

FEDERAL AGENCY CEASED OPERATIONS

Schedule Number: NC1-185-77-03

Federal agencies may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to State or Local government or private control.

Description:

All items are presumed disposed. The agency ceased operations in 1999 and transferred its function to a foreign government.

The Panama Canal Treaty of 1977 terminated on December 31, 1999, and sovereignty over the canal was assumed by the Republic of Panama.

Date Reported: 11/08/2021

FEDERAL AGENCY CEASED OPERATIONS

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D.C.

1. FROM (AGENCY OR ESTABLISHMENT)

PANAMA CANAL COMPANY

2. MAJOR SUBDIVISION

Administrative Services Division

3. MINOR SUBDIVISION

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Thomas C. Duty

5. TEL. EXT.

52-7767

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 27 pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have ceased to have sufficient value to warrant further retention.

☒ B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

April 4, 1977
(Date)

Joseph J. Wood
Joseph J. Wood
(Signature of Agency Representative)

Agency Records Officer
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Agency Records Control Schedule No. 3 -- Records of the Office of Financial Vice President		

CANAL ZONE GOVERNMENT
PANAMA CANAL COMPANY

AGENCY RECORDS CONTROL SCHEDULE NO. 3

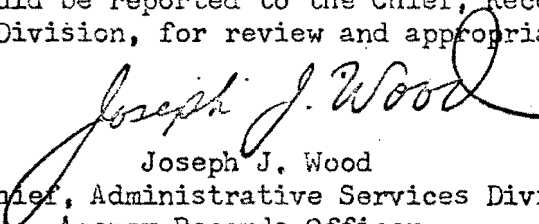
RECORDS OF THE OFFICE OF THE FINANCIAL VICE PRESIDENT

Agency Records Control Schedule No. 3 authorizes disposal of the records described in it that are dated on or after January 1, 1921. For records dated before January 1, 1921, special authority for disposal must be secured from the Chief, Records Management Branch, Administrative Services Division.

Records Authorized for destruction under this schedule shall be burned, shredded, or sold for scrap at the end of the prescribed period. To facilitate disposal of records that are kept in a continuous series, annual or biennial cut-offs are recommended. The records within the cut-off period may then be disposed of as a group, based on the date of the last paper in the series.

Noncurrent records should be shipped to the Agency Records Center for lowcost storage if they (1) are seldom referred to, (2) must be retained for at least one year, and (3) occupy needed file space. Documents and instructions for such shipments are furnished by the Center on request. Containers are available in the Panama Canal Company Division of Storehouses. Records stored at the Center are available for reference during the storage period. They will be disposed of in accordance with the provisions of the schedule only after concurrence of the responsible official has been obtained.

Records holdings should be reviewed for disposition under the schedule at least once a year, preferably shortly after the beginning of the fiscal year. Unscheduled records, records that have changed in nature or purpose, and records that are scheduled but no longer produced should be reported to the Chief, Records Management Branch, Administrative Services Division, for review and appropriate action.


Joseph J. Wood
Chief, Administrative Services Division
Agency Records Officer

PCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Administrative Files</u>	
1.	General correspondence, copies and originals, signed by or directed to the Office of the Financial Vice President; used for general day to day reference by Financial Vice President , used for general day to day reference by the Financial Vice President and members of his staff. Subject and circular files on administrative and operational matters relating to the Office of the Financial Vice President and the Financial Vice President's functions. Policies, precedents, procedures, regulations, important decisions, and essential transactions, when the file station has been designated to retain the record copies of such material. Most such material is maintained in the ADCR files.	Disposal not authorized by this schedule.

CS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>General Audit Division</u>	
2.	Reading files.	Dispose when no longer for of reference value up to maximum 1 year.
3.	Audit findings.	Dispose 3 years after FY involved.
4.	Audit permanent files: These files contain up-to-date information concerning organization, functions, and force of agency units.	Dispose as information superseded.
5.	Audit working papers.	Dispose 10 years after FY involved.

