FEDERAL AGENCY CEASED OPERATIONS

Schedule Number: N1-185-97-003

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 destroyed, 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

R	OUEST	FOR RECORDS DISPOSIT	ION AUTHOR	ITV F		E BLANK (NARA	use only)
•	-uolo:	(See Instructions on rev			NUMB درا ا	185-91:3	}
^{†TO:} NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			NIR)	DATE RECI		10	
		cy or establishment)			NOT	IFICATION TO A	GENCY
	JOR SUBE	al Commission			In accor	dance with the pro	visions of 44
•		tive Services Division			U.S.C. 3	303a the disposit amendments, is ap	ion request,
	NOR SUBD	DIVISION nagement Branch			for items	that may be marked wed" or "withdrawn"	d "disposition
4. NA	ME OF PE	RSON WITH WHOM TO CONFER	5. TELEPHONE		DATE	ARCHIVIST OF TH	E UNITED STATES
Mr	s. Denis	e B. Will	(501) 420-0 EXT 272-5		4-7-97	John W	Carl
I he and of the the Age	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 12 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, X is not required; is attached; or has been requested. DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE						
10/	29/96	Carmela A. Bonnick	weh			ecords Manage gency Records	
7.	· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·			. GRS OR	10. ACTION
ITEM NO.	8. (DESCRIPTION OF ITEM AND PRO	POSED DISPOSI	TION	SU	PERSEDED B CITATION	TAKEN (NARA USE ONLY)
	PF	PANAMA CANAL CO ROCUREMENT AND SU		RDS			
		Problitation :					
1	Case in procur admin payme requis	rement Records. files documenting the initiation rement transactions, includicing istration, inspection, testion. ent. Included are division puritions, purchase orders, case agreements.	ng negotiation ng, acceptand chase orders, p	, award, ce, and ourchase			
		ocurement or purchase of sted papers.	rganization co	py, and			•
		(1) Transactions of more of construction contracts TEMPORARY. Cutoff file which final payment is and 3 months after final warranty, or upon supproceedings, if any.	than \$100,000 exceeding at end of fisca made. Destroy payment, expl	\$2,000. al year in 6 years iration of		3, item 3(a)1	

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NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

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copy to: agency, NWRE

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NO.		GRS 3, item 3(a)2	USE ONLY)
	(2) Transactions of \$100,000 or less and construction contracts under \$2,000.	GRS 3, Item 3(a)2	
	TEMPORARY. Cutoff file at end of fiscal year in		
	which final payment is made. Destroy 3 years		
	after final payment, expiration of warranty, or	·	
	upon settlement of litigation proceedings, if any.		
	(3) Unique Procurements.		
	Procurement transactions which deviate from		
	established precedents. These files involve the		
	purchase of unique supplies or services which are not routinely purchased and which include		
	specially-tailored contract clauses and		
	conditions. They are retained primarily for		
	reference purposes. TEMPORARY. Destroy 10		
	years after final payment or when research		
	value ends, whichever is sooner.		
	> b Field Programment Records	GRS 3, item 3 c	
	b Field Procurement Records. Copies of records described above used by field	0,250,0000	
	procurement offices and Contracting Officer's		
	Representative (CORs), for administrative purposes.		
	TEMPORARY. ASSISTED GREEN STREET OF THE WHICH		
	payment is made or produce mantic series led. Besting		
	O tydars after technolic or which and longer helded for		
	DESTROY UPON TERMINATION OR COMPLETION.		
	c Data submitted to the Federal Procurement Data	GRS 3, item 3d	
	System (FPDS). Electronic data file maintained by	GKG 6, nem ca	
	fiscal year, sontaining unclassified records of all		
	procurements, other than small purchases, and		
	consisting of information required under 48 CFR 4.601		
	for transfer to the FPDS. TEMPORARY Destroy or		
	delete when 5 years old.		
2	Purchase Order System.		
4	Used by procurement officials to issue and monitor the		•
	status of all agency purchase orders. Contains information		
	on purchase order number, item description, amount of		
	purchase, acquisition method, buying entity, and status.		

