

## 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

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 I. 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. 8 -- Records of the Marine Bureau		

LEAVE BLANK	
DATE RECEIVED <u>12 APR 1977</u>	JOB NO. <u>NC1-185778</u>
DATE APPROVED	

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3505a 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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  
 Date acting James E. O'Neil  
 Archivist of the United States

*sent to agency, 4NC-NCP-NNG-NMS - 12/5/77 stereo*

Four copies, including original, to be submitted to the National Archives and Records Service

CANAL ZONE GOVERNMENT  
PANAMA CANAL COMPANY

AGENCY RECORDS CONTROL SCHEDULE (ARCS)

NO. 8

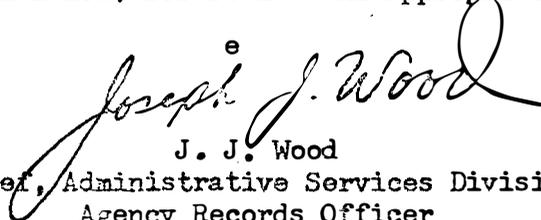
RECORDS OF THE MARINE BUREAU

Agency Records Control Schedule No. 8 prescribes retention and disposal periods for records of the Marine 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 schedule 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.

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

ARCS 8 - Records of the Marine Bureau

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<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Marine Bureau Records</u>	
1.	General Files consisting of correspondence, memoranda, messages, reports, directives, regulations, program records and program correspondence.	Disposal not authorized by this schedule.
	<u>Operating Unit Personnel Files</u>	
2.	U. S. rate personnel files.	Dispose 1 year after separation.
3.	Non-U.S. citizens personnel files.	Dispose 1 year after separation.
4.	Work schedules and assignments.	Dispose one year after superseded or obsolete.
5.	Training records, when not filed in individual personnel files.	Dispose after 3 years.
6.	Disciplinary records, when not filed in individual personnel files.	Dispose after 3 years.
7.	Transfer orders.	Dispose after 3 years.

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Board of Local Inspector's R</u>		
<u>Ship Accident Records</u>		
8.	<p>Marine Accidents, (Investigations). The "Originals" will be filed in the BLI office for the last three years by their assigned numbers, by Fiscal Year. These records include the original copy of the investigation; the original Exhibits and Appendices along with all work papers; drafts; steno notes/ tapes; and the tapes of the tape recorder.</p> <p>After three (3) years they will be transferred to Agency Records Center and will be kept permanently. (NOTE: One copy of each investigation will be filed in an individual hard cover for a library for the Chairman, BLI, for ready reference.)</p>	Disposal not authorized by this schedule.
<u>Statistical Files on Marine Accidents</u>		
9.	<p>Statistical files of accident investigations will be kept as a permanent record in the Office of the Chairman, Board of Local Inspectors. (They are kept by assigned number and by Fiscal Years).</p>	Disposal not authorized by this schedule.
<u>Licensing of Marine Personnel</u>		
10.	<p>Applications and examinations of Masters', Engineers', including Apprentices, and Panama Canal Pilots' licenses will be kept under classification No. CAN 5-4 at Agency Records Center for a total retention life of twelve (12) years.</p>	Dispose after 12 years.
<u>Inspection and Registration of Vessels</u>		
11.	<p>Inspection and registration of all U.S. floating equipment of the Panama Canal Company. (Includes, launches, tugs, barges, etc.) Correspondence and Certificates, etc., filed by category, by name of the floating equipment.</p>	Dispose after 6 years.
<u>General Files of BLI</u>		
12.	<p>General Files consisting of correspondence, memoranda, reports, program records and etc.</p>	Disposal not authorized by this schedule.

ARCS 8 - Records of the Marine Bureau

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Admeasurement</u>	
13.	Admeasurement and Tolls Records, including case files of admeasurement books and tonnage certificates filed alphabetically by name of vessel.	Maintain active and inactive files, sending files that have been inactive for five years to Agency Records Center. Dispose 10 years after transfer to Agency Records Center.
	<u>Port Captain</u>	
14.	Ships files, including documents used in billing, ship's information sheets, cargo reports, pilot's comment on ship's handling characteristics.	Transfer to Agency Records Center files of ships that have not transited the Canal in 5 years. Dispose 5 years after transfer. In 1963, Form 4395, Ships Information and Quarantine Declaration was revised and it contains all the information found in these files. Basic record copy of form 4398 is retained indefinitely in Customs Division files.
15.	Traffic Operating Sheets which describe ship's movements, harbor traffic, north and south bound.	Disposal not authorized by this schedule.
16.	Floating equipment: Tug boats, launches, barges, etc. Purchase, construction and maintenance. Filed alphabetically by name or number.	Transfer to Agency Records Center after sale or scrapping. Dispose 3 years after transfer.
17.	Logs, Ferryboat, Launch and Tugboat (Harbor Pilot Watch Card). Logs contain information regarding usage and timekeeping of personnel. Launch cards.	Dispose after 5 years.
18.	Licensing of marine personnel.  a. Motorboat navigators applications and examinations are filed in Port Captains offices alphabetically by name for three years (current), one year (inactive) and two years additional in the Agency Records Center, for a total retention life of six years.	Dispose after 6 years.
19.	Ships clearances.	Dispose after 3 years.

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<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Locks Division</u>		
20.	Procurement and Supply requisitions. Records of material orders for Lock machinery and equipment. Contains specifications and data necessary for re-order since many changes are made in sizes and types of material.	Disposal not authorized by this schedule.
21.	Overhaul records. Correspondence and reports of planning, estimating, progress and final reports of periodic overhaul of the locks. Contain only record of final inspections, records of measurement, installation data of new equipment and parts and are invaluable for planning and estimating future overhauls.	Disposal not authorized by this schedule.
22.	Engineering drawings for plant and equipment.	
	a. Originals.	Disposal not authorized by this schedule.
	b. Reproduced copies.	Dispose when no longer needed for reference.
23.	Manufacturer's drawings.	
	a. Record Copies.	
	(1) Structures.	Disposal not authorized by this schedule.
	(2) Other.	Dispose 3 years after retirement of equipment from plant.
24.	Traffic Operating Sheets which describe ship's movements, harbor traffic, north and south bound transits.	Disposal not authorized by this schedule.
25.	Locomotive Files. Correspondence relating to new locomotives and locomotive procurement.	Disposal not authorized by this schedule.