

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
Information Management

3. MINOR SUBDIVISION
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Denise B. Will (301) 420-0675
ext. 272-5033

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-185-98-1

DATE RECEIVED
11-3-97

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 3-23-00 ARCHIVIST OF THE UNITED STATES
J. W. Cal

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 7 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 10/15/97 SIGNATURE OF AGENCY REPRESENTATIVE *M. Jeanne Hinek* TITLE Chief, IMCR
M. Jeanne Hinek

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	RECORDS OF THE PANAMA CANAL COMMISSION METEOROLOGICAL AND HYDROGRAPHIC RECORDS (SYSTEMS) METEOROLOGY RECORDS Climatology Data System. Real-time hourly data on wind speed and direction, air temperature, relative humidity, dew point, barometric pressure, and solar radiation electronically transmitted from four weather stations via VHF radio to a central data collection microcomputer for error checking and plotting. Data is then downloaded to an ASCII file for printing, distribution, and archival storage via the mainframe computer. The data in the system is used for flood control and to provide historical climatological information to PCC operating divisions.		

Agency

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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 GRS OR SUPERSEDED JOB CITATION	10.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>a. Input: Climatology data electronically transmitted every hour from 4 weather stations via VHF radio to a central PC for error checking and plotting.</p> <p><i>TEMPORARY. Delete after the information has been transferred to the system masterfile and verified.</i></p> <p>b. Datafiles on micro and mainframe computers (1975-present).</p> <p><i>TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.</i></p> <p>c. Output:</p> <p>(1) Floppy disk containing "processed" historical climatology data in ASCII format (1975-present), maintained by the Meteorology Section.</p> <p><i>TEMPORARY. Transfer to the National Climatic Data Center (NCDC) when no longer needed for current operations.</i></p> <p><i>NOTE: All transfers of records to agencies other than the NARA shall be according to 36 CFR 1228.126.</i></p> <p>(2) Magnetic tape (1975-present), maintained by Computer Operations Section.</p> <p><i>TEMPORARY. Cut off at end of calendar year. Delete when no longer needed for current operations.</i></p> <p>(3) Hard copy (1900-present). Handwritten and/or computer printout of weather data arranged geographically by weather station.</p>	<p>N1-185-96-1, item 2a</p>	

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	<p>b. Datafiles on micro and mainframe computers.</p> <p>TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.</p> <p>c. Output:</p> <p>(1) Annual rainfall, river, lake, and tide data stored on electronic media:</p> <p>(a) Annualized magnetic tape (1971-present), maintained by Computer Operations Section.</p> <p>TEMPORARY. Delete after data is transferred to CD-ROM and verified.</p> <p>(b) ASCII data files on CD-ROM (1971-present), maintained by ECEH Operations Section.</p> <p>TEMPORARY. When no longer needed for current operations, transfer rain, river, and lake data to the U.S. Geological Survey (USGS), and tide data to the National Oceanographic Data Center (NODC).</p> <p>NOTE: All transfers of records to agencies other than NARA shall be according to 36 CFR 1228.126.</p> <p>(c) Floppy disk (1971-present) maintained by ECEH Meteorology Section.</p> <p>TEMPORARY. Delete when no longer needed for current operations.</p> <p>(2) Hard Copy:</p> <p>(a) Monthly summary of river, lake, and tide elevation and discharge.</p>	<p>N1-185-96-1, item 5a(2)</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:</p> <p>(1) Hard Copy:</p> <p style="padding-left: 40px;">(a) Daily Hydrology Report and summaries (1914-present).</p> <p><i>TEMPORARY. Break file at end of calendar year. Destroy when 5 years old.</i></p> <p style="padding-left: 40px;">(b) Monthly Average Inflows Summary Report (1914-present).</p> <p><i>TEMPORARY. Transfer to the Agency Records Center when 10 years old. Destroy when 30 years old or when no longer needed for Canal operations.</i></p> <p style="padding-left: 40px;">(2) Floppy disk (1990-present), maintained by Hydrology Section.</p> <p><i>TEMPORARY. Transfer to the Panama Canal Authority Archives when no longer needed for current operations.</i></p>	<p>N1-185-96-1, item 9a(1)</p> <p>N1-185-96-1, item 9a(2)</p> <p>N1-185-96-1, item 9b(1)</p>	
4	<p>Monthly Hydrology Data System (1914-Present).</p> <p>PC-based system used to estimate water expenditures and evaluate net inflows into the Gatun and Madden Lakes and downstream watersheds. Also used to prepare monthly, calendar and fiscal year water balances and reports for the Panama Canal watershed.</p> <p>a. Input: Manual input of information from monthly evaporation expenditures and starting/ending elevations for Gatun and Madden lakes; municipal water expenditures; hydropower water expenditures at Gatun and Madden Power Plants; water spillage at Gatun Spillway and Madden Dam; and Locks water expenditures.</p> <p><i>TEMPORARY. Destroy 3 months after information is transferred to the system masterfile and verified.</i></p>		

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b.	<p>Datafiles.</p> <p><i>TEMPORARY. Delete when no longer needed for current operations.</i></p>		
c.	<p>Output: Periodic charts, reports and graphs.</p> <p><i>TEMPORARY. Destroy when no longer needed for current operations.</i></p>		
6.	<p>Documentation created by the Climatology Data System, Hydrological and Meteorological System Control Strings, Daily Hydrology Data System, Monthly Hydrology Data System, and Hydrologic Engineering Center Data Storage System.</p> <p><i>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for operations.</i></p>		