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Treasurer</u>	
6.	Check issue records (Duplicates).	Dispose after audit or when 3 years old whichever is earlier.
7.	Treasurer's copies of final pay disposition record.	Dispose at end of 2d fiscal year.
8.	Registers of registered mail.	Dispose after 1 year.
9.	Treasurer's copies of receipts, such as Form 5128.	Dispose 6 months after end of FY involved.
10.	Treasurer's copies of daily statements of cash and checking account. (See Item No. 60 for originals.)	Dispose 2 years after FY involved.
11.	Treasurer's copies of savings bond issue schedule.	Dispose 6 months after microfilming. Retain Microfilm indefinitely.
12.	Subject and circular files on administrative and operational matters relating to the Treasurer's office and its functions.	See item 1.
13.	Levies of execution or attachment.	Dispose after 4 years.
14.	Alien cash (disability) relief files: These files contain information as to the whereabouts and status of recipients of cash relief.	Dispose after death of individual and payment of beneficiary.
15.	Treasurer's copies of bank deposit slips.	Dispose 2 years after FY involved (See item 64 for record copies).
16.	Treasurer's copies of daily reports of receipts, deposits, and collections. (See Item No. 60 for originals.)	Dispose 2 years after FY involved.
17.	Performance and payment bonds.	Hold for safekeeping during performance of contracts. Release to ADGR files after contract completed.
18.	Employee's requests to have pay checks deposited directly into their bank accounts.	Dispose 6 months after being superseded or canceled, or termination of employee.

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Treasurer</u>	
19.	Transmittals and receipts for checks mailed.	Dispose 6 months after end of FY involved.
20.	Copies of monthly reports, and working papers.	Same as Item 15. Dispose 2 years after FY involved. See Item 64 for record copies.
21.	Savings bond registration stubs Record of issue.	Same as Item 11. Dispose 6 months after micro filming. Retain micro film indefinitely.

ARCS 3 - Records of the Office of the Financial Vice President

ITEM

Description of Records

Disposal Period

Systems Division

- | | | |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 22. | Subject and correspondence files on administrative and operational matters relating to the Systems Division and its functions. | See Item 1. |
| 23. | Work papers and project folders relating to computer systems design and implementation, Systems Manual procedures, and accounting systems." | Dispose when no longer of reference value. Minimum 5 years. |

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Data Processing Division</u>	
24.	Subject and circular files on administrative and operational matters relating to the Data Processing Division and its functions.	See Item 1.
25.	Permanent documentation of all computer production programs.	Disposal not authorized under this schedule.
26.	Reports of Errors & Controls:	
	a. Merchandise Daily Transfers.	Dispose after 3 months.
	b. Payroll.	Dispose after 8 pay periods.
	c. All other computer applications.	Dispose after 6 months.
27.	EAM Operator and Utilization Reports.	Dispose after 6 months.
28.	Ship Data Bank.	
	a. Reports-Daily File Maintenance, Registered Gross Tonnage and Length Overall.	Dispose after 60 days.
	b. Ship Information Quarantine Declarations and computer input documents.	Dispose after 90 days.
	c. Reports - Monthly Summary of Ship Arrivals, Transits by Extreme Beam, Boarding Officer Statistics and Canal Capacity Utilization.	Dispose 2 years after FY involved.
	d. Report-Daily Revenue.	Disposal not authorized under this schedule.

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Budget Branch</u>	
29.	Budget working papers.	Dispose 3 years after FY covered by budget.
30.	Fund apportionment and allotment records.	Dispose 5 years after close of fiscal year involved.
31.	Subject and circular files on administrative and operational matters relating to the Financial Planning Division and its functions.	See Item 1.
32.	Budget estimates.	Disposal not authorized. Transfer to inactive file when superseded or obsolete.
33.	President's Budget Books. Presentation of the Federal Budget annually by the President of the United States.	Retain one copy of each fiscal year's budget for reference purposes.
34.	Fund control records.	Dispose 5 years after close of fiscal year involved.
35.	Working papers relating to rates , tariffs, etc.	Dispose 3 years after close of fiscal year involved.

