

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCL-185-79-9	DATE RECEIVED September 4, 1979
1. FROM <i>(Agency or establishment)</i> Panama Canal Commission		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Administrative Services Division		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Carolyn H. Twohy	5 TELEPHONE EXT 52-7767	DATE 4-22-87	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>

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 2 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 12/4/86	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Carolyn H. Twohy</i> Carolyn H. Twohy	D TITLE Chief, Records Management Branch Deputy Agency Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<u>Incoming, Outgoing, and Transit Passenger Lists.</u> Records for both planes and ships. Plane lists may include aircraft number, point of departure, class, passenger name, sex, age, color, citizenship, and final destination. Ship lists may include vessel name, port of departure, interim ports, date of arrival at Cristobal or Balboa, passenger name, age, sex, marital status, place and date of birth, passport number, nationality, embarkation port, and final destination. The records are arranged chronologically and have no alphabetical index. <u>DISPOSITION:</u> Destroy when 75 years old.		
2.	<u>Crew Lists for Incoming and Outgoing Vessels and Planes.</u> Plane crew lists may be limited to member's name only, or may include all information listed for passengers in item 2 above. Ship crew lists include name, capacity, birthplace, nationality, identification number and age. Some include marital status. <u>DISPOSITION:</u> Destroy when 75 years old.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO. NC1-185-79-9	PAGE 2 OF 2
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)
3.	<p><u>Ship and Plane Information and Quarantine Declaration.</u></p> <p>Contains ship, cargo, crew, passenger, quarantine, and veterinary information.</p> <p style="text-align: center;"><i>CREATED *</i></p> <p>a. Records retired to the FRC before 1980: Destroy in 1980 2009. (Date corrected per telcon w/Rinaldo Perez, PCC, 1-2-87).</p> <p>b. Records created since 1980: Cut off files annually. Retire to FRC when 3 years old. Destroy when 30 years old.</p>		<i>Jeanne Young</i>
4.	<p><u>Deportation Records.</u></p> <p>Records of individuals of all nationalities who have entered the Canal Zone illegally, individuals who refuse to leave the Canal Zone, transiting passengers and crew members who have jumped ship, and stowaways, all of whom have been deported from the Canal Zone. Records include transcripts of testimony in the deportation proceedings, orders of deportation, police forms, related memoranda, detention orders, and photographs of exhibits or evidence used in the proceedings.</p> <p><u>DISPOSITION:</u> Retire closed files annually. Destroy 60 years after case is closed.</p>		
5.	<p><u>Registers of Ships Entered and Cleared.</u></p> <p>Logs containing name of ship, tonnage, Master's name, destination, port of origin, total crew, crew disembarking or joining, passengers landing, in transit, and boarding, date of transit through Canal, clearance for entry to sea.</p> <p><u>DISPOSITION:</u> Permanent. Offer to the National Archives in 1999.</p> <p><i>* wording changed per telcon w/DIANA WILLIAMS, PCC, 6-13-89</i></p>		<i>Jeanne Young</i>

Rec'd NCO 42079

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO	
NC1-185-79-9	
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	
Date	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
Mrs. 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 2 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 8/6/79	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.	Incoming, Outgoing, and Transit Passenger Lists. These records are lists that show the citizenship of the individual. This could be of value to a person proving citizenship through a parent. A 75-year retention is recommended because it would be equivalent to three generations. Disposal after 75 years.		
2.	Crew Lists for Incoming and Outgoing Vessels. Same description and recommendation as Item 1. Disposal after 75 years.		<i>Superseded 12/4/86</i>
3.	Ship's Information and Quarantine Declaration. This record contains ship, cargo, crew, passenger, quarantine, and veterinary information. As such its long-term value is limited to statistics. The Customs Division recommends a retention period of 30 years, which is an average life span for a vessel. It is also well beyond the termination of the new Panama Canal Treaty. Dispose after 30 years.		

5 ITEMS

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>Deportation Records.</p> <p>These are records of individuals of all nationalities who have entered the Canal Zone illegally, individuals who refuse to leave the Canal Zone, transiting passengers and crew members who have jumped ship, stowaways, all of whom have been deported from the Canal Zone. These records are of value in cases when a deportee applies for a visa to enter the U.S. A 60-year retention of those records will give the U.S. Immigration and Naturalization Service, Dept. of State, sufficient background information for evaluating any application for a visa by a past deportee of the Canal Zone.</p> <p>Dispose after 60 years.</p>		
5.	<p>Ships Entered and Cleared Records.</p> <p>These are logs containing information on ships. The name of the ship, tonnage, Master's name, where it is going, where it came from, total crew, crew disembarking or joining, passengers landing, passengers in transit, passengers disembarking, passengers joining, date ship cleared to go to sea, and date of transit through the Canal. Canal Zone Customs Division recommends a retention period of 20 years after October 1, 1979, for litigation reasons.</p> <p>Dispose after 20 years.</p>		<p><i>Superseded 12/4/86</i></p>