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

**LEAVE BLANK**

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

**DATE RECEIVED:** May 31, 1979

**JOB NO.:** JC-185-79-5

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**1. FROM (Agency or establishment):** Panama Canal Commission

**2. MAJOR SUBDIVISION:** Administrative Services Division

**3. MINOR SUBDIVISION:** Records Management Branch

**4. NAME OF PERSON WITH WHOM TO CONFER:** Carolyn H. Twowy

**5. TELEPHONE 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 ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☐ is unnecessary.

**B. DATE:** 12/5/80

**C. SIGNATURE OF AGENCY REPRESENTATIVE:** Carolyn H. Twowy

**D. TITLE:** Chief, Records Management Branch

**7. ITEM NO.**

**8. DESCRIPTION OF ITEM**  
*(With Inclusive Dates or Retention Periods)*

**9. GRS OR SUPERSEDED JOB CITATION**

**10. ACTION TAKEN (NARS USE ONLY)**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Item</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Background, reference, and supporting data interfiled with the narrative reports.</td>
<td>DISPOSITION: Destroy immediately. Accession No. 185-79-0027, boxes 93 (partial)-96, 173 (partial).</td>
</tr>
</tbody>
</table>
3. Vouchers and working papers.

4. Log books.
   a. Inspector's logs providing narrative descriptions of activities of engineers in the field.
   b. Individual log books with tabular data and incomplete narratives.

5. Cartographic records consisting of
   a. Geologic maps, colored, printed, various scales
   b. Folio drawings showing the location of drill holes at Miraflores, Pedro Miguel, and Gatun.
   DISPOSITION: Permanent. Retain one copy of each map and one set of each folio. Transfer to NARA in 1988. Destroy duplicates found in Accession No. 185-79-0027, boxes 180, 181, 199, and 200.

6. Lock design reports and drawings.
   DISPOSITION: Permanent. Retain one copy of each report and set of drawings. Transfer to NARA in 1988. Destroy duplicates found in Accession No. 185-79-0027, boxes 201-86.

7. Engineering test data.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DISPOSITION: Destroy immediately. Accession No. 185-79-0027, boxes 287-93.</th>
</tr>
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<tbody>
<tr>
<td>9.</td>
<td>Isthmian Canal Study Memoranda. Study memos including introduction, statement of problem or purpose, directions for carrying out development contracts or for presentation of plan, etc. Disposition: Permanent. Retain one copy of each memo. Transfer to NARA in 1988. Destroy duplicates found in Accession No. 185-79-0027, boxes 295-236.</td>
</tr>
<tr>
<td>10.</td>
<td>Isthmian Canal Planning Memoranda. Planning memos including general information, scope, purpose, work to be performed, drawings, diagrams, etc. in an 8x10-inch format. Disposition: Permanent. Retain one copy of each memo. Transfer to NARA in 1988. Destroy duplicates found in Accession No. 185-79-0027, boxes 327-49.</td>
</tr>
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</table>
found in box 476. Offer to NARA in 1988. Destroy duplicates in boxes 350-442; report covers in boxes 446-447; and duplicate copies of the report found in boxes 448-67.

13. Reports, papers, and proceedings from outside sources relating to the Panama Canal.

DISPOSITION: Permanent. Retain one copy of each. Transfer to NARA in 1988. Destroy duplicates found in Accession No. 185-79-0027, boxes 468-76.

14. Engineering data summarized in reports and studies.


15. Folio drawings relating to the following: New Gatun Locks and Appurtenant Work; New Pacific Locks power plant; Balboa Bridge alterations; and mitre gates, valves and bulkheads.


16. Motion picture and 16mm microfilm relating to projectile testing but not specifically to the Panama Canal.

DISPOSITION: Destroy immediately. Accession No. 185-79-0027, boxes 537-41.

17. Reference and duplicate materials.


18. Photographs relating to Gatun Locks Relocation. 8x10-inch black and white captioned prints filed in post binders.
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<tr>
<td>21.</td>
<td>Housekeeping and administrative records including instructions, budget working papers, invoices, purchase orders, travel orders, requisitions, health and safety reports, correspondence related to safety practices in general, inspection report forms, funds control, and work requests.</td>
<td>Destroy immediately. Accession No. 185-79-0021, boxes 5-75 and 93-102.</td>
<td></td>
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<tr>
<td>22.</td>
<td>Subject files of the Assistant Director, Engineering and Construction Bureau, Canal Studies, including correspondence with the Director of the U.S. Army Nuclear Cratering Group.</td>
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<tr>
<td></td>
<td>a. Correspondence relating to studies for a new, nuclear-excavated canal</td>
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b. Routine and facilitative correspondence.

DISPOSITION: Destroy during archival processing.

23. OICS memos consisting of reports and studies on engineering feasibility produced by the Atlantic-Pacific Interoceanic Canal Study Commission, Office of the Field Director (OICS Memo FD), the Jacksonville District of the Corps of Engineers (OICS Memo JAX), the Nuclear Cratering Group (OICS Memo NCG), Battelle Memorial Institute (OICS Memo BMI), etc.


24. Power Conversion records, 1954-60, including general working papers from contracts for mechanical improvements; payment, schedule and report forms; facilitative correspondence; daily reports; change orders; etc.


Canal Widening Project, 1948-69.

25. Construction drawings and folio maps of work locations, general terrain, drill hole placement, cracks in Contractor's Hill, etc.

DISPOSITION: Permanent. Retain one copy of each map or set of folio drawings. Transfer to NARA in 1988. Destroy duplicates found in Accession No. 185-79-0022, boxes 1, 2, 5, and 11-14.

26. Administrative subject file relating to timekeeping, payroll, personnel, property, daily and monthly reports, monthly cross sections and blasting patterns, contract working files, etc.
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- a. Project officer logs (six green volumes); daily office logs numbered 1-3 and 7-8 and three typed log books in box 16; Log Book IV; and Master Logs 1-4.


- b. Individual, incomplete log books.


28. Canal Widening annual reports, spiral bound.


29. Building sketches.


32. Photographic records.
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<tr>
<td></td>
<td>a. Captioned prints</td>
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<td>b. Unidentified prints and negatives</td>
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<td>DISPOSITION: Destroy immediately. Accession No. 185-79-0022, box 36.</td>
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