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Plant Accounting</u>	
36.	Monthly Capital Program Report.	Dispose after one year.
37.	June Capital Program Report.	Disposal not authorized by this schedule.
38.	Plant Accounting input documents and copies of journal vouchers pertaining to accounting entries for plant items. (While the journal vouchers are copies, they are not authorized for disposal because of their convenience in both arrangement and location to the Plant Accounting Branch.	Disposal not authorized by this schedule.
39.	Plant Location Report (Plant System and Minor Units); Plant Class Report (Plant System and Minor Units); Furniture Report; Furniture Plant Class Report (Minor); Reclassified Assets; Plant Change Source Journal and Annual IBM Listings. (The annual listings present an inventory of all items in the agency's plant accounts. Quarterly and other listings are consolidated in the annual listings.)	<u>Annual Listings:</u> Disposal not authorized under this schedule. <u>Other Listings:</u> Dispose at end of FY unless otherwise marked.
40.	Master File Changes (Plant System and Minor Units); GSA/Class Totals and Projected Depreciation.	Disposal not authorized under this schedule.
41.	Plant valuation inventories and final cost reports.	Disposal not authorized under this schedule.
42.	Plant Unit cards.	<u>For structures:</u> Disposal not authorized. <u>Other:</u> 3 years after item is withdrawn from plant account.
43.	Construction work in progress: Additions to and retirements of plant. a. Additions to plant (all) and retirement of structures. b. Retirement of plant other than structures.	When file is closed, microfilm and dispose of paper records 1 year after microfilming. Microfilm should be retained indefinitely. Dispose 3 years after file is closed.

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Plant Accounting (Continued)</u>	
44.	Plant Ledgers.	Disposal not authorized by this schedule.
45.	Excess reports: Reports of items excessed for sale or other disposal.	Dispose after 3 years.
46.	Plant valuation work papers (Needed for possible revaluation studies.)	Disposal not authorized by this schedule.
47.	Chronological files of Plant Accounting correspondence and miscellaneous papers.	Dispose when reference value ends. Minimum 3 years.
48.	Marked and annotated maps, prints, and specifications on plant items (Engineer's files.)	Disposal not authorized by this schedule.
49.	Canal Zone Government cost reports: A partial valuation of Canal Zone Government fixed assets.	Disposal not authorized by this schedule.
50.	Property transfers: Authorization to transfer property and make changes in accounts.	Dispose after 4 years.
51.	Monthly Cumulative Job Order Detail.	Disposal not authorized by this schedule.

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Central Typing and Clerical Unit</u> <u>Accounting Division</u>	
52.	Miscellaneous reference publications.	Dispose when no longer current.
53.	Subject and circular files on administrative and operational matters relating to Accounting Division and its functions.	See Item 1.
54.	Accounting Division reading files.	Dispose when reference value winds. Maximum 1 year.

APCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Incentive Awards Unit</u>	
55.	Incentive awards case files.	After closing case transfer to inactive closed file and dispose 2 years after closing.
56.	Reports pertaining to incentive awards program.	Dispose after 3 years.

ITEM	Description of Records	Disposal Period
<u>Agents Accounts Branch</u>		
52.	Paid C.Z. postal money orders (and post office adding machine tapes). C.Z. money orders issued.	Dispose 3 years after date of payment.
53.	C.Z. Postal savings certificates (Paid certificates, issue stubs, paid listings, issue listings, and outstanding listings).	Dispose 6 years after date of payment, starting July 1, 1965.
59.	Paid duplicate postal savings certificates: Proof of payment of duplicates that are issued when originals are reported lost.	Dispose 6 years after date of payment.
60.	Monthly transaction reports, including all miscellaneous detail reports and support from Field Collecting Agents and the Treasurer, collection Register.	Dispose 4 years after period covered by account.
61.	Accounts receivable invoices, statements and computer runs.	Dispose 5 years after FY involved and only after microfilming. Microfilm should be retained indefinitely.
62.	Paid accounts payable vouchers and supporting papers.	Dispose 12 years after closing of account, provided no litigation pending on account. Petty cash vouchers authorizing payment for employee services not disposable under this item (see item 172, Payroll.) Apply GRS 6, item 1a.
63.	Paid bank checks, pay receipts (used prior to bank checks for payments to employees), salary advance time vouchers, and listings of paid and unpaid payroll checks and other checks. Temporary Duty Allowance Checks.	Dispose 10 years after date of issue, except retain summary lists of unpaid checks.
64.	Bank statements, check listings from banks, and deposit slips.	Dispose 4 years after end of FY involved.
65.	Check registers for payroll and regular bank accounts.	Dispose after 12 years. Apply GRS 6, item 1a.
66.	Payroll certifications.	Dispose after 12 years. Apply GRS 6, item 1a.

