

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-185-96-008

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All temporary records covered by this schedule are presumed destroyed, and all permanent records have been accessioned. The schedule is therefore obsolete.

Date Reported: 11/08/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

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

Mrs. Denise B. Will

5. TELEPHONE

(501) 420-0675

EXT. 272-5033

LEAVE BLANK (NARA use only)

J. NUMBER

N1-185-96-8

DATE RECEIVED

7-16-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

2-28-97

ARCHIVIST OF THE UNITED STATES

John W. Paul

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 7 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,



is not required;



is attached; or



has been requested.

DATE

8/27/96

SIGNATURE OF AGENCY REPRESENTATIVE

Oleska L. M. de Loaiza

TITLE

Acting Chief, Records Management Branch

Acting 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 GRS OR SUPERSEDED JOB CITATION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)

PANAMA CANAL COMMISSION HOUSING, BUILDING, SPACE AND LAND MANAGEMENT RECORDS

1

Housing Vacancy Bulletin.

or announcement listing PCC housing units available for occupancy. Includes information on the house number, location, biweekly rental rate, quarters assignment, and housing application forms. **TEMPORARY. Cutoff end of calendar year. Destroy 3 years after cutoff.**

2

Rejected Housing Applications Files.

Original applications and letters to applicants notifying that their housing application has been rejected and the reason for rejection, i.e., ineligibility, etc. **TEMPORARY. Destroy 1 year from date of rejection.**

GRS 15, item 7a

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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)
3	<p>Housing Assignment Cards. Approved Application for Quarters (Form 6051) containing occupant information, with the quarters assignment card such as Regular Assignment of Quarters (Form 6811-A) or Provisional Assignment of Quarters (Form 6811-B) attached describing the quarters to which the occupant has been assigned. <i>TEMPORARY. Destroy 4 years after tenant vacates quarters.</i></p>		
4	<p>Housing Assignment Cards. Contains historical and current data related to all assigned and vacant houses, as well as PCC employees and terminated or retired employees currently living in PCC quarters. Includes information regarding employees in essential positions that have been approved to occupy PCC houses for emergency response in the Canal. Also contained is a summary of current information on all occupants and their dependents, and data to calculate rent increases.</p>		
(a)	<p>Input.</p> <p>(1) Information on vacant quarters, retired employees, authorizations, etc. extracted from standard PCC forms and other internal forms located in the occupant file. <i>TEMPORARY. Destroy in accordance with disposition instructions for related occupant file.</i></p> <p>(2) Approved housing applications (Form 6051). <i>TEMPORARY. (See item 3). Destroy 4 years after tenant vacates quarters.</i></p>		
(b)	<p>Datafile. <i>TEMPORARY. Delete when superseded or no longer needed for current operations.</i></p>		
(c)	<p>Output.</p> <p>(1) Routine reports such as Rent Control Status Report, and Monthly report, etc. <i>TEMPORARY. Destroy when 1 year old.</i></p>		

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5	<p>(2) Periodic reports printed upon request such as Emergency Quarters, and Quarters Under Assignment, etc. <i>TEMPORARY Destroy 3 years after superseded or when no longer needed for reference.</i></p> <p>Housing Occupant Files. Contains information on all employees, contractors, and non-profit organization occupants of Commission quarters such as, eligibility, service date, identification number, address, family size and citizenship, name of spouse and dependents, dates of occupancy, rent and other related information, persons allowed to reside or visit with assignees, investigations of misconduct in quarters, and reports of violations of quarters regulations. (Privacy Act System, PCC/GSCS-1). <i>TEMPORARY. Cutoff when occupancy is terminated or when file becomes inactive. Transfer to the Agency Records Center 4 years after cutoff. Destroy 2 years after transfer or when 6 years old.</i></p>		
6	<p>Housing Complaint Files. Complaints against occupants of PCC quarters that are referred to the Quarters Retention Committee for investigation and a decision on the occupant's eligibility to retain PCC quarters. (Privacy Act System, PCC/GSCS-2). <i>TEMPORARY. Destroy 5 years after occupancy or housing eligibility is terminated.</i></p>		
7	<p>Housing Census Cards (Form 6134) or equivalent form used to certify occupant's residency in the Canal Area and former Canal Zone, and to update general information on the quarter's occupant(s). Census are conducted every 2 years.</p>		
(a)	<p>Census cards prior to October 1, 1979 used to establish residency for persons wishing to enter the United States under provisions of the 1977 Panama Canal Treaty. Arranged alphabetically by name. Disposition pending input from U.S. State Department. <i>DESTROY WHEN 65 YEARS OLD.</i></p>		
(b)	<p>Census cards since October 1, 1979. <i>TEMPORARY. Transfer to Occupant File when 2 years old. Destroy in accordance with disposition instructions for related Occupant File.</i></p>		

