FEDERAL AGENCY CEASED OPERATIONS

Schedule Number: N1-185-98-001

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

(See Instructions on reverse)

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

LEAVE BLANK (NARA use only)	
JOB NUMBER	N1-185-98-1
DATE RECEIVED	11-3-97

1. FROM (Agency or establishment)
Panama Canal Commission

2. MAJOR SUBDIVISION
Information Management

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

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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: 3-23-00

ARCHIVIST OF THE UNITED STATES: John W. Carlin

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,

[XX] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/15/97	M. Jeanne Hinek	Chief, IMCR

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	RECORDS OF THE PANAMA CANAL COMMISSION METEOROLOGICAL AND HYDROGRAPHIC RECORDS (SYSTEMS)		
	METEOROLOGY RECORDS		
1	**Climatology Data System.** Real-time hourly data on wind speed and direction, air temperature, relative humidity, dew point, barometric pressure, and solar radiation electronically transmitted from four weather stations via VHF radio to a central data collection microcomputer for error checking and plotting. Data is then downloaded to an ASCII file for printing, distribution, and archival storage via the mainframe computer. The data in the system is used for flood control and to provide historical climatological information to PCC operating divisions.		

Agency

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION	JOB NUMBER N1-185-98-1	PAGE 2 OF 8

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	a. Input: Climatology data electronically transmitted every hour from 4 weather stations via VHF radio to a central PC for error checking and plotting. ***TEMPORARY.*** *Delete after the information has been transferred to the system masterfile and verified.* b. Datafiles on micro and mainframe computers (1975-present). ***TEMPORARY.*** *Delete when information is superseded, obsolete, or no longer needed for current operations.* c. Output: (1) Floppy disk containing "processed" historical climatology data in ASCII format (1975-present), maintained by the Meteorology Section. ***TEMPORARY.*** *Transfer to the National Climatic Data Center (NCDC) when no longer needed for current operations.* ***NOTE:*** *All transfers of records to agencies other than the NARA shall be according to 36 CFR 1228.126.* (2) Magnetic tape (1975-present), maintained by Computer Operations Section. ***TEMPORARY.*** *Cut off at end of calendar year. Delete when no longer needed for current operations.* (3) Hard copy (1900-present). Handwritten and/or computer printout of weather data arranged geographically by weather station.	**N1-185-96-1, item 2a**	

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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)
	TEMPORARY. *Microfilm in accordance with 36 CFR 1230. Destroy hard copy upon verification of microfilm.*	**N1-185-96-1, item 2b**	
	(4) Microfilm (1900-present).		
	TEMPORARY. *Transfer to the Panama Canal Authority Archives when no longer needed for current operations.*	**N1-185-96-1, item 2c**	
	NOTE: *Transfer duplicate set of microfilms to the National Climatic Data Center (NCDC).*		
	HYDROGRAPHIC RECORDS		
2	***Hydrological & Meteorological System Control Strings (1971-Present).*** Contains 15-minute readings of rainfall, river, lake, and tide elevations collected from each of the 30 meteorology and hydrology stations along the Canal watershed which are processed in both the Meteorology and Operations Sections for error checking, plotting, and file preparation. These files are submitted along with River Discharge Rating data and Validation Parameters data to the mainframe computer for computation, report generation and printing, and annualized masterfile magnetic tape generation of 15-minute elevation data. A copy of the masterfile tape data is downloaded to floppy disk for computing, formatting, and converting to CD-ROM by the Operations Section.		
	a. Input: Electronic transfer of rainfall data from the meteorology and hydrology station on-site data logger to stand alone PCs for error-checking, plotting, and file preparation.		
	TEMPORARY. *Delete after information is transferred to the system masterfile and verified.*		

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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)
	b. Datafiles on micro and mainframe computers. ***TEMPORARY.*** *Delete when information is superseded, obsolete, or no longer needed for current operations.* c. Output: (1) Annual rainfall, river, lake, and tide data stored on electronic media: (a) Annualized magnetic tape (1971-present), maintained by Computer Operations Section. ***TEMPORARY.*** *Delete after data is transferred to CD-ROM and verified.* (b) ASCII data files on CD-ROM (1971-present), maintained by ECEH Operations Section. ***TEMPORARY.*** *When no longer needed for current operations, transfer rain, river, and lake data to the U.S. Geological Survey (USGS), and tide data to the National Oceanographic Data Center (NODC).* ***NOTE:*** *All transfers of records to agencies other than NARA shall be according to 36 CFR 1228.126.* (c) Floppy disk (1971-present) maintained by ECEH Meteorology Section. ***TEMPORARY.*** *Delete when no longer needed for current operations.* (2) Hard Copy: (a) Monthly summary of river, lake, and tide elevation and discharge.	**N1-185-96-1, item 5a(2)**	

