

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI 185 78
DATE RECEIVED	13 FEB 1978
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 2303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-23-78 Date	<i>James B. Rhoads</i> Archivist of the United States

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 <i>Thomas C. Duty</i> Thomas C. Duty	E. TITLE Deputy Agency Records Officer (Chief, Records Management Branch)
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Applications and examinations for Panama Canal Masters' Engineers (including apprentices), and Pilots' licenses.</p> <p><u>Active Employees:</u> 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.</p> <p><u>Inactive Employees:</u> 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.</p> <p><u>Note:</u> Records are to be pre-sorted by disposal date at Diablo Agency Records Center prior to transfer to Federal Records Center in Atlanta.</p>	NCI-185-77-8 Item 10	

115-10
Sent to agency - 2/24/78 *ad. items.*