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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER | N1-185-97-6 |
| 1. FROM (Agency or establishment) Panama Canal Commission | | DATE RECEIVED | 12-16-96 |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | 5. TELEPHONE | DATE | ARCHIVIST OF THE UNITED STATES |
| Mrs. Denise B. Will | (501) 420-0675 EXT. 272-5033 | 9-18-97 | <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 14 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,

is not required; is attached; or has been requested.

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| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
| 10/31/96 | <i>Carmela A. Bonnick</i> Carmela A. Bonnick | Acting Chief, Records Management Branch Acting Deputy Agency Records Officer |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
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| 1 | <p align="center">PANAMA CANAL COMMISSION ARCHITECTURAL AND ENGINEERING RECORDS</p> <p align="center">ARCHITECTURAL AND ENGINEERING RECORDS</p> <p>Isthmian Canal Commission (ICC) Drawings (1899-1914) 80 cubic feet. Arranged numerically. Drawings of locks, piers, buildings, equipment, and other original Panama Canal operating, administrative, and residential facilities. Bulk of the drawings encompass the period 1904-1914, but a small amount of material dates to 1899. Finding aid consists of a numerical register.</p> <p>a. Hard copy. TEMPORARY. Microfilm in accordance with 36 CFR 1230. Transfer hard copy to the Panama Canal Authority Archives when no longer needed for reference.</p> | N1-185-95-1, item 1a | |

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| | <p>b. Microfilm. PERMANENT. Transfer 1 silver halide and 1 diazo copy to the National Archives upon verification of microfilm quality.</p> <p>NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference.</p> <p>c. Finding Aid:</p> <p>(1) Hard Copy. TEMPORARY. Microfilm in accordance with 36 CFR 1230. Transfer hard copy to the Panama Canal Authority Archives when no longer needed for reference.</p> <p>(2) Microfilm. PERMANENT. Transfer 1 silver halide and 1 diazo copy to the National Archives upon verification of microfilm quality.</p> <p>NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference.</p> | <p>N1-185-95-1, item 1b</p> <p>N1-185-95-1, item 1c(1)</p> <p>N1-185-95-1, item 1c(2)</p> | |
| 2 | <p>Architectural and Engineering (Slash Number) Drawings (1906-1914).</p> <p>110 cubic feet. Arranged numerically. PCC and predecessor plans and drawings of buildings and equipment. Similar in character to "Parent Number" drawings. Contains revisions to some plans after 1914. Findings aids include subject index, numerical index, and numerical register. (shared with "Parent Number" series).</p> <p>a. Hard copy. TEMPORARY. Microfilm in accordance with 36 CFR 1230. Transfer hard copy to the Panama Canal Authority Archives when no longer needed for reference.</p> <p>b. Microfilm. PERMANENT. Transfer 1 silver halide and 1 diazo copy to the National Archives upon verification of microfilm quality.</p> | <p>N1-185-95-1, item 2a</p> <p>N1-185-95-1, item 2b</p> | |

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| 3 | <p>NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference.</p> <p>c. Finding Aid:</p> <p>(1) Hard Copy. TEMPORARY. Microfilm in accordance with 36 CFR 1230. Transfer hard copy to the Panama Canal Authority Archives when no longer needed for reference.</p> <p>(2) Microfilm. PERMANENT. Transfer 1 silver halide and 1 diazo copy to the National Archives upon verification of microfilm quality.</p> <p>NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference.</p> <p>Architectural and Engineering (Parent Number) Drawings (1915-Present) 900 cubic feet. Arranged numerically. PCC and predecessor "working" and "as built" drawings on new construction and renovation projects. "Special Item" World War II-era Project (SIP) drawings are interfiled. Covers a wide range of buildings, facilities, and equipment; including administrative, residential, and work buildings; locks, docks, and piers; and miscellaneous specialized equipment. Finding aids include subject cards, numerical cards, and numerical register.</p> <p>a. Drawings having historical, architectural, or technological significance. (See notes at end of schedule for selection criteria):</p> <p>(1) Hard copy. TEMPORARY. Cut off after completion of project and microfilm in accordance with 36 CFR 1230. Transfer hard copy to the Panama Canal Authority Archives when no longer needed for current operations.</p> | <p>N1-185-95-1, item 2c(1)</p> <p>N1-185-95-1, item 2c(2)</p> <p>N1-185-95-1, item 3a(1)</p> | |

