

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	N1-185-99-1
1. FROM (Agency or establishment) Panama Canal Commission		DATE RECEIVED	2-18-99
2. MAJOR SUBDIVISION Information Management		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Branch		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Oleska L. M. de Loaiza	(301)420-0675 Ext. 272-5013	10-22-99	<i>[Signature]</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 _____ 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 2/3/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> M. Jeanne Hinek	TITLE Manager, Records Management Branch Deputy Agency Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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</p> <p>Magnetic Tape Files Control System. Used to track and control the location and total number of magnetic tape files generated from the mainframe system. Contains information such as file name, creation date, description, storage area, and tape usage.</p> <p>a. Input.</p> <p>(1) Information extracted from the "Production Pick-up Memo" package.</p> <p>TEMPORARY. Destroy when 2 years old.</p> <p>(2) Information extracted from the "Production Tape Retention Rules" report.</p> <p>TEMPORARY. Destroy when superseded.</p>		

Copies: Agency + NWMWA

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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 GRS OR SUPERSEDED JOB CITATION	10.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>b. Datafile.</p> <p>TEMPORARY. Delete data when superseded or obsolete.</p> <p>c. Output. Listings of magnetic tapes locations.</p> <p>TEMPORARY. Destroy when superseded or after related media is withdrawn from the storage area.</p>		
2	<p><u>Runtime Parameters System.</u> Used to define the format and content of mainframe computer reports. Contains information such as run name, date prepared, contents, columns, and remarks.</p> <p>a. Input.</p> <p>(1) Format specifications developed for routine reports.</p> <p>TEMPORARY. Attach to "Production" package and destroy when 2 years old.</p> <p>(2) Format specifications developed for one-time reports.</p> <p>TEMPORARY. Destroy specifications and original request when one year old.</p> <p>b. Datafile.</p> <p>TEMPORARY. Delete data when superseded or obsolete.</p> <p>c. Output. Runtime Parameters.</p> <p>TEMPORARY. Destroy when one month old.</p>		
3	<p><u>Computer Reports Scheduling Systems.</u> Used to monitor timely production and distribution of mainframe generated computer reports and to produce tape/cartridges labels. Contains information such as production schedules, sequence rules, requesting office, number of copies, datafile names, and historical data.</p>		

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	<p>a. Input. Information extracted from the package that contains the "Production Pick-up Memo" which also includes information such as: Program write-up, scheduling and report distribution, operations bulletin, original request and format specifications for routine reports.</p> <p>TEMPORARY. Destroy when 2 years old.</p> <p>b. Datafile.</p> <p>TEMPORARY. Delete data when superseded or obsolete.</p> <p>c. Output.</p> <p>(1) Production schedules</p> <p>TEMPORARY. Destroy when one month old.</p> <p>(2) Production File and Run Control Sheets</p> <p>TEMPORARY. Destroy when 6 months old.</p> <p>(3) Transmittal sheets:</p> <p style="padding-left: 20px;">(a) Original sent to the user along with the report</p> <p style="padding-left: 40px;">TEMPORARY. Destroy when superseded.</p> <p style="padding-left: 20px;">(b) Other copies</p> <p style="padding-left: 40px;">TEMPORARY. Destroy when one month old.</p>		