

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 12 APR 1977	JOB NO.
DATE APPROVED	N C I 185 77 5

**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. 3303a 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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'Neil*
 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 8 pages are proposed for disposal for the reason indicated: ("X" only one)

<p><input type="checkbox"/> A The records have ceased to have sufficient value to warrant further retention.</p>	<p><input checked="" type="checkbox"/> 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.</p>
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April 4, 1977 (Date) *Joseph V. 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
	<p>Agency Records Control Schedule No. 5 -- Records of the Engineering and Construction Bureau</p>		

*Sent to agency - 4 NC - MCP - N&G - HNS - 12/5/77
 398 memo*

CANAL ZONE GOVERNMENT
PANAMA CANAL COMPANY

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AGENCY RECORDS CONTROL SCHEDULE (ARCS)

NO. 5

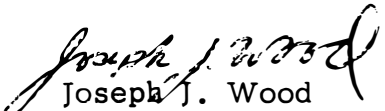
RECORDS OF THE ENGINEERING AND CONSTRUCTION BUREAU

Agency Records Control Schedule No. 5 prescribes retention and disposal periods for records of the Engineering and Construction 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 item in the Bureau schedule shall be applied 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 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.


Joseph 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.	General files consisting of correspondence, memoranda, messages, reports, directives, regulations, program records and program correspondence.	Disposal not authorized by this schedule.
<u>Supervisor, Operating Unit - Personnel Files (Unit Personnel Files)</u>		
2.	U. S. Employee Operating/Training Files.	Dispose 1 year after separation.
3.	Non-U. S. Employee Operating/Training Files.	Dispose 1 year after separation.
<u>Equipment</u>		
4.	Case files, ledgers, or master cards maintained on individual items, class, or type of equipment, such as dredging, electrical, quarry, filter plant, automotive, heavy construction, meteorological, hydrographic, topographical survey, and other equipment, containing information on purchasing, specifications, service data, repairs, maintenance, etc.	Dispose when item, class, or type of equipment is retired.
5.	Material and labor cost cards or ledgers and estimate sheets:	
	a. When kept by name, class, or type of equipment and used recurrently for cost analyses or estimates.	Dispose when equipment is retired.
	b. When kept by job number and used for cost analyses and other data or estimates.	Dispose 4 years after close of fiscal year involved.
	c. Other.	Dispose 1 year after close of fiscal year involved.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Equipment</u>		
6.	Correspondence and reports on the testing, inspection, maintenance, operation, and use of equipment, excluding records covered by Items 23, 24, 26, and ARCS 1 (30 & 31). Included are reports on equipment retired or scrapped; equipment cleaned and repaired; disposition of equipment; equipment in and out of storage; equipment received, forwarded, and on hand; equipment schedules; equipment hours; equipment checks; loss and damage of equipment; and other similar reports maintained in numerical or chronological order.	Break files annually. Transfer to Agency Records Center 1 year after break if there is a substantial volume of records involved or if the records are kept with the general correspondence files (see ARCS 1 Item 1). Dispose 2 years after break.
7.	Meter books containing electrical meter readings and computations of cost of current consumed.	Dispose 10 years after last entry in book.
<u>Maintenance</u>		
8.	Production, transmission, distribution, and other operational logs and record sheets:	
	a. When the record contains data of significant, recurring value in analyzing operations or pinpointing events and such data is not summarized elsewhere in more convenient, usable form.	Break files annually. Transfer inactive records to Agency Records Center. Dispose 3 years after closing of facility.
	b. When the record does not contain data of significant recurring value, or when the data of significance is summarized elsewhere in more convenient, usable form.	Break files annually. Dispose 3 years after break.
9.	Recorder charts used to record operations of facilities such as pressure, water flow, power fluctuation, and other data:	
	a. When pertinent data is not transcribed to other records.	Disposal not authorized by this schedule.
	b. When pertinent data is transcribed to other records.	Break files annually. Dispose 2 years after break.

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ARCS 5 - Records of the Engineering and Construction Bureau

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Engineering and Construction Divisions</u>		
10.	Engineering drawings, tracings, marked prints, maps, charts, and manufacturers' drawings, and related index cards:	
	a. Originals and significantly marked prints.	Disposal not authorized by this schedule.
	b. Copies.	Dispose when superseded, obsolete, or no longer required for operations.
11.	Original field survey sheets.	Disposal not authorized by this schedule.
	These sheets are the basic maps from which selected information is transferred to overlay sheets, drawings, and finally, published maps. They often contain unique information not included on the final map.	
12.	Overlays and similar drawings, prepared on the basis of field surveys:	
	a. When only partially duplicated in resultant map.	Disposal not authorized by this schedule.
	b. When completely duplicated in resultant map.	Dispose 1 year after publication or completion of resultant map.
13.	Geologic and soils investigation data, such as, foundation studies, reports on material samples, drill hole logs, logs of borings, exploration progress reports, drillers' logs, field computations, slide data, and related records:	

