

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

PANAMA CANAL COMPANY

2. MAJOR SUBDIVISION

Administrative Services Division

3. MINOR SUBDIVISION

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Thomas C. Duty

5. TEL. EXT.

52-7767

LEAVE BLANK	
DATE RECEIVED 12 APR 1977	JOB NO.
DATE APPROVED NC 1 185 77 1	
NOTIFICATION TO AGENCY	
<p>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</p>	
<p>NOV 23 1977 <i>James P. O'Neil</i> Date ACTING Archivist of the United States</p>	

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 15 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

April 4, 1977

(Date)

Joseph J. Wood
 Joseph J. Wood

(Signature of Agency Representative)

Agency Records Officer

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Agency Records Control Schedule No. 1 -- Records in Common Use Throughout the Agency		

Sent to agency - HCP - 4NC - 11/28/77 82 items

CANAL ZONE GOVERNMENT
PANAMA CANAL COMPANY

AGENCY RECORDS CONTROL SCHEDULE (ARCS)

NO. 1

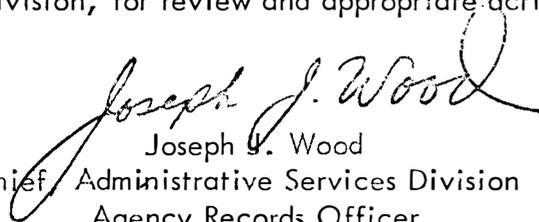
RECORDS IN COMMON USE THROUGHOUT THE AGENCY

Agency Records Control Schedule No. 1 prescribes retention and disposal periods for records that are in common use throughout the Panama Canal Company and the Canal Zone Government. It shall be applied to records in conjunction with bureau records control schedules. Application of the disposal periods in the schedule is mandatory with the exception that if there is a conflict between an item in this schedule and an item in a bureau schedule, the item in the bureau schedule shall apply to the bureau's records.

Records authorized for disposal under this schedule shall be burned, shredded, or sold for scrap. To facilitate disposal of records that are kept in a continuous series, annual file breaks are recommended. Records can then be disposed of in a group based on date of file break. Fiscal year cut-offs are preferred for most records, and, unless otherwise stated, the disposal periods in this schedule should be interpreted as beginning after the end of the fiscal year in which the records were created. For example, if a record were created on July 10, 1974, and the disposal period were given as "DISPOSE after 2 years," that period would begin July 1, 1975, and the disposal date would be July 1, 1977, or as soon thereafter as practicable.

If noncurrent records (1) are seldom referred to, (2) must be retained for at least one year, and (3) occupy needed office space, they should be transferred to a low cost records storage area. Most such records are transferred to the Agency Records Center. Forms and instructions for shipment of records to the Center will be furnished by the Center upon request. Containers are available in the Panama Canal Company Division of Storehouses. Records stored at the Center are available for reference during the storage period. They will be disposed of by Center personnel in accordance with scheduled disposal periods after concurrence of the original custodian of the records has been obtained.

Records holdings should be reviewed for disposal under the schedule at least once a year, preferably shortly after the beginning of the fiscal year. Unscheduled records, records for which changes in the schedule are recommended, and records that are scheduled but no longer produced should be reported to the Chief, Records Management Branch, Administrative Services Division, for review and appropriate action.


Joseph J. Wood
Chief, Administrative Services Division
Agency Records Officer

ARCS No. 1 - Records in common use throughout the Agency

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal period</u>
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GENERAL RECORDS

- | | | |
|----|--|---|
| 1. | <p>General correspondence files, consisting of letters messages, memoranda, and related documents created in connection with an activity's functions and concerned with a variety of subjects, as follows:</p> <ul style="list-style-type: none">a. Program, policy, and procedural papers documenting the history, programs, policies, plans, general procedures, overall accomplishment of assigned functional responsibilities, essential transactions, and important decisions of the organization. This correspondence is usually filed by subject. NOTE. While most of these records are maintained in the Current Records Section, Records Management Branch, Administrative Services Division, some of them are maintained in designated bureau, staff, and division offices for convenience of reference, security, or because of restrictions on their use.b. Other general correspondence, usually filed by subject. | <p>Disposal not authorized by this schedule. Transfer to inactive file when superseded or obsolete.</p> <p>DISPOSE after 3 years.</p> |
| 2. | <p>Directives, regulations, orders, tariffs, and other such issuances of administrative significance reproduced or otherwise processed for distribution, as follows:</p> <ul style="list-style-type: none">a. Record copies with supporting papers and approvals, kept in either the Current Records Section or other office designated as the office of record.b. Reference copies. | <p>Disposal not authorized by this schedule. Transfer to inactive file when superseded or obsolete.</p> <p>DISPOSE when superseded, obsolete, or when reference value ends.</p> |

