

# FEDERAL AGENCY CEASED OPERATIONS

Schedule Number: N1-185-97-020

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

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-185-97-20</i>	
1. FROM (Agency or establishment) Panama Canal Commission		DATE RECEIVED <i>6-16-97</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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  Denise B. Will	5. TELEPHONE (301)420-0675 Ext. 272-5033	DATE <i>1-8-98</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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>16</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  5/30/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>M. Jeanne Hinek</i> M. Jeanne Hinek	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 GRS OR SUPERSEDED JOB CITATION	10.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	<p style="text-align: center;"><b>PANAMA CANAL COMMISSION</b> <b>CANAL OPERATIONS AND SERVICES RECORDS</b></p> <p style="text-align: center;"><b>TRAFFIC MANAGEMENT RECORDS</b></p> <p><b>Ship's Files</b> of all vessels that have transited the Panama Canal. Contains correspondence with steamship agencies regarding vessel deficiencies at time of transit, pilot's comments on ship's handling characteristics, ship type, size, incident reports, ship transit requirements and related information. Arranged by Ship Identification No. (SIN).</p> <p><i>TEMPORARY. Transfer to the Agency Records Center 10 years after the vessel's last transit. Destroy 5 years after transfer or when 15 years old.</i></p>		

JAN 22 1998  
MHVcopy to: Agency  
NARA

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER N1-185-97-20	PAGE 2 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<del>2</del>	<p><del><b>Ship Plans and Drawings.</b> Vessel as-built blueprints and specifications furnished by shipyards for review and approval by Canal authorities to ensure that the vessel meets Panama Canal requirements for transit. Arranged by plan number.</del></p> <p><del>TEMPORARY. Transfer to the Agency Records Center when 15 years old. Destroy 5 years after transfer or when 20 years old.</del></p>	Job No. N1-185-82-3 item 3	WITHDRAWN
3	<p><b>Request for Transit of Small Vessels</b> that are not represented locally by a steamship agent, such as yachts, sailboats, training/research vessels. Contains information such as vessel name, ship identification number (SIN), type, length and beam, date of transit, position in lock chamber, number of linehandlers, etc.</p> <p>TEMPORARY. Transfer <sup>to</sup> the Agency Records Center 5 years after vessel's last transit. Destroy 5 years after transfer or when 10 years old.</p>		
a	<p>Commercial vessels.</p> <p>TEMPORARY. Transfer to Ship's Files.</p>		
b	<p>Non-commercial vessels.</p> <p>TEMPORARY. Destroy 2 years after date of transit.</p>		
4	<p><b>Pilot Exemptions and Licenses.</b></p> <p>Correspondence from steamship agencies requesting permission for their Masters to pilot/conn their vessels in Canal waters without a qualified PCC pilot on board.</p> <p>Included are updated copies of the Master's license documentation and qualifications.</p> <p>TEMPORARY. Destroy when 4 years old.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>NY-185-97-20</i>	PAGE 3 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
5	<p><b><u>Transit Booking Files.</u></b> Contains various forms such as Form 4623, Request for Transit Booking or Cancellation; Form 4635, Transit Booking Listing; Form 4636, Transit Booking Exception Listing; Form 4633, and Transit Booking Cancellation that are used to request advance scheduling of the vessel's transit, to assign daily booking slots, to report exceptions to scheduled transit bookings and cancellations, EXCLUDING billing documents.</p> <p><i>TEMPORARY. Destroy when 2 years old.</i></p>		
6	<p><b><u>Ship Scheduling Systems.</u></b> Used by the transit scheduler and transit controllers in developing and adjusting the transit schedule by computing the time and duration of transit and validating the resulting schedule by checking for schedule conflicts and errors. The system interfaces with the mainframe Marine Traffic Control System (MTCS) by downloading the information, processing the information off-line and uploading the processed information. Information includes ship number, ship name, estimated time of arrival, ready time of vessel to transit, restrictions, length, beam, draft, arrival time at each lock, locomotives and number of handlines to be used, docking information, bunkering information, booked vessel, arrival, times entered and cleared, and remarks by the Port Captain and local agent.</p>		
a	<p>Input. Electronic download of transit schedule information from the mainframe Marine Traffic Control System (MTCS).</p> <p><i>TEMPORARY. Delete after the information is transferred to the system masterfile and verified.</i></p>	<del>GRS 20, item 1b</del>	
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.</i></p>	<del>GRS 20, item 4</del>	
c	<p>Output.</p> <p>(1) Daily northbound and southbound transit schedules for vessels, dead tows, etc., in both graphic and text format.</p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>N1-185-97-20</i>	PAGE 4 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><del>(2) Electronic transfer of updated, processed transit schedule information to the mainframe Marine Traffic Control System (MTCS), and Locks Control House.</del></p> <p><i>TEMPORARY. Delete after the information has been transferred to the system masterfile and verified.</i></p>	<del>GRS 20, item 1b</del>	
7	<p><b><u>Marine Traffic Control Log System</u></b></p> <p>Used by the Transit Operation Officers to record hardware and software problems and maintenance of the Marine Traffic Control System (MTCS), and to log incidents, accidents, or occurrences during vessel transits of the Panama Canal, as well as vessel deficiencies or problems. Includes information on the system such as type of device, action, identification number, scheduled maintenance, diagnostic description, start and end time and duration. Vessel and transit information includes vessel name, type, schedule number, length and beam, year built, deep draft, delay code and delay time.</p>		