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| | <p>(2) Microfilm. PERMANENT. Transfer 1 silver halide and 1 diazo copy to the National Archives upon verification of microfilm quality.</p> <p>NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference.</p> <p>b. Other Drawings. TEMPORARY. Cut off after completion of project and transfer to the Agency Records Center. Destroy 30 years after transfer, when structure or object ceases to exist, or when no longer needed for current operations, whichever is sooner.</p> <p>c. Finding Aid:</p> <p>(1) Hard Copy. TEMPORARY. Microfilm in accordance with 36 CFR 1230. Transfer hard copy to the Panama Canal Authority Archives when no longer needed for current operations.</p> <p>(2) Microfilm. PERMANENT. Transfer 1 silver halide and 1 diazo copy to the National Archives upon verification of microfilm quality.</p> <p>NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference.</p> | <p>N1-185-95-1, item 3a(2)</p> <p>N1-185-95-1, item 3b</p> <p>N1-185-95-1, item 3c(1)</p> <p>N1-185-95-1, item 3c(2)</p> | <p><i>WITHDRAWN</i></p> |
| 4 | <p>Architectural and Engineering (Sketch File) Drawings (1925-Present).</p> <p>200 cubic feet. Arranged numerically. Preliminary drawings and sketches of structures and equipment designed by PCC personnel. Includes proposal drawings of built and unbuilt structures and equipment. Finding aid is a numerical register with limited subject access.</p> <p>a. Drawings having historical, architectural, or technological significance. (See notes at end of schedule for selection criteria).</p> | | |

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| 5 | <p>(1) Hard Copy. TEMPORARY. Cut off after completion of project and microfilm in accordance with 36 CFR 1230. Transfer hard copy to the Panama Canal Authority Archives when no longer needed for current operations.</p> <p>(2) Microfilm. PERMANENT. Transfer 1 silver halide and 1 diazo copy to the National Archives upon verification of microfilm quality.</p> <p>NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference.</p> <p>b. Other Drawings. TEMPORARY. Cut off after completion of project and transfer to the Agency Records Center. Destroy 30 years after transfer, when structure or object ceases to exist, or when no longer needed for current operations, whichever is sooner.</p> <p>c. Finding Aid:</p> <p>(1) Hard Copy. TEMPORARY. Microfilm in accordance with 36 CFR 1230. Transfer hard copy to the Panama Canal Authority Archives when no longer needed for current operations.</p> <p>(2) Microfilm. PERMANENT. Transfer 1 silver halide and 1 diazo copy to the National Archives upon verification of microfilm quality.</p> <p>NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference.</p> <p>Architectural and Engineering (Contractor-VF) Drawings (1905-Present). 900 cubic feet. Arranged numerically. Contractor prepared and submitted specifications, final working drawings and "as-built" drawings of structures and equipment. Finding aids include numerical register for all drawings and subject cards for 1957 to present.</p> | <p>N1-185-95-1, item 4a(1)</p> <p>N1-185-95-1, item 4a(2)</p> <p>N1-185-95-1, item 4b</p> <p>N1-185-95-1, item 4c(1)</p> <p>N1-185-95-1, item 4c(2)</p> | <p>WITHDRAWN</p> |

