

<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	N1-185-96-7
1. FROM (Agency or establishment) Panama Canal Commission		DATE RECEIVED	8-27-96
2. MAJOR SUBDIVISION Administrative Services Division		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Branch		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Mrs. Denise B. Will	5. TELEPHONE (301) 420-0675 ext. 272-5033	DATE	ARCHIVIST OF THE UNITED STATES
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>10</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.		12-16-96	<i>John W. Paul</i>
DATE 7/11/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Ariel E. Camargo</i> Ariel E. Camargo	TITLE Deputy Agency Records Officer Actg. 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 GRS OR SUPERSEDED JOB CITATION	10.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><b>AUDIOVISUAL RECORDS OF THE PANAMA CANAL COMMISSION</b></p> <p><b>Black-and-White Photographic Negatives: General Subject File.</b> Photographic negatives documenting operations and activities of the various governmental bodies responsible for the Panama Canal area and the Canal itself. Major topics include canal operations and facilities such as dams, locks, spillways, and dredging; vessel transit; views of docks, harbors, barges, tugboats, and other accessory vessels; activities in and improvements to the Gaillard Cut; health and sanitation services and facilities; scenic views; community activities and organizations; buildings; training; and transportation. Documentation also includes the visits of high-ranking officials from the United States and other countries, well-known entertainers, and other notables. The records are arranged in alphabetical order by subject code. Records dated 1938 to 1981 are inactive. Materials dated 1982 to present are active. The total volume is approximately 32 cubic feet.</p>		

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copy to: Agency, NNT  
NNS, NN-E

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
(a)	Negatives <b>not</b> included in (b), (c), or (d) below. <i>PERMANENT. Transfer inactive materials to the National Archives upon approval of this schedule. Transfer active files to the National Archives in 1999, or when no longer needed for current operations, whichever is sooner.</i>		
<del>(b)</del>	<del>Negatives depicting routine awards ceremonies, social functions, and activities unrelated to agency mission. <i>TEMPORARY. Destroy when 1 year old or when no longer needed.</i></del>	GRS 21, item 1	
<del>(c)</del>	<del>Duplicate items in excess of records elements required for preservation, duplication, and reference service by 36 CFR 1228. <i>TEMPORARY. Destroy when no longer needed.</i></del>	GRS 21, item 4	
<del>(d)</del>	<del>Personal identification or passport photographic negatives. <i>TEMPORARY. Destroy when 5 years old or when no longer needed.</i></del>	GRS 21, item 2	
2	<b>Color Photographic Negatives: General Subject File.</b> Photographic negatives documenting operations and activities of the various governmental bodies responsible for the Panama Canal area and the Canal itself. Major topics include canal operations and facilities such as dams, locks, spillways, and dredging; vessel transit; views of docks, harbors, barges, tugboats, and other accessory vessels; activities in and improvements to the Gaillard Cut; health and sanitation services and facilities; scenic views community activities and organizations; buildings; training; and transportation. Documentation also includes the visits of high-ranking officials from the United States and other countries, well-known entertainers, and other notables. The records are arranged in alphabetical order by subject code. Negatives dated 1961 to 1982 are inactive, records dated 1983 to present are active. Volume is approximately 14 cubic feet.		
(a)	Negatives <b>not</b> included in (b), (c), or (d) below. <i>PERMANENT. Transfer inactive materials to the National Archives upon approval of this schedule. Transfer active files to the National Archives in 1999, or when no longer needed for current operations, whichever is sooner.</i>		
<del>(b)</del>	<del>Negatives depicting routine awards ceremonies, social functions, and activities unrelated to agency mission. <i>TEMPORARY. Destroy when 1 year old or when no longer needed.</i></del>	GRS 21, item 1	