ARCS No. 1 - Records in common use throughout the Agency

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal period</u>
3.	Indexes.	DISPOSE with records to which they refer.
4.	Routine, transitory papers that are of no value once they have served their purpose, such as letters of transmittal that add nothing to the material being transmitted; routine requests for information or for publications; notices and information copies that require no administrative action; and duplicate copies received by the same office and not needed for record purposes. NOTE. These records should be kept separate from general correspondence to facilitate disposal. They may be kept together chronologically regardless of subject, or, if a subject breakdown is necessary, they may be kept in the general correspondence series, but in separate folders.	DISPOSE 6 months from the month in which they were created.
5.	Reading files consisting of extra copies of correspondence assembled for ready reference, signature control, preparation of periodic activity reports, or other administrative reason. Papers are arranged chronologically.	Retain up to a maximum of 1 year.
6.	Working papers, preliminary or intermediate drafts, notes, and similar material summarized in final form and with no evidential or informational value once action has been taken. NOTE. This item is not applicable to work papers that have continuing values and that are covered elsewhere in records control schedules.	DISPOSE when action has been taken.
7.	Catalogs, trade journals, and other documents or papers received from other Government agencies, commercial firms, or private institutions that require no action and are not a part of a case upon which action is taken.	DISPOSE when superseded or obsolete.

ARCS No. 1 - Records in common use throughout the Agency

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal period</u>
8.	Master file comprising copies of each pamphlet, leaflet, or other published or processed document, and of the last manuscript report (if not published).	Disposal not authorized. Transfer to inactive file when superseded or obsolete.
9.	Reproduction materials, such as stencils, spirit masters, and offset plates.	DISPOSE when no longer needed or usable for reproduction.
10.	Shorthand notes ^{and} stenographic notebooks, and stenographic notes that have been transcribed. a. When taken in connection with judicial or quasi-judicial proceedings or hearings. b. Other.	DISPOSE after final decision has been made on the case in which the transcribed material was used. DISPOSE when transcribed material signed or otherwise accepted.
11.	Charts, diagrams, and other graphic materials prepared from source material and used for briefing or training activities.	DISPOSE when no longer needed for briefing or training purposes.
12.	Routine documents used to control, route, facilitate, or follow-up action, such as route slips that add nothing significant to the material being transmitted, "suspense" or "follow-up" copies of material, and statistical tabulating aids used incidentally in the documentation process.	DISPOSE after they have served their purpose.
ADMINISTRATIVE MANAGEMENT RECORDS		
13.	Annual administrative reports to agency management on organizational performance and operations.	

ARCS No. 1 - Records in common use throughout the Agency

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal period</u>
	<ul style="list-style-type: none"> a. Records maintained in the Records Management Branch or other office designated as the office of record. 	<p>Disposal not authorized by this schedule. Transfer to inactive file when superseded or obsolete.</p>
	<ul style="list-style-type: none"> b. Record copies maintained at bureau, division, or branch levels. 	<p>DISPOSE after 4 years.</p>
14.	<p>Monthly administrative reports to agency management on organizational performance and operations.</p> <ul style="list-style-type: none"> a. Record copies maintained at agency level. b. Record copies maintained at bureau level. c. Record copies maintained at other organizational levels. 	<p>Disposal not authorized by this schedule. Transfer to inactive file when superseded or obsolete.</p> <p>DISPOSE after 6 years.</p> <p>DISPOSE after 2 years.</p>
15.	<p>Feeder performance and production reports that are summarized and contain no management values not covered in the summary.</p>	<p>DISPOSE after 1 year.</p>
16.	<p>Plans, reports, and other data periodically submitted in connection with established staff programs, such as master management plan, manpower utilization reports, manpower requests, and operating budget and capital program submissions.</p> <ul style="list-style-type: none"> a. Records maintained in the Records Management Branch or other office designated as the office of record. b. Records maintained in other offices. 	<p>Disposal not authorized by this schedule. Transfer to inactive file when superseded or obsolete.</p> <p>DISPOSE after 3 years.</p>