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8	Transient Quarters Records. Contains reservations and a copy of transient quarters assignment orders by month for use of guest apartments/transient quarters by PCC employees, their dependents or relative, retirees, contractors, Board members etc., and hotel reservations for TDY employees. <i>TEMPORARY. Cutoff at end of calendar year. Destroy 3 years after cutoff.</i>		
9	Quarters Rental Records and Housing Service Charges. Contains rent schedules, quarters manifold, and copies of one-time payroll deduction forms for employees and cash bulletins for contractors and retirees for quarters, garage, and furniture rental. Also included are rent adjustments and miscellaneous charges for services such as lock-outs, lost items, late fees, etc. <i>TEMPORARY. Cutoff file at end of fiscal year. Destroy 6 years and 3 months after period covered by account.</i>	GRS 6, item 1a	
10	Quarters and Building Maintenance Service Work Orders. Work orders for quarters and building maintenance services, EXCLUDING fiscal or performing unit copies.		
(a)	Work orders for routine maintenance services, arranged by work order number. <i>TEMPORARY. Cutoff file at end of fiscal year when work order is completed or cancelled. Destroy 1 month after cutoff.</i> DESTROY 1 YEAR AFTER WORK IS PERFORMED OR REQUISITION IS CANCELLED.	GRS 11, item 2a	
(b)	Non-Capital Work Orders for major repairs to quarters or buildings. <i>Transfer to related house or building maintenance file upon completion of work order. Destroy according to disposition instructions for related house or building maintenance file.</i>		
11	Housing and Buildings Maintenance and Repair System. Contains information on all maintenance and contract work performed on PCC houses and buildings, as well as to quarters transferred to the Government of Panama.		
(a)	Input. (1) Memos, work orders, contracts and inspection reports. <i>TEMPORARY. Destroy 3 fiscal years after close of the fiscal year in which the work is completed.</i>	ARRS 9, item 43b	

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(b)	Datafile. <i>TEMPORARY. Delete when superseded or no longer needed for current operations.</i>		
(c)	Output. (1) Maintenance, inspection and status reports. <i>TEMPORARY. Destroy when 3 years old.</i>		
12	House and Building Maintenance Case Files. Contains correspondence documenting the occupancy, repair, maintenance and improvement history of each housing unit and building in the agency plant accounts. Includes all repairs, contract work, inspections, addition or alterations to quarters/buildings, fumigation, and related records.		
(a)	Structures of historical interest e.g. Administrator's residence, Administration Building, etc. <i>TEMPORARY. Transfer to the Panama Canal Authority Archives 1 year after unit is removed from plant account.</i> NOTE. Transfer duplicate set to the National Archives by December 31, 1999.		
(b)	All others. <i>TEMPORARY. Destroy 1 year after unit is removed from plant account.</i>		
13	House Plans and Alteration Files. Contains copies of architectural drawings for housing units, requests for building permits to make alterations to PCC housing units, inspection reports and related records. <i>TEMPORARY. Destroy when 3 years old.</i>		
14	Requests for Space in Agency-Owned Buildings and in the Canal Operating Area. Requests received from the U.S. military and other U.S. Government agencies, Government of Panama agencies, commercial, religious, fraternal and recreational organizations for use of space in agency-owned buildings and facilities, and use of land in Canal operating areas. Case files maintained by the Lands and Buildings Management offices that contain the original request, area maps, and sketches, boundary descriptions, usage reports, coordination with the Land and Facilities Committee, and a copy of the letter of authorization (LOA) issued by the Commission.		

