

## 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>N C V 18577 6</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. 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 12 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. 6 -- Records of the Transportation and Terminals Bureau		

*sent to agency, NCP-4NC-NNG-NNS-12/5/77 Postema*

CANAL ZONE GOVERNMENT  
PANAMA CANAL COMPANY

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AGENCY RECORDS CONTROL SCHEDULE (ARCS)  
NO. 6

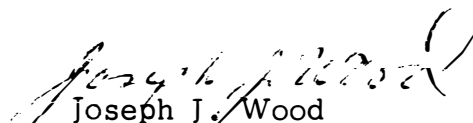
RECORDS OF THE TRANSPORTATION AND TERMINALS BUREAU

Agency Records Control Schedule No. 6 prescribes retention and disposal periods for records of the Transportation and Terminals 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 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. Offices of the Transportation and Terminals Bureau that are located on the Atlantic side of the Isthmus transfer such records to the Terminals Division Records Holding Area in Cristobal. Most other offices transfer them 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, 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

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<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Accounting and Related Records</u>		
1.	Copies of financial and accounting reports prepared for the Office of the Financial Vice President, such as demurrage reports, car rental reports, car mileage reports, reports on locomotive and switching service, reports on value of local freight shipments, reports on accountable forms, and similar reports.	Dispose after 3 years.
2.	Financial reports prepared in the division for division management use, such as report of expenses, income, and operating margin or loss; report of actual expenses vs. budgeted allotments; report of division revenue and costs transferred; and monthly analyses of operations.	Dispose after 3 years.
3.	Reports for management on labor costs, equipment usage, tonnage handled, etc.	Dispose after 3 years.
4.	Claims policy files.	Disposal not authorized by this schedule.
5.	Freight claim records; Registers, indexes, abstracts, briefs, correspondence, and relevant documents.	Dispose after 6 years.
6.	MTD trip tickets.	Dispose after billing.
7.	Job cards, such as Form 9073 for fleet repair service and agency run fleet repair work, Form 9074 for Agency accident repair service, and Form 9098 for private work.	Dispose after billing.
a.	Copy filed with journal voucher.	Dispose after 4 years.
b.	Numerical file copy.	Dispose after 1 year.
c.	Vehicle jacket copy (if any).	Dispose after 1 year.
d.	Suspense or control copies.	Dispose when no longer needed for suspense or control.

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<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Equipment Records</u>		
8.	Correspondence and reports on the testing, inspection, maintenance, operation, and use of equipment, such as 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 similar reports.	Dispose after 3 years.
9.	Individual vehicle jacket files, containing copies of correspondence, job orders, and fuel consumption records pertaining to a vehicle.	Dispose 1 year after vehicle is retired.
10.	Vehicle reports, such as Form 6312, used to record operating and maintenance data for each vehicle.	Dispose all reports pertaining to a vehicle after the vehicle is retired.
11.	Motor vehicle data cards, such as Form 6225, containing data on manufacturer, make, model, type, capacity, cost, etc., of a vehicle, and its assignment history.	Dispose when vehicle is retired.
12.	Lubrication card, such as Form 6837.	Dispose 1 year after last entry on card, or when vehicle is retired.
13.	Estimates for repair jobs.	Dispose after 6 months.
14.	Copies of private vehicle safety inspection rejection slips, such as Form 1709.	Dispose when inspection certificates issued.
15.	Copies of commercial vehicle safety inspection certificates, such as Form 6314, and record of issuance of private vehicle safety inspection certificates.	Dispose 1 year after the calendar year for which the certificate was issued.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Engineering and Construction Records</u>		
(NOTE: Most originals or other record copies of the records listed under this grouping are filed in the Engineering and Construction Bureau, Engineering Division--ARCS 5.)		
16.	Engineering drawings.	
	a. Originals (valid projects).	Disposal not authorized by this schedule.
	b. Originals (proposed but abandoned projects).	Dispose 6 years after abandonment project.
	c. Reproduced copies.	Dispose when no longer needed for reference.
17.	Marked prints.	
	a. Originals.	Disposal not authorized by this schedule.
	b. Other copies.	Dispose when no longer needed for reference.
18.	Manufacturers' drawings.	
	a. Records copies.	
	(1) Structures.	Disposal not authorized by this schedule.
	(2) Other.	Dispose 3 years after retirement of equipment from plant.
	b. Other copies.	Dispose when no longer needed for reference.
19.	Reproduced engineering and construction contract specifications not held as part of a program file (ARCS 1, Item 1a) or a project file (ARCS 1, Item 31a)e	Dispose after contract is completed or specifications are superseded or obsolete.