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Agents Accounts Branch (Continued)</u>		
67.	Payroll Branch Transmittal of control block listings for payroll check registers.	Dispose after audit by GAO or when 3 years old whichever is earlier.
68.	Railroad passes: Official business and complimentary.	Dispose 2 years after FY involved.
69.	Railroad conductors' ticket reports and cash fare receipts.	Dispose 4 years after end of FY involved.
70.	Clubhouse payrolls - February 1918 to October 1938. Record of employment for persons on these payrolls.	Dispose after 60 years. (Same as item 172. Payroll.)
71.	Vouchers and lists of unpaid wages; index cards of unpaid wages (1906 to date).	Disposal not authorized by this schedule.
72.	Hospital Outpatient Record-Form 8817.	Dispose 6 months after microfilming. Dispose microfilm after 10 years..

ARCS 3 - Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Claims Branch</u>	
73.	Subject and circular files on administrative and operational matters relating to the Claims Branch and its functions.	See item 1.
74.	Card file index of Comptroller General's decisions.	Dispose: Item discontinued.
75.	Miscellaneous general claims. Ship accidents, miscellaneous injury, pay, traffic accidents, property damage and loss, etc.	Ship accidents: Copies retained indefinitely for statistical and research purposes. Paid Claims: Dispose along with vouchers payable with which filed. (See Item 82.) Others: Dispose after 12 years unless litigation pending.
76.	Subsidiary ledger file.	Dispose 4 years after FY involved.
77.	Injury cases under Federal Employees' Compensation Act of 1916 and prior injury cases.	Disposal not authorized by this schedule.
78.	Card index records of all accidents, listing names of persons involved and dates of accidents.	Disposal not authorized by this schedule.
79.	Claims Branch copies of travel orders.	Dispose 3 years after end of FY in which issued.
80.	Government transportation requests, paid and unpaid.	Paid requests: Dispose 4 years after period covered by related account. Unpaid requests: Do not dispose.
81.	Vouchers payable alphabetical index.	Disposal not authorized by this schedule.
82.	Paid vouchers payable and supporting papers, except for transportation vouchers and supporting papers which are sent to the GAO, Washington, D. C.	Dispose after 12 years, provided no litigation pending on related claims. Apply GRS 6, item 1a.

ARCS 3 - Records of the Office of the Financial Vice President

ITEM

Description of Records

Disposal Period

Claims Branch (Continued)

- | | | |
|-----|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 83. | Freight claims: Policy files, index cards, declined claims, and paid claims. | Policy files and index cards: Disposal not authorized under this schedule.
Declined claims: Dispose 4 years after FY involved.
Paid claims: Filed with paid vouchers payable, (see item 82.). |
|-----|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

CS 3 - Records of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
-------------	-------------------------------	------------------------

Rates and Analysis Branch

~~04. PCC/CZC Official Tariffs and related correspondence. All studies are originals and center around marine and longshore services, transportation and utilities, health services, education, ocean transportation, public licenses and fees, etc. These records are necessary for the development of rate-making policies and the reviewing and revising of existing rates of the Company/Government.~~

~~Records to be kept indefinitely as they are vitally important from a rate making policy and procedural standpoint for the entire Panama Canal organization. Frequent referrals must be made to them during nearly all rate reviews. The older files are of historical value and are examined from time to time for background and statistical data, as studies are carried out in accordance with requests from the Governor, members of the Board of Directors, and other officials of the Company/Government.~~