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| a. | <p>Drawings having historical, architectural, or technological significance. (See notes at end of schedule for selection criteria).</p> <p>(1) Hard Copy. TEMPORARY. Cut off after completion of project and microfilm in accordance with 36 CFR 1230. Transfer hard copy to the Panama Canal Authority Archives when no longer needed for current operations.</p> <p>(2) Microfilm. PERMANENT. Transfer 1 silver halide and 1 diazo copy to the National Archives upon verification of microfilm quality.</p> <p>NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference.</p> | <p>N1-185-95-1, item 5a(1)</p> <p>N1-185-95-1, item 5a(2)</p> | |
| b. | <p>Other Drawings. TEMPORARY. Cut off after completion of project and transfer to the Agency Records Center. Destroy 30 years after transfer, when structure or object ceases to exist, or when no longer needed for current operations, whichever is sooner.</p> | <p>N1-185-95-1, item 5b</p> | WITHDRAWN |
| c. | <p>Finding Aid:</p> <p>(1) Hard Copy. TEMPORARY. Microfilm in accordance with 36 CFR 1230. Transfer hard copy to the Panama Canal Authority Archives when no longer needed for current operations.</p> <p>(2) Microfilm. PERMANENT. Transfer 1 silver halide and 1 diazo copy to the National Archives upon verification of microfilm quality.</p> <p>NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference.</p> | <p>N1-185-95-1, item 5c(1)</p> <p>N1-185-95-1, item 5c(2)</p> | |

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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) |
| 6 | <p>Industrial Division Engineering Plan (Vault) File Drawings (1906-Present). 600 cubic feet. Arranged numerically. Working and "as-built" drawings of floating equipment such as tugboats, dredges, cranes, launches and supporting equipment and machinery. Finding aids include and alphabetical subject card file and numerical register.</p> <p>a. Drawings having historical, architectural, or technological significance. (See notes at end of schedule for selection criteria).</p> <p>(1) Hard Copy. TEMPORARY. Cut off after completion of project and microfilm in accordance with 36 CFR 1230. Transfer hard copy to the Panama Canal Authority Archives when no longer needed for current operations.</p> <p>(2) Microfilm. PERMANENT. Transfer 1 silver halide and 1 diazo copy to the National Archives upon verification of microfilm quality.</p> <p>NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference.</p> <p>b. Other Drawings. TEMPORARY. Cut off after completion of project and transfer to the Agency Records Center. Destroy 30 years after transfer, when structure or object ceases to exist, or when no longer needed for current operations, whichever is sooner.</p> <p>c. Finding Aid:</p> <p>(1) Hard Copy. TEMPORARY. Microfilm in accordance with 36 CFR 1230. Transfer hard copy to the Panama Canal Authority Archives when no longer needed for current operations.</p> <p>(2) Microfilm. PERMANENT. Transfer 1 silver halide and 1 diazo copy to the National Archives upon verification of microfilm quality.</p> | <p>N1-185-95-1, item 6a(1)</p> <p>N1-185-95-1, item 6a(2)</p> <p>N1-185-95-1, item 6b</p> <p>N1-185-95-1, item 6c(1)</p> <p>N1-185-95-1, item 6c(2)</p> | <p>w/THDRAWN</p> |

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| | <p><i>NOTE: Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference.</i></p> | | |
| 7 | <p>Engineering Sketch Plan File. Original plan and sketches for minor repairs or modifications to floating equipment assemblies, work buildings, etc. TEMPORARY. Destroy when structure or object ceases to exist or when no longer needed for current operations, whichever is sooner.</p> | GRS 17, item 9 | |
| 8 | <p>Duplicate Engineering & Architectural Drawings. Copies or reproducible drawings of barges, cranes, dredges, aids to navigation, and buildings used for reference and as working copies. NONRECORD. Destroy when no longer needed.</p> <p><i>NOTE: Original drawings and modifications should be filed in the Engineering Division Vault or Industrial Division Vault.</i></p> | | |
| 9 | <p>Aperture Card Coding System for Engineering Drawings. Used to track all engineering drawings microfilmed on aperture cards. The system encodes each aperture card with the sketch or drawing number, revision number, and date of drawing.</p> <p>a. Input: Drawing or sketch number, revision number, and date of drawing. TEMPORARY. Destroy according to disposition instructions for related engineering drawings and sketches.</p> <p>b. Datafile. TEMPORARY. Delete when information is superseded or obsolete.</p> <p>c. Output: Coded microfilm aperture cards containing duplicate engineering drawing or sketch. TEMPORARY. Transfer to the Panama Canal Authority Archives when no longer needed for Canal operations.</p> | GRS 20, item 4 | <p>W I T H D R A W I N</p> |

