

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCO 17 Nov 80

LEAVE BLANK
JOB NO NC1-185-81-85
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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 <i>[Signature]</i> 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 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>Christopher A. Walsh</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 172	<p>Leave Liability and Inventory files. Used to adjust leave accounts.</p> <p>Due to treaty conversion, 1979 and 1980 files for employees who transferred to DOD and GOP are continually being used for adjustments and special studies. Suggest we keep 1979 and 1980 files through 1985 and apply the 3-year retention thereafter.</p> <p>Disposition: ^{Destroy 1979 + 1980 in} Keep records dated prior to 1980 through 1985, then destroy. ^{b. Destroy records dated subsequent to 1980 when after 3 years old.} <i>12/11/82</i></p> <p><i>to agency + NAC, 3/24/82</i></p>	ARRS 3, 172 <i>GRS 2, Item 2</i>	(4 years) (3 years)