

**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 NC 1-185-77 7	

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

JV 23 1977 *James S. 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 24 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. 7 -- Records of the Civil Affairs Bureau		

sent to agency - NCP-4NC-11/28/77 248 items

CANAL ZONE GOVERNMENT
PANAMA CANAL COMPANY

AGENCY RECORDS CONTROL SCHEDULE (ARCS)

NO. 7

RECORDS OF THE CIVIL AFFAIRS BUREAU

Agency Records Control Schedule No. 7 prescribes retention and disposal periods for records of the Civil Affairs 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. 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.


Thomas C. Duty

Acting Chief, Administrative Services Division
Acting Agency Records Officer

July 21, 1976

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Civil Affairs Director's Records</u>		
1.	Copies of correspondence relative to the operation and administration of the Civil Affairs Bureau.	Dispose after 3 years.
<u>Public Administrator's Records</u>		
2.	Individual estate files.	Disposal not authorized by this schedule.
3.	Individual estate account record cards.	Disposal not authorized by this schedule.
<u>Licensing Records</u>		
4.	Index of foreign corporations and insurance companies licensed in the Canal Zone.	Disposal not authorized by this schedule.
<u>Police Division Records</u>		
5.	General Records, Administrative Management Records	Microfilm when year is complete, dispose of original after 5 years. Retain microfilm file.
<u>Personnel Records</u>		
6.	Police Division individual personnel record cards, such as Form 818, containing information on employee's background and employment history, including special experience and training.	Transfer to inactive file when employee terminates or transfers out of the division. Dispose when ex-employee reaches the age of 70.
7.	Policeman's sick file, showing number of absences from work due to illness or injury.	Dispose after 1 year.
8.	Policeman's oral admonishment files, showing number and type of admonishments received.	Dispose after 2 years.
<u>Timekeeping Records</u>		
9.	Police Division copy of certificate of attendance at Coroner's inquest, such as Form 1311.	Dispose after 6 months.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Accounting and Related Records</u>		
10.	Station copies of fine and bail receipts.	Dispose after 3 years.
11.	Statement of convict's account, such as Form 1344.	Dispose 3 years after release of convict.
<u>Equipment Records</u>		
12.	Informational and reference material on Police equipment, such as Form 823 - Property Record.	See also ARCS No. 1, Items E-4 and E-5. Dispose when material is obsolete or no longer needed for reference.
13.	Report of defective vehicles.	Dispose when vehicle is repaired and placed back into service.
14.	Station motor vehicle service report, such as Form 1352.	Dispose after 1 year.
15.	Monthly motor equipment report, Form 1392; Daily report of gasoline deliveries, Form 839.	Dispose after 2 years.
16.	Records of equipment issued to individual policemen, such as Form 822 - Equipment Issue List.	Dispose after return of equipment or other satisfactory accounting for equipment.
<u>Property and Supply Records, Safety Records</u>		See ARCS No. 1, Sections G and H.
<u>Identification and Control Records</u>		
17.	Fingerprint cards, Form 1362.	Transfer to inactive file when individual reaches age 65 or over, provided there is no felony arrest on record and/or 5 years have elapsed since last misdemeanor arrest or termination of imprisonment. Dispose 10 years after transfer, provided card has not been reactivated in the interval.

Item	Description of Records	Disposal Period
<u>Identification and Control Records</u>		
18.	Arrest cards, such as Form 1338, and alias cards, such as Form 1562, filed alphabetically by name, and containing arrest history of individual, including court action.	Microfilm and transfer to inactive file when individual reaches age 65 or over, provided there is no felony arrest on record and/or 5 years have elapsed since last misdemeanor arrest or termination of imprisonment. Dispose 10 years after transfer, provided card has not been reactivated in the interval. Retain microfilm records.
19.	Arrest Blotter, Form 1336, and related records, such as Form 1351.	Permanent.
	a. Alteration Sheet.	Dispose after 6 years.
20.	Master index cards, such as Form 1375; and alias index cards - Form 1560; filed alphabetically by name or alias with cross-reference to real name.	Transfer to inactive file when individual reaches age 65 or over, provided there is no felony arrest on record and/or 5 years have elapsed since last misdemeanor arrest or termination of imprisonment. Dispose inactive cards 10 years after transfer, provided card has not been reactivated in the interval.
21.	"Confidential" files and indexes containing information on trouble-prone individuals, suspects, incidents, and files on important cases.	Retain.
22.	Poor risk/wanted persons cards, such as Wheeldex Form 822.	Dispose when obsolete or cancelled.