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<del>(c)</del>	<del>Duplicate items in excess of records elements required for preservation, duplication, and reference service by 36 CFR 1228. TEMPORARY. Destroy when no longer needed.</del>	GRS 21, item 4	
<del>(d)</del>	<del>Personal identification or passport photographic negatives. TEMPORARY. Destroy when 5 years old or when no longer needed.</del>	GRS 21, item 2	
3	<p><b>Color 35mm Slides Current Subject File.</b>            General subject files documenting the Panama Canal and environs, and sites, activities, projects, and concerns of the Panama Canal Commission. Topics include vessels and transits, locks maintenance, dredging, machinery and workers, buildings, distinguished visitors, staff training, Board of Directors meetings and activities, and charts and graphs for presentations. Also included are copies of historical photographs, and copies of maps and artwork depicting Panama City and environs, and other locations in Panama. The records are arranged according to an alpha-numeric filing system. Dates are 1962 to present; volume is approximately 9 cubic feet.</p>		
(a)	All materials <b>not</b> included in items (b), (c), or (d) below. PERMANENT. Transfer materials older than 10 years to the National Archives upon approval of schedule. Transfer remaining materials to the National Archives in 1999. Thereafter, cut off in 5-year blocks and transfer to the Panama Canal Authority Archives when oldest records in a block are 10 years old.		
<del>(b)</del>	<del>Slides depicting routine awards ceremonies, social functions, and activities unrelated to agency mission. TEMPORARY. Destroy when 1 year old or when no longer needed.</del>	GRS 21, item 1	
<del>(c)</del>	<del>Duplicate items in excess of record elements required for preservation, duplication, and reference service by 36 CFR 1228. TEMPORARY. Destroy when no longer needed.</del>	GRS 21, item 4	
<del>(d)</del>	<del>Personal identification or passport photographic slides. TEMPORARY. Destroy when 5 years old or when no longer needed.</del>	GRS 21, item 2	

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4	<p><b>Color 35 mm Slides: Floating Equipment and Ship Files.</b> Color transparencies documenting the history of, and activities in the Panama Canal area. Categories include locks overhaul, tugboats and tug operations, small boats and other floating equipment, commercial vessels, accidents, historical photographs from outside and official sources, naval vessels, and unusual transits. Identification is minimal. Commercially processed slides are stamp dated. Inclusive dates appear to be 1968 to 1989. Volume is 1 to 2 cubic feet.</p> <p>(a) All materials <b>not</b> included in items (b) or (c) below. <i>PERMANENT. Transfer to the National Archives in 1999 or when no longer needed for current operations, whichever is sooner.</i></p> <p><del>(b) Slides depicting routine awards ceremonies, social functions, and activities unrelated to agency mission. <i>TEMPORARY. Destroy when 1 year old or when no longer needed.</i></del></p> <p><del>(c) Duplicate items in excess of record elements required for preservation, duplication, and reference service by 36 CFR 1228. <i>TEMPORARY. Destroy when no longer needed.</i></del></p>	<p>GRS 21, item 1</p> <p>GRS 21, item 4</p>	
5	<p><b>Color 35mm Slides: Pre-Treaty Project Files.</b> Color transparencies documenting various projects, events, activities, and sites in and near the Panama Canal. Examples include the destruction of postage printing equipment as a result of the 1977 Treaty provisions, which discontinued issuance of Canal Zone postage; special engineering projects, such as canal dredging and deepening; floods; vessel accidents; the Papal visit; views of DeLesseps Island; views of sites such as the Tivoli Hotel and Balboa High School; and deforestation. Also included are graphs used in presentations. Arrangement is roughly by project or subject; inclusive dates are circa 1960 to 1979. The records are currently stored in plastic project boxes ("Kodak 400") and in hanging files. Total volume including storage media is approximately 13 cubic feet.</p> <p>(a) All materials <b>not</b> included in items (b) or (c) below. <i>PERMANENT. Transfer to the National Archives in 1999 or when no longer needed for current operations, whichever is sooner.</i></p>		

