

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-185-97-23</i>	DATE RECEIVED <i>6-24-97</i>
1. FROM (Agency or establishment) Panama Canal Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Information Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Information Maintenance & Disposition Unit			
4. NAME OF PERSON WITH WHOM TO CONFER Denise B. Will	5. TELEPHONE (301) 420-0675 ext. 272-5033	DATE <i>9-18-97</i>	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 9 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 6/10/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>M. Jeanne Hinek</i> M. Jeanne Hinek	TITLE Chief, IMMD
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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 GRS OR SUPERSEDED JOB CITATION	10.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>RECORDS OF THE PANAMA CANAL COMMISSION STORED AT THE AGENCY RECORDS CENTER - DIABLO HEIGHTS</p> <p>Yellow Fever Control Records (1948-1951). 2 cubic feet. Unarranged.</p> <p>Records pertaining to Yellow Fever control; including vaccination and inspection records, research reports, correspondence, experiment results, surveys and investigations, epidemiology, 8" x 10" black and white, captioned photographs of vaccinations in Bocas del Toro. Also includes 8" x 10" and 4" x 5" black and white, uncaptioned photographs of vaccinations in Darien and Tonosi.</p> <p>PERMANENT. Transfer to the National Archives immediately upon approval of schedule.</p>		
2.	<p>Hospital Patient Administration and Medical Records (1904-1979).</p> <p>Administrative records pertaining to the care and treatment of patients at Coco Solo and Gorgas Hospitals and other health care facilities.</p>		

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3.	<p>The records consist of Medical Examining Board meeting minutes, teaching case files, copies of hospital policies, claims case files, copies of Health Bureau annual reports, claims cases, statistical reports, diagnosis research reports, disease index, Bertillon Card index, operative research reports, daily census reports, discharge reports, emergency room review sheets, fetal monitoring strips, hospital registers, patient worksheets, medical supply inventories, patient reports, inpatient medical records, vaccination cards, research reports, vacancy reports, Medical Records Committee meeting minutes and reports, patient photographs, surgeons operation cards, staff meeting minutes, etc.</p> <p>TEMPORARY. Destroy immediately upon approval of schedule.</p> <p>3. Hospital Administrative Subject Files (1966-1979) .</p> <p>Records pertaining to the administration and operations of Coco Solo and Gorgas Hospitals. The records consist of files pertaining to such topics as motor pool, physician lists, forms control, surveys, patient claims, crematorium, mortuary, accounting, employee suggestions, etc.</p> <p>TEMPORARY. Destroy immediately upon approval of schedule.</p>		

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4.	<p>Hospital Military Medical Officers Personnel Files (1964-1974).</p> <p>Files consisting of information pertaining to individual military medical officers and interns stationed at Coco Solo and Gorgas Hospitals. The files contain information on classifications, promotions, orders, leave, appointments, assignments, and other personnel-related matters. These files are hospital copies maintained solely for administrative purposes.</p> <p>TEMPORARY. Destroy immediately upon approval of schedule.</p>		
5.	<p>Hospital Annual Reports (1974-1979).</p> <p>Annual reports submitted to the directors of Coco Solo and Gorgas Hospitals from individual offices, units, and sections. The report documents specific achievements, accomplishments, activities, medical studies and research projects which occurred during the previous year. Also includes results of reviews by an accrediting or certifying organization.</p> <p>TEMPORARY. Destroy immediately upon approval of schedule.</p>		
6.	<p>Hospital Reading Files (1976-1979).</p> <p>Copies of outgoing correspondence arranged chronologically and maintained for periodic review by Coco Solo and Gorgas Hospitals staff members or for convenience of reference. This files cover a wide range of administrative functions relating to the hospital.</p> <p>TEMPORARY. Destroy immediately upon approval of schedule.</p>		