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	e. Input: Monthly download of information via interface from the Purchasing System. TEMPORARY. Delete when information is transferred to the system masterfile and verified.	GRS 20, item 1b	
	b. Detafile. TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.	GRS 20, item4	
	c. Output: Periodic reports on various procurement statistics, and monthly reports by stock number, line items and dollar value. TEMPORARY. Destroy when 5 years old.	GRS 20, item 36 (3)	
3	Request for Quotation System. Used by procurement officials to automate the dispatch of Requests for Quotation (RFQ's) via facsimile and to monitor the status of all RFQ's. Contains RFQ number, date for quotation list and date due, buyer, destination, status, and information on pending RFQ's by buyer and branch.		
	a. Input: Daily download of information via interface from the Purchasing System. TEMPORARY. Delete when information is transferred to the system masterfile and verified.	GRS 20, item 1b	
	b. Datafile. TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.	GRS 20, item 4	
	c Output: (1) Electronic interface via fax server for transmission of Request for Quotation. TEMPORARY. Delete from server when facsimile transmission is verified.	GRS 20, item 6	
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	(2) Hard copy printout of Request for Quotation. TEMPORARY. Destroy according to disposition instructions for related contract or purchase order case file located elsewhere in this schedule.		
4	Procurement Control Systems. Contains automated form used by purchasing agents and administrative personnel for internal control of all procurement documents. Contains information on material orders, purchase requisitions, purchase orders, blanket purchase agreements, etc., such as order number, vendor name and number, item description, stock number, unit and total price, delivery terms, and related records.		
	a. Input: Requests for Purchase/Call Order Form 3099 and related ordering information. TEMPORARY. Destroy 1 year after payment or cancellation of order.	GRS 3, item 3c	
	b. Datafile. TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.	GR\$ 20, item 4	
	c. Output:		
	(1) Division Purchase Orders, Purchase Requisitions, and Blanket Purchase Agreements. TEMPORARY. Destroy according to disposition instructions for the related procurement file located elsewhere in this schedule.	GRS 201 item 3b(3)	
	(2) Periodic status and activity reports. TEMPORARY. Destroy when information is superseded, or no longer needed for reference	GRS 20, stem 3b(3)	e-

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5	 Bid solicitation Mailing System. Used to record request for solicitations and to maintain a bidder's mailing list for all applications for bid solicitations. Contains information on suppliers and vendors, solicitation number, date, type of solicitation, and federal supply codes for each item class. a. Input: Solicitation Mailing List Application SF 129. TEMPORARY. Destroy 1 year after information is transferred to the system masterfile and verified. b. Datafile. TEMPORARY. Delete information from system when 5 years old. c. Output: Bidder's mailing list and list of federal supply codes for items provided by each bidder. TEMPORARY. Destroy when 1 year old or when superseded, obsolete, or no longer needed for reference. 		
6	Canceled Procurement Files. Formal solicitations of offers and bids which were canceled prior to award of a contract. Includes presolicitation documents on the requirement, invitations for bids, request for proposals, requests for quotations, abstract of bids, and correspondence concerning rejection or cancellation of bid of offer.		
	a. Small purchases or simplified acquisitions. TEMPORARY. Destroy A year, after cancellation	GRS 3, item 5½(1)	
	b. Transactions for items or services above \$100,000. TEMPORARY. Destroy according to the disposition instructions for the related procurement or contract file located elsewhere in this schedule.	GAS 3, stem Sc(1)	.
	c Unopened Bids. TEMPORARY. Return to bidder or destroy according to the disposition instructions for the related procurement file if filed therein.	GRS 3, item 5c(2)	

REC	QUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION	ON JOB NUMBER	PAGE 6 OF 13
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
7	 Contractor's Past Performance Reporting System. Used to record evaluations of contractor's performance for contracts over \$50,000 for use in awarding future contracts. Contains information such as contract number, revision date, award date, contractor's name, contracting officer's representative, contracting officer, description of goods and services received, and contractor's final rating. a. Input: Report of contractor's performance, filed in the contract file. TEMPORARY. Destroy according to disposition instructions for the related procurement or contract file located elsewhere in this schedule. b. Datafile. TEMPORARY. Delete information when 3 years old. c. Output: Condensed Contractor's Performance Report by contractor name. TEMPORARY. Destroy when 3 years old. 		
***	Contractor Qualifications and Performance Files. Contains information on past performance and qualifications of agency contractors. Included are copies of financial statements, antikickback affidavits, performance evaluations, termination letters, letters of protest and appeal, and related correspondence. TEMPORARY. Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.	ARRS 5, item 16 and GRS 3, item 11	WITHDRAUN
9	Procurement Data and Vendors Records. Including cards, catalogs, indexes, brochures, and correspondence previding information about suppliers and products. TEMPORARY. Destrey when information is superseded, canceled or obsolete.	ARRS 9, item 15	W (TH DRAWN)