a	<p>Input.</p> <p><del>(1) Electronic input of system problems via on-line connection</del></p> <p><i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></p> <p>(2) MTCS Log and Vessel's Log.</p> <p><i>TEMPORARY. Destroy when 10 years old.</i></p>	<del>GRS 20, item 1b</del>	
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.</i></p>	<del>GRS 20, item 4</del>	
c	<p>Output.</p> <p>(1) Vessel Deficiency Report.</p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p> <p>(2) System Outage Report.</p> <p><i>TEMPORARY. Destroy when 1 year old.</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>NI-185-97-20</i>	PAGE 5 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
8	<p><b><u>Daily Transit Operations Reporting System.</u></b> Used by the Transit Operations Officers to prepare daily reports containing statistical data on transit operations, Canal operations, number of transits, number of scheduled vessels, number of vessels ready to transit, etc., and to print reports from the Marine Traffic Control Mainframe system (MTCS).</p>		
a	<p>Input. Electronic download of Vessel Transits (NB/SB), Schedule/Arrivals Reports, Bookings, and Transit Operations Summary (TOS) from the Marine Traffic Control Mainframe System (MTCS).</p> <p><i>TEMPORARY. Delete when 2 years old or when no longer needed for reference, whichever is sooner.</i></p>		
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete information after superseded, obsolete, or no longer needed for current operations.</i></p>	<del>GRS 20, item 4</del>	
c	<p>Output. Daily Operations Report, Daily Customers Report, and Daily Transit Report.</p> <p><i>TEMPORARY. Destroy when 1 year old.</i></p>		
9	<p><b><u>High Mast Lighting System.</u></b> Used to track the history of high mast lighting (HML) used to facilitate the night time transit of vessel through the Canal. Includes information such as vessel name, ship identification number (SIN), length, beam, HML status, Canal Operations Captain HML approval, date, etc.</p>		
<del>a</del>	<p><del>Input. List of vessels approved for high mast lighting (HML).</del></p> <p><del><i>TEMPORARY. Destroy when information has been entered into the system masterfile and verified.</i></del></p>	<del>GRS 20, item 1b</del>	
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete information when superseded, obsolete, or no longer needed for reference.</i></p>	<del>GRS 20, item 4</del>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>11-185-97-20</i>	PAGE 6 of 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
c	<p>Output. Vessels Approved for HML, and HML status report on all vessels.</p> <p><i>TEMPORARY. Destroy when superseded or no longer needed for reference.</i></p>		
10	<p><b><u>Locks Vessel Transit Log</u></b> prepared by the Locks Control House teletypist from transit information received on-line from the Marine Traffic Control System (MTCS). Contains information such as vessel name, dimensions, pilotage, arrival and departure at the locks.</p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p>		
11	<p><b><u>Daily Lockage Log</u></b> containing information on the movements and activities of all vessels while transiting the locks. Also included is Form 4395, Lockage Tag, signed by the lockmaster and containing additional vessel transit information. This information is forwarded via e-mail to the Marine Traffic Control Center for updating the vessel's transit data in the Marine Traffic Control System (MTCS).</p> <p><i>TEMPORARY. Cutoff at end of calendar year. Destroy when 7 years old.</i></p>		
12	<p><b><u>Lockage Delay System</u></b>. Used to record conditions at the locks (i.e., lane outages, short chambers, lake level, etc.), assistance provided to vessels, and reasons for vessel transit delays during transit of the Panama Canal. Includes information such as lockages, tie-up, lane outages, relays, crew overtime, handline lockages, tandem lockages, short chambers, lake level, cause of delay, vessel's draft reading, etc.</p>		
a	<p>Input. Information from the Daily Locks Summary Report.</p> <p><i>TEMPORARY. Destroy when 7 years old and after information is transferred to the system masterfile and verified.</i></p>		
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete information when superseded, obsolete, or no longer needed for current operations.</i></p>	<del>GRS 20, item 4</del>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>N1-185-97-20</i>	PAGE 7 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
c	<p>Output.</p> <p>(1) <u>Lockage Delay Reports</u> on delays of ship transits through the locks, containing information such as ship name, locks lane used, date of transit, duration of passage, transit schedule number, cause of delay, diagnostic/corrective action taken, and responsible personnel.</p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p> <p>(2) Periodic graphs and tables.</p> <p><i>TEMPORARY. Destroy when no longer needed for reference.</i></p>		
13	<p><u>Port Operation Logs.</u> 24-hour daily logs containing entries by the watchstanding Canal Port Captain and the Port Entry Coordinator. Used to record information on all events such as accidents/incidents occurring in the Canal, requests for assistance, complaints from pilots, vessel deficiencies, injuries, etc. Contains information such as date, time, vessel schedule number, ship identification number (SIN), name of port captain or port entry coordinator, remarks and signature of the Canal Operations Captain.</p> <p><i>TEMPORARY. Cutoff at end of the calendar year. Destroy 1 year after cutoff.</i></p>		
14	<p><u>Pilot Reports of Deficiency.</u> Reports from PCC pilots transmitted through the International Organization of Masters, Mates and Pilots Association union, regarding complaints of PCC employee performance while on duty, safety and communication problems during the transit of vessels through the Canal, and related information, used to initiate corrective action.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Transfer to the Agency Records Center when 5 years old. Destroy 3 years after transfer.</i></p>		



REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>NI-185-97-20</i>	PAGE 8 of 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
15	<p><b><u>Transiting Vessel Engineering Deficiency Inspection Report.</u></b> Used by the PCC Inspector/Chief Engineer to determine if the vessel is mechanically fit for transit. Includes information such as vessel name, ship identification number (SIN), flag, classification society, vessel type, date and location boarded, boarding time, agent, inspections and tests performed, deficiency, engine specifications, etc.</p> <p><i>TEMPORARY. Destroy when vessel is 35 years old, or when excesssed or scrapped, whichever is sooner.</i></p>		
16	<p><b><u>Vessel's Draft Reading Log</u></b> used to record the tropical fresh water draft (TFW) reading of all vessels transiting the Panama Canal with a maximum allowable draft of 39 feet 6 inches, to determine whether the vessel needs tug assistance to continue a safe transit.</p> <p><i>TEMPORARY. Destroy when 1 month old.</i></p>		
17	<p><b><u>Undertaking to Release and Indemnify.</u></b> Forms 4322 and 4323 used to release and indemnify the agency and the U.S. Government from any loss or damage to the vessel, owners, operators, or any other interested parties from any liability incurred as a result of the vessel's transit of the Panama Canal. These forms are completed when the vessel has a noted deficiency and 1) is allowed conditional transit, and/or 2) is drydocked, docked or berthed by a PCC pilot until such time as Canal authorities are satisfied that the deficiencies or conditions have been rectified and that the vessel complies with the requirements set forth in 35 CFR. Contains the vessel name, ship identification number (SIN), description of vessel deficiency and/or conditions of transit, vessel master and PCC boarding officer's signatures.</p> <p><i>TEMPORARY. Cutoff file at end of the calendar year. Transfer to the Agency Records Center 2 years after cutoff. Destroy 5 years after transfer or when 7 years old.</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION	JOB NUMBER <i>111-185-77-20</i>	PAGE 9 OF 17
--	------------------------------------	-----------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>VESSEL SURVEY RECORDS</b>		
18	<p><b><u>Advance Information from Tonnage Authorities.</u></b> Records contain advance information from tonnage authorities on recently measured vessels. Included are International Tonnage Certificates (ITC 1969), suitable substitute documents (i.e., PC/UMS), vessel plans (blueprints), calculations, table of volumes, and related information used to assess tolls. (Arranged by vessel name)</p> <p>a Vessels that have transited the Panama Canal.</p> <p><i>TEMPORARY. Transfer to the Void PC/UMS Tonnage Vessel Survey files.</i></p> <p>b Vessels that have <b>not</b> transited the Panama Canal.</p> <p><i>TEMPORARY. Transfer to the Agency Records Center when 5 years old. Destroy 7 years after transfer</i></p>		
19	<p><b><u>Admeasurement Data Books.</u></b> Admeasurement tonnage calculation books containing tonnage and tolls data for all vessels that transited the Panama Canal. Included are a copy of the Panama Canal Tonnage Certificate (PCTC) issued, ship name, nationality, ship identification number (SIN), etc.</p> <p>a Hard copy.</p> <p>(1) Records from 1914 to March 22, 1976.</p> <p><i>TEMPORARY. Destroy immediately upon approval of this schedule.</i></p> <p>(2) Records from March 23, 1976 to September 30, 1994.</p> <p><i>TEMPORARY. Transfer to the VOID Transitional Relief Vessel Survey files upon completion of transit.</i></p> <p>b Microfilm.</p> <p><i>TEMPORARY. Destroy 3 years after approval of this schedule.</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>NI-185-77-20</i>	PAGE 10 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
20	<p><b><u>VOID Transitional Relief Vessel Survey Files.</u></b> Vessel survey and measurement information for "grandfathered" vessels that transited the Panama Canal from March 23, 1976 through September 30, 1994. Contains calculations and tables, the Admeasurement Data Book, a copy of the vessels' PCTC, and other information pertaining to the vessel. (Arranged by ship identification number).</p> <p>(NOTE: The boarding official collects the old Panama Canal Net Tonnage Certificate from the vessel's authority and issues a new PC/UMS Tonnage Certificate.)</p> <p>a Records for vessels that have transited the Panama Canal since September 30, 1994.</p> <p><i>TEMPORARY. Transfer to the VOID PC/UMS Vessel Survey file upon completion of transit.</i></p> <p>b All other records and vessels that have <b>not</b> transited the Panama Canal since September 30, 1994.</p> <p><i>TEMPORARY. Destroy 60 years after the ship was built, or when excessed or scrapped, whichever is sooner.</i></p>		
