

**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  
Office of 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

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-185-99-3*

DATE RECEIVED  
*2-23-99*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *10-22-99* ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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 1 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  
*1/14/99*

SIGNATURE OF AGENCY REPRESENTATIVE  
*[Signature]*  
M. Jeanne Hinek

TITLE  
Manager, 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 GRS OR SUPERSEDED JOB CITATION	10.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</b></p> <p><b>INSPECTOR GENERAL RECORDS</b></p> <p><b>Investigative Case Files.</b> Case files developed during investigations of known or alleged fraud, abuse, and irregularities or violations of laws and regulations. Cases relate to agency personnel and programs and operations administered or financed by the agency including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports, witness statements, criminal intelligence data, and related documents, such as correspondence, notes, attachments, and working papers. (Privacy Act System, PCC/OIG-1)</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)
	<p>a. Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in Inspector General investigations.</p> <p><i>TEMPORARY.</i> Destroy when 5 years old.</p>	<del>GRS 22, item 1a</del>	
	<p>b. All other investigative case files except those that are unusually significant for documenting major violations of criminal law or ethical standards by agency officials or others.</p> <p><i>TEMPORARY.</i> Cut off at end of fiscal year when case is closed. Destroy 10 years after cutoff.</p>	<del>GRS 22, item 1b</del>	
2	<p><b><u>Allegation/Complaint Files.</u></b> Consists of Form IG-5 - Referral Action Memorandum and any backup documentation generated by the allegation or complaint against employees, agency contractors, or other individuals for alleged violations of law, rules or regulations, mismanagement, gross waste of funds or abuse of authority or government property. Includes the name, allegation or complaint and a summary or comments on the subject, as well as recommended final disposition. (Privacy Act System, PCC/OIG-2)</p> <p><i>TEMPORARY.</i> Cutoff at end of fiscal year. Destroy 10 years after cutoff.</p>	<del>GRS 22, item 1b</del>	
3	<p><b><u>Audit Case Files.</u></b> Case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees, containing audit reports, correspondence, memoranda, and supporting work papers. Includes cash audits and routine audits. (Privacy Act System, PCC/OIG-3)</p> <p><i>TEMPORARY.</i> Cut off at end of fiscal year in which case is closed. Destroy 8 years after cutoff.</p>	<del>GRS 22, item 2</del>	