

FEDERAL AGENCY CEASED OPERATIONS

Schedule Number: N1-185-97-014

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

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 <div style="font-size: 1.2em; font-family: cursive;">N1-185-97-14</div> | |
| 1. FROM (Agency or establishment) Panama Canal Commission | | DATE RECEIVED <div style="font-size: 1.2em; font-family: cursive;">5-21-97</div> | |
| 2. MAJOR SUBDIVISION Administrative Services Division | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Denise B. Will | | | |
| 5. TELEPHONE (301) 420-0675 ext. 272-5033 | | ARCHIVIST OF THE UNITED STATES <div style="font-size: 1.2em; font-family: cursive;">John W. Carl</div> | |
| 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>12</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, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div> | | DATE 8-22-97 | |
| DATE 4/30/97 | SIGNATURE OF AGENCY REPRESENTATIVE <div style="font-size: 1.2em; font-family: cursive;">M. Jeanna Hinek</div> | TITLE Chief, Records Management Branch | |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|----------------|--|-----------------------------------|----------------------------------|
| 1 | <div style="text-align: center; margin-bottom: 10px;"> PANAMA CANAL COMMISSION ACCOUNTABLE OFFICERS' ACCOUNTS </div> <div style="background-color: #cccccc; text-align: center; margin-bottom: 10px;"> GAO SITE AUDIT FILES </div> <p>Accountable officer's accounts maintained in the agency for site audit by GAO auditors, consisting of original statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, and all supporting documents not covered elsewhere in this schedule EXCLUDING freight records.</p> <p>Site audit records include, but are not limited to, the Standard and Optional Forms listed below. Also included are equivalent agency forms which document the basic financial transactions as described above.</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) |
| | <p>SF-215 Deposit Ticket</p> <p>SF-224 Statement of Transactions</p> <p>SF-1012 Travel Voucher</p> <p>SF-1034 Public Voucher for Purchases and Services other than Personal</p> <p>SF-1036 Statement of Certificate and Award</p> <p>SF-1038 Advance of Funds Application and Account</p> <p>SF-1047 Public Voucher for Refunds</p> <p>SF-1069 Voucher for Allowance at Foreign Posts of Duty</p> <p>SF-1080 Voucher for Transfer Between Appropriations and/or Funds</p> <p>SF-1081 Voucher and Schedule of Withdrawals and Credits</p> <p>SF-1096 Schedule of Voucher Deductions</p> <p>SF-1097 Voucher and Schedule to Effect Correction of Errors</p> <p>SF-1098 Schedule of Canceled Checks</p> <p>SF-1113 Public Voucher for Transportation Charges</p> <p>SF-1129 Reimbursement Voucher</p> <p>SF-1143 Advertising Order</p> <p>SF-1145 Voucher for Payment Under Federal Tort Claims Act</p> <p>SF-1154 Public Voucher for Unpaid Compensation due a Deceased Civilian Employee</p> <p>SF-1156 Public Voucher for Fees and Mileage</p> <p>SF-1164 Claim for Reimbursement for Expenditures on Official Business</p> <p>SF-1166 Voucher and Schedule of Payments</p> <p>SF-1185 Schedule of Undeliverable Check for Credit to Government Agencies</p> <p>SF-1219 Statement of Accountability</p> <p>SF-1220 Statement of Transactions According to Appropriation, Funds and Receipt Accounts</p> <p>OF-1114 Bill of Collection</p> <p>OF-1114A Official Receipt</p> <p>OF-1114B Collection Voucher</p> <p><i>TEMPORARY. Destroy after the information has been converted to microfilm or 6 years, 3 months after period covered by the account.</i></p> | (GRS 6, item 1a) | |

