

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-185-90-11

DATE RECEIVED

11-10-90

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Jaime A. Bocanegra

5. TELEPHONE EXT.

52-7767

DATE

12/13/90

ARCHIVIST OF THE UNITED STATES



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
6/21/90	<i>Jaime A. Bocanegra</i> Jaime A. Bocanegra	Acting Chief, Records Management Branch

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 GRS OR SUPERSEDED JOB CITATION	10.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><u>SHIP CREW CARDS (1900-1981)</u></p> <p>5" x 7" cards used as personnel data files for crews of the Panama Canal cargo and passenger steamships. Cards include information such as date of birth, social security number, next of kin, address, and dates of employment. These records were the equivalent of an Official Personnel Folder for each crew member. The Ship Crew Cards were used until October 1, 1981, when the steamship service was discontinued.</p> <p>DISPOSITION: Make microfilm copy for reference purposes and retain in the agency until December 31, 1999, then destroy. Send original cards to the National Personnel Records Center (NPRC), St. Louis, MO. Destroy originals 60 years after transfer to NPRC.</p> <p><i>Copy to agency 12/17/90</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

OF

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
*(NARS USE
ONLY)*

2

SHIP CREW CARDS (Injury/Illness Data Cards) 1900-1981

3" x 5" cards used in the Panama Canal cargo and passenger steamships for the purpose of recording each crew member's medical data. These records contain diagnosis, treatment, and date of injuries or illnesses suffered on board. In addition, these cards also include general information such as crew member's name, address, date of birth, height, weight, race, birthplace, and next of kin. These records are the only source of information regarding injuries and illnesses suffered by crew members while on duty.

DISPOSITION: Make microfilm copy for reference purposes and retain in the agency until December 31, 1999, then destroy. Send original cards to the National Personnel Records Center (NPRC), St. Louis, MO. Destroy originals 60 years after transfer to NPRC.