

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>12 APR 1977</b>	JOB NO.
DATE APPROVED	<b>NC1 185 77 2</b>

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

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3503a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

11-29-77 James E. O'Hall  
Date acting Archivist of the United States

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 5 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 (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. 2 -- Records of the Personnel Bureau		

*Sent to agency - 4 NC-NCP-NNG - 12/5/77  
30 items*

CANAL ZONE GOVERNMENT  
PANAMA CANAL COMPANY

March 20, 1975

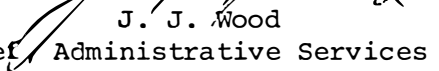
AGENCY RECORDS CONTROL SCHEDULE (ARCS)  
NO. 2  
RECORDS OF THE PERSONNEL BUREAU

Agency Records Control Schedule No. 2 prescribes retention and disposal periods for records of the Personnel Bureau. It shall be applied to Bureau records in conjunction with Agency Records Control Schedule No. 1, Records in Common Use throughout the Agency. Application of disposal periods in the schedules is mandatory. If there should be a conflict between items in the schedules, the items in the Bureau schedule shall be applied to the Bureau's records.

Records authorized for disposal under this schedule shall be 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 was created on July 10, 1974, and the disposal period was 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.

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

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Director's Office</u>		
1.	Copies of correspondence relative to the operation and administration of the Personnel Program.	Dispose after 3 years.
2.	Social case records	Dispose 3 years after date of last entry.
<u>Programs Staff</u>		
<del>3.</del>	<del>Apprentice student record folders.</del>	<del>Remain.</del>
<u>Operations</u>		
4.	Application folders for non-US citizen professionals and Cooperative Education Trainees excluding applications resulting in appointment filed in the Official Personnel Folder (covered in Item 17 of this schedule).	Dispose when applicant declines further place-efforts.
5.	Application for Transfer cards (Form 918).	Dispose 6 months after separation.
6.	Reduction-in-force folders.	Dispose after two years.
7.	Worker Trainee Program File.	Dispose 2 years after end of program.
8.	Applications for employment & related papers, excluding applications resulting in appointment filed in the Official Personnel Folder (covered in item 17 of this schedule).	Dispose when 2 years old.
9.	Active Position files.	Dispose periodically as material is superseded or obsolete.
10.	Cancelled Position Files.	Dispose 5 years after position cancelled.
<del>11.</del>	<del>Position Actions.</del>	<del>Remain.</del>

WITHDRAWN  
 REMAIN.

WITHDRAWN  
 REMAIN.

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
12.	Annuitant's Records Cards (US Citizen).	Retain for 1 year after death and then transfer to Agency Records Center. Disposable 5 years later.
13.	Annuitant's Record Cards (Non-U.S. Citizen)	Retain for 1 year after death and then transfer to Agency Records Center. Disposable 5 years later.
14.	Life insurance cards.	Dispose 3 years after termination of service.
15.	Disability Relief cards.	Retain for 1 year after death and then transfer to Agency Records Center. Disposable 5 years later.
16.	Disability Relief subject files.	See item 15 for disposition
17.	Official Personnel Folders.	Transfer to Federal Records Center 1 year after separation for U.S. citizen employees. Non-US citizen employees transfer to Agency Records Center 1 year after separation. Disposable 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has separated or retired for at least 5 years; or dispose 5 years after death of employee, whichever is sooner.
<del>18.</del>	<del>Employee Record Card (Form 3793)</del>	<del>Due to the unusual administrative value of these cards, they should be retained on the Isthmus indefinitely.</del>

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
19.	Leave without pay cards (Form 315)	Include in Official Personnel Folder upon termination of employee.
20.	Employee Authorization to forward final pay to Federal Credit Union.	Dispose 2 years after Fy involved in termination.
21.	Chronological File of Personnel actions (Form 50)	Dispose after 4 years.
22.	Employee Status Card (Form 3007)	Dispose when card superseded or obsolete.
23.	Application transmittal memorandums.	Dispose when 2 years old.
24.	Occupational Category Cards: (a) Card records of successful applicants. (b) Card records of pending or unsuccessful applicants.	Dispose at time of empl. Dispose when 2 years old.
25.	Application Control Records: (a) Cards on inactive applications. (b) Card records on applications destroyed.	Dispose when 2 years old. Dispose when 2 years old.
<del>26.</del>	<del>Position descriptions pertaining to positions abolished after September 1, 1950, &amp; descriptions superseded after that date.</del>	<del>Retain one copy (see item 27 for disposal of other position descriptions).</del>
27.	Position descriptions (copies other than those provided for by item 26).	Dispose when position is abolished or description is superseded.
28.	Wage Survey Files and related data.	Dispose after completion of second succeeding Wage Survey.
29.	Central Employment Office Register of Eligibles.	Destroy 10 years after termination of register. Registers may be transferred to Agency Records Center 1 year after termination of register.

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
30.	Central Employment Office expired Register Cards.	Destroy 10 years after termination of register. Registers may be transferred to Agency Records Center 1 year after termination.
31.	Central Employment Office Certificate Files, consisting of: <ul style="list-style-type: none"> <li>(a) Requests for certificates of eligibles.</li> <li>(b) Certificates of eligibles.</li> </ul>	<p>Dispose 2 years after date of certificate.</p> <p>Dispose 2 years after date of certificate.</p>
32.	Central Employment Office Examination Files, consisting of: <ul style="list-style-type: none"> <li>(a) Eligible applications.</li> <li>(b) Ineligible applications.</li> </ul>	<p>Destroy upon termination of register.</p> <p>Destroy 2 years after date register is established or upon termination of the register, whichever is earlier.</p>
<del>33.</del>	<del>Central Employment Office Examination Announcement File.</del>	<del>When the register has been superseded, forward to competitive examining section, U.S. Civil Service Commission, when storage space is not available. Otherwise retain permanently.</del>