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| 10 | <p>Ship Design System. Used by the naval architect to calculate ship stability by inputting loading and unloading conditions, and to design modifications to original drawings of floating equipment such as barges, tugs, launches, dredges, etc. Includes information such as general equipment data, trim and stability summary calculations, hydrostatic tables (draft, displacement, kmt, LCB, LCF), bonjean tables (location of stations), tank tables (type of oil, weight, volume, slack free surface), etc.</p> <p>a. Input: General characteristics of ship e.g., length, dimensions, etc., and information from ships drawings such as ship body plan, lines and offset. TEMPORARY. Delete after information has been transferred to the masterfile and verified.</p> <p>b. Datafile. TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.</p> <p>c. Output: Reports of operating condition of floating equipment, such as performance, stability, power, structure, tank capacity, etc. TEMPORARY. Destroy when superseded or no longer needed for current operations.</p> | <p>GRS 20, item 1b</p> <p>GRS 20, item 4</p> | <p>W I T H D R A W I N W I T H D R A W I N</p> |
| 11 | <p>Engineering Design/Drafting Systems. Used by engineering and construction units to prepare, produce and modify architectural drawings, interior designs and facility planning, charts, graphs, topographical maps, technical illustrations, plots, and other jobs that must be plotted or printed, utility system drawings and diagrams, construction and mechanical designs, etc., using Autocad or similar software applications.</p> <p>a. Input: Manual input of information from drafts, previous drawings, engineer's notes, field inspections, preprogrammed disks. TEMPORARY. Destroy after information has been entered into the masterfile and verified, or when no longer needed for references purposes.</p> | <p>GRS 20, item 1b</p> | <p>W I T H D R A W I N</p> |

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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) |
| | <p>c. Output:</p> <p>(1) Engineering drawings and designs, topographic maps, and mathematical calculations. TEMPORARY. Apply the disposition instructions for related drawings, maps, and sketches, etc., located elsewhere in this schedule.</p> <p>(2) Equipment schedules, containing information on technical specifications, model, capacity, etc. TEMPORARY. Destroy according to the disposition instructions for the related project file.</p> | | <p>W I T H D R A W I N G</p> |
| 13 | <p>Technical Specifications and Estimates for Construction Projects. Technical specifications, official estimates, and subsequent modifications or clarifications generated by engineers, planners and estimators for construction projects awarded under contract. Also included are background documents such as work requests, copies of drawings, calculations, reference documents from previous projects, vendor material data specifications, and related records.</p> <p>a. Record set of technical specifications and estimates maintained by the Construction Division and Specifications and Estimates Branch. TEMPORARY. Cutoff at end of fiscal year when contract is completed. Destroy 10 years after cutoff or when no longer needed for reference, whichever is sooner.</p> <p>b. Working papers maintained by the technical specification writers and estimators. TEMPORARY. Destroy when 6 years old or when no longer needed for reference, whichever is sooner.</p> <p>c. Copies maintained by operating units. TEMPORARY. Cutoff at end of fiscal year when contract is completed. Destroy 1 year after cutoff or when no longer needed for reference, whichever is sooner.</p> | | |

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| 14 | <p>Excavation Clearances. For all constructions that may affect Panama Canal utility systems. Included are requests for excavation clearance; construction drawings and sketches; demarcation of water, electrical, telephone, sewer, storm, and telecommunications systems; photographs, calculations and recommendations.</p> <p>a. Excavation clearances and related records maintained by the Civil Branch of the Engineering Division. TEMPORARY. <i>Cutoff at end of fiscal year. Transfer to the Agency Records Center 2 years after cutoff. Destroy 3 years after transfer or when 5 years old.</i></p> <p>b. All other copies. TEMPORARY. <i>Destroy when 2 years old, or when no longer needed for reference.</i></p> | | |
| 15 | <p>Architectural & Engineering Project Files (1914-Present) 200 cubic feet. Arranged by project. Project files for all engineering and architectural designs used throughout the agency. Contains analyses, calculations, inspection reports, photographs, technical design data, catalogs cuts, technical specifications and drawings (Annual accumulation approximately 25 cubic feet).</p> <p>a. Projects having historical, architectural, or technological significance. (See notes at end of schedule for selection criteria):</p> <p style="margin-left: 40px;">(1) Hard copy. TEMPORARY. <i>Microfilm in accordance with 36 CFR 1230. Transfer to the Panama Canal Authority Archives when no longer needed for reference.</i></p> <p style="margin-left: 40px;">(2) Microfilm. PERMANENT. <i>Transfer 1 silver halide and 1 diazo copy to the National Archives after verification of microfilm quality.</i></p> <p style="margin-left: 40px;">NOTE: <i>Transfer duplicate set to the Panama Canal Authority Archives when no longer needed for reference.</i></p> | | |

