

Req NCO 452774

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-185-79-8	
DATE RECEIVED	
9/4/79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-7-79 Date	<i>James P. O'Keefe</i> Acting 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  
Administrative Services Division

3. MINOR SUBDIVISION  
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
Pandora G. Aleman

5. TEL EXT  
52-7642

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 8/27/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pandora G. Aleman</i> Pandora G. Aleman	E. TITLE Acting Deputy Agency Records Officer Acting 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>Marine Bunkering Fuel Gate Pass (sample attached)</p> <p>This pass is a fuel sales control which also serves as a receipt and as a pass for the fuel carrier's driver to leave the bunkering area. The original goes to Canal Protection Division after it is given to the gate guard as a pass. The copy remains in the book at the Marine Bunkering Division. It is an accountable form used by auditors to control fuel sales. The record is referred to mostly during the first three months after issue. The retention period recommended is a maximum of 1 year for the original and copy.</p> <p><del>Disposal after 1 year old.</del> <i>Destroy when</i></p>		

*sent to Agency 9-11-79 my ITEM*