

| | | | |
|--|---|--|---|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>NI-185-93-3</i> | |
| 1 FROM (Agency or establishment) PANAMA CANAL COMMISSION | | DATE RECEIVED <i>6-8-93</i> | |
| 2 MAJOR SUBDIVISION Office of the Secretary | | NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Mrs. Denise B. Will | 5 TELEPHONE (507) 52-7767 | DATE <i>10-25-93</i> | ARCHIVIST OF THE UNITED STATES <i>Audrey Huskamp Peterson</i> |

| | | |
|--|--|---|
| 6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, | | |
| <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested | | |
| DATE 5/28/93 | SIGNATURE OF AGENCY REPRESENTATIVE <i>M. Jeanne Hinek</i> M. Jeanne Hinek | TITLE Chief, Records Management Branch Deputy Agency Records Officer |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------------|--|--|---------------------------------------|
| 1. | <p style="text-align: center;">RECORDS OF THE OFFICE OF THE SECRETARY PANAMA CANAL COMMISSION</p> <p><u>Legislative Files</u></p> <p>Correspondence, memoranda, and working papers maintained by the Office of the Secretary, which provide formal comments or interpretations by agency legal counsel or program officials of amendments to existing laws and regulations, or the affects of proposed legislation on the operation of the Panama Canal or other Federal agencies.</p> <p>a. General opinions or comments on legislation relating to other Federal agencies.</p> <p>DISPOSITION: TEMPORARY. Destroy 1 year after the end of the particular Congress (i.e., 102nd, 103rd).</p> | | |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION | | JOB NUMBER | PAGE OF |
|--|--|--|---------------------------------------|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| | <p>b. Opinions and comments on legislation directly related to the operation and administration of the Panama Canal.</p> <p>Accumulation: Approximately 1 cubic foot per year.</p> <p>Disposition: PERMANENT. Cutoff file at the end of the particular Congress (i.e. 102nd, 103rd). Retire to the Washington National Records Center (WNRC) 2 years after cutoff. Transfer to the National Archives in 5-year blocks 15 years after cutoff. (e.g., transfer 1981-1985 block in 2001).</p> | | |