

FEDERAL AGENCY CEASED OPERATIONS

Schedule Number: N1-185-96-002

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 records covered by this schedule are presumed dispositioned, and the schedule is therefore obsolete. 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 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 N1-185-96-2		
1. FROM (Agency or establishment) Panama Canal Commission		DATE RECEIVED 4-23-96		
2. MAJOR SUBDIVISION Administrative Services Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		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 Records Management Branch				
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Oletha L. M. de Leon 1-800-622-2625				
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 _____ 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, <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> is not required; <input checked="" type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested. </div>		DATE ARCHIVIST OF THE UNITED STATES 3-27-97 <i>John W. Carl</i>		
DATE 4/12/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Acting Deputy Agency Records Officer Acting Chief, Records Management Branch		
7. ITEM NO. 1	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION This SF 115 schedules electronic mainframe computer-based systems of the Panama Canal Commission used to manage canal operations. The systems are maintained by the Commission's Data Processing Systems Division. CANAL OPERATIONS SYSTEMS MARINE TRAFFIC CONTROL SYSTEM The Marine Traffic Control System (MTCS) is operated by the Traffic Management Division of the Marine Bureau, and serves as a tool to various PCC units to manage marine traffic in the Canal. This includes scheduling and monitoring passage of each vessel. The system collects and makes available to all involved field units information about each vessel currently in transit or awaiting transit. Data includes technical and structural information about each vessel, and information concerning cargo, ship crew, funding of transit fees, and transit requirements and restrictions. Information in the system is current. Upon successful transit completion, data is deleted from the system and moved to a history file which maintains data on ship movement activity through the Canal during the previous 60 months. Custodian: Marine Bureau, Traffic Management Division		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

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 copy to: Agency
 NWRC

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1(a)	Input		
(1)	Interface with the Ship Data Bank System to update the Ship Data Bank Extract File. <i>Temporary. Delete when information has been entered into the system and verified.</i>		
(2)	Facsimile transmittals, and notes concerning messages transmitted verbally from field staff for input into the system. <i>Temporary. Destroy when information has been entered into the system and verified.</i>		
(3)	Original ETA (estimated time of arrival) message. <i>Temporary. Discard 30 days after transit has been successfully completed.</i>		
1(b)	Datafiles		
(1)	Database Records. <i>Temporary. Delete records pertaining to a ship within 48 hours after completion of transit, or when pending business has been completed, whichever is later.</i>		
(2)	Ship Data Bank Extract File. <i>Temporary. Delete superseded or obsolete data.</i>		
1(c)	Output		
(1)	Transit Cards		
	(a) Cards for ships which passed through the Canal without incident. <i>Temporary. Discard 30 days after transit has been successfully completed.</i>		
	(b) Cards for ships which experienced an accident or other incident. <i>Temporary. Discard 2 years after incident has been resolved and all claims have been filled.</i>		
(2)	Transit Operation Summary N/S (TOSN/S)N. <i>Temporary. Destroy when 2 years old.</i>		
(3)	Harbor Transit Sheets. <i>Temporary. Transfer to Agency Records Center at the end of the fiscal year and destroy when 3 years old.</i>		
(4)	MTC Log of Incidents.		
	(a) Original Documents. <i>Temporary. Microfilm when 1 year old and discard after microfilm is verified.</i>		
	(b) Microfilm. <i>Temporary. Discard when records are 10 years old.</i>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
(5)	<p>Transit Booking Listings, and other records serving financial function for billing ships.</p> <p>(a) Original Documents. <i>Temporary. Microfilm when 2 years old and discard hard copy after microfilm is verified.</i></p> <p>(b) Microfilm. <i>Temporary. Discard when records are 10 years old.</i></p> <p>(6) All Other Daily Reports. <i>Temporary. Discard when no longer needed for reference but no later than 1 year after creation of the report.</i></p> <p>(7) Group Display Reports. <i>Temporary. Discard when no longer needed for reference or when 6 months old, whichever is sooner.</i></p> <p>(8) Statistical and internal reference reports. <i>Temporary. Discard when no longer needed for reference.</i></p>		
2	<p>SHIP DATA BANK</p> <p>The Ship Data Bank system is operated by the Marine Bureau and maintains data on all ships which have passed through the Panama Canal or which have called on Canal ports since 1972. Information consists of data on each ship's attributes, as well as data pertaining to each transit made by the ship. Daily reports are provided to pilots and other operating personnel for use in transit and port operations, and summary reports are made to PCC management on tolls revenue, time in Canal waters, and other measures of Canal operating performance. In addition, data on types and quantity of cargo transported, ship types, trade routes, etc., are accumulated and reported for statistical analysis. Data is updated daily and available via online inquiry. Reports generated from this system are dated 1973 to present.</p> <p>Custodian: Marine Bureau, Admeasurement Division</p>		
2(a)	<p>Input</p> <p>Standard PCC forms designed for input into the Ship Data Bank. <i>Temporary. Destroy when 1 year old or when no longer needed to verify data in the system, whichever is later.</i></p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2(b)	Datafiles		
(1)	(1)Current Data Masterfile. <i>Temporary. Cut off in five-year blocks and delete when most recent data in a block is five years old. Transfer data created on or before December 31, 1999 to the Federal Records Center.</i>		
(2)	(2)December 1999 Snapshot of Current Data Masterfile. <i>Permanent. Transfer a copy of the files to the National Archives in accordance with 36 CFR 1228.188: Transfer of Machine Readable Records to the National Archives.</i>		
(3)	(3)Historic Data Masterfile. <i>Permanent. Transfer a copy of the file to the National Archives in accordance with 36 CFR 1228.188: Transfer of Machine Readable Records to the National Archives.</i> (SEE PAGE 4A)		
2(c)	Output		
(1)	(1) Daily Reports, such as Daily Transit Summary, or the Daily Transit Detail. <i>Temporary. Destroy when superseded or until no longer needed for reference, whichever is later.</i>		
(2)	(2) Monthly reports including information concerning tolls, tonnage, and other data, which serve billing purposes. <i>Temporary. Destroy 6 years and 3 months after close of fiscal year to which the records relate.</i>		
(3)	(3) Monthly year-to-date reports on various aspects of Canal operations including ship transit by dimension, canal capacity utilization, boarding office statistics, and lockage times.		
	(a) Monthly reports, excluding year-end reports. <i>Temporary. Destroy records when 2 years old.</i>		
	(b) Year-end monthly reports. <i>Permanent. Convert to microfilm and discard hard copy after verification of microfilm. Transfer one copy of each microfilm to the National Archives.</i>		