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<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Yard, Station, and Dispatching Records</u>	
20.	Records concerning yard, station, and dispatching operations, except for records covered by Items 38 and 39 of this schedule and Items 1, 2, and 43 through 45 of ARCS 1, as follows:	
	a. Dispatcher's train sheets, car record books, periodic situation and comparative operations reports.	Dispose after 3 years or 3 years after last entry.
	b. Car cards and placards.	Dispose when no longer needed for identification or routing purposes.
	c. Other records, such as reports on yard movements, yard performance, cars forwarded, cars loaded and unloaded, loads awaiting disposal, car condition, cars weighed, car placement, train orders, arrivals and departures from stations, passengers and freight hauled, operations incidents, switching, mail handling, and similar records.	<i>Destroy when 2 years old.</i>
	<u>Pier Operations Records</u>	
21.	Records pertaining to berthing, sailing, and movement of ships: Wharfage, furnishing water to ships, garbage removal, ratguards, linehandling, equipment usage, etc.	
	a. Accounting Section copies filed as supporting data to invoices (ARCS 1, Item 29a).	Dispose after 4 years.
	b. Statistical summaries.	Dispose after 3 years.
	c. Others.	Dispose after 1 year.

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ARCS 6 - Records of the Transportation and Terminals Bureau

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Pier Operations Records</u>	
22.	Daily shipping report.	
	a. Record copy.	Dispose after 3 years.
	b. Other copies.	Dispose after immediate purpose served.
23.	Copies of ship arrival sheets.	Dispose after immediate purpose served.
24.	Records on the inspection and maintenance of piers and inspection, maintenance, testing, operation, and use of pier equipment, excluding records covered in ARCS 1, Items 30 through 32.	Dispose after 3 years or, if ledger or log, 3 years after last entry.
25.	Individual ship files consisting of:	
	a. Register of ships' arrivals and departures.	Dispose 5 years after last entry.
	b. Individual voyage stowage plans, special agreements for voyage, and miscellaneous correspondence regarding voyage.	Dispose 2 years after voyage.
	<u>Track and Signal Records</u>	
26.	Correspondence and reports on track and signal operations, except for records covered by Items 1, 2, 28 through 32, and 43 through 45 in ARCS 1 of this schedule.	Dispose after 3 years.
	<u>Timekeeping Records</u>	
27.	Records scheduling, assigning, or reporting daily labor force or reporting labor distribution.	
	a. When filed with record copies of billing documents as supporting data.	Dispose after 4 years.
	b. Management summaries.	Dispose after 3 years.
	c. Other copies.	Dispose after 6 months.

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ARCS 6 - Records of the Transportation and Terminals Bureau

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Timekeeping Records</u>		
28.	Timekeeping control and reconciliation records.	Dispose after 3 years.
29.	Copies of employees' claims of shortages in pay.	Dispose after 6 months.
30.	Daily time slips, such as Forms 6226 and 6227, showing distribution of individual's time to jobs.	Dispose after 6 months.
31.	Records of absence, such as Form 9078.	Dispose after 6 months.
<u>Personnel Records</u>		
32.	Security violation files maintained alphabetically by name of individual.	Disposal not authorized.
33.	Investigative records when original reports are submitted for review and filing elsewhere in the organization.	Dispose after 3 years.
34.	Reports and related papers on incidents of such a minor nature that they are settled without referral to other elements.	Dispose after 1 year.
35.	Lists or cards on persons authorized or not authorized to enter restricted areas.	Dispose when cancelled, superseded or obsolete.
<u>Railroad Freight Operations Records</u>		
36.	Railroad bills of lading (referred to as local waybills) for commercial freight shipments and supporting documents such as Canal Zone Customs releases, correspondence relating to acceptance of shipments, delivery records, and documents pertaining to freight classification.	Dispose after 4 years.
37.	Railroad bills of lading (referred to as through waybills) for no charge shipment of freight missing from previous shipments.	Dispose after 4 years.
38.	Station copies of bills of lading or waybills used for intra-agency shipments, and prepaid express check stubs.	Dispose after 1 year.



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<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Railroad Freight Operations Records</u>		
39.	Railroad baggage records and mail handling records.	Dispose after 2 years.
40.	Notifications to consignees of car demurrage.	Dispose after 6 months.
41.	Case files containing original and memorandum copies of ocean bills of lading and supporting documentation on shipments of ocean freight delivered to consignees in the Canal Zone and the Republic of Panama. Supporting documentation includes correspondence, railroad car stowage forms, bad order reports, customs releases (stamped on original bill of lading), signed delivery receipts, and other pertinent documentation.	Dispose after 3 years.
42.	Logs and registers, such as the Steamer File Book (a type of bill of lading register) and the Ships File Book (a cross reference by ship's month of arrival in port and name to the Steamer File Book reference number) used to identify and file case files such as those described in Item 41, preceding.	Dispose 4 years after last entry.
43.	Cargo and check books containing record of all cargo received from a vessel listed alphabetically by consignee.	Dispose after 4 years.
44.	Other records concerned with the handling of railroad freight.	Dispose after 4 years.
<u>Terminals Freight Operations Records</u>		
45.	Records kept in case files, known as ship's files, documenting cargo received "ex" or loaded "per" vessels, including copies of bills of lading export declarations' check books; ship's manifest, cargo orders; over, short, and damage reports; commodity lists; and related records.	Dispose after 4 years.