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<del>(b)</del>	<del>Slides depicting routine awards ceremonies, social functions, and activities unrelated to agency mission. <i>TEMPORARY. Destroy when 1 year old or when no longer needed.</i></del>	GRS 21, item 1	
<del>(c)</del>	<del>Duplicate items in excess of record elements required for preservation, duplication, and reference service by 36 CFR 1228. <i>TEMPORARY. Destroy when no longer needed.</i></del>	GRS 21, item 4	
<del>6</del>	<del><b>Glass Negatives: Identification Photographs.</b> Photographs of individuals, labeled only with name and date, apparently created for identification or passport use. <i>TEMPORARY. Destroy when 5 years old or when no longer needed.</i></del>	GRS 21, item 2	
7	<b>Transitory Photographs and Slides.</b> Photographic negatives, prints, and slides made to serve a temporary purpose but not having sufficient value to justify continued retention. Included are prints or negatives produced in agency publications, newspaper articles, briefings and training; photographs not reproducible because of faulty processing or other technical considerations and photographs that have deteriorated; enclosures to technical reports when without the report the photograph has no meaning; and duplicate and extra copies.		
(a)	Duplicate items used in newspaper articles and publications. <i>TEMPORARY. Destroy after publication or article is issued or when no longer needed for reference, whichever is sooner.</i>		
	NOTE: All original negatives should be retained in accordance with the disposition instructions for original negatives located elsewhere in this schedule.		
(b)	Items used in briefings and training. <i>TEMPORARY. Retain in accordance with disposition instructions for the related briefing or training material.</i>		
(c)	All other items such as duplicate copies, deteriorated and meaningless items. <i>TEMPORARY. Destroy immediately, or when no longer needed.</i>		

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8	<p><b>Inspection Photos, Slides, and Videotapes.</b>  Photos, slides, negatives, and videos of agency structures, facilities, equipment, and engineering and related projects (<b>EXCLUDING</b> those produced by the agency Graphics Branch) that are used to develop cost estimates, to document the installation and operation of equipment, and to analyze and record work in progress. Engineering and related projects include such items as the Cut Widening project, dam safety, erosion control, geological core borings, blasting operations in the Canal area, and Locks overhauls.</p> <p>(a) Items that document significant stages of development in major engineering and related projects that are filed separately from the project file. <i>PERMANENT. Merge with related project file upon completion of project. Retain in accordance with disposition instructions of the related project file.</i></p> <p>(b) Items that are self-explanatory and document significant stages of development in major engineering and related projects. <i>PERMANENT. Transfer to the National Archives 20 years after project is completed, or when no longer needed for reference.</i></p> <p>NOTE: Transfer duplicate set to the Panama Canal Authority Archives by December 1999.</p> <p>(c) Items that are used for claims or litigation purposes. <i>TEMPORARY. Dispose in accordance with disposition instructions of the related case file.</i></p> <p>(d) All other items used for routine purposes. <i>TEMPORARY. Destroy upon completion of project or when no longer needed for reference or current operations.</i></p>		
9	<p><b>Historical Prints Relating to the Construction and Operation of the Panama Canal (1887-1940).</b> 24-volume album of black-and-white 8"x10" prints, including subject index, documenting the construction and operation of the Panama Canal. <i>TEMPORARY. Transfer to the Panama Canal Authority Archives when no longer needed for current operations.</i></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
10	<p><b>Motion Pictures: General Subject File.</b> Sixteen-millimeter motion pictures documenting the Panama Canal and environs, and goals, projects, activities and programs of the Panama Canal Commission and predecessor agencies. Topics include fire department training, training for operating diesel equipment, evaluations of area roads, canal operations and maintenance, activities and issues of concern during negotiations and implementation of the Treaty of 1977, safety, and boat races. Included are copies of U.S. and Panamanian television programs. Viewing time varies from approximately 1 to 62 minutes. The series presently follows no organized arrangement, and many records are undated; but inclusive dates appear to be 1968 to 1989. Volume is estimated at 133 cubic feet.</p> <p>NOTE: Some titles are identical with videotape titles. The videos are later editions of subjects of ongoing concern; the films are periodically re-shot but the titles are maintained.</p> <p>(a) Original negatives and color originals and separate optical sound track; intermediate master negative, duplicate negatives and optical sound track; projection prints for distribution films; and the original negatives or color original film plus sound print for program films, unless covered in items (b) through (e) below. <i>PERMANENT. Transfer to the National Archives upon approval of this schedule. Transfer two (2) projection prints for acquired film.</i></p> <p><del>(b) Films acquired from outside sources for personnel and management training. <i>TEMPORARY. Destroy 1 year after completion of training program.</i></del></p> <p><del>(c) Films acquired from outside sources for personnel entertainment and recreation. <i>TEMPORARY. Destroy when no longer needed.</i></del></p> <p><del>(d) Routine scientific, medical or engineering footage. <i>TEMPORARY. Destroy when 2 years old or when no longer needed.</i></del></p> <p><del>(e) Duplicate prints and pre-print elements in excess of those elements required for preservation by 36 CFR 1228.184. <i>TEMPORARY. Destroy when no longer needed.</i></del></p>	<p>GRS 21, item 9</p> <p>GRS 21, item 10</p> <p>GRS 21, item 12</p> <p>GRS 21, item 13</p>	