21	<p><b><u>VOID Panama Canal Universal Measurement System (PC/UMS) Vessel Survey Files.</u></b> (October 1, 1994 - Present). Records contain vessel survey and measurement information that is used to assess PCC tolls for vessels transiting the Panama Canal. Information includes original International Tonnage Certificates (ITCs 69), completed admeasurement data sheet, ship identification number (SIN), PC/UMS Summary Sheet, and PCC Sieve (results of comparison of tonnage calculations with tables). (Arranged by ship identification number)</p> <p><del>a Hard copy.</del></p> <p><del><i>TEMPORARY. Destroy 15 years after date of last transit.</i></del></p> <p>b Microfilm.</p> <p><i>TEMPORARY. Destroy 3 years after approval of this schedule.</i></p>	<p>NC1-185-77-8, item 13</p>	<p>WITHDRAWN</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>N1-185-97-20</i>	PAGE 11 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
22	<p><b><u>Vessel Admeasurement Systems.</u></b> Used to record vessel measurements and related data, and to calculate tonnage for issuance of a Panama Canal Universal Measurement System (PC/UMS) Tonnage Certificate to a) vessels that have transited the Canal, b) vessels that are due to transit the Canal, and c) vessels that have undergone structural changes since their last transit. Includes information such as ship name and type, ship identification number (SIN), length overall, beam, gross and net tonnage, underdeck tonnage, certificate date, builder, status, calculations, Suez Canal certificate, etc. (Indexed by Ship Identification Number)</p> <p><b>Input.</b></p> <p>(1) Advance information received from international tonnage authorities such as International Tonnage Certificates (ITCs) and suitable substitute documents, ship plans, etc.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for Advanced Information on Vessel Transits located elsewhere in this schedule after the information is transferred to the system masterfile and verified.</i></p> <p>(2) Measurements taken by admeasurers and digitized information.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for VOID PC/UMS Vessel Survey files located elsewhere in this schedule after the information is transferred to the system masterfile and verified.</i></p> <p><b>b Datafile.</b></p> <p><i>TEMPORARY. Delete information when superseded, obsolete, or no longer needed for current operations.</i></p> <p><b>Output. Panama Canal Universal Measurement System (PC/UMS) Tonnage Certificates.</b></p> <p><i>TEMPORARY. Destroy 3 years after the information has been transferred to the Ship Data Bank System masterfile and verified.</i></p>	<p><del>GRS 20, item 1b</del></p> <p><del>GRS 20, item 1b</del></p> <p><del>GRS 20, item 4</del></p> <p><del>GRS 20, item 1b</del></p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>N1-185-97-20</i>	PAGE 12 OF 17
--	--	-----------------------------------	------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>VESSEL CLEARANCE RECORDS</b>		
23	<b><u>Vessel Inspection Checklist.</u></b> Used by the PCC boarding official to verify vessel compliance with Safety of Life at Sea (SOLA) regulations, such as pilot ladder, pilot platforms and shelters, accommodation ladder, whistle, deck load projections or protrusions, window wipers, magnetic and gyro compass, mooring lines, steering lights, chocks and bits, visibility, etc.  <i>TEMPORARY. Destroy when 5 years old.</i>		
24	<b><u>Ship Information and Quarantine Declaration (SIOD), and Passenger/ Crew Lists.</u></b> Form 4398, Ship Information and Quarantine Declaration, that contains the vessel name, cargo, quarantine and veterinary information, port of departure, date of arrival at the Panama Canal, and related information. Also included are vessel passenger and crew lists containing information such as vessel name, port of departure, interim ports, date of arrival at the Panama Canal, passenger or crew member name, age, sex, marital status, place and date of birth, passport number, nationality, embarkation port, final destination  <i>TEMPORARY. Destroy when 2 years old.</i>		
<del>25</del>	<del><b><u>Registers of Ships Entered and Cleared.</u></b> (1905-Present). Logs containing name of ship, tonnage, Master's name, destination, port of origin, total crew, crew disembarking or joining, passengers landing, in transit, and boarding, date of transit through the Panama Canal, clearance for entry to sea. Records of all ships that have entered Panama Canal waters and have cleared customs.  <i>PERMANENT. Transfer to NARA when 2 years old, only until December 1999.</i>  NOTE: After 1999, change to Temporary: Destroy when 2 years old. NARA (Tom Cotter) requested to send the records until 1999 to NARA when 2 years old.</del>	<del>Job No. N1-185-79-9, item 5</del>	<del>WITHDRAWN</del>
26	<b><u>Y-Job Vessel Survey Control Logs</u></b> (1938-Present). Containing vessel tonnage information, date, ship identification number, vessel name, type, admeasurer, tonnage certificate on board, admeasurement service charge, estimated tonnage on board, admeasurer final tonnage calculation.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>NI-125-97-20</i>	PAGE 13 of 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