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Engineering and Construction Divisions</u>		
a.	Record copies.	Transfer inactive records to Agency Records Center. Disposal not authorized by this schedule.
b.	Other copies.	Dispose when superseded, obsolete, or no longer required for operations.
14.	Descriptions and elevations of precise levels and other bench marks along the Panama Railroad, various roads, and at Madden Dam, including corrections and superseded material.	Transfer inactive records to Agency Records Center. Disposal not authorized by this schedule.
15.	Contract case files, or series of files, containing copies of specifications, cost estimates, findings of fact, technical analyses of contractors' proposals and claims, bid forms, bid bonds, powers of attorney, statements, certificates and notices of award, certificates of issuance, notices to proceed, contracts, completion notices, change orders, and similar or related documentation for the types of contracts enumerated below, as needed for ready reference in the offices in which they are maintained.	<u>NOTE:</u> These records apply to Construction Division and Engineering Division with different disposal periods as stated below.
a.	Construction contracts.	<u>Construction Division.</u> Break files when final payment is made. Transfer to ARC one year after final payment. Dispose six years after transfer to ARC unless notified otherwise by Contracting Officer, Engineering and Construction Bureau.
b.	Demolition and removal contracts.	
c.	Contracts for services of engineering consultants.	
d.	Case files concerning rejection or cancellation of bids.	
e.	Case files with copies of abstracts of bids.	<u>(Note:</u> If contract is in litigation, file is maintained in Construction Division until final settlement is reached.)

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<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Engineering and Construction Divisions</u>	
		The basic files on these contracts are maintained in the construction Division and are disposable under this schedule. They contain originals and record copies of material described under this item.
		<u>Engineering Division.</u> Disposal not authorized by this schedule.
16.	Contractors' payrolls submitted in accordance with Labor Department regulations, with related certification and anti-kickback affidavits, and other related papers.	Dispose 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.
17.	Technical reference files, consisting of copies of technical reports, specifications, drawings, and other technical and scientific data received from Government agencies, commercial concerns, or other sources, used as a reference source in the performance of the research and development function, but exclusive of official file copies of these documents	Dispose when superseded or obsolete.
18.	Triangulation computation books containing original computations of latitude and longitude for Canal Zone triangulation stations.	Disposal not authorized by this schedule.
19.	Calculation notebooks containing engineering formulas, computations and other data on specific projects.	Disposal not authorized by this schedule

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Engineering and Construction Divisions</u>		
20.	Field survey books containing notes on observable material and features of the terrain, descriptions of subsurface conditions as to water resources, geology, mineral resources, and the like, based on readings and measurements made in the field with survey instrumentse	Disposal not authorized by this schedulee
21.	Traverse computation folders containing original field survey data on all Panama Canal and Panama Railroad lande These records date back prior to early Canal construction days and have both legal and historical, as well as engineering value.	Disposal not authorized by this schedule.
<u>Meteorological and Hydrographic Branch</u>		
22.	Meteorological data on rainfall, air temperatures, relative humidity, winds, evaporation, cloudiness and sunshine, and fogs, including statements as to general climatic conditions and weather summaries.	Break files annuallye Transfer inactive records to Agency Records Centere Disposal not authorized by this schedulee
23.	Hydrographic data on river and lake heights and discharge, water storage and runoff, tides, flood control, sea temperatures, water density, and related records.	Break files annuallye Transfer inactive files to Agency Records Centere Disposal not authorized by this schedule.
24.	Seismographic data selected from seismogramse	Break files every 3 yearse Transfer inactive records to Agency Records Centere Disposal not authorized by this schedule.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Meteorological and Hydrographic Branch</u>		
25.	Recorder charts used in meteorological, hydrographic, and seismographic operations:	
	a. When pertinent data is not transcribed to other records.	Disposal not authorized by this schedule.
	b. When pertinent data is transcribed to other records.	Break files annually. Dispose 1 year after break.
	Original seismograms are microfilmed and then transferred to the U. S. Coast and Geodetic Survey, Washington, D. C. The microfilmed records are retained here.	
<u>Dredging Division</u>		
26.	Floating Equipment operation and maintenance of the Suction and Dipper Dredges, Drillbarge and Cranes.	Dispose 8 years after equipment is retired.
27.	Inspections of floating equipment and buildings.	Dispose after 3 years.