

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Panama Canal Commission

2. MAJOR SUBDIVISION

Administrative Services Services Division

3. MINOR SUBDIVISION

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Denise B. Will

5. TELEPHONE

(301) 420-0675  
ext. 272-5033

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-185-97-11

DATE RECEIVED

4-2-97

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

7-25-97

ARCHIVIST OF THE UNITED STATES

*John W. Carl*

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 27 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

3/25/97

SIGNATURE OF AGENCY REPRESENTATIVE

*M. Jeanne Hinek*  
M. Jeanne Hinek

TITLE

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 GRS OR SUPERSEDED JOB CITATION	10.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 style="text-align: center;"><b>PANAMA CANAL COMMISSION PERSONNEL RECORDS</b></p> <p style="text-align: center;"><b>EMPLOYEE STANDARD OF CONDUCT RECORDS</b></p> <p><b>Recusal Statements.</b> Statements of waivers and determinations to divest signed by employees in situations where a conflict of interest or lack of impartiality exists in the performance of their official duties.</p> <p><i>TEMPORARY. Destroy when 5 years old or when situation involving a conflict or interest or impartiality no longer exists.</i></p>		
2	<p style="text-align: center;"><b>PANAMA AREA PERSONNEL BOARD</b></p> <p><b>Panama Canal Employment System Classification, Qualification and Job Evaluation Standards.</b> Standards developed and published by the PAPB, OPM standards approved for local use, and supporting documents for all PAPB actions.</p>		

AUG - 4 1997 *MAY*

*copy to Agency  
NURE*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<del>a</del>	<p>OPM qualification standards, such as the General Schedules Position Handbook.</p> <p><i>TEMPORARY. Destroy when superseded or obsolete.</i></p>	N1-185-92-2, item 9a)	WITHDRAWN
<del>b</del>	<p>Locally developed job evaluation standards.</p> <p>(1) Case file.</p> <p><i>TEMPORARY. Destroy 5 years after position is abolished or superseded.</i></p> <p>(2) Review file.</p> <p><i>TEMPORARY. Destroy when 10 years old.</i></p>	GRS 1, item 7a(2)(a)	
3	<p><b><u>Appeals and Complaints to the PAPB.</u></b> Individual case files on appeals and complaints from employees of U.S. Government agencies in the Canal Area to the PAPB.</p> <p><i>TEMPORARY. Destroy 5 years after resolution of case.</i></p>		
<b>EXAMINATION AND CERTIFICATION RECORDS</b>			
4	<p><b><u>Transfer of Eligibility Files.</u></b> Includes Form 528, Request for Changes/Action, and Notice of Transfer of Eligibility (Form 4896), requesting transfer of information on the eligibility of applicants to other agencies in the United States, correspondence with these agencies and responses accepting or denying transfer of eligibility.</p> <p><i>TEMPORARY. Retain for 1 year after the transfer of eligibility. If transfer is not accepted, destroy 5 years after application becomes inactive according to the disposition instructions of item 20a (Applications for Employment).</i></p>		
5	<p><b><u>Examination and Certification Systems.</u></b> Used by the Central Examining Office to maintain readily accessible information regarding employment examinations, ratings, qualifications and eligibility for employment for registers such as, mate trainees, clerical and administrative support positions, linehandlers, laborers, and other positions.</p>		
a	Input.		

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b	<p>(1) Applications for Federal employment.</p> <p><i>TEMPORARY. Destroy according to the disposition instruction in item 20a of this schedule.</i></p> <p>(2) Examination Record Card (Form 512-B).</p> <p><i>TEMPORARY. Destroy according to the disposition instructions in item 25 of this schedule.</i></p> <p>(3) Register of Eligibles Card (Form 512C)</p> <p><i>TEMPORARY. Destroy according to the disposition instructions in item 26 of this schedule.</i></p> <p>(4) Test Results.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions in item 20a of this schedule.</i></p> <p>(5) Daily Certificate Log for requests for certificates, and certificates issued and returned.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions in item 37 of this schedule.</i></p> <p>(6) Monthly log for certificates audited.</p> <p><i>TEMPORARY. Destroy when 10 years old.</i></p> <p>(7) Registration for Panama Area Civilian Employee Referral Service (PACERS), and Displaced Employee Program (DEP).</p> <p><i>TEMPORARY. Destroy when employee is removed from the program.</i></p> <p>Datafiles.</p> <p><i>TEMPORARY. Delete information when no longer needed for reference.</i></p>		

