operating condition, maintenance and repairs required and/or performed, results of inspection, recommendations, etc. EXCLUDING inspection reports located elsewhere in these schedules.</p> <p><i>TEMPORARY. Destroy when 3 years old, when superseded by new inspection, or when no longer needed for reference.</i></p>	ARRS 5, item 27	WITHDRAWN
33	<p><u>Diver's Report of Repairs to Floating Equipment and Facilities.</u> Contains estimate of materials and labor hours needed, non-capital work order, drawings/sketches of area to be inspected and/or repaired, description of work performed by the divers, completion report and/or receipt for material or work (Form 4563), and related documents.</p> <p><i>TEMPORARY. Destroy when 4 years old.</i></p>		
CANAL MAINTENANCE			
34	<p><u>Drilling and Blasting Activity Reports.</u> Contains operating reports for the drill boat, and the on-board drilling and blasting equipment (i.e, rotary, blasthole and drilling (RBD) machine). Includes information such as total cubic footage drilled and cubic yards displaced, explosive specifications, detonators used, primacord calculations (weight and footage) used in explosive, quantity of explosives and drill holes used, and related documents.</p> <p><i>TEMPORARY. Destroy when 5 years 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 (NARA USE ONLY)
	PUBLIC UTILITY RECORDS		
35	<p><u>Drawings of Utility Plants and Distribution Systems.</u> Duplicate drawings of the mechanical and electrical systems of plant equipment, distribution diagrams, details of connections, architectural plans, as-built drawings, electronic control diagrams, and monitoring systems of the agency's water, power, and air conditioning systems.</p> <p><i>TEMPORARY. Destroy when superseded or no longer needed for current operations.</i></p> <p><i>NOTE: Original drawings and modifications should be filed in the Engineering Division Vault.</i></p>		
36	<p><u>Project Files for Maintenance of Utility Systems.</u> Case files documenting maintenance and improvement projects to the PCC utility systems (water, power, sewer, and air conditioning). Included are purchase documents, equipment designs and modifications to existing plants and distribution systems.</p> <p><i>TEMPORARY. Destroy 6 years after completion of project, or when no longer needed for reference.</i></p>		
	POWER SYSTEM RECORDS		
37	<p><u>Power Plant Operating Log Books.</u> Daily log book containing significant events that occurred during operation of the power plant and its substations. Entries are logged in daily by the power dispatcher and shift operator to record significant events such as, equipment shutdowns, malfunctions, overheating, excessive vibration, and safety matters. The logs contain information such as time, persons involved, significant events in the boilers, turbines, electric control switches, and the general operation of the plant. They are used to record equipment maintenance history and determine maintenance requirements.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Destroy 5 years after date of last entry.</i></p>	GRS 11, item 6 (Superseded)	

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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)
38	<p><u>Power Distribution System Hold Order Tags.</u> Used to mark the control switch for de-energizing a portion of the power distribution system to avoid accidental energizing of the line while repair work is being performed. Each tag contains a description of the work to be done, the equipment requiring repair, the substation controlling the switches, the time the system was down, the operator, dispatcher, person who removed the tag, and other remarks. Also included is the switching list of personnel authorized to close or open breakers to perform repairs.</p> <p><i>TEMPORARY. Cutoff at end of calendar year. Destroy 1 year after cutoff or when 2 years old. Destroy switching list when superseded.</i></p>		
39	<p><u>Power Plant Operating Reports</u> for power generating plants (hydroelectric and fuel) and power distribution systems and equipment. Contains reports of operation, testing and inspection of equipment such as generators, drum and sluice gates, hydraulic turbines, boilers, condensers, transformers, oil circuit breakers, and related equipment.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Destroy 2 years after cutoff or when 3 years old, if no longer needed for reference.</i></p>		
40	<p><u>Fuel Records.</u> Records of diesel or bunker C fuel oil purchased for use in generating electric power at the Miraflores Power Plant. Also includes hourly fuel delivery reports.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for "field procurement records" located in schedule 3, i.e., "Cutoff at end of FY in which payment is made or procurement cancelled. Destroy 3 years after cutoff or when no longer needed for reference, whichever is sooner."</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 (NARA USE ONLY)
41	<p><u>Power System Supervisory Control and Data Acquisition System (SCADA).</u> Used for the overall supervision and control of the agency's power system, and collection of data from the remote power dispatching sites. This system provides the power dispatcher with remote control for switching equipment to open or close current interrupting devices; provides information on the equipment status and loading of generators, lines, transformers; quantity of electricity interchanged with Instituto de Recursos Hidraulicos y Electrificación (IRHE); and system demand.</p> <p>a Input: Electronically transmitted pulse meter readings from the power substations.</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 obsolete or when no longer needed for current operations.</i></p> <p>c Output:</p> <p>(1) Daily Report of Interchange of Electricity between PCC and IRHE, and Daily Power Substation Pulse Meter Report.</p> <p><i>TEMPORARY. Cutoff at end of month. Destroy 2 months after cutoff.</i></p> <p>(2) Monthly Interchange Report and supporting documents used in billing.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Destroy 6 years and 3 months after cutoff.</i></p>	GRS 20 item 1b	
42	<p><u>Digital Fault Recorder System (Transcan):</u> Used to analyze the behavior of the Power System electrical distribution and transmission by monitoring the fault current and voltage data from the different substations (Gatun, Madden, Miraflores, Summit, Agua Clara and Gamboa).</p>		

