

FEDERAL AGENCY CEASED OPERATIONS

Schedule Number: NC1-185-77-10

Federal agencies may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to State or Local government or private control.

Description:

All items are presumed disposed. The agency ceased operations in 1999 and transferred its function to a foreign government.

The Panama Canal Treaty of 1977 terminated on December 31, 1999, and sovereignty over the canal was assumed by the Republic of Panama.

Date Reported: 11/08/2021

FEDERAL AGENCY CEASED OPERATIONS

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 APPROVED NOV 23 1977	NC 1-185 77-10

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

James E. O'Neil
 Date: **APR 23 1977**
 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 15 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 *Joseph J. Wood* Agency Records Officer
 (Date) (Signature of Agency Representative) (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. 10 -- Records of the Office of the Governor-President <u>Addition to Item 9 (attached):</u> b.d. Copies of cable messages with refile charges returned by the military for payment. NOTE: Change Retention Period for Item 53 from 10 years to permanent.		
<i>Sent to agency NCP-4NC-11/26/77 80 items</i>			

CANAL ZONE GOVERNMENT
PANAMA CANAL COMPANY

AGENCY RECORDS CONTROL SCHEDULE (ARCS) NO. 10

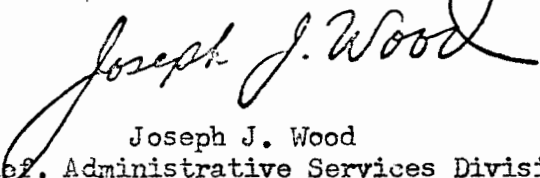
RECORDS OF THE OFFICE OF THE GOVERNOR PRESIDENT

Agency Records Control Schedule No. 10 prescribes retention and disposal periods for records of the Office of the Governor-President. It shall be applied to records of the Office of the Governor President 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 Office of the Governor President schedule shall be applied to the Office of the Governor President'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 was created on July 10, 1971 and the disposal period was given as "DISPOSE after 2 years," that period would begin July 1, 1974, and the disposal date would be July 1, 1975, 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

ARCS 10 - Records of the Office of the Governor/President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Office of the Executive Secretary</u>		
1.	Financial Statements of Employment and Financial Interests.	Dispose after 3 years.
2.	Drug abuse records.	Retain active cases indefinitely. Retain inactive cases 3 years then destroy.
3.	Visa log book.	Retain indefinitely.
4.	Application cards for non immigrant visas (FS257).	Retain indefinitely.
5.	Index cards for immigrant visas.	Retain indefinitely.
6.	Circular airgrams.	Destroyed according to instructions given on the document itself.
7.	File copy of Form FS-511 "Immigrant Visa and Alien Registration" with copy of supporting documents.	Transfer to Agency Records Center after 3 years. Destroy 10 years after transfer.

<u>EM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Administrative Services Division</u>		
8.	Advance authorization to enter the C ^h anal Zone.	
	a. Advance authorization to enter the C.Z. for entrants sponsored by U.S. Government Agencies or their employees eligible to sponsor visitors.	File copy of application and related papers in separate alphabetical series by name of entrant. Break series and start a new one every two years. Transfer old series to Agency Records Center two years after break, and dispose two years after transfer.
	b. All other advance authorization not covered in item 8a.	When sponsor is contractor or other private business, attach application to the Customs Division copy of the Advance Authorization. Disposal not authorized by this schedule.
9.	a. Copies of outgoing and incoming messages from wire and wireless service.	Dispose after 2 years.
	b. (see below)	
10.	Printing Plant jackets containing production records.	Keep in office 1 year, transfer to Agency Records Center, destroy 4 years after transfer.
11.	Correspondence files of the unit responsible for the printing, binding, duplication and distribution matters, pertaining to its administration and operation, and related papers.	Dispose 2 years after file is closed or 2 years after date of document if break in file differs from that suggested herein.
12.	Official photographic negatives.	
	a. Negatives selected as representative of the history of the C.Z., Panama Canal Company or Canal Zone Government.	Disposal not authorized by this schedule.
	b. Negative not selected for historical retention.	Dispose 1 year after date picture was taken.

9b. ³ Copies of messages with *refile* charges returned by the military for payment. Kept by communications clerk. Destroy after 3 years.

