

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Revised 13 Nov 80

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

LEAVE BLANK	
JOB NO.	NCL-185-81-76
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>12-17-80</i> Date	<i>[Signature]</i> Archivist of the United States

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 5 Item 6.	Equipment Records consisting of Correspondence and reports on the testing, inspection, maintenance, operation, and use of equipment, excluding records covered by Items 23, 24, 26, and ARRS 1 (30 & 31). Included are reports on equipment retired or scrapped; equipment cleaned and repaired; disposition of equipment; equipment in and out of storage; equipment received, forwarded, and on hand; equipment schedules; equipment hours, equipment checks; loss and damage of equipment; and other similar reports maintained in numerical or chronological order. Retention period requested: Break files annually. Transfer to Agency Records Center 1 year after break if there is a substantial volume of records involved or if the records are kept with the general correspondence files. Destroy 2 years after break. Justification: Since the PCC retains equipment longer than most Federal agencies, it is considered advisable to keep equipment records for a longer period of time. A record (historical) on a piece of equipment quite often is helpful in pinpointing specific problems and aids in the ultimate decision on equipment retention or disposal.	GRS 11 Item 5	

*Closed Out: 12-22-80: K.T.D. 1 Item
Copy sent to Agency*