

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, 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

Carolyn H. Twohy

5. TEL. EXT.

52-7642

LEAVE BLANK

JOB NO.

NC 1-185-84-2

DATE RECEIVED

8-6-84

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

8/7/84
Date

[Signature]
Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A Request for immediate disposal.**

☒ **B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE
7/26/84

D. SIGNATURE OF AGENCY REPRESENTATIVE
Carolyn H. Twohy
Carolyn H. Twohy

E. TITLE
Acting Chief, Records Management Branch
Acting Deputy Agency Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

561
DMT 8/14/84

Gorgas Hospital, Out-patient Medical Charts.
Maintained alphabetically by patient name.

Destroy 25 years after date of last papers in the file.*

*This is to correct item 56 as indicated on NC-185-77-4
Received by NARS: April 12, 1977

Approved: November 23, 1977 by James E. O'Neill

1 item

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

PANAMA CANAL COMPANY

2. MAJOR SUBDIVISION

Administrative Services Division

3. MINOR SUBDIVISION

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Thomas C. Duty

5. TEL. EXT.

52-7767

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 12 pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have ceased to have sufficient value to warrant further retention.

☒ B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

April 4, 1977
(Date)

Joseph F. Wood
Joseph F. Wood

(Signature of Agency Representative)

Agency Records Officer
(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Agency Records Control Schedule No. 4 -- Records of the Health Bureau Addition to page 4 is attached.		

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DATE RECEIVED 12 APR 1977	JOB NO.
DATE APPROVED NC 1 185 77 4	

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3503a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

NOV 23 1977
Date: *11/28/77*
Signature: *[Signature]*
Title: *Archivist of the United States*

Int'l agency - NCP-4NC-11/28/77 B

72 time

ItemDescription of RecordsDisposal PeriodGORGAS HOSPITALMedical Records

53. Classification of Diseases. Maintained by disease code number. Information continued on IBM listing. These records are necessary, adjunct to the medical coding activities of the hospital and are to remain intact at their present location. Disposal not authorized by this schedule.
54. In-patient Index Cards. Maintained alphabetically by name of patient. The old cards relating to current cases are brought forward when individual is treated. Start a new series after 10 years and transfer old series to Agency Records Center. Dispose 25 years after patient's last discharge from hospital, except numbers prior to 1/1/16.
55. In-patient Medical Charts. Maintained numerically by patient number. Dispose 25 years after patient's discharge from hospital, except retain files prior to 1/1/16. Transfer to Agency Records Center annually after retaining 5 years, after date of last admission.
56. Out-patient Medical Charts. Maintained alphabetically by patient name. Set up new file series each year and bring forward from previous years files related to an individual when that individual is treated. Dispose 6 years after date of last papers in the file.
57. Operating Room Log. Two years in Operating Room, transfer to Medical Library. Disposal not authorized by this schedule.