

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NC1-185-84-3	DATE RECEIVED 09-12-84
1. FROM (Agency or establishment) Panama Canal Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Administrative Services Division		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE 9-26-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Smith</i>

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; 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 6-18-86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Barbara A. Fuller</i>	D. TITLE <i>Assistant to the Secretary</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
1.	<p>Central files ("General Correspondence") of the Canal agency consisting of letters, messages, memoranda, and related documents created in connection with agency functions and concerned with a variety of subjects, as follows:</p> <p>a. Program and policy papers documenting the history, programs, policies, plans, overall accomplishments of assigned functional responsibilities, essential transactions, and important decisions of the organization. This correspondence is usually filed by subject.</p> <p>DISPOSITION: Permanent. Offer to the National Archives in 4-year blocks when 30 years old, or upon the demise of the Panama Canal Commission (December 31, 1999), whichever is sooner.</p> <p>b. Correspondence relating to internal administration or housekeeping activities such as office organization, staffing, procedures, communications, expenditure of funds, training, travel, supplies, and office services.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
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	DISPOSITION: Destroy when 4 years old or when no longer needed whichever is sooner.		