ARCS 10 - Records of the Office of the Governor/President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Administrative Services Division</u>	
13.	Privacy Act records.	Dispose 6 years after case is closed.
14.	Freedom of Information Act records.	Dispose 6 years after case is closed.
15.	Requests for permission to engage in outside employment.	ADCR copy retained for five years. ADGS copies may be destroyed upon termination of outside employment.
16.	Special Purchase Authority Card Files (ADGS).	Dispose 5 years after file becomes inactive.

ARCS 10 - Records of the Office of the Governor/President

<u>EM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Magistrate's Court</u>	
17.	Criminal and Civil Court Dockets, Civil complaints and summons and civil case files, record cards and indexes, required as paramount records by statute.	Permanent records.
18.	Affidavits of complaint in criminal matters, warrants of arrest and receipt books.	Destroy after two years.

WITHDRAWN

ARCS 10 - Records of the Office of the Governor/President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Panama Canal Information Office</u>	
19.	Daily Digest daily condensation of pertinent newspaper articles appearing in local Spanish paper.	Disposal not authorized by this schedule.
20.	Speeches and statements made by officials related to PCC/CZG and U.S./relations.	Dispose after 10 years..
21.	Press releases-all newsworthy material related to PCC/CZG operation and personnel forwarded to local and foreign news media.	Disposal not authorized by this schedule.
22.	Spillway index cards.	Disposal not authorized by this schedule.
23.	Press release index cards.	Disposal not authorized by this schedule.
24.	Newspaper clippings - U.S. and foreign clippings cover US/RP relations and other related or pertinent subjects for reference.	Disposal not authorized by this schedule.
25.	Operating and budget files.	Dispose after 5 years.
26.	Reports to Governor covering actions taken to improve relations with the Republic of Panama.	Dispose after five years.
27.	Correspondence-general, public affairs, w/Panama, w/Governor and temporary correspondence.	Dispose after five years.
28.	Monthly statistical reports to Governor on operations of IO, Press, and Guide Service.	Dispose after five years.
29.	Newspaper clippings covering US/PR relations and other related or pertinent subjects published in local newspapers.	Disposal not authorized by this schedule.
30.	Guide Service - correspondence, tour Itineraries, record of Las Cruces rental trips and other related material.	Dispose after 5 years.

ARCS 10 - Records of the Office of the Governor/President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>General Counsel</u>	
31.	Board of Local Inspectors' Accident Reports.	Dispose 10 years after transferred to Agency Records Center.
32.	Publications: "Congressional Records" and "Federal Register".	Dispose 6 years after transferred to Agency Records Center.
33.	Estate and Guardianship Cases.	Disposal not authorized by this schedule.
34.	District Court Opinions.	Disposal not authorized by this schedule.
35.	Advisory Pardon & Parole Board Meetings.	Disposal not authorized by this schedule.

ITEM

Description of Records

Disposal Period

Office of the Safety Director

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|-----|----------------------------|--------------------------------|
| 36. | Safety Awards. | |
| | a. 20-30-40 year key. | Dispose when employee retires. |
| | b. Supervisor-Unit awards. | Dispose when employee retires. |

ARCS 10 - Records of the Office of the Governor/President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Protocol Office</u>	
37.	Protocol General Correspondence.	After 3 years transfer to Agency Records Center and destroy 3 years thereafter.
38.	Guest lists.	Disposal not authorized by this schedule.
39.	Requests for appointments (Courtesy calls).	After 3 years transfer to Agency Records Center and destroy 3 years thereafter.
40.	Calendar of events.	After 3 years transfer to Agency Records Center and destroy 3 years thereafter.
41.	Awards.	Disposal not authorized by this schedule.
42.	Protocol Schedules.	After 3 years transfer to Agency Records Center. Dispose 3 years thereafter.
43.	Minutes of Civic Council Executive Sessions - Advance Answers.	Disposal not authorized by this schedule.

ITEM

Description of Records

Disposal Period

Office of Equal Opportunity

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|-----|---|---|
| 44. | <p>Records created in receipt and processing of complaints of discrimination by employees or applicants for employment with Federal Civil Service.</p> <p>a. Official Equal Employment Opportunity case files.</p> <p>(1) When case is resolved within agency of origin.</p> <p>(2) When case is resolved by U.S. Civil Service Commission.</p> <p>b. All other copies of EEO complaint case files or duplicates of documents pertaining to case files which are included in files retained under Item 43 (a) above.</p> <p>c. All background documents pertaining to the case but not included in case files retained under Item 43 (a) above.</p> | <p>Dispose 4 years after final adjustment.</p> <p>The official case file is retained by USCSC according to their records control schedule.</p> <p>Dispose 1 year after final adjustment.</p> <p>Dispose 3 years after final adjustment.</p> |
| 45. | <p>Counselors - EEO.</p> <p>a. Training)</p> <p>b. Background information.)</p> | <p>Dispose 1 year after termination of appointment.</p> |