<u>m</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Identification and Control Records</u>		
23.	Police journal, such as Form 1388.	Dispose after 3 years.
24.	Police launch log, such as Form 1337.	Dispose after 3 years.
25.	Daily reports of desk sergeants and dispatchers - Form 1323.	Dispose after 1 year.
26.	Daily reports of activities, such as Form 803 - Daily Report; Form 1309 - Daily Report of Canal Zone Penitentiary.	Dispose after 1 year.
27.	Daily roster - Form 1378.	Dispose after 10 years.
<u>Incident and Arrest Records</u>		
28.	Reports of complaints, offenses, incidents, and arrests - Form 1382; Form 1384 - Vehicle Reports; Form 1380 - Missing Person Reports.	Dispose after 6 years.
29.	Juvenile reports - Form 1407.	Dispose after 10 years.
30.	Police copy of affidavit of complaint - Form 1451.	Dispose after 6 years.
31.	Agreements to appear without bail - Form 1356.	Dispose when agreement is fulfilled.
<u>Records of Property Held or Impounded</u>		
32.	Affidavits of property found - Form 1302.	Dispose 3 years after disposition of property.
33.	Order for impounding of animal - Form 1372.	Dispose after 3 years.
34.	Prisoner property receipts - Form 5028-1.	Dispose 3 years after claimant has received property.
<u>Traffic Records</u>		
35.	Police citations - Form 1305.	Dispose 1 year after calendar year involved.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Traffic Records</u>		
36.	Motor vehicle accident reports - Form 1399.	Dispose after 5 years.
37.	Station copies of permits for moving certain vehicles and loads over Canal Zone highways	Dispose 1 year after cancellation or expiration of permit.
38.	Monthly traffic accident and citation reports	Dispose after 10 years
<u>Detention and Deportation Records</u>		
39.	Individual convict files, containing prisoner's crime record, order of commitment, identification and background information, prison record, order for release, order of deportation, and similar records as applicable.	Retain. WITHDRAWN
40.	Prisoner record cards - Form 804, containing identification information and notations of prisoner's activities and conduct while in jail.	Microfilm when calendar year is complete and dispose of original records.
<u>Coroner's Records</u>		
41.	Coroner's report of death, including a coroner's jury findings and related records, such as record of inquiry, copies of autopsy requests and reports, copy of death certificate and of disposition of remains, and similar documents.	Retain. WITHDRAWN
<u>Inspection and Training Records</u>		
42.	Inspection and training records not maintained in personnel jackets including records on the inspection of facilities as well as inspection and training of personnel.	Dispose after 3 years.
<u>Probation and Parole Unit Records</u>		
43.	Files on individuals who have been processed through the courts.	Disposal not authorized by this schedule.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Postal Division Records</u>		
44.	See Appendix A.	Retention periods for records covered by the "Canal Zone Postal Service Records Disposition Schedules" are listed separately in Appendix A, attached.
<u>Canal Protection Division Records</u>		
45.	Uniform/Equipment Record - Form 714, and related issue slips.	Dispose upon return of equipment or 90 days after termination of employee.
46.	Informational and reference material on guard equipment.	Dispose when material is obsolete or no longer needed.
47.	Activity Reports - Form 711, and related statements/investigations.	Dispose after 2 calendar years.
48.	Vehicle/Visitor/Search Log - Form 713.	Dispose after 90 days.
49.	Building/Area Check Sheet - Form 715.	Dispose after 90 days.
50.	Watch Commander's Report - Form 710.	Dispose after 180 days.
51.	Division Monthly Status Report.	Dispose after 3 calendar years.
52.	Hourly Call-In Report - Form 762.	Dispose after 30 days.
53.	Pier Patrol Report.	Dispose after 30 days.
54.	Ships Log Report.	Dispose after 1 year.
55.	Absent Report.	Dispose after 1 calendar year.