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION AVAILABLE 2				
7.	2010 TOTAL CONTINUATION TO CON	9. GRS OR	7 _{OF} 13	
ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	TAKEN (NARA USE ONLY)	
10	Delegation of Authority for Procurement (Form 3586).			
	Authorization to sign fiscal, procurement, or other documents having monetary value. Contains position title and procurement limitations for purchase requisitions, division purchase orders, blanket purchase agreements or interagency service support agreements for the current fiscal year. TEMPORARY. Destroy 3 years after authorization is canceled or obsolete.			
	SUPPLYRECORDS			
11	Storehouse Inventory Management System. This system supports the Inventory Management Branch (GSLI) in controlling the agency's inventory of materials and supplies. The system computes the desired level of stock, establishes reorder points, and provides information to manage the inventory. Major users are the Motor Transportation Division in the maintenance and overhaul of their vehicle fleet, the Industrial Division in the maintenance and overhaul of floating equipment, and the Electrical and Maintenance Divisions. Stock status is updated daily and available at numerous locations via online inquiry.			
	a Input:			
	(1) Electronic input via interface with the Purchasing System. TEMPORARY. Delete after information has been transferred to the system masterfile and verified.	GRS 20, item 1b	F -	
	(2) Standard PCC forms for additions and modifications to, and deletions from the Storehouse Inventory Management System. TEMPORARY. Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to the masterfile, whichever is later.	GRS 20, item 2a		

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	 Datafiles: (1) Masterfile: Stock item information on current holdings, as well as detailed item activity data for the current month. TEMPORARY. Delete when superseded or obsolete. Delete file when no longer needed. (2) Items Usage History Files: A summary of the usage history of stock items during the past 24 months. TEMPORARY. Transfer earliest year to magnetic tape and delete 3 years after transfer. 6. Output: 	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	(a) Hard copy. TEMPORARY. Microfilm in accordance with 36 CFR 1230. Destroy hard copy upon-verification of microfilm or when superseded or obsolete. (b) Microfilm. TEMPORARY. Destroy when 10 years old. 6. MICROFILM: TEMPORARY. DESTROY WHEN 10 YES. 0.0. (2) Status and Activity Reports. (0)7/97. Tabulated reports of material issued, on hand, in transit, due, on order, undelivered, and similar or related reports reflecting stock status and stock costs. Reports include the Inventory Management Branch's Stock Activity Report and Stock Status Report, and reports created for other users, including the Physical Inventory Report, and reports on inventory adjustments, and receipt and sales reports.	N1-185-77-9, item 17b	WITHDROWA
	(a) Stock Activity Reports, Stock Status Reports and similar high volume and high reference reports. TEMPORARY. Microfilm in accordance with 36 CFR 1230. Destroy hard copy 1 month after verification of microfilm.	GRS 20, etc. 36(3)	

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	(b) Reports that are not summarized and summaries that supersede detail reports. TEMPORARY. Destroy when 4 years old.	NC1-185-77-9, item 21a	WITHDAGWU
	(c) Other reports. TEMPORARY. Destroy when 2 years old.	NC1-185-77-9, item 21b	WITHDRAWN
12	d. microfilm. TEMPORARY. Destroy when 10 years old. TEMPORARY. DESTROY WHEN 10 YES. OLD, Material Ordering Systems. Used by unit purchasing agents and administrative personnel to facilitate the preparation of material orders for items from the agency Storehouse, to monitor the office supply inventory, and to record the history of material order requests. Contains information about each item ordered such as, item description, stock number, account number, quantity, location, and status of material orders. (Note: This system is NOT a direct order facility between users and the agency's mainframe computer Storehouse Inventory Management System).		
	 a. Input: List of supplies to be ordered, requests for purchase (Form 1792), and information from Report 71-660 Net Storehouse Transfers to PCC Units. TEMPORARY. Destroy 1 year after information has been transferred to the system masterfile and verified. b. Datafile. TEMPORARY. Delete after information is superseded, obsolete, or no longer needed for current operations. 	GRS 20, Mem 2 a	
	c. Output: Documents reporting or supporting internal supply transactions, such as material orders, material transfers, material receipts, and computer listings of materials issued, on hand, and on order, and related papers.		•
	(1) Originals maintained by the Storehouse. TEMPORARY. Destroy 2 years after completion or cancellation of requisition.	GRS 3, item 8a	