ARCS 10 - Records of the Office of the Governor/President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Executive Planning Staff</u>		
46.	Time to time Consumer Price Index, U.S. and non-US Citizens.	Disposal not authorized by this schedule.
47.	Transti and cargo statistics-including computer runs.	Disposal not authorized by this schedule.
48.	Monthly reports of Company/Government organizations.	Transfer to Agency Records Center after 3 years, disposal not authorized by this schedule.
49.	Copies of reports and statistical material used for planning purposes. Annual reports of Company/Government organizations.	Disposal not authorized by this schedule.
50.	Miscellaneous reports and studies and general correspondence files.	Transfer to Agency Records Center after 3 years. Disposal not authorized by this schedule.
51.	PCC-CZG Capital Program Submissions. These records are a compilation of inputs from bureaus and they are used to develop the CZG/PCC capital programs presented each fiscal year to OMB. Included are original justifications, engineering estimates, and classifications.	Transfer to Agency Records Center. Disposal not authorized by this schedule.
52.	Major Overhaul Program, Consultants and Advisors, Special Projects Requiring Capital Funds, MMI.	Transfer to Agency Records Center after 3 years and dispose after a total of 5 years.
53.	Budget and Finance Committee Meetings, Management Reviews, Board of Directors Meetings.	Dispose after 10 years. REB, BAW, GAT. WITHDRAWN
54.	Master Management Plans; Facilities and Equipment Plans; and supporting records for agency long range planning.	Dispose after 10 years.

ARCS 10 - Records of the Office of the Governor/President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Office of Labor - Management Relations</u>	
55.	Files on 23 Labor Unions.	Retain indefinitely.
56.	Alphabetical files on matters pertaining to the labor relations filed, i.e., FLSA, labor liaison officers, bureau labor relations policy, E.O. 11491, unit determinations, etc.	Dispose after 5 years.

WITHDRAWN

ARCS 10 - Records of the Office of the Governor/President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Internal Security Records</u>	
57.	Nonclassified manuals, directives, plans, reports, and correspondence reflecting policies and procedures developed in the administration and direction of security and protective services programs.	Disposal not authorized by this schedule. Close file every 2 years.
58.	Correspondence files pertaining to the administration of security classification, control and accounting for classified documents, not covered in Item 55, or elsewhere in this schedule.	Dispose after 2 years.
59.	Classified document receipts, relating to the receipt and issue of classified documents.	Dispose after 2 years.
60.	Classified document destruction certificates relating to the destruction of classified documents.	Dispose after 2 years.
70.	Classified document inventory files, consisting of forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule.	Dispose after 6 years.
71.	Top Secret document accounting and control files. a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents. b. Forms accompanying documents to insure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.	Dispose 5 years after documents shown on forms are downgraded, transferred, or destroyed. Dispose when related document is downgraded, transferred or destroyed.

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Internal Security Records (Continued)</u>		
72.	Access request files consisting of requests and authorizations for individuals to have access to classified files.	Dispose 2 years after authorization expires.
73.	Classified document container security files consisting of forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	Dispose when superseded by a new form or list, or upon turn-in of containers.
74.	Correspondence files relating to administration and operation of the personnel security clearance program, not covered elsewhere in this schedule.	Dispose after 2 years.
75.	Personnel security clearance case files containing a record of investigations of personnel employed by or seeking employment from the Government, or whose relationship otherwise with the Government requires a security clearance, but exclusive of copies of investigative reports and related papers furnished to agencies by the Civil Service Commission for which maintenance and disposition instructions are provided in Chapter I-2 of the Federal Personnel Manual.	Dispose 20 years after date of last action. Transfer to Federal Records Center five years after date of last action.

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Internal Security Records (Continued)</u>		
76.	Security violation files, consisting of case files relating to investigations of alleged security violations, but exclusive of files concerning felonies and papers placed in official personnel folders.	Dispose 2 years after completion of final corrective or disciplinary action.
77.	Security violation files, consisting of case files relating to investigations of alleged security violations of a sufficiently serious nature to be classed as felonies.	Disposal not authorized by this schedule.