

Rev NOV 30 17 1979

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.  
NC1-185-80-1

DATE RECEIVED  
10-3-79

NOTIFICATION TO AGENCY  
In accordance with the provisions of 41 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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

OCT 10 1979 *Walter N. Stender*  
Date **ACTING** An Agent 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  
Agency Records Center

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

5. TEL. EXT.  
52-3575

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  
4-20-79

D. SIGNATURE OF AGENCY REPRESENTATIVE  
*Thomas E. White*

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.	<p>Elementary School Transcripts (Grades 1-6)</p> <p>Retention Period: 15 years from close out of file.</p> <p>Per telephone conversations between Mr. Ed Barrese of NARS and Mr. Harold Carroll, Agency Records Center, the 15 year retention of elementary school transcripts is requested to coincide with records schedules of other U.S. Federal Agencies for similar records.</p>		

*Copy to General VNC SE 10-11-79*