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	(2) All other copies. TEMPORARY. Destroy 6 months after completion or cancellation of requisition.	GRS 3, item 8b	
13	Office Supply Inventory Systems. Used by Commission units to control the office supply room inventory for items such as office supplies, uniforms, small equipment, parts, tools, etc. Contains item stock number, description, requester's name, date of request, quantity requested and in stock. Also includes information such as where supplies were purchased, date of purchase, quantity purchased and updates to the stock tables.		
	a Input: Requests for supplies, material orders, and related records. TEMPORARY. Destroy when 2 years old or when no longer needed to verify information in the system masterfile, whichever is later.	GRS 23, ten 1	
	b. Datafiles. TEMPORARY. Delete data when superseded or obsolete.	GRS 20, item 4	
	c. Output: Inventory reports of all supplies and materials in stock and issued. TEMPORARY. Destroy 2 years from date of list.	GRS 3, item 9a	
14	Supply Management Files. Contains information on the internal management and control of office supplies and equipment, other than those specifically covered elsewhere in this schedule. TEMPORARY. Destroy when 2 years old	GRS 3, item 4a	*
45_	Storehouse Inventory Records. Centains results of physical inventories conducted each fiscal year and special inventories requested by material managers or other sections in the Warehousing Branch. Includes inventory adjustments reports (shortages/overages), tabulated reports showing stock on hand, etc. TEMPORARY. Destroy 2 years after date of survey action or date of posting medium.	GRS 3, item 9c	

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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)
16	Storehouse Stock Bar-coding System. Used to generate bar code labels for stock items received in the agency storehouse, for performing annual storehouse inventories, and generating inventory stock item reports. Contains information such as purchase order number, vendor name, stock number, item description, and quantity received.		
	(1) Daily download of information via interface from the Storehouse Inventory Management System. TEMPORARY. Delete when information is transferred to the system masterfile and verified.	GRS 20, item 1b	
	(2) Information from purchase orders and receiving reports. TEMPORARY. Destroy according to disposition instructions for related procurement files and receiving reports located elsewhere in this schedule.	GRS 20, item 24	
	b. Datafile. TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.	GRS 20, item 4	
	C Output:		
	(1) Bar-cede labels for each inventory item. TEMPORARY. Destroy when item is discontinued, replaced, or no longer needed.	GRS 20, tem 36(3)	
	(2) Reports of inventory stock items. TEMPORARY. Destroy when 2 years old.	Grs 20, item 36/3)	•
17	Stock Transfer Files. Records used in connection with ordering, shipping, or transferring merchandise from warehouse to store, or store to store, or section to section, such as "A" and "B" transfers, sectional transfers, waybills, stock shipping tickets, and similar records.		

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	a. Section supervisor or collecting agent's copies. TEMPORARY. Destroy when 2 years old.	ARRS 9, item 22a and GRS 3, item 9c	W ITHDRAWN
	b. All other copies. TEMPORARY. Destroy when 1 year old.	ARRS 9, item 22c	WITHDRAWN
18	Furniture Pool Inventory System. Used to record the purchase, repair, relocation, and excessing of furniture and equipment (i.e., calculators, typewriters, date stamps, etc.) maintained by the agency furniture pool.		
	a. Input: Information abstracted from the Office Furniture and Equipment Request (Form 6909). <i>TEMPORARY.</i> Destroy according to the disposition instructions for related records located elsewhere in this schedule.	GRS3, item 9c	
	Historic (Excessed) Data Masterfile. TEMPORARY. Delete information from system when 10 years old or when no longer needed for current operations.	GRS 20, ten 3a	
	c. Output: Furniture Pool Control Card (Form 6152), Excess Property Report (Form 6042), Furniture Pool Completion Notice (Form 3139), Blanket Purchase Agreements, and Purchase Requisitions. TEMPORARY. Destroy according to the disposition instructions for related records located elsewhere in this schedule.	GRS 20, item 36(3)	
19	Office Furniture and Equipment Requests (Form 6909). Used to request the return, repair, procurement or replacement of furniture and equipment from the agency furniture pool (EXCLUDING the accountable officer's copy). TEMPORARY. Cutoff at end of fiscal year in which requisition is completed or canceled. Destroy 2 years after cutoff.	GRS 3, item 8a	

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20	Furniture Pool Control Card (Form 6152). Used to control the movement and receipt of agency furniture and equipment by the agency furniture pool and receiving units. Contains item number, description, cost, location and receipt. TEMPORARY. Destroy after furniture or equipment is excessed or removed from the agency's plant listing.	GRS3, tem 96.	
			5 -