Item	Description of Records	Disposal Period
<u>Canal Protection Division Records</u>		
56.	Files and indexes containing information on individuals barred from vital installations, involved in criminal activity inside a vital installation, trouble-prone individuals, and security violation files.	Retain for 10 years from date of last entry, unless cancelled or superseded.
57.	Boarding Passesc	Dispose after 30 days.
58.	Daily Roster - Form 708.	Dispose after 3 years.
59.	Inventory of property turned in to the Short Shipped Store for disposition.	Dispose after 1 calendar year.
60.	Receipts for property released when no longer needed as evidence.	Dispose after 1 calendar year.

Schools Division Records

61.	Complete record of student, such as Form 1006 (elementary, junior high, and high school students) and Form 965 (college students). The record card is designed as a file jacket, which bears identification information and the scholastic history of the student and contains the important documentation supporting or amplifying that history.	Disposal not authorized by this schedule.
62.	Extension and summer course student record cards, such as Form 950.	Disposal not authorized by this schedule.
63.	Teacher's class record books or semester grade books.	Disposal not authorized by this schedule.
64.	Student registration cards, such as Form 1044.	Dispose after 2 years.

Fire Division Records

65.	Informational and reference materials on fire-fighting equipment.	Dispose when material is obsolete or no longer needed for reference.
-----	---	--