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| | <p>b. Microfilm.</p> <p><i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account.</i></p> | (GRS 6, item 1a) | |
| | <p>ACCOUNTS RECEIVABLE FILES</p> | | |
| 3 | <p><u>Accounts Receivable Billing Source Documents..</u> Invoices, statements and related documents which justify the cancellation or reduction of invoices, i.e., credit memos, reimbursement for incorrect billing, age listing reports of unpaid bills, billing for PCC services, invoice and collection registers and finance charge reports.</p> | | |
| | <p>a. Original paper records.</p> <p><i>TEMPORARY. Destroy after the information is converted to microfilm or 6 years and 3 months after period covered by the account.</i></p> | (GRS 6, item 1a) | |
| | <p>b. Microfilm.</p> <p><i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account, or when no longer needed for issuing credit references.</i></p> | (GRS 6, item 1a) | |

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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
| 4 | <p><u>Accounts Receivable Customers' Files.</u> Correspondence between the agency and the customer regarding the customer account, i.e., copies of invoices, approvals for payment, billing statements, collection letters, bank letters of guarantee, and transactions related to account settlement and credit history. Included are records used to estimate and adjust journal entries for revenue from advance payment of tolls and transit booking fees such as trust earned to be transferred to accounts receivable, security deposit verification of market value, monthly tolls reconciliation, and supporting documents.</p> <p><i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account.</i></p> | GRS 6, item 1a | |
| 5 | <p><u>Alfa Kardex of Transiting Vessels (1945-1989).</u> Index cards used to record the receipt of bank guarantees for all vessels prior to their transit of the Panama Canal, the ship's agent or bank guarantor, type of guarantee, ship number, and transit direction. Arranged by transit date and thereunder alphabetical by vessel name.</p> <p><i>TEMPORARY. Destroy when no longer needed for reference.</i></p> | | |
| 6 | <p><u>Transit Booking System.</u> Used to record the receipt of all bank guarantees for advance booking of the vessel's transit of the Panama Canal. Includes information such as ship number, agent, bank, guarantor, type of guarantee, transit direction (north/south), and whether round trip.</p> | | |

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|-------------------|---|--|---|
| | <p>a. Input. Manual input of information from the Request for Transit Booking Form 4623, facsimiles or letters sent by the guarantor/bank, and Marine Traffic Control reports of daily transits.</p> <p><i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account and after information is transferred to the system masterfile and verified.</i></p> <p>b. Datafile. (1990-Present)</p> <p><i>TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for reference.</i></p> <p>c. Output. Daily list of regular guarantee, standing guarantee, and summary reports.</p> <p><i>TEMPORARY. Destroy when 6 months old.</i></p> <p>ACCOUNTS PAYABLE FILES</p> <p><i>Accounts Payable Files. Documents used to support journal entries and adjustments to the Accounts Payable System, to prepare and process approvals for payment. Includes estimated liability, accounts payable vouchers, copies of statements, claims, receipts, account reconciliations, and supporting documents.</i></p> <p><i>TEMPORARY. Destroy 6 years, 3 months after period covered by the account.</i></p> | <p>GRS 6, item 1a</p> <p>4 3a GRS 20, item 1 GRS 6, item 1a</p> <p>GRS 20, item 3b(3)</p> <p>(GRS 6, item 1a)</p> | <p><i>Change management letter NARS 9/25/97</i></p> |

