REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Panama Canal Company

2. MAJOR SUBDIVISION
Marine Bureau

3. MINOR SUBDIVISION
Board of Local Inspectors

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 this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
2/7/78

D. SIGNATURE OF AGENCY REPRESENTATIVE
Thomas C. Duty

E. TITLE
Deputy Agency Records Officer
(Chief, Records Management Branch)

1. Applications and examinations for Panama Canal Masters' Engineers (including apprentices); and Pilots' licenses.

Active Employees: Transfer to Agency Records Center, Diablo, C. Z., when no longer required by MRBLI. File by name and employee identification number under classification CAN 5-4.

Inactive Employees: On notice of termination of employment, transfer applications and related papers of terminated employee to Inactive MRBLI files at the Agency Records Center. Retain 5 years after termination of employee and then transfer to FRC - Atlanta. Maintain records by name and identification number. Destroy 55 years after first entry in records.

Note: Records are to be pre-sorted by disposal date at Diablo Agency Records Center prior to transfer to Federal Records Center in Atlanta.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMA (41 CFR) 101-114