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Fire Division Records</u>		
66.	Daily inspection and service of equipment record.	Dispose after 1 year.
67.	Inspection records consisting of check lists and other forms used in conducting inspections of homes, public buildings, tugs, etc., with notations as to fire hazards.	Dispose after subsequent inspection or test, or after 1 year, whichever is sooner.
68.	Records of fire drills and demonstrations on use of fire-fighting equipment.	Dispose after 1 year.
69.	Pre-fire planning records reflecting information on water supply locations, hydrants, sprinkler and alarm systems, fire alarm boxes, routes to follow to reach fires, building lay-outs, and general and technical information regarding fire prevention and fire-fighting methods.	Dispose when information is superseded or obsolete.
	Individual training records.	
	a. When kept as part of employee history file.	Dispose 1 year after employee terminates or transfers from division.
	b. Other.	Dispose after 3 years.
71.	Fire Station daily log or report, showing daily personnel assignments and events.	
	a. District Commanders' copies.	Dispose after 10 years.
	b. Station copies.	Dispose after 3 years.
72.	Work Schedules, such as Form 1336.	Dispose after 6 months.
73.	Fire control records, such as dispatcher's alarm receipts, radio logs, and dispatcher's reports.	Dispose after 1 year.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Fire Division Records</u>		
74.	Fire reports, including first aid and rescue reports.	
	a. Reports (kept chronologically).	Dispose after 3 years, but, if legal action is involved, retain until case is settled.
	b. Reports kept in case files, such as reports on ship fires, kept alphabetically by name of vessel or reports on large fires, kept alphabetically by location and date of fire.	Disposal not authorized by this schedule.
<u>Library Records</u>		
75.	Archival material in the custody of the Library. <u>NOTE:</u> Archival material consists of significant public records that are considered to have historical value and that grew out of the functional activities of the Panama Canal Company and the Canal Zone Government, or predecessor organizations. Such records are sometimes loaned to the Library for display or use for special reference. Private historical manuscripts and other private materials collected by the Library from sources outside the Company/Government or predecessor organizations are not archives, no matter what their topical or chronological importance, and are not subject to this schedule. Also, books, periodicals, and other published materials maintained for general reading and reference do not fall within the definition of records and are not covered by this schedule.	Disposal not authorized by this schedule.
76.	Shelf list card files that itemize Library holdings as they stand or stood on the shelves and that are used to locate, account for, and show the disposition of Library holdings.	Dispose 3 years after Library is permanently closed.
77.	Card catalog files: Author, title, subject, periodical name, and cross-reference indexes to current Library holdings.	Dispose of cards when related material has been permanently removed from the Library collection. If the collection is transferred, transfer the pertinent catalog cards with the collection.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Library Records</u>		
78.	Loan records, charge-out cards, reserve cards, overdue notices, and similar records	Dispose when expended.
79.	Logs, registers, or ledgers.	Dispose 1 year after last recorded transaction is completed.
80.	Book disposition records.	Dispose 1 year after audit.
81.	Book order records.	See ARCS No. 1, Item 36.
82.	Library patron registration record card.	Dispose 1 year after cancellation.
<u>License Section Records</u>		
83.	<p>Land License Records.</p> <p><u>NOTE:</u> Most of the program files pertaining to land in the Canal Zone (ARCS No. 1, Item 1a) are maintained in the Current Records Branch, Administrative Services Division. Included are such records as acquisition, ownership, leasing, and sale of Panama Railroad Company lands in Panama; boundaries between the Canal Zone and Panama; military reservations in the Canal Zone; land acquired in Panama for military or Canal use; land transferred to Panama; land damages and claims, including the joint Land Commission files of dockets, awards, and rejections; and indexes thereto. Maps related to land documentary records, when not filed with the documents, are held in the Engineering Division Vault and in the Surveys Branch. All these records are designated for retention.</p>	
84.	Land licenses issued to military, commercial, religious, fraternal, and recreational organizations for structures, parking areas, stowage areas, recreational activities, maneuver areas, and other military purposes, etc. Records are arranged in case files, numerically by number of license with alphabetical name and location indexes, and contain signed copies of licenses, area maps and sketches, boundary descriptions, usage reports, census reports, and similar and related papers.	Disposal not authorized by this schedule.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>License Section Records</u>		
85.	Agricultural land license records. These are case files with contents similar to those described in Item 103, preceding. No new agricultural licenses are issued. An existing agricultural license can be renewed by the licensee, but will not be renewed after the licensee's death, except in special circumstances.	Disposal not authorized by this schedule.
86.	Garden plot licenses.	Dispose 3 years after termination of the license.
87.	Motor vehicle operator's license application and issuance record, filed numerically by issue number. The form contains personal identification data, applicant's photograph, examiner's report of applicant's qualifications, previous arrest record, parent's assumption of responsibility for minor child and issue number and date. License is valid for 4 years.	Dispose 7 years after year of issue.
88.	Alphabetical photo card index to motor vehicle operator's license application and issuance records. In addition to applicant's name, the photo card shows applicant's residence, date of birth, height, weight, license number and expiration date.	Dispose 7 years after year of issue.
89.	Motorcycle operator's license.	Dispose 5 years after expiration or cancellation of licenses.
90.	Records pertaining to the testing and Licensing of employees to operate official motor vehicles and heavy equipment (cranes, fork lift trucks, etc).	Dispose 3 years after expiration of license, termination of employee, or other rescission of authorization.
91.	Motor vehicle operator's license revocation and restoration records.	Retain revocation records until operator dies or license is restored. When license is restored, file all papers with related motor vehicle operator's license application, Item 109, preceding.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>License Section Records</u>	
92.	Motor vehicle registrations maintained by calendar year in three separate file groups, as follows: alphabetically by name of owner, numerically by engine number, and numerically by plate number.	Dispose 5 years after end of calendar year for which registration was valid.
93.	Proof of vehicle ownership records consisting of Canal Zone and Panama registrations and related papers showing transfer of vehicles. Records are filed chronologically by date of transfer and are cross-referenced to registrations described in Item 111, preceding.	Dispose 5 years after end of calendar year in which vehicle was transferred.
94.	Panama and Colon vehicle registrations.	Dispose 6 months after calendar year for which registration was valid.
95.	Copies of letters transmitting motor vehicle registration and transfer data to Panama.	Dispose 6 months after calendar year involved
96.	Individual runner's licenses, excluding records retained for police or security purposes.	Dispose 3 years after expiration or cancellation of license.
97.	Individual peddler's licenses, excluding records retained for police or security purposes	Dispose 3 years after expiration or cancellation of license.
98.	Individual hunting license records. Valid for 1 year.	Dispose 1 year after expiration or cancellation of license.
99.	Individual fishing pass records. These are authorizations to fish in the Chagres River below Gatun Spillway and below Madden Dam. Pass is valid for 4 years.	Dispose 1 year after expiration or revocation of pass.
100.	Individual permits to have or carry firearms. Official gun permits.	Disposal not authorized by this schedule.

