

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

RECORDED 20 APR 1979  
 LEAVE BLANK

**NCI-185-79-4**

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

**1. FROM (AGENCY OR ESTABLISHMENT)**  
 Panama Canal Company

**2. MAJOR SUBDIVISION**  
 Administrative Services Division

**3. MINOR SUBDIVISION**  
 Agency Records Center

**4. NAME OF PERSON WITH WHOM TO CONFER**  
 Harold F. Carroll, Jr.

**5. TEL. EXT.**  
 52-3575

**DATE RECEIVED**  
 30 APR 1979

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*6-5-79*  
 Date *James B. Hood*  
 Archivist of the United States

**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 3 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** 3-26-79

**D. SIGNATURE OF AGENCY REPRESENTATIVE** *Charles Chitt*

**E. TITLE** Acting Chief, Admin. Svcs. Div.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Accounts Receivable Vouchers: 1969-1977 These are original or ribbon copies of accountable officer's accounts maintained in the Agency for audit by GAO auditors. These records document only the basic financial transactions, money received and money paid out, or deposited, in the course of operation of the Agency. Retention Date: 12/31/99	GRS 6 Item 1a	
2.	Claims: 1908-1978 These records document all types of claims that have been levied against and for the Agency for damages incurred due to personal injury, accident and or loss. Retention Date: 12/31/99		
3.	Journal Vouchers: 1905-1976 These records are input documents to the Panama Canal Company/Canal Zone Government's computerized General Accounting System. They are subject to GAO Audits which normally do not go beyond the current 2 years except for special projects. Retention Date: 12/31/99	GRS 6 Item 1a	

115-117

*All personal ink changes made to this schedule had been made with the concurrence of the agency's records officer.*

*MSA* *WAT* *NMA* *NEP* *YMA* *ITEMS* *6-5-79* *6/1/79*

STANDARD FORM 115  
 Revised April, 1975  
 Prescribed by General Services Administration  
 FPMR (41 CFR) 101-11.4

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p>Plant Accounting: 1921-1975</p> <p>These records primarily reflect the principal characteristics of each item of physical plant and equipment, including real property. They constitute a type of inventory control, but in addition are a principal source of data on the capital investment in physical plant and other items not normally represented in a store or stock inventory system.</p> <p>Retention Date: <del>12/31/88</del> <i>Destroy 10 years after unconditional sale or release by the government of conditions, restrictions, mortgages or other liens.</i></p>	GRS 3 Item 2b	
5.	<p>a. U.S. Index Cards, Pay Cards and Retirement Deduction Cards: 1904-1976</p> <p>b. Individual Earnings Records: 1951-1974</p> <p>c. Earning Detail and Adjustments: 1968-1976</p> <p>d. Employee Statements: 1967-1977</p> <p>e. Payrolls (Disability Relief, Injury, Steamship, etc.): 1918-1975</p> <p>These records are used to establish employee earnings or service for retirement and/or other benefits.</p> <p>Retention Date: <del>12/31/88</del> <i>Destroy 56 years after the date of the last entry.</i></p>	GRS 2 Item 1b	
6.	<p>General Files and Correspondence: 1932-1954</p> <p>These records contain the general financial precedents, policy, procedures, regulations and essential functions of the Panama Canal and its predecessor organizations.</p> <p>Retention Date: 12/31/99</p> <p>Retention of these records to December 31, 1999 is requested to coincide with the commitments of this Agency to the Government of the Republic of Panama and to other U.S. Government Agencies in the Republic of Panama for the life of the Panama Canal Treaty of 1977 which expires December 31, 1999.</p>		