

Rev NCO 13 Nov 80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-185-81- X 3
DATE RECEIVED	December 11, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-18-82 Date	<i>[Signature]</i> Archivist of the United States

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

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
Ranghilt J. Hansen

5. TEL. EXT.
52-3251

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 9/23/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Christopher A. Walsh	E. TITLE Acting Chief, Records Management Branch Acting Deputy Agency Records Officer
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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
ARRS 3 Item 69.	Hospital Out-patient Records - Form 8817. These out-patient records are kept for billing purposes. They are microfilmed and stored for 6 months after which they are destroyed. There will be no further 8817's generated after October 1, 1979 (implementation of the Panama Canal Treaty). All 8817's from November 1971 through October 1, 1979 are on microfilm. Disposition: ^a Destroy ^{paper} records 6 months after microfilmed, and ^b destroy film ^{when?} after 6 years old. <i>[initials]</i>	ARRS 3, Item 69 (change)	
	<i>This certifies that the records will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</i>		
	<i>to agency & NNG, 3/24/82</i>		<i>2 items</i>

No Miss Data Change Sheet Required
Closed Out: 3-24-82: K.T.D