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|-------------------|---|---|--|
| 8 | <p>Prompt Payment Performance Records. Contains reports, statistics, and related correspondence used to monitor penalty fees incurred for late payments, and for follow-up investigation and action.</p> <p>TEMPORARY. Destroy when 3 years old, or when no longer needed for current operations, whichever is sooner.</p> | GRS 6, item 5b | |
| 9 | <p>Specimen Signature Card (Form 10130). Used to record and verify the certifying officer's signature on accounts payable vouchers and supporting documents.</p> <p>TEMPORARY. Destroy 6 years after authorization is canceled or obsolete.</p> | | |
| 10 | <p>Unclaimed Compensation Files. Case files containing lists showing the names and amounts owed employees of the SS Cristobal for unclaimed wages earned and related correspondence. Also. Included are individual files for deceased employees containing name of beneficiaries, death certificate, amount of unpaid compensation due, and transmittals for DR/DRW death benefit payments for the purpose of disposing of the employee's estate and payment thereof. Statements, check listings, check register and deposit slips.</p> <p>TEMPORARY. Destroy when 7 years old.</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) |
| | CASH ACCOUNTING AND TREASURY CONTROL | | |
| 11 | Cash Accounting Reconciliation Files. Documents pertaining to accounting for cash transactions and reconciliation of cash accounts. Included are the monthly reconciliation of payroll bank accounts for checks issued and cleared; original bank statements; debit and credit advance deposits; deposits for returned checks; liability for deposit funds and suspense accounts. | | |
| | <i>TEMPORARY. Destroy 6 years and 3 months after the period covered by the account.</i> | GRS 6, item 1a | |
| 12 | Canceled Checks. Records of all payroll, manual, and voided checks that have cleared the agency's accounts. Arranged by check number or payroll batch number. | | |
| | <i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account.</i> | GRS 6, item 1a | |
| 13 | Unclaimed Checks. Alphabetical listing of unclaimed checks over 1 year old. | | |
| | <i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account.</i> | GRS 6, item 1a | |
| 14 | Unclaimed Postal Money Orders and Savings Certificates and related records used to record the liability for outstanding Canal Zone postal money orders and postal savings certificates. | | |
| | <i>TEMPORARY. Destroy on or before December 1, 1999.</i> | | |

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|-------------------|---|---|--|
| 15 | <p><u>Cash Collecting Agent Files.</u> Records used to control and report on the daily movement of cash by the Treasurer, cashiers and cash agents, and to verify cash and checking account balances, such as: Daily Cash Distribution Report by Cashier, Treasurer's Report of Daily Collections and Disbursements, Cash and Checking Account Control Ledger, daily transmittals for payment of tolls, Monthly Cash Verification Report, Collecting Agent's Reports (Form 5108), Supervisor's Report of Cash Verification (Form 3576) and supporting documents.</p> <p><i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account.</i></p> | GRS 6, item 1a | |
| 16 | <p><u>U.S. Treasury Receipt and Disbursement Files.</u> Records relating to availability, collection, custody and deposit of funds in the U.S. Treasury, including appropriation warrants and certificates of deposit, monthly report of deposits and receipts by the U.S. Treasury (i.e., SF 1219, Statement of Accountability) and SF 1220, Statement of Transactions).</p> <p><i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account.</i></p> | (GRS 6, item 1a) | |
| 17 | <p><u>Banking Files.</u> Bank Statements and deposit slips, classification of deposits, transfer of funds, wire transfers, stop payments, traveler's checks, adjustments for electronic transfers, etc.</p> <p><i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account.</i></p> | (GRS 6, item 1a) | |

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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) |
| 18 | <p><u>Travelers Checks.</u> Selling agent's copy of travelers check purchase agreement and Request to Purchase Traveler's Checks (Form 2049) retained for control purposes for travelers checks sold or provided to agency employees or dependents for official travel.</p> <p><i>TEMPORARY. Destroy when 6 years old.</i></p> | | |
| 19 | <p><u>Safe Combinations</u> to agency safes and vaults used to safeguard monetary funds and financial transactions.</p> <p><i>TEMPORARY. Destroy when superseded by new combination.</i></p> | | |
| 20 | <p><u>Safe Deposit Box Files.</u> Records of safe deposit boxes maintained in agency vaults for employee use. Included are safe Deposit Application-Agreement (Form 5605) that contains the box holder's name, signature, mailing address, occupation, IP number, date signed, and individuals allowed access. Also included are Form 5609, Request Access to Safe Deposit Box which is completed and signed by both the vault clerk and box holder each time the box holder accesses the safety-deposit box.</p> <p>a. Safe Deposit Box Application-Agreement (Form 5605)</p> <p><i>TEMPORARY. Destroy 6 months after access in canceled, superseded, or obsolete.</i></p> <p>b. Request Access to Safe Deposit Box (Form 5609)</p> <p><i>TEMPORARY. Destroy when 6 months old.</i></p> <p>FINANCIAL REPORT AND ANALYSIS</p> | | |
| 21 | <p><u>Financial Statements System.</u> Used to generate the agency's financial top statements which reflect annual operating results. Contains information such as cost center and description, account number and description, annual and current year-to-date budget, and related information.</p> | | |