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| 16 | <p>b. All other projects. TEMPORARY. Destroy 10 years after project is completed, or when no longer needed for reference whichever is sooner.</p> <p>Treaty Boundary Maps (1979-1981). 0.5 cubic feet. Arranged numerically. Polyester film maps of former Canal Zone areas reverted to the Republic of Panama as a result of Panama Canal Treaty of 1977. Consists of original unsigned masters or copies of approved sheets.</p> <p>a. Record Set: TEMPORARY. Transfer to the Panama Canal Authority Archives when no longer needed for reference.</p> <p>b. Reproducible Set: PERMANENT. Transfer to the National Archives upon approval of schedule.</p> | N1-185-95-1, item7 | |
| 17 | <p>Calculation Notebooks (1903-1930's) Bound notebooks containing engineering formulas, mathematical computations diagrams, sketches, graphs, and descriptions related to the planning of such structures and equipment as bridges, dams, locks, schools, machinery, and commissaries. TEMPORARY. Destroy when no longer needed for reference.</p> | N1-185-95-1, item8 | |
| 18 | <p>Meeting & Reports of Various Boards of Consulting Engineers (1915-Present). Meeting minutes and reports of the various Boards of Consulting Engineers that document their review of the Panama Canal and its appurtenances, such as stability of locks walls, protection requirements for dams and appurtenances, and related topics. Approximately 10 cubic feet.</p> <p>a. Record Copy. PERMANENT. Cutoff annually and transfer one (1) set to the National Archives when 1 cubic foot is accumulated.</p> <p>NOTE: Retain 1 copy for the Panama Canal Authority Archives.</p> | | |

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| 19 | <p>b. Other copies. TEMPORARY. Destroy when no longer needed for reference.</p> <p>Engineering Reports & Feasibility Studies (1914-Present). Bound and printed reports and studies pertaining to the Panama Canal, its structures, facilities and appurtenances developed by or for the agency. Includes reports of landslide control, the Gaillard Cut widening program, third locks project, maintenance of floating equipment, sedimentation of Madden reservoir, cost estimate for sea level canal, bridge inspections and related topics.</p> <p>a. Reports and feasibility studies for significant Canal activities. PERMANENT. Cutoff annually and transfer one (1) set to the National Archives when 1 cubic foot is accumulated.</p> <p>NOTE: Retain 1 copy for the Panama Canal Authority Archives.</p> <p>b. Routine and periodic reports of tests and inspections. TEMPORARY. Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</p> | | |

CRITERIA FOR SELECTING ARCHITECTURALLY, HISTORICALLY, AND TECHNOLOGICALLY SIGNIFICANT RECORDS. IF THE DRAWING OR PROJECT PERTAINS TO:

- Buildings or objects that have been used or constructed by the Panama Canal Commission or its predecessors for a major activity of the agency.
- Long-lasting and important structures that are intended to endure for many years and are critical to the mission of the Panama Canal.
- Standard or typical designs used as the basis for similar buildings or objects, any significant variations on the standard design, or a representative building or object from a larger group.
- Buildings that illustrate the characteristics of either a given period or a regional architectural style.
- Buildings, objects or projects that are unique or that were the first of their kind.
- Buildings, objects or projects that are associated with events or persons of national significance.
- Buildings, objects or projects designed or worked on by noted architects, engineers or scientists.
- Buildings, objects or projects that were involved in public controversy regarding their design, construction or utilization.
- Structures that have been selected for preservation by national organizations.