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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)
a	<p>Input. Data received electronically via interface from the different remote digital fault stations.</p> <p><i>TEMPORARY. Delete after information has been transferred to the system masterfile and verified.</i></p>	GRS 20, item 1b	
b	<p>Datafile. Digital Fault Masterfile.</p> <p><i>TEMPORARY. Delete when information is obsolete or when no longer needed for current operations.</i></p>		
c	<p>Output. Printout of the Digital Fault Recorder Table on which data such as name, size, date, time and description is manually entered.</p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p>		
43	<p><u>Electrical Meter Monitoring System (Mini-Master).</u> Used to gather, translate and analyze data from the solid state electronic meters.</p>		
a	<p>Input. Monthly electronic transfer of data from select remote electrical meters for special customers, and manual information such as meter code, telephone number, etc. provided by the electrical engineers.</p> <p><i>TEMPORARY. Delete after information has been transferred to the system masterfile and verified.</i></p>	GRS 20, item 1b	
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete when information is obsolete or when no longer needed for current operations.</i></p>		
c	<p>Output: Graphs and tables reflecting the behavior of selected parameters of electrical data such as voltage, current, power fluctuations, etc., during a select period of time.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Destroy 1 year after cutoff or when no longer needed for reference, whichever is sooner.</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 (NARA USE ONLY)
44	<p><u>Electrical Meter Reading Records.</u> Meter reading books arranged by geographic area, customer category, and route number. Includes information such as customer name, meter number, total kilowatt hours consumed, etc. Used for electrical billing purposes.</p> <p><i>TEMPORARY. Cutoff at end of FY. Destroy 2 years after cutoff.</i></p>	GRS 11, item 13b	
45	<p><u>Power System Simulation and Testing Systems.</u> Various software programs (CYME, EMTP, ASPEN One Liner, and PulseMaster) used by electrical engineers to construct mathematical models, simulate conditions, and test protective relays of the power system to improve its operation.</p>		
a	<p>Input. Manual input of information gathered by the engineer in charge such as mathematical models of the components of the power system, and relay settings.</p> <p><i>TEMPORARY. Delete after information has been transferred to the system masterfile and verified.</i></p>	GRS 20, item 1b	
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete when information is obsolete or when no longer needed for current operations.</i></p>		
c	<p>Output:</p> <p>(1) Printout of calculations, graphs, tables, and one-line diagrams showing the results of a simulated event (e.g., lightning, line outages, short circuits, etc.).</p> <p><i>TEMPORARY. Destroy when superseded or no longer needed for reference.</i></p> <p>(2) Relay Test Report.</p> <p><i>TEMPORARY. Destroy when 2 years 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 (NARA USE ONLY)
	POTABLE WATER SYSTEM RECORDS		
46	<p><u>Operating Reports of the Potable Water System.</u> Daily reports of the operation of the potable water system to include the water treatment plants, water pump stations, water reservoirs, and distribution system. Includes production reports, chemicals dispensed, water quality before and after treatment, hours of operation, and other operational data pertaining to the potable water system.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Destroy 2 years after cutoff or when 3 years old.</i></p>		
47	<p><u>Water Quality Reports.</u> Weekly reports of laboratory test results of chemical and bacteriological analyses of the quality of raw and processed water. Includes bacterial content, amount of residual chemicals such as chlorine, fluoride, activated carbon, and aluminum sulfate; and amount of turbidity, alkalinity, and carbon dioxide.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Destroy 6 years after cutoff or when 7 years old.</i></p>	GRS 11, item 7h	
48	<p><u>Water Billing System.</u> Used to record meter readings and billing for water consumed by Panamanian and U.S. Government Agencies, private contractors, and individuals living in PCC quarters.</p>		
a	<p>Input: Manual input of daily meter readings from water meter books.</p> <p><i>TEMPORARY. Destroy when 2 years old after information has been transferred to the system masterfile and verified.</i></p>	GRS 11, item 13b	
b	<p>Datafile: Monthly Billing masterfile, and Month End Masterfile.</p> <p><i>TEMPORARY. Transfer data to off-line storage at end of month. Delete when 10 years old.</i></p>	GRS 20, item ^{3a} 4 GRS 6, item 1	

