

# 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  
Denise B. Will

5. TELEPHONE  
(301)420-0675  
EXT. 272-5033

AVE BLANK (NARA use only)

JOB NUMBER  
N1-185-98-2

DATE RECEIVED  
11-25-97

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

10-22-99 *John W. Paul*

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 \_\_\_ 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

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

*M. Jeanne Hinek*  
M. Jeanne Hinek

Chief, Records Management Branch  
Deputy Agency Records Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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 FILES</b></p> <p><b>Tariff Rate Reviews.</b> Working papers and other supporting documents used in the development and review of the official tariff rates (inter-agency and intra-agency) charged for routine services provided by the agency, such as marine and longshore services, transportation and utilities, health and education services, ocean transportation, and one-time special rates, etc. <i>TEMPORARY. Destroy 10 years after close of the fiscal year in which the rate became effective.</i></p> <p><b>2</b></p> <p><b>Fire Flow Rate Calculation System.</b> Used to develop, review, and divide costs of official tariff rates for fire protection services provided by the Panama Canal Commission to military components and agency buildings.</p> <p><b>a</b></p> <p>Input. Manual input of information obtained from annual inventory of buildings in military components, and from listings of buildings that pertain to the Panama Canal Commission. <i>TEMPORARY. Destroy 2 years after information is transferred to the system masterfile and verified.</i></p>		

Copies: Agency + NWMWA

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b	Datafile. <i>TEMPORARY. Delete when superseded, obsolete, or no longer needed for current operations.</i>		
c	Output. Fire Flow Distribution Report, which contains a listing of facilities the Panama Canal Commission provides fire protection services to. It includes location code, area, type of installation, etc. <i>TEMPORARY. Destroy when 3 years old.</i>		
3	<p><b>Disability and Cash Relief Case Files.</b> Individual case files that document the payment of benefits to eligible recipients under the Cash Relief Act of 1937. This Act established the disability relief program that authorized payments of cash relief to non-U.S. citizen employees of the Panama Canal Company and its predecessor agencies who were disabled due to age or illness and who had served at least 10 years with the organization. The Act was amended in 1970 to include COLA's to provide survivor benefits to widows and common-law spouses, as well as U.S. Government subsidized health care benefits. (Privacy Act System, PCC/PR-1).</p> <p><u>Case Files of DR Widows and Dependents.</u> <i>TEMPORARY. Destroy 1 year after death.</i></p>		