

Rec'd NCD 13 Nov 80 141

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	
NCL-185-81- <del>X</del> 7	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-17-80 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 10 Item 10.	<p>Printing Plant jackets containing production records.</p> <p>These files consist of accomplishment of printing projects and/or jobs, containing requisitions, bills, samples, manuscript clearances, designs, and related papers exclusive of requisitions.</p> <p>Retention period requested: Keep in office 1 year, transfer to Agency Records Center, destroy 4 years after transfer.</p> <p>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.</p>	GRS 13, Item 3a	

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