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c	<p>Output.</p> <p>(1) Register listing of applicants used for outside-the-register appointments.</p> <p><i>TEMPORARY. Destroy 2 years after issuance of listing.</i></p> <p>(2) List of applicants for referral on certificates, and certificates issued.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions in item 29 in this schedule.</i></p> <p>(3) PACERS referral listing.</p> <p><i>TEMPORARY. Destroy 5 years after the date of the listing.</i></p> <p>(4) English language examination appointment slip.</p> <p><i>TEMPORARY. Destroy when test results are received.</i></p>		
6	<p><b><u>Employment Applications System.</u></b> Used to record applications filed, in order to provide a variety of listings and statistical reports on pending, eligible or ineligible applications.</p>		
a	<p>Input.</p> <p>(1) Applications Records Card, Form 512A.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions in item 24 of this schedule.</i></p> <p>(2) Examination Record Card, Form 512B.</p> <p><i>TEMPORARY. Destroy according to disposition instructions in item 25 of this schedule.</i></p> <p>(3) Register of Eligibles Card, Form 512C.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions in item 26 of this schedule.</i></p>		

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	<p>(4) Mid-Level Examination Code Cards.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions in item 23 of this schedule.</i></p>		
b	<p>Datafiles.</p> <p><i>TEMPORARY. Retain until no longer needed for reference.</i></p>		
c	<p>Output. Listings and statistical reports on pending, eligible or ineligible applications.</p> <p><i>TEMPORARY. Destroy when no longer needed for reference.</i></p>		
7	<p><b>Certificate of Eligibles Files.</b> Certificates of eligibles with related requests, forms, correspondence, and statement of reason for passing over a preference eligible and selecting a non-preference eligible. (Privacy Act System, PCC/PB-1).</p> <p><i>TEMPORARY. Destroy 5 years after date of certificate.</i></p>		
8	<p><b>Central Examining Office and Other Office Test Material.</b> (Privacy Act System, PCC/PB-1).</p>		
<del>a</del>	<p><del>Sample questions which are distributed to the public to prepare for written examinations. Distributed to applicants on a continuous basis when written tests are administered.</del></p> <p><del><i>TEMPORARY. Destroy when superseded, obsolete, or deteriorated.</i></del></p>	(N1-185-92-2, item 16a).	<del>WITHDRAWN</del>
<del>b</del>	<p><del>Test booklets. Office of Personnel Management and locally devised tests administered to obtain qualified applicants for Federal employment.</del></p> <p><del><i>TEMPORARY. Destroy when test is superseded or obsolete.</i></del></p> <p>(NOTE: This highly controlled material should be destroyed immediately by appropriate means to preserve the integrity of the examination process.)</p>	(GRS 1, item 33c).	

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<del>e</del>	<p>Locally devised and OPM rating keys, rating schedules, rating instructions and transmutation tables.</p> <p><i>TEMPORARY. Destroy when superseded or obsolete.</i></p> <p>(NOTE: This highly controlled material should be destroyed by appropriate means to preserve the integrity of the examination process.)</p>	(N1-185-92-2, item 16b)	WITHDRAWN
<del>d</del>	<p>Test answer sheets. Written test answer sheets for both eligibles and ineligibles, filed by date of processing.</p> <p><i>TEMPORARY. Destroy 6 months after date of test.</i></p>	(GRS 1, item 33i).	
e	<p>Craft qualification test material to fill vacancies on manual positions. Administered by PRHI upon PRCE and PROE requests.</p> <p><i>TEMPORARY. Destroy 3 years after date of examination.</i></p>		
f	<p>English language examination results to determine the English level for specific positions and programs (such as career intern, pilot under study and divers) exams files.</p> <p><i>TEMPORARY. Destroy 1 year after date of examination. If used as part of a Central Examining Office rating schedule, destroy according to the disposition instructions in item 20a of this schedule.</i></p>		
g	<p>Swimming test results.</p> <p>(1) Permanent employees.</p> <p><i>TEMPORARY. File in OPF. Destroy according to disposition instructions in item 71 of this schedule.</i></p> <p>(2) Temporary employees.</p> <p><i>TEMPORARY. Destroy 5 years after date of examination.</i></p>		