ARCS No. 1 – Records in common use throughout the Agency

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal period</u>
17.	Completed management studies or reports.	Disposal not authorized by this schedule. Transfer to inactive file when superseded or obsolete.
	a. Records maintained in the Records Management Branch or other office designated as the office of record.	
	b. Records maintained in other offices.	DISPOSE when superseded by new study or report or when reference value otherwise ends.
18.	Copies of Agency Records Center shelf lists covering bureau records accessioned by the Center.	DISPOSAL not authorized by this schedule.
19.	Working papers and analyses used in management studies, projects, and reports.	
	a. When papers contain organized information of significant value not included in final report.	DISPOSE upon disposal of final report.
	b. When papers contain no organized information of significant value not included in final report.	DISPOSE when final report made or final action taken.
	c. When no final report is made or no final action is taken.	DISPOSE after 3 years.
20.	Authorizations to sign fiscal, procurement, or other documents having monetary value.	DISPOSE 10 years after authorization canceled, or obsolete.
21.	Overtime records used for management rather than timekeeping purposes.	Break files annually. Dispose 2 years after break.

ARCS No. 1 - Records in common use throughout the Agency

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal period</u>
	<p style="text-align: center;">PERSONNEL RECORDS (Excluding records covered in bureau schedules ARCS No. 2, Records of the Personnel Bureau; ARCS No. 10, Records of the Office of the Governor-President, Internal Security Office.)</p>	
22.	<p>Individual personnel sheets or card records kept by employee name in bureau, division, or field offices for convenience of operations.</p> <p>a. Employment history and similar records.</p> <p>b. Blood donor cards.</p>	<p>DISPOSE 1 year after termination or transfer of employee.</p> <p>DISPOSE after termination of employee or his withdrawal from the blood bank. If employee transfers within the agency, send card to new station.</p>
23.	<p>Individual position files or card records kept by position number in bureau, division, or field offices for convenience of operations.</p>	<p>DISPOSE 1 year after position abolished or position number changed.</p>
24.	<p>Copies of position descriptions not maintained in individual personnel or position number files.</p>	<p>DISPOSE when superseded by new position description or when obsolete.</p>
25.	<p>Copies of job evaluation, pay and promotion plans such as plans under the Canal Zone Merit System, originals of which have been submitted to the Personnel Bureau.</p>	<p>DISPOSE when superseded or obsolete.</p>

ARCS No. 1 - Records in common use throughout the Agency

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal period</u>
26.	Bureau, divisional, or field office copies of correspondence and related material in personnel matters, such as leave, performance ratings, personnel actions, personnel testing, physical examinations, employment, recruitment, repatriation, travel and training.	Break files annually. Dispose 2 years after file break.
<p>TIMEKEEPING RECORDS (Excluding records covered in bureau schedule ARCS No. 3 Records of the Office of the Financial Vice President)</p>		
27.	<p>Dummy time rolls or other time or overtime sheets used to post information to the time and attendance cards submitted to the Payroll Branch or for other administrative or control purposes, also see ARCS 1-21.</p> <p>a. When the record contains information concerning irregularly scheduled employees that is not recorded on time and attendance cards submitted to the Payroll Branch and such information might be useful in connection with pay claims.</p> <p style="margin-left: 40px;">(1) Canal Zone Government</p> <p style="margin-left: 40px;">(2) Panama Canal Company</p> <p>b. Other.</p>	<p>DISPOSE 10 years after audit of related pay records, except that if a pay claim is involved, do not dispose until 3 years after final settlement of the claim.</p> <p>DISPOSE 6 years after audit of related pay records, except that if a pay claim is involved, do not dispose until 3 years after final settlement of the claim.</p> <p>DISPOSE after 6 months.</p>