2(b) Datafiles

(2) (2) December 1999 Snapshot of Current Data Masterfile.

Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

(3) (3) Historic Data Masterfile.

Inclusive Dates: 1973 through 1999

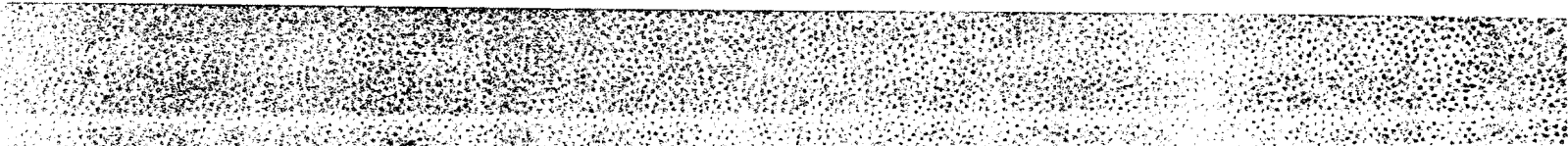
Sort Statement: There is no special arrangement.

Statement of Restrictions (FOIA): There are public access restrictions.

Current Volume: 107 reels

Estimate of Annual Accumulation: 5 reels

Permanent. Cutoff annually. Upon approval of this schedule immediately transfer a copy of the files to the National Archives and Records Administration in accordance with 36 CFR 1228.188: Transfer of Machine Readable Records to the National Archives and Records Administration.



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ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

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USE ONLY)

(c) Other statistical reports concerning canal traffic
(1) Reports that are not summarized and summaries that supersede detail reports. *Permanent. Convert to microfilm and discard hard copy after verification of microfilm. Transfer one copy of each microfilm to the National Archives.*

(2) Other reports. *Temporary. Destroy when no longer needed for reference.*

~~2(d) Documentation~~

~~Includes Data Processing Systems Manual volumes 15 and 16, program write-ups, system flow charts, record layouts, and programmer notebooks.~~

~~(1) Documentation for Historic Data File and 1999 snapshot file. *Permanent. Transfer copies to the National Archives when transferring copies of the datafiles.*~~

~~(2) Documentation required to interpret year-end reports. *Permanent. Transfer copies of all required documentation to the National Archives simultaneously with transfer of the year-end reports described in items C(3)(b) and C (3)(c)(1), above.*~~

~~(SEE PAGE 5A)~~

2(d) Documentation

Includes Data Processing Systems Manual volumes 15 and 16, program write-ups, system flow charts, records layouts, codebooks, programmer notebooks, and file specifications.

(1) Documentation for Historic Data Masterfile.

Inclusive Dates: 1973 through 1999

Arrangement Statement: There is no special arrangement.

Statement of Restrictions (FOIA): There are no public access restrictions.

Current Volume: 1 cubic foot

Estimate of Annual Accumulation: ____ cubic foot

Permanent. Transfer a copy to the National Archives and Records Administration when transferring a copy of the Historic Data Masterfile (HDM). Transfer updates and changes annually with subsequent transfers of the HDM.

(2) Documentation for ^{relembler} 1999 Snapshot File.

Temporary. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related data file.