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>General Ledger and Processing Branch</u>		
85.	Top statement working papers (The statements based on these working papers present a continuous picture of the organization's financial operations. Since many old statements have to be recast when accounting, procedural, or reporting requirements change, these working papers are considered to have continuing value.)	Disposal not authorized by this schedule.
86.	Top statements presenting the financial position of the agency. Included are Statements of Financial Condition, Statements of Revenues and Expenses, Statements of Administrative and other General Expenses, etc.	Disposal of record copies not authorized under this schedule. Other copies: Dispose when reference value ends, usually about 2 years after FY involved.
87.	Trial balances.	Dispose after 12 years. Apply GRS6, item 1a.
88.	Storehouse Accounting Source Documents.	Dispose after 4 years.
89.	Storehouse and Merchandise in Transit Computer Run (SM 2060).	Dispose after 4 years.
90.	General ledger source journals.	
	a. General ledger Source Journals Nos. 10100-95999.	Dispose 3 years after FY involved, if microfilmed.
	b. Microfilm.	Do not dispose.
91.	Organization cost and budget statements: Comparison of monthly, quarterly, to date, and annual costs and revenues against budget estimates.	Retain originals from 1947 onwards. Dispose duplicates when no longer of reference value.
92.	Public works management accounts pertaining to water, sewer, and paving statements, Republic of Panama 1910-1953.	Disposal not authorized by this schedule.

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>General Ledger and Processing Branch (Continued)</u>		
93.	Water, sewers, and pavement accounts, Panama and Colon.	Disposal not authorized by this schedule.
94.	General ledger journal vouchers or journal entries and supporting data filed with them.	Originals Retain from 1949 onwards. Copies: Dispose after 2 years except as shown in items 176 and 38.
95.	Journal voucher support, filed separately from journal vouchers.	Retain from FY 1970 onwards.
96.	Merchandise accounting runs.	Dispose after 2 years.
97.	Merchandise accounting source documents.	Dispose 2 years after audit.
98.	Merchandise accounting summary books.	Dispose after 4 years.
99.	Document control registers.	
	a. Journal voucher registers.	Retain from 1949.
	b. Other document control registers.	Dispose 4 years after FY involved.
100.	Analysis of balance sheets and charge accounts.	Dispose after 4 years.
101.	Cost operating statements: Various divisions up to 1954. Included are SIP requisitions, descriptions of projects, indexes and abstracts of expenditures, and miscellaneous material on subsistence and hotel supplies.	Dispose, except for material on plant items.
102.	Invalid Accounts Control Report.	Dispose 2 years after GAO audit.
103.	General Accounting System Financial Computer Runs- Operating Account Detail; Area/Activity Report; Cost Center Summary; Subprogram Summary; Subprogram/Organization Summary; Object Report; Area(Summary and Base) Report; General Ledger; General Ledger Balances and Changes; Budget Variance Highlights; Org. Receiving Co/Govt Service by Performing Object Number and Subprogram Receiving Co/Govt Service by Performing Object Number.	
	a. Original.	Dispose 3 years after end of fiscal year involved, if microfilmed.
	b. Microfilm.	Do not dispose.

ARCS 3 - Records of the Office of the Financial Vice President

ITEM

Description of Records

Disposal Period

General Ledger and Processing Branch (Continued)

- | | | |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 104. | Job Order System computer runs-Job Order Labor Source Journal No. 05125; Coordinator's Work Request Report; Work Request Summary Report; Monthly Job Order Detail Reports (by Area and by Account); Area Work Request Reports-Base & Summary; Job Order Summary Report.

a. Original.

b. Microfilm. |

Dispose 6 months after period involved, if microfilmed.

Do not dispose. |
| 105. | Job Order Source Documents (Labor Cards, Authorization for expenditures of funds for work, small job authorizations, etc.) | Dispose 2 years after GAO audit. |
| 106. | Unit Rate Source Documents. | Dispose 2 years after GAO audit. |
| 107. | Copies of General Services invoices (for record copies, see item 61.) | Dispose 1 year after FY involved. |

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Reports and Analysis Staff</u>	
108.	Interest calculations, fund statements,) financial statements, and other financial) management reports and presentations.)	Record copies: Disposal not authorized under this schedule.
109.	Treaty expense analyses.))	Convenience copies: Disposal when reference value ends.
110.	Miscellaneous completed accounting) analyses.))	Working papers: Dispose when reference value ends--Minimum: 3 years.
111.	Standard practice instructions)	
112.	Reports of deposits and receipts with U.S. Treasury, such as Forms 1219 and 1220.	Dispose 4 years after FY in which report was made.
113.	Original accounts current.	Disposal not authorized under this schedule.

