

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 12 APR 1977	JOB NO. 185 77 9
DATE APPROVED NCI 185 77 9	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3305a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. NOV 23 1977 <i>James P. O'Neil</i> Date, <i>James P. O'Neil</i> Archivist of the United States	

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 10 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. 9 -- Records of the Supply and Community Service Bureau		

*Sent to agency - NCR 4NC-11/28/77
 82 items*

CANAL ZONE GOVERNMENT
PANAMA CANAL COMPANY

JUN 2 1976

AGENCY RECORDS CONTROL SCHEDULE (ARCS)

NO. 9

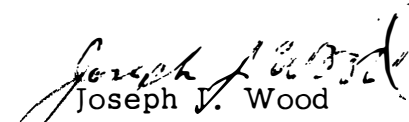
RECORDS OF THE SUPPLY AND COMMUNITY SERVICE BUREAU

Agency Records Control Schedule No. 9 prescribes retention and disposal periods for records of the Supply and Community Service 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.


Joseph V. Wood
Chief, Administrative Services Division
Agency Records Officer

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
1.	Copies of correspondence.	Dispose after 3 years.
2.	<u>Engineering and Construction Records.</u> NOTE: Most originals or other record copies of the records listed under this section are filed in the Engineering and Construction Bureau (ARCS No. 5), Plant Accounting Branch (ARCS No. 3) or the Communications and Records Branch (ARCS No. 10).	
3.	Copies of engineering drawings, maps, manufacturers' drawings, and marked prints held for convenience of reference and not as part of program or project file (ARCS No. 1, or ARCS No. 1, Item 31).	Dispose when no longer needed for convenience of reference.
4.	Reproduced engineering and construction contract specifications held for convenience of reference and not as part of a program or project file.	Dispose when no longer needed for convenience of reference.
<u>Personnel</u>		
5.	Work schedules and assignments.	Dispose 1 year after superseded or obsolete.
6.	Man-hour reports.	
	a. Divisional office copies.	Dispose after 2 years.
	b. Other copies.	Dispose after 1 year.
7.	Training records, when not filed in individual personnel files.	Dispose after 3 years.
8.	Disciplinary records, when not filed in individual personnel files.	Dispose when no longer needed for reference.
9.	Paid accounts payable vouchers and supporting papers filed with them, including copies of checks, invoices, bills, awards, petty cash vouchers, and similar records.	Dispose 12 years after closing of account. Apply GRS 6, item 1a.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
10.	Claims records, such as claims clerk's copies of Form 7388-A, Combined Over, Short, Damage, and Adjustment Report, store claims reports and related papers; and similar records.	Dispose after 4 years.
11.	Copies of accounting document transmittals and accounting document control registers.	Dispose after 2 years, or 2 years after last entry.
12.	Records reporting, processing, and journalizing sales revenue, such as cash register reports and tapes, refund slips, error slips, credit notes, cashiers' reports, reports of invoices transmitted, individual charge slips, organization requisitions and invoices, section heads' reports and transmittals, customers' paid orders, collection slips, collecting agents' reports, credit notes, sales reports and reconciliation of revenue, entertainment reports, and similar records.	
	a. Divisional office, control clerk, or collecting agent's copies.	Dispose after 2 years.
	b. Suspense or control copies.	Dispose when no longer needed for suspense or control.
	c. Other copies.	Dispose after 1 year.
13.	Records of store employees' purchases, such as employees' paid orders.	Dispose after 6 months.
14.	Procurement records: Contracts, requisitions, successful and unsuccessful bids, purchase orders, awards, leases, dock receipts, and bond and surety records, including correspondence and related documentation pertaining to administration, receipt, inspection, and payment.	
	a. Case files of transactions of \$25,000 or more that deviate from established precedents for procurement.	Disposal not authorized by this schedule.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