<u>Form</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>License Section Records</u>	
101.	Civil Radio Service.c	
	a. Individual, organizational licenses.	Dispose 3 years after termination of license
	b. Administrative records.	Disposal not authorized by this schedule.
102.	Pleasure motor boat records pertaining to examination and licensing of operators. Valid for 3 years.	Dispose 5 years after expiration or cancellation of license.
103.	Motorboat registration and inspection records.	Dispose 5 years after expiration or cancellation of registration and inspection.
104.	Marriage Licenses.	Disposal not authorized by this schedule
105.	Identification privilege cards.	Dispose 6 years after inactive, cancelled or termination
	<u>Customs Division Records</u>	
106.	Incoming passenger lists, air and sea, such as Form 18 (filed chronologically).	Disposal not authorized by this schedule.
107.	Outgoing passenger lists, air and sea, such as Form 14 (filed chronologically).	Disposal not authorized by this schedule.
108.	Transit passenger lists, sea, such as Form 20 (filed chronologically).	Disposal not authorized by this schedule.
109.	Crew lists for incoming vessels, such as Form 1509c (filed chronologically).	Disposal not authorized by this schedule.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Customs Division Records</u>		
110.	Ship's Information and Quarantine Declaration, such as Form 4398. The Customs Division receives the original of this record and files it alphabetically by name of ship. This Customs Division ship file is the most complete alphabetically arranged file on ships that have used the Canal and its ports in existence. In its present format the record contains ship cargo, crew, passenger quarantine, and veterinary information, and the Boarding Officer's remarks.	Disposal not authorized by this schedule. In 1963, the Ship's Information Sheet was revised to include Forms 8417 - Quarantine Declaration; 8195 - Shipmaster's Declaration and Warning Notice; 4341 - Declaration of Explosive Cargo and Inflammables in Containers; and 4340 - Declaration of Petroleum Products Carried. Such individual records are disposable after 3 years.
111.	Advance authorization to enter the Canal Zone.	
	a. Originals received from entrants sponsored by contractors or other private businesses located in the Canal Zone, and supporting papers.	Attach application to the Customs Division original copy of the Advance Authorization. Disposal not authorized by this schedule.
	b. Other originals. Daily Letter of Authority, Panama Canal and Military, Permanent Change of Station, Dependents, etc., Seamen Letter of Responsibility.	Dispose immediately after entrant's arrival is recorded on passenger list.
	c. Armed Forces Authorization. Visitors and "Change of Immigration Status."	Dispose after 3 years.
	d. Other Customs Division copies.	Dispose after entrant's arrival, or when authorization becomes invalid.
112.	Shipping Commissioner's records pertaining to seamen.	Dispose after 3 years.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Customs Division Records</u>		
113.	Deportation records.	Disposal not authorized by this schedule.
114.	Contraband control indexes and ledgers: Records of persons whose privileges have been cancelled or restored.	Destroy after 10 years.
115.	Records, such as Form 164 - Application for Importation of Goods into the Canal Zone by Individuals and Organizations with Canal Zone Privileges	Dispose after 3 calendar years. If direct shipment or Dealer's Stock.
116.	Customs releases such as petroleum, bonded warehouse, and cargo releases, and related work sheets, but excluding Item 135, preceding.	Dispose after 3 years.
117.	Copies of invoices, bills of lading, and cargo manifests.	Dispose after 6 years.
118.	Customs pier gate passes, copies of local delivery records used in connection with the passes, and letters requesting entry to pier areas.	Dispose after 1 calendar year.
119.	Records of delivery to vessels of ships stores and freight from Colon Free Zone.	Dispose after 1 calendar year.
120.	Copies of Panama motor vehicle license receipts.	Dispose when no longer needed.
121.	Visa, Alien Crew Lists, Ships - International Form No. 1-418.	Dispose after 6 months.