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10	<p><b><u>Recruitment Authority Files.</u></b> Contain documents which authorize an agency to recruit additional candidates from other sources when the pertinent register lacks a sufficient number of qualified applicants. It contains Form 516, Request for Certification; Form 516A, Certificate of Eligibles which authorizes recruitment through the open competitive examination; and Form 457, Request and Justification Selective Factors and Quality Ranking Factors.</p> <p><i>TEMPORARY. Destroy 5 years after date of certificate.</i></p> <p><b><u>Requests for Extension of Employment.</u></b> Requests for conversion of employees from temporary to permanent positions, and extensions and re-appointments beyond the four-year limitation, term appointments, and temporary appointments. Includes CEO ratings, certifications of employee being within reach for selection, etc.</p> <p><i>TEMPORARY. Destroy 5 years after conversion or extension, or when no longer needed for reference</i></p>		
11	<p style="text-align: center;"><b>EMPLOYEE DOCUMENTATION</b></p> <p style="text-align: center;"><b>EMPLOYEE LICENSES AND PERMITS</b></p> <p><b><u>Employee Documentation Case Files.</u></b> Individual case files for Panama Canal Commission employees including third country nationals and diplomats. Contains Form 736, Application for Employee Documentation; Form 739, Non-US citizen IBM card; Form 738, U.S. dependents (privilege) IBM card; Form 737, US Employee (privilege) IBM card; Form 5295, Residents identification card, for guests of PCC housing; copies of birth and marriage certificates; Form 346, U.S. Government Motor Vehicle Operator's ID; Form 3204, Operator's Identification Card; and related documentation.</p> <p><i>TEMPORARY. Cutoff file upon termination or transfer of employee. Destroy 5 years after cutoff.</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

*N/1-185-97-11*

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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)

12

**Cash Relief and Disability Relief Annuitant Documentation Case Files.** Contains background documents used to support the issuance of annuitant identification cards (Form 755) for health care, check cashing privileges, mortuary and burial services, and related benefits. (Privacy Act System, PCC/AMTE-1).  
  
*TEMPORARY. Cutoff file upon notification of death. Destroy 5 years after cutoff.*

13

**Contractor Documentation Case Files.** Records used to support the issuance of identification cards to U.S. designated and Panamanian contractors. (Privacy Act System, PCC/AMTE-1)

a

U.S. designated contractors.

*TEMPORARY. Destroy 5 years after termination of contract.*

b

Panamanian contractors.

*TEMPORARY. Destroy 7 years after issuance of ID card.*

14

**ID Card and Documentation Control System.** Contains information on all PCC employees, dependents, contractors, annuitants, and visitors that require identification cards for employment, purchase authority, medical or check cashing privileges, or other purposes. This information is used to issue photo identification cards, official passports and entry/exit permits, official motor vehicle operator's licenses, record swimming test results, and related information. (Privacy Act System, PCC/AMTE-1).

a

Input.

(1) Electronic interface with the Personnel Management System (PMS).

(GRS 20, item 1b)

*TEMPORARY. Delete when information has been transferred to the system masterfile and verified.*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>(2) Application for Employee Documentation (Form 736), Application for Special Exit and Re-entry permit, and related forms.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for Employee Documentation Case Files located elsewhere in this schedule.</i></p> <p>(3) Equity Adjustment Application-Recertification Notification of Change (Form 77), and related forms.</p> <p><i>TEMPORARY. Destroy upon termination of employee.</i></p> <p><del>(4) Profs notes from GSSF with swimming test results.</del></p> <p><del><i>TEMPORARY. Destroy when information is transferred to the system masterfile and verified.</i></del></p> <p>b Datafiles: ID Card Masterfile, Employee Masterfile, Dependents Masterfile, U.S. Contractor Masterfile, Customs Exoneration Masterfile, License Holders Masterfile, Misconduct Investigations Masterfile.</p> <p><i>TEMPORARY. Delete when no longer needed for current operations or when employee is terminated from service.</i></p> <p>Output.</p> <p><del>c.</del></p> <p>(1) Weekly system backups on Bernoulli cartridges.</p> <p><del><i>TEMPORARY. Transfer to the Data Entry and Controls Branch for updating of the mainframe Personnel Management System. Delete when information is transferred to the mainframe system and verified.</i></del></p> <p>(2) Periodic reports on Atlantic assistance package recipients, official passport registers and list of expired passports, potential evacuees, U.S. citizen employees and dependents (master list), annuitants and dependents (CSA, CSF, DR, DRW and FECA), vehicle operator licenses; U.S. and Third Country National employees and dependents eligible for MEDDAC; and employees scheduled for periodic swimming test.</p>	(GRS 20, item 1b)	
		(GRS 20, item 1b)	