b.	Case files of transactions of more than \$10,000 and all construction contracts exceeding \$2,000.	Break file series each fiscal year, but bring forward into the group for the next fiscal year those cases on which actions are still pending. Dispose 6 years after final payment, except retain files on capital items which may be needed for reordering (stamped "Capital" on folder) until they are no longer needed for that purpose. See ARCS 1, item 36.
c.	Records of transactions of \$10,000 or less and construction contracts under \$2,000.	
	(1) If the file arrangement provides for disposal without screening from records covered by subdivision "b", preceding.	Break file series each fiscal year, but bring forward into the group for the next fiscal year those cases on which actions are still pending. Dispose 3 years after final payment. See ARCS 1, item 36.
	(2) If the files are intermingled with records covered by subdivision "b", preceding.	Dispose as indicated in subdivision "b", preceding. See ARCS 1, item 36.
d.	Duplicate copies or registers maintained for suspense or control purposes.	Dispose upon termination or completion. See ARCS 1, item 36.
e.	Ordering office (other than Procurement Office) copies.	Dispose after 2 years. See ARCS 1, item 36.
15.	Procurement data and vendor records, including cards, catalogs, indexes, brochures, and correspondence giving information about suppliers and products.	Dispose when information is superseded, canceled or obsolete.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
16.	Case files, known as "Boat Files", documenting receipt of material and supplies from vessels and containing copies of manifests, cargo checks, bills of lading, dock receipts, and similar records.	Dispose after 3 years. (Transfer to Agency Records Center if volume warrants.)
17.	Stock catalogs and price lists.	
	a. Issuing office record copies.	Disposal not authorized by this schedule.
	b. Other copies.	Dispose when superseded, canceled, or obsolete.
18.	Receiving reports and shipping tickets.	
	a. Original signed reports and tickets.	Dispose after 4 years.
	b. Suspense or control copies.	Dispose when suspense or control value ends.
	c. Other copies.	Dispose after 6 months.
19.	Material orders.	
	a. Originals.	Dispose after 2 years.
	b. Suspense or control copies.	Dispose when suspense or control value ends.
	c. Other copies.	Dispose after 6 months.
20.	Inventory records.	
	a. Inventory lists, formal inventories, special inventories, and similar records.	Dispose after 2 years.
	b. Inventory cards, including stock history, stock usage, and purchase record item cards, and related records.	Dispose 2 years after card declared inactive, or 2 years after stock balance transferred to new card or recorded under a new classification.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
21.	Tabulated reports of material issued, received, on hand, in transit, due, on order, undelivered, and similar or related reports reflecting stock status and stock costs.	
	a. Reports that are not summarized and summaries that supersede detail reports.	Dispose after 4 years.
	b. Other reports.	Dispose after 2 years.
22.	Records used in connection with ordering, shipping, or transferring merchandise from warehouse to store, or store to store, or section to section, such as "A" and "B" transfers, sectional transfers, waybills, bills of lading, invoices, shipping tickets, over and short reports, and similar records.	
	a. Divisional office, control clerk, or collecting agent's copies.	Dispose after 2 years.
	b. Suspense or control copies.	Dispose after 6 months' suspense or control.
	c. Other copies.	Dispose after 1 year.
23.	Stock transfer record control books.	Dispose after 2 years.
24.	Summary records of shipment or production of goods.	Dispose after 2 years.
25.	Records reflecting stock changes, including price changes, adjustments, reductions, condemnations, stock exhausts, stock number changes, cut-outs, and additions to stocks.	
	a. Divisional office, control clerk, or collecting agents copies.	Dispose after 2 years.
	b. Suspense or control copies.	Dispose when no longer needed for suspense or control.