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7.	<p>Hospital Teaching and Charity Case Records (1973-1979) .</p> <p>Files consisting of applications requesting a cancellation of charges for treatment of indigent patients at Coco Solo and Gorgas Hospitals. The application includes such information as name of patient, relationship to responsible party, residence, occupation, income, dependents, health insurance, diagnosis, date of treatment, bill number, amount paid, outstanding balances, and hospital recommendations.</p> <p>TEMPORARY. Destroy immediately upon approval of schedule.</p>		
8.	<p>Hospital Handicapped Case Files (1974-1979) .</p> <p>Memorandums received by Coco Solo and Gorgas Hospitals from the Canal Zone Committee to Aid Handicapped Persons (a charitable organization) authorizing medical treatment. Information includes the patient's name, birth date, sponsor, relationship to sponsor, employer, residence, nature of illness, treatment authorized, and monetary limitation.</p> <p>TEMPORARY. Destroy immediately upon approval of schedule.</p>		
9.	<p>Hospital Controlled Drug Inspection Reports (1976-1979) .</p> <p>Monthly audit reports created by the Coco Solo and Gorgas Hospitals pharmacy listing the types and quantities of drugs in stock. The files relate to a physical inventory conducted by drug audit teams to ensure that controlled substances are not lost, stolen, or misplaced.</p> <p>TEMPORARY. Destroy immediately upon approval of schedule.</p>		

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10.	<p>Tivoli and Washington Hotel Guest Registers (1914-1938/1963-1971).</p> <p>Bound, 12" x 6" x 1 1/2" and 10" x 15" x 1" guest register books for the Tivoli Guest House and the Washington Hotel. The books contain information such as name of guest, nationality, place of origin, destination, and assigned room number.</p> <p>TEMPORARY. Destroy immediately upon approval of schedule.</p>		
11.	<p>Canal Zone Postal Records (1950-1979).</p> <p>Records pertaining to the administration of postal delivery activities in the Canal Zone. The files consist of correspondence, reports, circulars, memorandums, money order applications and receipt books, safety reports, work authorizations, motor pool information, vending machine information, unclaimed parcel lists, military mail reports, reading files, and summarized reports relating to quantity and types of mail.</p> <p>TEMPORARY. Destroy immediately upon approval of schedule.</p>		
12.	<p>Clergy Marriage Registration Books (1904-1979). 11 cubic feet. Arranged chronologically.</p> <p>Bound books containing abstracted information on Canal Zone marriages recorded by the officiating clergy. Includes such information as the date of the marriage; the name, age, race, and residence of the contracting partners; name of the officiating person; and witnesses.</p> <p>PERMANENT. Transfer to the National Archives immediately upon approval of schedule.</p>		

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13.	<p>Marriage Licenses (1907-1979). 43 cubic feet. Arranged Alphabetically by District Court and by license number thereunder.</p> <p>Marriage licenses issued by the Canal Zone District Courts of Balboa, Cristobal, or the Empire Range. The license, affixed with the official District Court seal, contains such information as the license application and number; names of contracting parties; date the license was granted; the signature of the official performing the ceremony; the court clerk; and two witnesses.</p> <p>PERMANENT. Transfer to the National Archives immediately upon approval of schedule.</p>		
14.	<p>Coroner's Reports (1952-1982).</p> <p>Coroner's record of death relating to individual cases. Includes clinical records, coroner's jury findings and related records such as record of inquiry, copies of autopsy request and reports, including photographs, copy of the death certificate and a disposition of remains and related records.</p> <p>TEMPORARY. Destroy immediately upon approval of schedule.</p>		