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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)
	TEMPORARY. *Break files at end of calendar year. Destroy when gauging information is extracted or when 5 years old, whichever is later.*	**N1-185-96-1, item 5b(1)**	
	(b) Monthly rainfall data.		
	TEMPORARY. *Microfilm in accordance with 36 CFR 1230. Destroy hard copy 5 years after verification of microfilm.*	**N1-185-96-1, item 5b(2)**	
	(3) Microfilm of rainfall data.		
	TEMPORARY. *Transfer to the Panama Canal Authority. Destroy when no longer needed for reference.*	**N1-185-96-1, item 5c**	
3	***Daily Hydrology Data System (1914-Present).*** PC-based relational database system used to evaluate net inflows from the watersheds, prepare daily water balances for the Panama Canal watershed, store water expenditures, and develop daily hydrology reports.		
	a. Input: Manual input of information from daily reports on water expended at the Panama Canal Locks, hydropower generation and expenditures, water spillage at Gatun Spillway and Madden Dam, and daily lake elevations.		
	TEMPORARY. *Destroy 3 months after information is transferred to the system masterfile and verified.*		
	b. Datafiles containing daily hydrology data.		
	TEMPORARY. *Delete when superseded, obsolete, or no longer needed for current operations.*		

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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)
	c. Output: (1) Hard Copy: (a) Daily Hydrology Report and summaries (1914-present). ***TEMPORARY.*** *Break file at end of calendar year. Destroy when 5 years old.*	**N1-185-96-1, item 9a(1)**	
	(b) Monthly Average Inflows Summary Report (1914-present). ***TEMPORARY.*** *Transfer to the Agency Records Center when 10 years old. Destroy when 30 years old or when no longer needed for Canal operations.*	**N1-185-96-1, item 9a(2)**	
	(2) Floppy disk (1990-present), maintained by Hydrology Section. ***TEMPORARY.*** *Transfer to the Panama Canal Authority Archives when no longer needed for current operations.*	**N1-185-96-1, item 9b(1)**	
4	***Monthly Hydrology Data System (1914-Present).*** PC-based system used to estimate water expenditures and evaluate net inflows into the Gatun and Madden Lakes and downstream watersheds. Also used to prepare monthly, calendar and fiscal year water balances and reports for the Panama Canal watershed. a. Input: Manual input of information from monthly evaporation expenditures and starting/ending elevations for Gatun and Madden lakes; municipal water expenditures; hydropower water expenditures at Gatun and Madden Power Plants; water spillage at Gatun Spillway and Madden Dam; and Locks water expenditures. ***TEMPORARY.*** *Destroy 3 months after information is transferred to the system masterfile and verified.*		

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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)
	b. Datafiles containing monthly, calendar and fiscal year hydrology data. ***TEMPORARY.*** *Delete when information is superseded, obsolete, or no longer needed for current operations.* c. Output: (1) Hard Copy. Auxiliary Worksheet Report, Hydrology Report and Monthly and Annual Summaries (1914-present). ***TEMPORARY.*** *Transfer to the Agency Records Center when 10 years old. Destroy when 30 years old or when no longer needed for Canal operations.*	**N1-185-96-1, item 9a(2)**	
	(2) Floppy disk. Spreadsheet file (1990-present) maintained by the Hydrology Section. ***TEMPORARY.*** *Transfer to the Panama Canal Authority Archives when no longer needed for reference.*	**N1-185-96-1, item 9b(2)**	
5	***Hydrologic Engineering Center Data Storage System (HEC) (1990-Present).*** Hydrologic simulator developed by the U.S. Army Corps of Engineers for modeling of the Panama Canal watershed. The system is used to evaluate flood hydrography, make mathematical calculations for estimating flood plains, simulation of flood control and water conservation, and calculating reservoir damages. a. Input: Data on amount of water flow, precipitation, river elevation, and conditions of the watershed such as soil density. ***TEMPORARY.*** *Destroy 3 months after information is entered in the system masterfile and verified.*		

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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)
	b. Datafiles. ***TEMPORARY.*** *Delete when no longer needed for current operations.* c. Output: Periodic charts, reports and graphs. ***TEMPORARY.*** *Destroy when no longer needed for current operations.*		
6.	Documentation created by the Climatology Data System, Hydrological and Meteorological System Control Strings, Daily Hydrology Data System, Monthly Hydrology Data System, and Hydrologic Engineering Center Data Storage System. **TEMPORARY.** Destroy when superseded, obsolete, or no longer needed for operations.		