ARCS No. 1 - Records in common use throughout the Agency

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal period</u>
<p style="text-align: center;">ACCOUNTING AND RELATED RECORDS (Excluding records covered in bureau schedule ARCS No. 3, Records of the Office of the Financial Vice President)</p>		
28.	Field accounting office posting and control media, such as journal vouchers and supporting papers and accounting document control registers.	DISPOSE after 4 years or, if ledger, 4 years after last entry.
29.	Copies of various vouchers, invoices, and other related accounting documents reporting cost of services or goods, and receipts for cash, goods, or meals.	
	a. Field accounting office copies, with supporting data, when used in billing.	DISPOSE after 4 years.
	b. Collecting agents' copies of documents submitted to Accounting Division under collecting agents reports.	DISPOSE when no longer needed for suspense or control.
	c. Suspense or control copies.	DISPOSE when no longer needed for suspense or control.
	d. Other copies.	DISPOSE after 1 year.
30.	Work requests and authorizations for expenditure, small job authorizations, service orders, job orders, printing requisitions, reports of labor and material costs, and related papers for jobs or services authorized as operating expense.	
	a. Records kept for making cost reports and studies or to document authorization and development of projects.	DISPOSE 4 years after completion of project or termination of authorization.
	b. Field accounting office copies when used in billing.	DISPOSE after 4 years.

ARCS No. 1 - Records in common use throughout the Agency

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal period</u>
30. (cont.)	c. Collecting agents' copies of documents submitted to Accounting Division under collecting agents' reports.	DISPOSE after 2 years.
	d. Suspense or control copies.	DISPOSE when no longer needed for suspense or control.
	e. Motor Transportation Division trip tickets.	DISPOSE after 1 year or, if used to compile statistics, when statistical purpose served.
	f. Other copies.	DISPOSE after 1 year.
31.	Copies of project authorizations, work orders, completion notices, reports of labor and material costs, plant transfers, and related papers for plant projects authorized in capital programs and maintained in bureau or division budget or accounting offices. NOTE. The official record of project authorizations and related papers basic to capital program projects are maintained in the Plant Accounting Branch. If the plant item is a structure, the Plant Accounting Branch file is kept indefinitely; otherwise, it is kept 3 years after retirement of the last item in the project file.	
	a. Records maintained in individual project files.	DISPOSE after retirement of last item in project from plant.
	b. Suspense or control copies.	DISPOSE when no longer needed for suspense or control.
	c. Other copies.	DISPOSE after 1 year.

ARCS No. 1 - Records in common use throughout the Agency

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal period</u>
32.	<p>Equipment cards and ledgers.</p> <p>a. When kept by name, class, type, or item of equipment and used recurrently for cost analyses, estimates, or information on specifications, procurement sources, equipment service date, repairs and maintenance.</p> <p>b. When kept by job number and used for cost analyses, estimates, and other data.</p> <p>c. Other.</p>	<p>DISPOSE after equipment retired.</p> <p>DISPOSE after 3 years, or, if ledger, 3 years after last entry.</p> <p>DISPOSE when superseded or obsolete.</p>
33.	<p>Copies of budget presentations and related papers used in making such presentations to the Budget Branch (see also this schedule, item 16).</p>	<p>DISPOSE after 3 years.</p>
34.	<p>Copies of reproduced budget and accounting material containing statements of financial position, analyses of charges, general ledger (source journals) entries, payroll information, depreciation charges, etc., such as organization cost and budget statements, object analysis and summary sheets, detail payroll data sheets, additions and retirements to plant, and plant inventory listings.</p>	<p>Dispose when no longer of reference value, usually within 6 months of the end of the fiscal year or, in the case of plant inventory listings, when superseded by new list.</p>
35.	<p>Audit Reports by General Audit Division and related papers.</p>	<p>DISPOSE when superseded by new audit report.</p>
<p style="text-align: center;">PROCUREMENT AND SUPPLY RECORDS (Excluding records covered in bureau schedules ARCS No. 3, Records of the Office of the Financial Vice President, and ARCS No. 9, Records of the Supply and Community Service Bureau, Supply Division).</p>		
36.	<p>Procurement records. Contract, requisition, purchase order, award, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.</p>	<p><i>Apply GRS 3, item 4a.</i></p>