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11	<p><b>Videotapes: General Subject File.</b>  Videotapes documenting the Panama Canal and environs, and conditions, activities, and projects of the Panama Canal Commission and its various offices. Subjects include meetings of the Board of Directors, press conferences, vessel transits, lock operations and overhaul, dredges, landslides, flood control exercises, blasting, industrial and technical training, awards ceremonies, and events pertaining to public health issues such as an AIDS conference. Less than 25 percent of the holdings are non-record copies of material from sources such as CNN. The bulk of the footage consists of unedited original master tapes. Dates are 1985 to present and the volume is 35 to 50 cubic feet. The Branch intends to implement a numeric filing system.</p> <p>The current format is 1/2" Beta-cam; tapes produced before 1994 used the 3/4" U-Matic format. The Branch has the capacity to convert between formats, and also between 16mm motion picture and video. Some original material is recorded on VHS and other amateur standards. Originals are the earliest generation of videos and dubbing.</p> <p>(a) Videotapes <u>not</u> covered under (b) or (c) below. <i>PERMANENT. Break off annually. Transfer to the National Archives 5 years after break-off or when no longer needed for reference, whichever is sooner. After 1999, transfer to the Panama Canal Authority Archives 5 years after break-off.</i></p> <p><del>(b) Internal personnel and administrative training programs that do not reflect agency mission. <i>TEMPORARY. Destroy 1 year after completion of training program.</i></del></p> <p><del>(c) Duplicate dubbings and pre-mix elements in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184. <i>TEMPORARY. Destroy when no longer needed.</i></del></p>		
12	<p><b>Training Films and Videotapes.</b>  Videotapes and 16mm films purchased for use in a variety of technical and other agency training programs. Topics include such items as trouble shooting equipment; chemical safety; personnel, stress, and conflict management; work measurement, and communication techniques. The majority of tapes are in multiple-item series. <i>TEMPORARY. Destroy 1 year after completion of training program.</i></p>	GRS 21, item 17  GRS 21, item 21  GRS 21, item 9	