a	Records prior to 1976.  <i>TEMPORARY. Destroy immediately upon approval of this schedule.</i>		
b	Records from 1977-1994.  <i>TEMPORARY. Destroy upon verification of data in the Ship Data Bank system, and on or before January 2001.</i>		
c	Records from 1995-Present.  <i>TEMPORARY. Destroy when 2 years old.</i>		
	<b>CANAL SERVICES RECORDS</b>		
27	<b><u>Launch and Towboat Assignment and Billing Systems.</u></b> Used to record information on the dispatch, use and assistance provided by PCC launches and towboats for billing and reporting purposes. Includes information on the departure and arrival time of launches, personnel on board, total number of vessels assisted by tugs, type of jobs performed (transit, harbor, PCC convenience, and others), and related information.		
a	Input.		
	<del>(1) Manual input of information to the on-screen Launch Trip Card, and Chargeable Launch Trip Card.</del>	<del>GRS 20, item 1b</del>	
	<del><i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></del>		
	(2) Manual input of information from the Master's Tug Log.		
	<i>TEMPORARY. Destroy according to the disposition instructions for Floating Equipment Operation Logs located elsewhere in this schedule.</i>		
	<del>(3) Electronic input of the Transit Operations Summary via on-line from the Marine Traffic Control System (MTCS)</del>	<del>GRS 20, item 1b</del>	
	<del><i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></del>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>N1-185-97-20</i>	PAGE 14 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete information after superseded, obsolete, or no longer needed for current operations.</i></p>	<del>GRS 20, item 4</del>	
c	<p>Output.</p> <p>(1) Launch Trip Card, Launch Trip Summary Report, and related reports.</p> <p><i>TEMPORARY. Destroy when 2 years old.</i></p> <p><del>(2) Chargeable Launch Trip Card.</del></p> <p><del><i>TEMPORARY. Destroy 6 years and 3 months after period covered by the account.</i></del></p> <p>(3) Monthly Tug Utilization Report.</p> <p><i>TEMPORARY. Cutoff at end of CY. Destroy 4 years after cutoff or when 5 years old.</i></p>	<del>GRS 6, item 1a</del>	
28	<b><u>Floating Equipment Operation Logs.</u></b>		
a	<p><u>Launch and Linehandling Operation Logs</u> Form 2714, 4569, and related forms used to record the daily assignment and activities of launches and linehandlers.</p> <p>(1) Records used for job assignment and operational purposes, such as equipment status, jobs performed, fuel/oil consumption.</p> <p><i>TEMPORARY. Destroy when 2 years old.</i></p> <p>(2) Records used for timekeeping purposes.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for timekeeping source records located in ARS 2.</i></p>		
b	<p><u>Towboat Operation Logs</u> such as the Master's Tug Log, a three-part form used to record the tugboat mechanical operations and personnel on board during each watch, the Tugboat Operations Clerk (TOC) log used to record occurrences during the work shift, and related logs.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>NI-185-97-20</i>	PAGE 15 of 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>(1) Records used for assignment and operational purposes.</p> <p><i>TEMPORARY. Destroy when 2 years old.</i></p> <p>(2) Records used for billing purposes.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for related records located in ARS 6.</i></p> <p>(3) Records used for timekeeping purposes.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for related records located in ARS 2.</i></p>		
29	<p><b><u>Passenger Control Logs.</u></b> Contains name of pilot and other passengers, check-in time, destination, ship and transit schedule number, dispatcher's name, shift, launch information, and related information.</p> <p><i>TEMPORARY. Destroy when 6 months old.</i></p>		
	<b>LOCKS OPERATION RECORDS</b>		
30	<p><b><u>Locks Operation Daily Reports.</u></b></p> <p>Contains a summary of daily operations at each of the Panama Canal Locks, such as number of vessels transiting during the day, number of vessels expected to transit the next day, number of locomotives and tugs used, amount of relays, crew, overtime, number of handline and tandem lockages, and delay information.</p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p>		
31	<p><b><u>Diving Records.</u></b></p> <p>a <b><u>Dive Planning Sheet</u></b> contains a record of work performed by the PCC divers at the Locks, such as purpose of the dive, location, date, time, person in charge, diver's name, alternate diver, tenders, diving mode, equipment, depth, condition and position of equipment.</p> <p><i>TEMPORARY. Destroy when 1 year old, or when 5 years old if there has been an incident of decompression sickness or underwater injury. [Ref: 29 CFR, Part 1910.440(3)(iv)]</i></p>		



REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER N1-185-97-20	PAGE 16 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
b	<p><u>Diving Evacuation Plan.</u> Used for emergencies.</p> <p><i>TEMPORARY. Destroy when superseded.</i></p>		
	<b>MARINE ACCIDENT RECORDS</b>		
32	<p><u>Ship Accident Investigation Reports.</u> Records of all proceedings, findings of fact and opinion in the investigation of marine accidents by the PCC Board of Local Inspectors. Records include original exhibits and appendices, photographs, original investigation and appendices along with all work papers, stenographer notes, tape recordings of hearings and testimonies and related information such as documentation of personal injuries, vessel plans and drawings, survey charts, ship data report, and release and indemnify forms. (NOTE: One copy of each investigation is hard cover bound for reference purposes.)</p>		
<del>a</del>	<p>Record set maintained by the Chairman, Board of Local Inspectors (BLI).</p> <p><del><i>TEMPORARY. Break files at the end of the year in which the investigation is completed. Destroy 25 years after the investigation is completed or after litigation of the case is closed, whichever is later.</i></del></p>	Job No. N1-185-82-3, item 2	WITHDRAWN
b	<p>All other copies.</p> <p><i>TEMPORARY. Destroy when 2 years old.</i></p>		
33	<p><u>Motor Vessel, Launch and Tug Damage Reports.</u> Contain estimator and diver's reports of inspection and repair of damages to tugs, launches, and motor vessels. Includes location and extent of damage, recommended repairs, estimated cost of repairs, detention time, etc., EXCLUDING copies maintained in the Vessel Accident Reports.</p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p>		

## PAGE

17 OF 17

change  
made  
per  
PCC  
R. O.  
OZ  
9/19/97