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15.	<p>Mr. Arthur Raggi's Historical Files (1849-1943). 3 cubic feet. Unarranged.</p> <p>Miscellaneous grouping of records found in the files of Mr. Arthur Raggi, a former employee of the Engineering Division. The records, a majority of which consist of maps and drawings, also consist of correspondence, reports, studies, sketches, plans, working papers, blueprints, publications, land claim records, court records, newspaper clippings, etc. A significant amount of the records are French in origin.</p> <p>PERMANENT. Transfer to the National Archives immediately upon approval of schedule.</p>		
16.	<p>Miscellaneous Engineering Records - Special Engineering Division (1937-1946).</p> <p>Miscellaneous records pertaining to water storage projects and studies, including hydrology related to the Third Locks Project, spillway capacity from Gatun Lake, etc. The records consist of diagrams, maps, charts, blueprints, physical data, engineer's notes, computations, and general correspondence.</p> <p>TEMPORARY. Destroy immediately upon approval of schedule.</p>	<p><i>Cross-out this conversation with (T. Catter) 10/8/97 sis.</i></p>	<p><i>portion per NARA</i></p>
17.	<p>Locks Maintenance Records (1965-1968).</p> <p>Records pertaining to the 1965 overhaul and repair of Pedro Miguel, Miraflores, and Gatun Locks. The records consist of correspondence, reports, studies, working papers, foundation investigations, field notes, drill hole location files, core logs, geological field logs, and related records.</p> <p>TEMPORARY. Destroy immediately upon approval of schedule.</p>		

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<p>18.</p> <p><i>change made Per Constance Faganey Records Officer SSC 7/23/97</i></p>	<p>Identification Photographs (1917-1945). 6 CUBIC FEET. UNARRANGED. 3" x 5" glass plate negatives and, in some cases, black and white photographs of individual employees. These photographs were taken for the purpose of registering employees as "silver employees," chauffeur positions, marine licenses, passport identification, and World War II security clearances. The glass plate negatives, many of which are cracked, are maintained in envelopes with the name of the individual hand-written on the outside. PERMANENT. TRANSFER TO THE NATIONAL ARCHIVES TEMPORARY. Destroy immediately upon approval of schedule.</p>		
<p>19.</p>	<p>General Services Administrative Files (1953-1982).</p> <p>Administrative subject files generated by the General Services Bureau, which is responsible for canal protection, facilities management, fire and emergency services, logistical support, motor transportation, liaison support and printing services. Includes correspondence, memorandums, reports and manuals relating to such topics as traffic problems, safety concerns and violations, Gamboa Penitentiary, emergency preparedness, police investigations, etc.</p> <p>TEMPORARY. Destroy immediately upon approval of schedule.</p>		

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20.	<p>Public Administrator Files (1945-1980) .</p> <p>Records relating to the administration of deceased persons estates in the Canal Zone. The records consist of receipts and itemized lists documenting appraised value of deceased's property, court affidavits, estate ledgers; memorandums pertaining to investigations, attempts to locate next-of-kin, account ledgers, and correspondence with various insurance companies. The files also include escheat and unclaimed funds information.</p> <p>TEMPORARY. Destroy immediately upon approval of schedule.</p>		
21.	<p>Personal Injury Registry Books (1906-1922) . Arranged chronologically. 2 cubic feet.</p> <p>Bound books containing information relating to employees injured while working on the construction of the Panama Canal. Each entry includes assigned case number; name; age, race, nationality, and occupation of injured employee; the date of injury; and release information.</p> <p>PERMANENT. Transfer to the National Archives immediately upon approval of schedule.</p>		

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22.	<p>New York Office Administrative Files (1948-1964). 19 cubic feet. <i>1920</i> Unarranged.</p> <p>These administrative files, which were originally accumulated in the New York Office, were retired to the agency records center in 1961. All types of administrative, housekeeping, and operational records were arbitrarily retired. The records consist of correspondence and related papers involving such topics as employee accidents, injuries, and illnesses; employees group life insurance policies, pensions, and wages; longshoremen and stevedores; watchmen; information bulletins; regulations; legal files and correspondence regarding shipping claims; staff reports and meeting minutes; safety reports; ship crew lists regarding Panama Canal Steamship Line vessels; excerpts from ship logs, copies of master certificates; payroll records; and passenger lists.</p> <p>PERMANENT. Transfer to the National Archives immediately upon approval of the schedule.</p> <p>Note: Duplicative, nonrecord, or General Records Schedules (GRS) items will be removed and destroyed during archival processing.</p>		