

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-185-82-3

DATE RECEIVED

March 18, 1982

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

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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

Carolyn Twohy

5 TELEPHONE EXT

52-77-67

DATE

4-28-87

ARCHIVIST OF THE UNITED STATES

Frank A. Bunker

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
<u>2-10-87</u>	<i>Barbara A. Jeller</i>	<u>ASSIST TO THE SECRETARY</u>

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	Records stored at the Atlanta Federal Records Center, accession numbers 185-79-0036, 185-79-0038, and 185-79-0039.		
1.	Transit Operation Sheets describing harbor traffic and ships movements north and southbound. DISPOSITION: Break files annually. Destroy when 75 years old.		
2.	Ship Accident Reports including investigation report; original exhibits and appendices along with all work papers; drafts; and steno notes. DISPOSITION: Break files at the end of the year in which the investigation is completed. Destroy 25 years after the investigation is completed or 25 years after litigation cases are closed, whichever is later.		
3.	Ship Plans and Drawings furnished to the Marine Bureau by ship owners and agents world-wide.		

3 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
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	DISPOSITION: Break files annually. Retire to FRC after 5 years. Destroy 20 years after cutoff.		