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<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Terminals Freight Operations Records</u>		
46.	Terminals Division cargo or check books for "ex" and "per" shipments, containing a record prepared from ship's manifest on all cargo received from or loaded aboard a vessel, its destination, and checker's record of receipt or nonreceipt.	Dispose after 4 years.
47.	SS CRISTOBAL (and former Panama Line vessels) Steamer Voyage Files, containing for each voyage copies of bills of lading; manifest; tally sheets; dock receipts; customs releases; delivery receipts; export declarations; over, short, and damage reports; master's, purser's, and steward's reports; and related records.	Dispose after 4 years.
48.	Records documenting the handling, storage, delivery, and transshipment of "hold for orders" cargo, including order bills of lading, warehouse receipts, "hold for orders" ledger sheets, customs releases, and related records, kept in case files.	Dispose 4 years after the last item in the "hold for orders" shipment is released.
49.	Unclaimed and refused cargo reports and other records.	Dispose 4 years after disposal.
50.	Records documenting shipment of employees' household goods or automobile at Government expense.	Dispose after 4 years.
51.	Terminals baggage and mail handling records.	Dispose after 2 years.
52.	Requests for employee freight rate.	Dispose after 1 year.
53.	Commodity lists showing all cargo received from vessels by commodity.	Dispose after 3 years.
54.	Other Terminals freight records, such as records concerning short-shipped, excess, and damaged cargo; freight received, forwarded, on hand, stored, and shipped or transshipped; and diversion of freight or reconsignment of freight.	Dispose after 4 years.

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ARCS 6 - Records of the Transportation and Terminals Bureau

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Procurement and Supply Records</u>		
55.	Requisition records of material orders for lock machinery and equipment. Contains specifications and data necessary for reorder, since many changes are made in sizes and types of material.	Disposal not authorized by this schedule.
56.	Stock card records, such as Form 6836, Purchase Record Card, and Form 6713, Perpetual Inventory Card.	Dispose 2 years after discontinuance of item, or 2 years after stock balance is transferred to new card.
57.	Chronological copy of monthly summary by vendor of Canal Zone awards, such as Form 6835.	Dispose after 6 months.
58.	Gasoline pump attendant's daily report, such as Form 6838.	Dispose after 2 years.
<u>Marine Bunkering and Petroleum Products Handling</u>		
59.	Handling charge run tickets.	
	a. Originals used in billing (ARCS 1, Item 29).	Dispose after 4 years.
	b. Other copies (ARCS 1, Item 29d).	Dispose after 1 year.
60.	Tank truck delivery slips.	
	a. When filed as supporting data for invoices (ARCS 1, Item 29a).	Dispose after 4 years.
	b. Other copies (ARCS 1, Item 30d).	Dispose after 1 year.
61.	Logs maintained to record runs through pipelines and withdrawals from and additions to tanks, such as Engineer's Daily Log and Tank Gauge Log.	Dispose 4 years after last entry.
62.	Daily operations report.	Dispose after 3 years.

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<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Marine Bunkering and Petroleum Products Handling</u>		
63.	Periodic stock reports and storage inventories.	Dispose 1 year after superseded by new inventory.
64.	Tank calibration charts relating gauge measurements in tank to volume in tank.	Dispose after retirement of tank from plant or after superseded by new chart because of alterations in tank.
65.	Analyses of petroleum products in tanks.	Dispose 3 years after superseded by new analysis.
66.	Customs releases for petroleum products.	
	a. Customs copies (ARCS 7).	Dispose after 3 years.
	b. Other copies.	Dispose after 1 year.
67.	Weekly report to Panama Customs on withdrawals of petroleum products for Panama.	
	a. Canal Zone Customs copies (ARCS 7).	Dispose after 3 years.
	b. Other copies.	Dispose after 1 year.
68.	Guarantee letters from private oil companies giving quantities of petroleum products that may be withdrawn.	Dispose 1 year after letter is superseded, canceled, or obsolete.
69.	Tanker (ship) records showing discharge rates, delivery rates, and locations of hose connections.	Dispose when tanker is dropped from Registry of Shipping, or, if card record involved, when old card is superseded by new card.
70.	Reports of inspection of tank farm equipment and structures.	Dispose after 3 years.

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<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Marine Bunkering and Petroleum Products Handling</u>	
71.	Tank farm license records.	
	a. Record copies.	Disposal not authorized by this schedule.
	b. Other copies.	Dispose when superseded by new license or when license is canceled.
72.	Steamship freight records.	See this schedule, Items 47, 50, 51 and 52.
	<u>Ship Logs</u>	
73.	Bridge log.	Disposal not authorized by this schedule.
74.	Engine Room logs.	Dispose after 6 years.
75.	Refrigeration logs.	Dispose after 6 years.
76e	Desk logs.	Dispose after 6 years.
	<u>Passenger Lists and Waybills</u>	
77.	Issuing office and ship copies.	Dispose after 4 years.
78.	Accounting Division copies.	Dispose after 4 years.
79.	Other copies.	Dispose when immediate purpose served.