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(a)	Requests for use of space in agency buildings and facilities. <i>TEMPORARY. Destroy 6 years after termination of authorization, upon transfer of the building or facility to the Government of Panama, or when no longer needed for reference, whichever is sooner.</i>	GRS 11, item 1	
(b)	Requested for use of land in Canal Operating Areas for U.S. military training operations, agency contractors, and other U.S. Government agencies in the Republic of Panama. <i>TEMPORARY. Destroy 6 years after termination of authorization, upon transfer of area to the Government of Panama, or when no longer needed for reference, whichever is sooner.</i>	GRS 11, item 1	
15	Canal Zone Government Land Licenses. Case files of land licenses (leases) issued by the former Canal Zone Government to individuals, and military religious, fraternal and recreational organizations for use of land areas in the former Canal Zone for buildings, parking, storage, recreational and agricultural activities, and military training. Contains signed copies of licenses, area maps and sketches, boundary descriptions with metes and bounds, survey sheets, usage reports, census reports, certificates of ownership for buildings and other improvements to property, and other records relating to land licenses (leases). Arranged numerically by license number.		
(a)	<u>Inactive Land Licenses.</u> Land licenses that were not active upon entry into force of the Panama Canal Treaty on October 1, 1979. (1) Significant Case Files for important activities, including cultural resources leases or licenses; and for other significant structures or improvements, such as churches, residences, schools, etc., which have been determined to have historical value. <i>PERMANENT. Transfer to the National Archives upon approval of this schedule.</i> (2) Routine Case Files for other activities or improvements that are not deemed significant. <i>TEMPORARY. Destroy immediately upon approval of this schedule.</i>		

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(b)	<p>Active Land Licenses. Land licenses that were active upon entry into force of the Panama Canal Treaty on October 1, 1979 and recognized by the Government of Panama for use of land in the Canal Operating Area and for land in the former Canal Zone that has been transferred to the Government of Panama.</p> <p>(1) Significant Case Files for important activities, including cultural resources leases or licenses; and for other significant structures or improvements, such as churches, residences, schools, etc., which have been determined to have historical value. <i>PERMANENT. Cutoff at end of fiscal year following termination or expiration of the license. Transfer to the Agency Records Center 1 year after cutoff. Transfer to the Panama Canal Authority Archives 3 years later or 4 years after cutoff. NOTE: Transfer duplicate set to the National Archives prior to December 31, 1999.</i></p> <p>(2) Routine Case Files for other activities or improvements that are not deemed significant. <i>TEMPORARY. Cutoff at end of fiscal year following termination or expiration of the license. Hold 1 year and retire to the Agency Records Center. Destroy 3 years later or when 4 years old.</i></p>		
16	<p>Requests for Government of Panama Land Licenses for Land in the Canal Operating Area.</p> <p>Case files of requests for use of land in the Canal Operating Area since entry into force of the treaty on October 1, 1979. Contains original request, area maps and sketches, coordination with the agency's Lands and Facilities Committee, and agency interim approval/disapproval for the Government of Panama to issue a land use license. Arranged alphabetically by name of requester. <i>TEMPORARY. Destroy when 20 years old or when no longer needed for reference.</i></p>		
17	<p>Lands Management Information System.</p> <p>Contains information on PCC buildings and the status of buildings transferred to the Government of Panama, also excavation clearances, letters of authorization and land licenses. It provides quick reference on the status of lands and buildings.</p>		
(a)	Input.		

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(b)	<p>(1) Land licenses. <i>TEMPORARY. Destroy in accordance with disposition instructions for land licenses located elsewhere in this schedule.</i></p> <p>(2) Diplomatic notes, letters of authorization, and related correspondence. <i>TEMPORARY. Destroy after information is transferred to the system masterfile and verified, or in accordance with disposition instructions for related records found elsewhere in this schedule.</i></p> <p>Datafile. <i>TEMPORARY. Delete when superseded or no longer needed for current operations.</i></p>		