INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-185-81-07

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All records covered by this schedule are presumed disposed, and the schedule is therefore obsolete.

Date Reported: 11/08/2021
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
Christopher A. Walsh

E. TITLE
Acting Chief, Records Management Branch
Acting Deputy Agency Records Officer

7. ITEM NO.
ARRS 10

8. DESCRIPTION OF ITEM
(Printing Plant jackets containing production records.

These files consist of accomplishment of printing projects and/or jobs, containing requisitions, bills, samples, manuscript clearances, designs, and related papers exclusive of requisitions.

Retention period requested: Keep in office 1 year, transfer to Agency Records Center, destroy 4 years after transfer.

Justification: Present method of information retrieval from jackets is essential to smooth and efficient operation of Printing Plant. It allows us to monitor costs in each step of the various operations and is often used for estimates given to customers when the job is revised. We also keep several copies of the job in the jacket to use as samples for printing, including ink (coke) matching, positioning of magnetic ink characters, etc.)