ARCS No. 1 - Records in common use throughout the Agency

ITEM	Description of Records	Disposal period
26. (cont.)	a. Transactions of \$500 or under for which the bureau or division is the procuring organization.	DISPOSE 3 years after final payment. Break file or file series each fiscal year, but bring forward into the group for the next fiscal year those cases on which actions are still pending.
	b. Bureau and divisional copies of records concerned with transactions over \$500 for which the Procurement Section, Supply Division, is the procuring organization. NOTE. The Procurement Section retains its records for 6 years after final payment, except that it selects for indefinite retention files on purchases of capital items which it feels will be needed for reordering purposes and files on purchases that deviate from established practices and precedents.	DISPOSE after 2 years, except some and retain papers considered useful in reordering equipment.
37.	Copies of documents effecting, reporting, or supporting internal supply transactions, such as material orders, material transfers, material receipts, and machine accounting listings of materials issued, on hand, and on order, and related papers.	
	a. Signed receipts held by office that issued the supplies.	DISPOSE after 4 years.
	b. Suspense or control copies.	DISPOSE when no longer needed for suspense or control.
	c. Copies used to post data to stock cards.	DISPOSE after 2 years.
	d. Other bureau or division copies.	DISPOSE after 6 months.

DELETE

WITHDRAWN

WITHDRAWN

ARCS No. 1 - Records in common use throughout the Agency

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal period</u>
38.	Perpetual inventory cards or ledgers for material and supplies, showing issues, receipts, stock on hand, and cost data.	DISPOSE 2 years after transfer of balance to new card or classification, 2 years after discontinuance of item, or 2 years after last entry in ledger, whichever is applicable.
39.	Periodic inventory records.	DISPOSE 1 year after superseded by new inventory or 1 year after account number is changed or abolished.
40.	Stock account control cards and stock account or inventory control ledgers recording dollar value of issuances and receipts on a monthly basis.	DISPOSE 4 years after last entry.
41.	Key control lists or cards.	DISPOSE 3 years after superseded.
42.	Tool room property receipt cards.	DISPOSE 3 years after return or other disposal of tools, or 3 years after card superseded by new card.

SAFETY RECORDS

(Excluding records covered in bureau schedules ARCS No. 3, Records of the Office of the Financial Vice President, and ARCS No. 10, Records of the Office of the Governor-President, Safety Director).

43.	Copies of accident and damage reports and analysis.	
	a. Bureau Safety Representative's copies.	DISPOSE after 5 years.
	b. Other bureau or divisional copies.	DISPOSE after 3 years.

ARCS No. 1 - Records in common use throughout the Agency

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal period</u>
44.	Safety inspections, recommendations, and corrective actions, including safety progress reports.	DISPOSE after 5 years.
45.	Minutes of supervisors' safety conferences and workers' safety committee meetings.	
	a. Bureau Safety Representative's copies.	DISPOSE after 3 years.
	b. Other copies.	DISPOSE when obsolete.

TRAVEL RECORDS

Movement of persons. The movement of persons is documented essentially by copies of travel orders, authorizing travel and subsequent payment, and standard form vouchers showing payment for official travel. The primary copies of the travel orders are the administrative copy maintained by the transportation unit controlling the issuance of travel orders, and copies used for encumbrance of funds.

46.	Passenger transportation records, consisting of memorandum copies of vouchers, memorandum copies of transportation requests, travel authorizations, transportation request registers, and all supporting papers.	
	a. Issuing office memorandum copy.	Dispose 3 years after period covered by related account.
	b. Obligation copy, if different from copy in 46 a.	Dispose when funds are obligated.
	c. Unused ticket redemption forms.	Dispose when administrative needs have been satisfied.

ARCS No. 1 - Records in common use throughout the Agency

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal period</u>
47.	Passenger transportation records pertaining to reimbursements to individuals, consisting of copies of travel orders, per diem vouchers, transportation requests, hotel reservations and all supporting papers relating to official travel of officers, employees, dependents, or others authorized to travel by law (exclusive of records covered by Item 1).	
	a. Travel administrative unit copies.	Dispose after 3 years.
	b. Obligation copies.	Dispose when funds are obligated.
48.	Records pertaining to travel and transportation not otherwise covered in this schedule.	
	a. Correspondence, forms, and related papers pertaining to agency travel and transportation functions.	Dispose after 2 years.
	b. Accountability records.	Dispose 1 year after all entries on the records are cleared.