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Payroll Branch</u>	
114.	Payroll copy of notification of change in employee's pay or status, such as Form 50. Record copy is in Personnel File.	Dispose 2 years after GAO audit of related pay records.
115.	Panama Tax Statement (Panama W-4(e))	Dispose after 4 years.
116.	U. S. W-4.	Dispose after 4 years.
117.	Changes to Master File not reported on Form 50's; Changes to Roll & Gang or Account Nos., Form 2709; Form 333, Transfer Order; Housing Bulletin for Residence Charge; Privilege Cards.	Dispose after GAO audit.
118.	Optional FEGLI, Form 176.	Dispose after 4 years.
119.	Record of leave transferred, Form 1150.	When employee terminates, attach copy to file copy of commuted leave form. (See retention for Commuted Leave Form 2764, Item 124-Payroll).
120.	Health Benefit Form 2809; Termination or Transfer of Health Benefit, Form 2810.	Dispose after 4 years.
121.	Master File Addition, Form 2767; Delete Subsidiary Rate, Form 2768; General Employee Change, Form 2770; General Rate Change, Form 2772; Subsidiary Rate Addition, Form 2773; Cancellation; Termination or Card Request Form 2774; Terminations, Form 2731; Document Transmittal, Master File PR 4005, Form 2775.	Dispose after GAO audit.
122.	Employee Status Card, Form 3007.	Permanent retention in Payroll of latest copy of active employee status card.
123.	Notification of Step Increase Due.	Dispose after GAO audit.
124.	Step Increase Form 2769.	Dispose 4 years after GAO audit.
125.	Annual review of rates of pay; New Approved Pay Rates (C-2 Compensation). Rate Tables, Form 2791; Document Transmittal, Form 2790; Rate Category Table; Rate Table Changes Errors & Controls; Rate Table Update Controls; Rate Tables; Errors & Controls; Shows Employees whose Employee Master File Data differed from the constant data in the Wage Category Table.	Retain the latest form for each rate table in Payroll as a permanent record.

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Payroll Branch (Continued)</u>		
126.	Exceptions & Controls; Exception Messages for employees whose pay level matches the new rate table but their pay rate cannot automatically be changed. Notification of Personnel Action Form 3014.	Dispose after GAO audit.
127.	Accession and Termination Notices; Federal Service Awards; Canal Service Awards; Retirement Notices (All employees who will be 61 in the next month.); Level of Competence; Physical Examination; Notice of Expiration of Frozen Rate; Notice of Tenure Conversion Due.	Dispose 6 months after close out of FY.
128.	Report of Master File Changes, Form 4020.	Dispose after 3 years.
129.	Listing of active employees.	Dispose after 2 pay periods.
130.	Time Reports, Panama Canal Company & Canal Zone Government.	Dispose after 10 years, except for cards of those individuals who have claims for additional compensation pending and only after microfilming. Retain microfilm indefinitely.
131.	Labor Distribution. (Cut off bottom of Time Report).	Dispose blank reports immediately. Dispose FY copy at end of calendar year.
132.	Batch Detail Report.	Dispose after 3 pay periods.
133.	Error messages, PR 4705, 4715, 4205, 4215, 4295, 4220.	Dispose after GAO audit.
134.	Custom Fees, Form 2758; Switch Wages & Adjust Deductions, Form 2756; Current Period Pay Adjustment Form 2757; Prior Period Time & Pay Adjustment Form 2760; Prior Period Pay Adjustment Form 2761; Pay and Deduction Adjustments Form 2762; FEGLI and FEHBA Adjustments Form 2763; Leave Advance Form 2753; Leave Adjustment Form 2754; Travel Leave Form 2755.	Dispose after 10 years.