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7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION10. ACTION
TAKEN (NARA
USE ONLY)

a. Input. Electronic download of budget information from the Financial Planning System.

TEMPORARY. Delete after information is transferred to the system masterfile and verified.

GRS 20, item 1b

b. Datafile

TEMPORARY. Delete when superseded, obsolete, or no longer needed for reference.

GRS 20, item A

c. Output: Financial Top Statements and related reports.

~~GRS 20, item 3b(3)~~

TEMPORARY. Destroy according to the disposition instructions for item 22 of this schedule.

22
Charge
made
per
agency.
6/16/97
JSC

Financial Top Statements. Agency internal operating report containing the summarized results of the agency's operating position. Included are preliminary statements of financial condition; statements of revenues and expenses; statements of administrative and other general expenses; and viability changes in capital, cash flows, and overtime.

a. Record copy maintained by the General Ledger Branch. (1960-Present. Volume: 14 cu. ft. Annual Accumulation: 2.5 cu. ft.)

TEMPORARY.

DESTROY

~~PERMANENT.~~ Cutoff at end of FY. ~~Transfer to the National Archives in 4 year blocks, when 10 years old, or~~
when no longer needed, whichever is later.

b. Working papers.

TEMPORARY. Cutoff at end of FY. Transfer to the Agency Records Center 2 years after cutoff. Destroy 4 years after cutoff or when 6 years old.

4 changed per agreement
with T. Cotton NARA
9/25/97
JSC

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| | <p>e. Other copies.</p> <p>TEMPORARY. Destroy 2 years after fiscal year involved, or when reference value ends, whichever is sooner.</p> <p>(ARRS 3, item 83)</p> <p>WITHDRAWN</p> | | |
| 23 | <p><u>Fiscal Year End Financial Report Files.</u> Fiscal year end financial reports and supporting statements, such as the agency's internal financial statement (orange book), GAO report, Chief Financial Officer's Handbook, etc.</p> <p>a. Final reports or summaries. (1969-Present: Volume: 4 cu. ft. Annual Accumulation: negligible)</p> <p>TEMPORARY. PERMANENT. Cutoff at end of FY. Transfer to the Agency Records Center 5 years after cutoff. Transfer to the National Archives when 10 years old, or when no longer needed, whichever is later.</p> <p>b. Background supporting documents.</p> <p>TEMPORARY. Cutoff at end of FY. Transfer to the Agency Records Center when 3 years old. Destroy 3 years after transfer or when 6 years old.</p> | | |
| 24 | <p><u>Other Financial Accounting Report Files.</u> Included are reports submitted to other government agencies (i.e., OMB and U.S. Treasury), such as report on budget execution (SF 133), statement of financial condition (SF 220), and quarterly report of obligations (SF 225), or equivalent reports; and routine and periodic reports of the agency's financial position used to disseminate cost, revenue, and other pertinent financial data to management officials, such as account analysis, reports on medical costs, early retirement, repatriation, treaty payments, and undelivered orders, etc.</p> | | |

large
made
for
agency
for
6/16/97

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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) |
| | <p>a. Final reports or summaries.</p> <p><i>TEMPORARY. Destroy 6 years and 3 months after period covered by account.</i></p> <p>b. Background supporting documents.</p> <p><i>TEMPORARY. Cutoff at end of FY. Transfer to the Agency Records Center when 3 years old. Destroy 3 years after transfer or when 6 years old.</i></p> | (GRS 6, item 1a) | |