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15	<p style="text-align: center;"><i>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference.</i></p> <p style="text-align: center;"><b>EMPLOYEE PERSONNEL RECORDS</b></p> <p><b>Official Personnel Folder Control System.</b> Used to control the location of all active and inactive Official Personnel Folders (OPFs) and to record file charge-outs and returns.</p> <p>Input.</p> <p>(1) Scanned barcode information from OPF label such as name and IP number.</p> <p style="text-align: center;"><i>TEMPORARY. Delete after the information is transferred to the system masterfile and verified.</i></p> <p>(2) Manual input of the name and IP number of employee charging out the folder.</p> <p style="text-align: center;"><i>TEMPORARY. Delete when folder is returned by requester.</i></p> <p>(3) Manual input of employee termination date, roll and gang, unit where employed, etc. extracted from a copy of Form 50, Notification of Personnel Action.</p> <p style="text-align: center;"><i>TEMPORARY. Destroy in accordance with the disposition instructions for Form 50, Notification of Personnel Action.</i></p> <p>Datafile.</p> <p style="text-align: center;"><i>TEMPORARY. Delete data when superseded, obsolete, or no longer needed for current operations.</i></p> <p>Output.</p> <p>(1) Monthly Report of OPF's charged out with date and name of person who charged out the folder.</p> <p style="text-align: center;"><i>TEMPORARY. Destroy when superseded.</i></p>	(GRS 20, item 1b)	

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	<p><del>(2) Records Transmittal and Receipt (Form 184), list of OPF's sent to the Agency Records Center, and list of OPF's sent to the National Personnel Records Center (NPRC) in St. Louis, Missouri.</del></p> <p><del><i>TEMPORARY. Destroy when related records are destroyed or transferred to the National Archives, or when no longer needed for reference.</i></del></p> <p><del>(3) Request for Official Personnel Folders (Form 127); and Reference Request - Federal Records Centers (Form 11).</del></p> <p><del><i>TEMPORARY. Destroy upon response to request or when no longer needed for reference.</i></del></p>	<p><del>(GRS 16, item 2a).</del></p> <p><del>(GRS 1, item 17a)</del></p>	
16	<p><b>Employee Job Letter System.</b> Used to generate job letters on Form 193 for PCC employees. Contains information such as name, IP number, service date, salary, type of appointment (permanent or temporary), work week (full-time or part-time), and date of request.</p>		
a	<p>Input.</p> <p><del>(1) Electronic transfer of data from the Personnel Management System (PMS).</del></p> <p><del><i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></del></p> <p><del>(2) Manual input of employee name and IP number.</del></p> <p><del><i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></del></p>	<p><del>(GRS 20, item 1a)</del></p> <p><del>(GRS 20, item 1a)</del></p>	
b.	<p>Datafile.</p> <p><i>TEMPORARY. Delete when information is superseded or no longer needed for current operations.</i></p>		
c.	<p>Output.</p> <p>(1) Employee job letter - (Form 193).</p> <p><i>TEMPORARY. Transfer original to employee.</i></p>		

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17	<p>(2) Receipt of job letter signed by employee.</p> <p><i>TEMPORARY. Destroy when 3 months old.</i></p> <p><b>Personnel Actions/Position Management Systems.</b> Used to track personnel actions within the divisions and to maintain an updated database with personal data on each employee. Contains information such as name, IP number, date of birth, education, training, awards and disciplinary actions, manpower control, personnel actions (promotions, demotions, details), employment status, blood type, position number and title, pay level, work week, federal service date, roll and gang, etc.</p> <p>a. Input: Employee index cards, Notification of Personnel Actions (Form 50), training profiles, and related employee information.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for the related records located elsewhere in this schedule.</i></p> <p>b. Datafiles: Active Employee Masterfile, Inactive Employee Masterfile.</p> <p><i>TEMPORARY. Transfer information to Inactive Employee Masterfile upon termination or transfer of employee. Delete Inactive Employee Masterfile when 10 years old.</i></p> <p>c. Output: Notification of Personnel Action (Form 1912), Termination from Service (Form 1910), Relief Duty Performed (Form 39), Request for Detail in Excess of 30 days (Form 1023), Employee OPF Abstracts, and related forms.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for related forms located elsewhere in this schedule.</i></p>		
18	<p><b>Pilot Master File System.</b> Used to record data regarding the Panama Canal Commission pilot force. Contains group data, and personal data on each pilot such as study and training plans required to become licensed PCC pilots, promotion data, and termination date.</p>		