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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)
c	<p>Output: Monthly billing and statistical reports such as: Filtered Water Statistics, Monthly Statistics of Water Consumption, Monthly Billing of Water Consumption, Monthly Billing/Meter Changes, Monthly Water Consumption Credits, and Border Meters Daily Deliveries of Water to IDAAN.</p> <p><i>TEMPORARY. Cutoff at end of FY. Destroy 2 years after cutoff or when 3 years old.</i></p>	GRS 11, item 13c	
49	<p>Water Meter Readings.</p> <p>Daily and monthly water meter readings and related records used to record water consumption for billing purposes.</p> <p><i>TEMPORARY. Cutoff at end of FY. Destroy 1 year after cutoff or when 2 years old.</i></p>	GRS 11, item 13b	
50	<p>Water Meter History System. Used to record the history of all water meters installed and maintained by the agency for the southern and northern districts and those transferred to IDAAN. Includes information such as meter number, size, make and type, location, description of work performed, report number, route (readings) etc.</p>		
a	<p>Input. Manual input of information from the Water Meter Record cards (Form 4912) (1924-Present).</p> <p><i>TEMPORARY. Destroy 1 year after information has been transferred to the system masterfile and verified</i></p>	GRS 20, item 1b	
b	<p>Datafile. (1990-Present).</p> <p><i>TEMPORARY. Delete information when water meter is permanently removed from service, ownership transferred, or no longer needed for current operations, whichever is sooner.</i></p>	GRS 20, item 1 ^{3a} <i>GRS 11, item 5</i>	
c	<p>Output: On-screen display.</p> <p><i>TEMPORARY. Delete when no longer needed for reference.</i></p>		
51	<p>Water System Parts & Equipment Inventory System. Used to control the inventory, repairs and replacement of all parts and equipment such as compressors, meters, pumps, generators, valves, electrical switches, and regulators, and the movement of parts to include pumps, pipes, and filters.</p>		

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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)
a	<p>Input. Information obtained from purchase orders, non-capital work orders, and related documents.</p> <p><i>TEMPORARY. Destroy according to the disposition for related items located elsewhere in these schedules.</i></p>	GRS 20, item 1b	
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete information when superseded, obsolete, or no longer needed for current operations.</i></p>	^{3a} GRS 20, item A <i>GRS 3, item 9</i>	
c	<p>Output: Daily, weekly, monthly and annual reports of movement of pumps, filters, and pipes.</p> <p><i>TEMPORARY. Destroy after completion of annual inventory.</i></p>		
REFRIGERATION AND AIR CONDITIONING SYSTEM RECORDS			
52	<p>Chilled Water Plant Control System (I/NET). A facility management and environmental control system used to control and monitor the water temperature, amperages, charge flow, and humidity of the Chilled Water Plant and the air handler units located in facilities served by the Chilled Water Plant. The system consists of 38 microprocessor based Distributed Control Units (DCU's) installed in all buildings connected to the Chilled Water Plant. The system allows the operator to graphically depict the location and/or current state or value of the system components.</p>		
a	<p>Input:</p> <p>(1) Electronic input of information such as temperature, water flow, humidity, etc. via interface with the 38 Distributed Control Units (DCU's).</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 information by the operator such as parameter values.</p> <p><i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></p>	GRS 20, item 1b	

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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)
b	<p>Datafile.</p> <p><i>TEMPORARY. Transfer data to off-line storage when 6 months old. Delete information when superseded, obsolete, or when no longer needed for reference.</i></p>	<p>GRS 20, item ^{3a}4</p> <p><i>GRS 11, item 5</i></p>	
c	<p>Output: Periodic statistical reports and tables on the system operation, energy demand or access, environment, and related topics.</p> <p><i>TEMPORARY. Destroy when 6 months old, or when no longer needed for reference.</i></p>		
53	<p><u>Refrigeration Equipment Maintenance Case Files.</u> Contains information that documents the maintenance history of all refrigeration equipment to include air conditioner wall units, split systems, refrigerators, ice machines, and central air conditioning systems. Includes information such as location of equipment; date purchased and installed; description of equipment; i.e., model and serial numbers; all maintenance and repair work performed, work order numbers, manhours, and total costs.</p> <p><i>TEMPORARY. Destroy 2 years after equipment is excessed or withdrawn from the plant listing.</i></p>	GRS 11, item 5a	
54	<p><u>Refrigeration Equipment Inventory System.</u> Used to control the inventory of window air conditioners, split units, central air conditioning systems, refrigerators, and ice machines. Contains Room Air Conditioner number (RAC No.), plant item number, description, supplier, serial number, model, capacity, unit cost, purchase order number, location of installation, and date received and installed.</p>		
a	<p>Input: Manual input of information from purchase order or receiving report.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for related records located elsewhere in these schedules after the information is transferred to the system masterfile and verified.</i></p>	GRS 20, item 1b	
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete 2 years after equipment is excessed, or when no longer needed for reference.</i></p>	<p>GRS 20, item ^{3a}4</p> <p><i>GRS 3, item 9</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 (NARA USE ONLY)
c	<p>Output: Refrigeration Equipment Inventory Report.</p> <p><i>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference.</i></p>		
55	<p>Chilled Water Plant Inventory Control Cards of all chiller units and air handling equipment. Contains information such as location where equipment is installed, description of equipment i.e., make, model, serial number, number of cylinders, shaft size, coupling make, and refrigerant used.</p> <p><i>TEMPORARY. Destroy 3 years after item is withdrawn from the plant listing.</i></p>	GRS 8, item 5	