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ARCS 9 - Records of the Supply and Community Service Bureau

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	c. Other copies.	Dispose after 1 year.
26.	Stock account control reports, cards, or ledgers.	Dispose after 4 years, or 4 years after last entry.
27.	Standing orders.	Dispose after superseded by new standing order.
28.	Delivery schedules.	Dispose after superseded by new schedule.
29.	Sales guaranty and contract records.	Dispose 4 years after termination of guaranty or contract.
30.	Authorizations of privileges for contractors.	Dispose 1 year after termination of authorization for privileges.
31.	Optical prescriptions.	Dispose after 2 years.
32.	Copies of supply transaction records not covered or not filed as covered in Items 14 through 31, preceding, including copies of awards, bills, cargo records, invoices, memorandum transfers, petroleum run tickets, tank truck delivery slips, manifests, waybills, and similar records.	
	a. Suspense or control copies.	Dispose when no longer needed for suspense or control.
	b. Other copies.	Dispose after 2 years.
33.	Case files on disposal of real and related personal property.	Disposal not authorized by this schedule.
34.	Reports of excess real property.	Disposal not authorized by this schedule.
35.	Reports of excess personal property.	Dispose after 3 years.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
36.	Records on sales of surplus personal property: Invitations, bids, acceptances, lists of material, evidence of sales, and related correspondence.	
	a. Case files on transactions of \$25,000 or more that deviate from established precedents for sales of surplus personal property.	Disposal not authorized by this schedulee
	b. Case files on other transactions of \$2,500 or more and not referenced in 36a above.	Break file series each fiscal year, but bring forward into the group for the next fiscal year those cases on which actions are still pending. Dispose 6 years after final payment.
	c. Case files or other transactions of \$2,500 or lesse	Dispose 3 years after final payment.
	d. Duplicate copies, logs, cards, and registers that are used for suspense or control.	Dispose when no longer needed for suspense or control.
	e. Copies maintained in offices not engaged in selling surplus personal property.	Dispose after 2 years.
37.	Guest registers and departure sheets.	Disposal not authorized by this schedule.
38.	Records of parties and menus.	Disposal not authorized by this schedule.
39.	Reservation records.	Disposal not authorized by this schedule.
40.	Correspondence of transitory interest, such as anonymous letters, commendations, complaints, criticisms, suggestions, and similar correspondence on which no administrative actions are taken.	Dispose after 6 months.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
41.	Man-hour reports.	
	a. Divisional office copies.	Dispose after 2 years.
	b. Other copies.	Dispose after 1 year.
42.	Correspondence and reports on testing, inspection, maintenance, operation, and use of equipment.	Dispose after 3 years.
43.	Maintenance and repair records for individual units.	
	a. Summary card or ledger records.	Dispose 3 years after unit is removed from plant account.
	b. Work orders, work requests, and related papers involved in repair and maintenance work.	Dispose after 3 years.
44.	Assignment and vacancy card files.	
	a. Individual tenant cards.	Disposal not authorized by this schedule.
	b. Individual unit cards.	Dispose 3 years after unit is removed from plant account.
45.	Furniture inventory files.	Dispose 3 years after inventory is superseded.
46.	Property receipt records.	Dispose 3 years after return or release of property or 3 years after card is obsolete or superseded by a new card.

<u>Item</u>	<u>Description of Records</u>	<u>Disposal Period</u>
47.	Housing application files.	
	a. Rejected applications.	Dispose after 1 year.
	b. All others.	Dispose after 2 years.
48.	Building case files, containing alterations, assignments, occupancy, maintenance, repair, and other similar records, some of which are covered in preceding items in this section.	Dispose 3 years after building is removed from plant account, except screen material from file in accordance with disposal periods in preceding items in this section, if practicable.
49.	Occupants' personnel files.	Dispose 3 years after occupant's termination of service.
50.	Licenses for space in buildings and related records.	Disposal not authorized by this schedule.
51.	Card index to space licenses.	Disposal not authorized by this schedule.
52.	Burial certificates.	Disposal not authorized by this schedule.
53.	Lot records, including alphabetical records by name of person buried and numerical record of lots.	Disposal not authorized by this schedule.
54.	Burial registers.	Disposal not authorized by this schedule.