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Payroll Branch (Continued)</u>	
135.	Annual and Sick Leave Record Form 2792.	Dispose after 4 years.
136.	Request for Leave Form 267.	Attach to Advanced Leave Record.
137.	Advance Leave Record Form 2766.	Dispose after 2 years.
138.	Travel Leave, Form 10102.	Dispose after 11 years.
139.	Memos for correction of timing. Copies of Form 50 for corrections.	Dispose after 10 years.
140.	Memos, absence without pay.	Dispose after 12 pay periods.
141.	Commuted, Suspended, or Transferred Leave Form 2764.	Dispose after 10 years.
142.	Advice of Performance of Duty Injury Form 5159.	Dispose after 1 year.
143.	Injury Compensation Form 2765.	Dispose after 10 years.
144.	Overtime, Basic Units & Leave Report Form 3010.	Dispose after 10 years.
145.	Earnings Detail Report Form 3609.	Do not dispose microfilm or paper copies.
146.	Summary Totals by Rolls.	Dispose after 10 years.
147.	Payroll Register, Form 3013.	Dispose 3 years after end of FY and only after microfilming. Microfilm should be retained 12 years.
148.	Time Without Pay Report; WAE Days Work Report.	Dispose after 1 year.
149.	Report of Errors & Controls; Report of Exceptions and Controls; Correction Forms.	Dispose after GAO audit.

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Payroll Branch (Continued)</u>	
150.	Labor Distribution Report; Summary Labor Distribution.	Dispose after GAO audit.
151.	Payroll Cost Report.	Dispose after 10 years.
152.	Accumulated Pay Information.	Do not dispose microfilm or paper copies.
153.	Retroactive Pay Adjustments.	Dispose after 10 years.
154.	Report of Terminated Employees Final Pay and Deductions.	Dispose after 4 years
155.	Report of Pay Exceeding Paycheck Amount Limitation.	Dispose after use.
156.	Report of Employees Dropped from the Master File (Annual).	Dispose after 4 years.
157.	FICA Wages for Quarter Ended.	Dispose after 4 years.
158.	Civil Service Retirement Deductions for the Calendar Year (Annual); US Wage & Tax Data (Annual); Wages Not Subject to Taxes (Annual).	Dispose after 60 years.
159.	US W-2's, Form 3005; Panama Tax Forms, Form 3006.	Dispose 4 years after tax year of issue.
160.	Personnel Compensation Report.	Dispose 4 years after close of FY.
161.	Error Messages & Controls, PR 4105; Error Messages & Controls, PR 4115.	Dispose after close of FY involved.
162.	Detail of Deductions Pending.	Dispose 1 year after GAO Audit.
163.	Special Lists, PR 4120.	Dispose after 2 years.
164.	Employee Statements.	Dispose microfilm and paper after 60 years.

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
<u>Payroll Branch (Continued)</u>		
165.	Bond Issue Report.	Dispose after 1 year. (Treasurer's copy is microfilmed and the micro- film scheduled to be retained indefinitely.)
166.	Report of Collections.	Dispose 4 years after FY involved.
167.	Uncollected PRD Receivables.	Dispose 4 years after FY involved.
168.	Document Transmittals with deduction input forms attached.	Dispose 4 years after FY involved.
169.	Authority to deduct United Fund Contributions from Pay.	Dispose 1 year after FY involved.
170.	Authorization for payroll deduction for employee's subsistence.	Dispose 4 years after FY involved.
171.	Payroll copies of savings bond tapes. Authority to Treasurer for the number and denomination of bonds to be issued for a pay period.	Dispose 2 years after FY involved.
172.	Payroll disbursement journal. Original payroll and memo copy of check register for manual payroll.	Dispose 10 years after closing of account, provided no litigation pending. Apply GRS6, item 16.
173.	Post audit exceptions to payroll.	Dispose 2 years after GAO audit of related pay records.
174.	Over and Under Adjustments to Payroll.	Dispose after 4 years.
175.	Leave liability and inventory files. Used to adjust leave accounts.	Dispose 4 years after leave year involved.
176.	Payroll copies of journal vouchers, and supporting papers, including labor distribution sheets. (See also Items 94 and 38.)	Dispose 4 years after FY involved.

ARCS 3 - Records of the Office of the Financial Vice President

<u>ITEM</u>	<u>Description of Records</u>	<u>Disposal Period</u>
	<u>Payroll Branch (Continued)</u>	
177.	Miscellaneous payroll authorities: Copies of reports of injuries, military orders for military personnel, etc.	Dispose 2 years after GAO audit of related pay records.
178.	Subject and circular files on administrative and operational matters relating to the Payroll Branch and its functions, and other administrative files.	See Item 1.