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<del>a</del>	<p>Input. Standard PCC forms containing personnel action documentation.</p> <p><i>TEMPORARY. Destroy when information has been entered into the system and verified.</i></p>	(GRS 20, item 2a)	
b.	<p>Datafile.</p> <p><i>TEMPORARY. Delete information when superseded or no longer needed for current operations.</i></p>		
c.	<p>Output. Several reports such as pilot roster, pilot seniority list, non-work day list, and 6x4 plan schedule.</p> <p><i>TEMPORARY. Destroy when superseded or no longer needed for current operations.</i></p>		
19	<p><b>Employee Induction System.</b> Used to process new employees and generate all forms, memorandums, and reports required by the Chief, Personnel Operations Division, the Panama Social Security System, the Central Examining Office and the Personnel Reference Unit.</p>		
<del>a</del>	<p>Input: Form 1910, Request for Personnel Action - Accession, and copies of employee personal documentation.</p> <p><i>TEMPORARY. Cut off annually. Retire to the Agency Records Center. Destroy when 3 years old.</i></p>	(N1-185-92-2, item 25a)	WITHDRAWN
b.	<p>Datafile.</p> <p><i>TEMPORARY. Delete when superseded, obsolete, or no longer needed for current operations.</i></p>		

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c.	<p>Output</p> <p>(1) Standard PCC forms used when processing new employees such as Appointment Affidavit (Form 61), File Record of Submission of Documentary Proof of Citizenship (Form 295), etc.</p> <p><i>TEMPORARY. File in employee OPF. Destroy according to the disposition instructions for item 70 of this schedule.</i></p> <p>(2) New employee orientation listing, request for background check, letters to Caja de Seguro Social, and related reports and listings used by personnel units to process new employees.</p> <p><i>TEMPORARY. Destroy when superseded or no longer needed for current operations, whichever is sooner.</i></p>		
20	<p><b>Last Chance Agreements.</b> Correspondence pertaining to reinstatement of employees to their former positions after removal under certain conditions. The last chance agreement is used as an authorization to generate the Form 50.</p> <p><i>TEMPORARY. Destroy after 3 years.</i></p>		
21	<p style="text-align: center;"><b>PROMOTION AND INTERNAL PLACEMENT</b></p> <p><b><u>Merit Promotion &amp; Selection Case Files.</u></b></p> <p>Records relating to the promotion or selection of an individual that contain a copy of the vacancy announcement, position description, qualification standards, evaluation methods, selection procedures, and evaluations of candidates.</p> <p><i>TEMPORARY. Destroy 2 years from effective date of personnel action.</i></p>	(GRS 1, item 32).	

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b.	<p>Apprentice selection records that contain test scores, appraisals, listings of applicants selected, and source of selection. In addition, division requests for apprentices, correspondence on apprentice appraisal board, apprentice orientation, etc.</p> <p><i>TEMPORARY. Destroy 5 years from effective date of personnel action.</i></p>		
22	<p><b>Employee Special Placement Systems.</b> Used by Commission units to process information and to control all applicant referrals, placements, etc. under a Special Placement Program such as the career intern and student assistant programs.</p>		
<del>a.</del>	<p><del>Input: Application forms and related educational records (i.e., college transcripts, certificates, licenses, letters of recommendation, etc.); Form 50, Notification of Personnel Action; Form 1910, Request for Personnel Action-Accession; Form 1932, Official Training.</del></p> <p><del><i>TEMPORARY. Destroy after information is transferred to the system and verified.</i></del></p>	(GRS 20, item 2a)	
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete data when superseded, obsolete or no longer needed for current operations.</i></p>		
c	<p>Output. Periodic and statistical reports on special placement program positions, referral letters to applicants, applicant listing, and Request for Personnel Action In-service (Form 1910)</p> <p><i>TEMPORARY. Destroy when 2 years old.</i></p>		

