7. 8. DESCRIPTION OF ITEM SUPERSEDED TAKEN						
(See Instructions on rewerse)  **NOT-185-84-3  **ONTERCENSIVE **NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408  **NOTIFICATION TO AGENCY  **PARAMA Canal Commission**  **NAME OF SUBDIVISION**  **RECORDS Management Branch**  **NAME OF PERSON WITH WHOM TO CONFER**  **I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency of with the provisions of the agency of which the provisions of the agency of which the provisions of the agency of that the records proposed for disposal in this Request of	(See Instructions on reverse)				VE BLANK	
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Panama Canal Commission  Administrative Services Division  Administrative Services Division  Records Management Branch  A. NAMM OF PERSON WITH WHOM TO CONFER  B. S. TELEPHONE EXT.  C. SERTHFICATE 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 record that the records proposed for disposal, the segment of the Archivis agency or will not be needed after the retention periods specified, and that written concurrence from the Gener Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, attached.  A. GAO concurrence: is attached; or is unnecessary.  B. DESCRIPTION OF ITEM (With Inclusive Dises or Retention Periods)  A. Central files ("General Correspondence") of the canal agency consisting of letters, messages, memoranda, and related documents created in connection with agency functions and concerned with a variety of subjects, as follows:  a. Program and policy papers documenting the history, programs, policies, plans, overail accomplishments of assigned functional responsibilities, essential transactions, and important decisions of the organization. This correspondence is usually filed by subject.  DISPOSITION: Permanent. Offer to the National Archives in 4-year blocks when 30 years old, or upon the demise of the Panama Canal Commission (December 31, 1999), whichever is sooner.			<del></del>	<u> </u>		
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