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<del>13</del>	<del><b>Entertainment Videos.</b> Programs acquired from outside sources for personnel entertainment, recreation, and information. <i>TEMPORARY. Destroy when no longer needed.</i></del>	<del>GRS 21, item 15</del>	
<del>14</del>	<del><b>Surveillance Video Recordings.</b> Routine surveillance video recordings of the Canal waterway and Canal area installations. <i>TEMPORARY. Cutoff every 24-hours. Erase 90 days after cutoff.</i></del>	<del>GRS 21, item 18</del>	
<del>15</del>	<del><b>Recordings of Meetings and Interviews</b> made exclusively for note-taking or transcription.</del>		
(a)	Proceedings of the Board of Director's meetings and special committee meetings. <i>PERMANENT. Transfer 1 record set to the National Archives in 5 year blocks when oldest tape is 10 years old. (For example, tapes created in 1990-94 would be transferred in 2000.)</i>	Job No. N1-185-91-2, item 2	<i>WITHDRAWN</i>
<del>(b)</del>	<del>All others. <i>TEMPORARY. Destroy immediately after transcribed or when no longer needed.</i></del>	<del>GRS 21, item 22</del>	
<del>16</del>	<del><b>Training Audio Cassettes.</b> Audio cassettes purchased from outside sources for personnel and management training in a variety of subjects, such as decision making, motivation, supervision, management and clerical training. <i>TEMPORARY. Destroy no later than 1 year after training program is superseded or cancelled, or when no longer needed.</i></del>	<del>GRS 21, item 9</del>	
17	<b>Recordings of Radio Frequencies.</b> 24-hour audio recordings of the 120 channels/radio frequencies used in Canal operations. <i>TEMPORARY. Cutoff every 24 hours. Erase tape 2 months after cutoff.</i>		
<del>18</del>	<del><b>Pre-mix Sound Elements</b> created during the course of a motion picture production. <i>TEMPORARY. Destroy immediately after use.</i></del>	<del>GRS 21, item 24</del>	
19	<b>Graphic Works Relating to Panama Canal History and Activities.</b> Finished graphic works such as posters or other photo-mechanical products generated by the agency for display in agency buildings, at off-site exhibits, and at international trade fairs. <i>PERMANENT. Transfer 2 copies to the National Archives when no longer needed for current business.</i>		

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<del>20</del>	<del><b>Graphic Production Files.</b> Production files for assorted posters, exhibits and publications, including miscellaneous transparencies, negatives, proofs, and graphic materials accumulated by the agency Graphics Branch in the production of pictorially-oriented exhibits, brochures, logos, posters, anniversary programs, and other special publications. <i>TEMPORARY. Destroy 10 years after creation or sooner if no longer needed for agency business.</i></del>	<del>GRS 21, item 7</del>	
<del>21</del>	<del><b>Photo-Mechanical Reproduction Records.</b> Line and halftone negatives, screened paper prints and offset lithographic plates used by the agency printing plant for photo-mechanical reproduction of agency publications and forms. <i>TEMPORARY. Destroy when no longer needed for publication or reprinting.</i></del>	<del>GRS 21, item 7</del>	
<del>22</del>	<del><b>Viewgraphs.</b> 35mm slides and 8 1/2 x 11" paper copies of cana operating sites, offices, personnel, and statistical graphs and charts used for briefings, etc. <i>TEMPORARY. Destroy 1 year after use or when no longer usable or needed for further reproduction.</i></del>	<del>GRS 21, item 5</del>	
<del>23</del>	<del><b>Graphic Services Work Order Files.</b> Documents relating to requests for graphic services (photos, videos, artwork, etc.), such as Form 417 or equivalent, and of work performed. <i>TEMPORARY. Cutoff at end of FY. Destroy 1 year after cutoff.</i></del>	<del><i>GRS 23, item 1</i></del>	
<del>24</del>	<del><b>Production Files</b> or similar files that document the origin, development, acquisition, use, and ownership of audiovisual records. <i>TEMPORARY. Dispose of according to the disposition instructions covering the related audiovisual record</i></del>	<del>GRS 21, item 28</del>	
<del>25</del>	<del><b>Finding Aids</b> for identification, retrieval, or use of audiovisual records. <i>TEMPORARY. Dispose of according to the disposition instructions covering the related audiovisual record.</i></del>	<del>GRS 21, item 29</del>	