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23	<p style="text-align: center;"><b>POSITION CLASSIFICATION, PAY AND ALLOWANCES</b></p> <p style="text-align: center;"><b>POSITION CLASSIFICATION FILES</b></p> <p><b><u>Position Card File System.</u></b> Used to update the position card file. Each card contains position classification information such as position number, division, grade/series, last date of position description and official record, and title of position.</p> <p>a Input: Form 180, Official Record-Position Actions; and memorandums from divisions requesting to establish, re-classify or delete positions.</p> <p><i><b>TEMPORARY.</b> Destroy when 5 years old.</i></p> <p>b Datafile.</p> <p><i><b>TEMPORARY.</b> Delete when superseded, obsolete, or when no longer needed for current operations.</i></p> <p>c Output. Report of Position History.</p> <p><i><b>TEMPORARY.</b> Destroy when superseded or when no longer needed for reference.</i></p>		
24	<p><b><u>Competitive Level/RIF Modifier System.</u></b> Used to control the competitive level/RIF modifier codes used by the Position Classification Branch.</p> <p>a Input: Position Number and RIF code obtained from Form 1903, Position Action Data Change.</p> <p><i><b>TEMPORARY.</b> File in "Active Position Files". When position is abolished, transfer to "Cancelled Position Files". (See item 115 below).</i></p> <p>b Datafile.</p> <p><i><b>TEMPORARY.</b> Delete data when obsolete, superseded or no longer needed for current operations.</i></p> <p>c Output: Updated listing of competitive level codes, requirements and characteristics.</p> <p><i><b>TEMPORARY.</b> Destroy when superseded.</i></p>		

