

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Lead NCO 17 Nov 80

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

LEAVE BLANK	
JOB NO	
NC1-185-81- 84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-22-82 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

1. FROM (AGENCY OR ESTABLISHMENT) <u>Panama Canal Commission</u>	
2. MAJOR SUBDIVISION <u>Administrative Services Division</u>	
3. MINOR SUBDIVISION <u>Records Management Branch</u>	
4. NAME OF PERSON WITH WHOM TO CONFER <u>Ranghilt J. Hansen</u>	5. TEL. EXT. <u>52-3251</u>

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 116	Record of leave transferred, form 1150. These records are copies of form 1150. The statute of limitations on leave claims against the Canal Zone Government is 6 years. We are still getting related claims and these records are needed to investigate. Suggest that all records prior to FY 1980 be retained until October 1, 1986. A 3-year statute of limitations is presently being applied to the Commission. Assuming that it continues to apply, the 3-year retention period is acceptable. Disposition: a) Retain ^{Destroy} records dated prior to FY 1980 until ^{when} October 1, 1986. b) Records dated after FY 1980, destroy after 3 years. (These are copies of the original.)	ARRS 3, 116 (10 yrs) GRS 2/ 106 (3 yrs)	<i>2 items</i>
	<i>to agency + NAC, 3/24/82</i>		

*Mass Data Change Sheet Not Required
Closed Out: 3-24-82: K.T.D.*