

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 <i>NI-185-97-7</i>	DATE RECEIVED <i>12-27-96</i>
1. FROM (Agency or establishment) Panama Canal Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Administrative Services Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Denise B. Will	5. TELEPHONE (310) 420-0675 Ext. 272-5033	DATE <i>3-24-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 2 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.

DATE <i>12/20/96</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carmela A. Bonnick</i> Carmela A. Bonnick	TITLE Acting Chief, Records Management Branch Acting Deputy Agency Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>RECORDS OF THE PANAMA RAILROAD -- PANAMA CANAL COMPANY NEW YORK OFFICE</p> <p><u>New York Office Employee Index Cards (1918-1949):</u> 3x5 index cards containing the name of each employee, position title, in some cases, and a box number where the record sheet can be located. Cards are arranged alphabetically by employee's last name. <i>INDEX CARD 6 1/2" x 4 1/2"</i> <u>Volume:</u> 4 microfiche boxes.</p> <p><u>Arrangement:</u> Alphabetical.</p> <p><u>Disposition:</u> PERMANENT. Transfer to the National Archives and Records Administration. <i>TEMPORARY. DESTROY IMMEDIATELY UPON APPROVAL OF THE SCHEDULE.</i></p>		

charges made per Concurrence of agency records officer. AC 2/11/97

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2	<p style="text-align: right;"><i>INDEX</i></p> <p><u>New York Office Executive Correspondence Files (1918-1949)</u>: 3x5 index cards arranged alphabetically by subject and containing a brief summary of the subject matter and date.</p> <p><i>INDEX CARD 6 1/2" x 4 1/2"</i></p> <p><u>Volume</u>: 10 microfiche boxes.</p> <p><u>Arrangement</u>: Alphabetical.</p> <p><u>Disposition</u>: PERMANENT. Transfer to the National Archives immediately.</p>		
3	<p><u>Index to Board of Director's Meetings (1912-1947)</u>: 3x5 index cards arranged alphabetically by subject and containing a brief summary of the subjects discussed at the meeting, with a reference to the meeting date, volume and page number in the minutes.</p> <p><i>INDEX CARD 6 1/2" x 4 1/2"</i></p> <p><u>Volume</u>: 10 microfiche boxes.</p> <p><u>Arrangement</u>: Alphabetical.</p> <p><u>Disposition</u>: PERMANENT. Transfer to the National Archives immediately.</p>		
4	<p style="text-align: right;"><i>1918-1957</i></p> <p><u>New York Office File Index (Location Record Cards)</u>: 3x5 index cards arranged numerically by file number 1(A-Z) through 111(A-T) and containing a summary of the contents of each file for correspondence of the Panama Railroad - Panama Canal Company New York Office.</p> <p><i>INDEX CARD 6 1/2" x 4 1/2"</i></p> <p><u>Volume</u>: 2 microfiche boxes.</p> <p style="text-align: right;"><i>1918-1957</i></p> <p><u>Arrangement</u>: Numerical.</p> <p><u>Disposition</u>: PERMANENT. Transfer to the National Archives immediately.</p>		

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5	<p><u>Alpha Index to New York Office Freight & Steamship Files and Miscellaneous Claims</u>: 3x5 index cards arranged alphabetically by subject and referencing the subject contents and the file/box number for locating the records.</p> <p>Volume: 2 ^{INDEX CARD} FILE boxes. <i>6 1/2" x 4 1/2"</i></p> <p>Arrangement: Alphabetical. <i>1918-1957</i></p> <p>Disposition: <i>PERMANENT. TRANSFER TO THE NATIONAL ARCHIVES IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE.</i></p>		
6	<p><u>Congressional Index (1945-1963)</u>: 3x5 index cards arranged by House or Senate Bill number and topic, with dates the topic was discussed in the 79th through 88th session of Congress.</p> <p>Volume: 2 ^{INDEX CARD} FILE boxes. <i>6 1/2" x 4 1/2"</i></p> <p>Arrangement: Numeric.</p> <p>Disposition: <i>TEMPORARY. Destroy immediately.</i></p>		