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25	<p><b><u>Position Number Assignment System.</u></b> Used to assign position numbers to newly established positions. Contains information on all agency positions.</p> <p>a Input: Manpower (Form 180, Official Record Position Actions) and memorandums from requesting divisions.</p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p> <p>b. Datafile. Active Positions Masterfile, Inactive Positions Masterfile.</p> <p><i>TEMPORARY. Delete when obsolete, superseded or no longer needed for current operations.</i></p> <p>c Output: Listing of position numbers assigned.</p> <p><i>TEMPORARY. Destroy when superseded, obsolete or no longer needed for reference.</i></p> <p style="text-align: center;"><b>PERSONNEL RELATIONS AND SERVICES EMPLOYEE GRIEVANCES, DISCIPLINARY &amp; ADVERSE ACTIONS FILE</b></p>		
26	<p><b><u>Debt Counseling Case Files.</u></b> Debt cases from different creditors filed against PCC employees. Includes complaint letters; Form 2043-A, Request for Voluntary Allotment from Pay; letters from Debt Counseling Section; correspondence from Panamanian courts of justice; and disciplinary actions.</p> <p><i>TEMPORARY. Destroy 2 years after cancellation of debt, or 2 years after termination of employee, whichever is sooner.</i></p>		
27	<p><b><u>Debt Counseling System.</u></b> Used to access data and control debt counseling information. Contains such items as name, IP number, division, position and grade, roll and gang, amount of debt, complainant and date complaint received, date of reprimand, allotment amount, and removal date.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
a	<p>Input: Form 69, Case History Sheet.</p> <p><i>TEMPORARY. File in Debt Counseling Case File after information is transferred to the system masterfile and verified.</i></p>		
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete when superseded, obsolete, or no longer needed for current operations.</i></p>		
c	<p>Output: On screen inquiries.</p> <p><i>TEMPORARY. Delete when no longer needed for reference.</i></p>		
<b>EQUAL EMPLOYMENT OPPORTUNITY RECORDS</b>			
28	<p><u>Annual Report to the EEOC.</u> Information concerning pre-complaint counseling and the status, processing, and disposition of EEO complaints of discrimination.</p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p>		
29	<del><u>EEO Affirmative Action Plans (AAP).</u></del>		
a	<del>Agency copy of consolidated AAP(s).</del>	<del>GRS 1, Item 25h(1)</del>	
b	<del>Agency feeder plan to consolidated AAP(s).</del>	<del>GRS 1, Item 25h(2)</del>	
c	<del>Report of on-site reviews of Affirmative Action Programs.</del>	<del>GRS 1, Item 25h(3)</del>	
d	<del>Agency copy of annual report of Affirmative Action accomplishments.</del>	<del>GRS 1, Item 25h(4)</del>	
	<del><i>TEMPORARY. Destroy 5 years from date of report.</i></del>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
30	<p><b><u>EEO Counselor Files.</u></b> Contains training registers for EEO designated counselors, monthly report of counselor activities, and related correspondence.</p> <p><i>TEMPORARY. Destroy when EEO counselor status is terminated.</i></p>		
	<b>LABOR MANAGEMENT RELATIONS RECORDS</b>		
31	<p><b><u>Labor-Management Partnership Council Files.</u></b> Documents related to the establishment and implementation of the PCC's labor-management partnership council pursuant to E.O. 12871. Includes Council Charter, general correspondence and minutes of Council meetings.</p> <p><i>TEMPORARY. Destroy when 6 years old, or when no longer needed for administrative research, whichever is sooner.</i></p>		
32	<p><b><u>Labor Agreement Files.</u></b> Case files developed in negotiating collective bargaining agreements (contracts), including any correspondence and submissions related to impasse resolution. Includes negotiation ground rules, proposals/counter-proposals, tape recordings, transcripts, minutes of meetings, memoranda of understanding, any related correspondence, drafts and approved agreements and post-audit review.</p>		
a	<p>Office negotiating agreement.</p> <p><i>TEMPORARY. Cutoff when superseded by new agreement or when no longer needed for administrative reference, whichever is sooner.</i></p>		
b	<p>Other offices.</p> <p><i>TEMPORARY. Destroy upon conclusion of negotiations.</i></p>		
33	<p><b><u>Unfair Labor Practice (ULP) Files.</u></b> Case files containing memoranda, investigative reports, notes, correspondence, and other papers related to investigation of unfair labor practice charges. This file primarily concerns charges filed by or against the PCC by unions. Arranged by ULP number and by title of complaint.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
a	<p>ULP charges that <b>do not</b> result in issuance of a complaint.</p> <p><i>TEMPORARY. Destroy 3 years after resolution of case.</i></p>		
b	<p>ULP charges that <b>do</b> result in issuance of a complaint.</p> <p><i>TEMPORARY. Destroy 6 years after resolution of case.</i></p>		
34	<p><b><u>Labor Arbitration Case Files.</u></b> Case files developed in the arbitration of grievances and disputes over interpretations and application of labor agreements. Includes grievances, PCC decisions, PCC and union submissions, awards, exceptions, oppositions and related correspondence. Arranged by case number.</p> <p><i>TEMPORARY. Destroy when 10 years old or when no longer needed for administrative reference.</i></p>		
35	<p><b><u>Negotiation Impasse Case Files.</u></b> PCC and union correspondence and submissions related to impasses; and decisions of the Federal Service Impasse Panel. Arranged by case number.</p> <p><i>TEMPORARY. Destroy when 10 years old or when no longer needed for administrative reference.</i></p>		
36	<p><b><u>Negotiability Appeal Decisions.</u></b> Case files containing correspondence between the agency and the exclusive representative concerning a PCC allegation that the duty to bargain in good faith does not extend to the matter proposed to be bargained because, as proposed, it is inconsistent with law, rule or regulation; submissions of the PCC and the exclusive representative to the FLRA; any related correspondence between the FLRA and the parties; the FLRA's decision; and any action (any related correspondence and submissions) instituted by either party seeking judicial review of the FLRA decision.</p> <p><i>TEMPORARY. Destroy when 10 years old or when no longer needed for administrative reference.</i></p>		
37	<p><b><u>Pilot Union Files.</u></b> Contains correspondence, memoranda, submissions and third-party decisions involving the pilots' union.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
a	<p>Correspondence files. Arranged chronologically in binders.</p> <p><i>TEMPORARY. Destroy when 10 years old or when no longer needed for administrative reference.</i></p>		
b	<p>Third party decisions. Arranged by case type and number.</p> <p><i>TEMPORARY. Destroy when 10 years old or when no longer needed for administrative reference.</i></p>		
<b>INCENTIVE AWARD RECORDS</b>			
38	<p><b>Honorary Public Service Awards.</b> Records pertaining to the PCC Honorary Public Service Award which is presented to individuals who have contributed to improving the quality of isthmian community life. Contains background information such as recommendations, letters to recipients, photographs, seating charts, and related documents.</p> <p><i>TEMPORARY. Cut off by calendar year. Transfer to the Agency Records Center when 3 years old. Destroy when 5 years old.</i></p>		
<b>EMPLOYEE MANAGEMENT DEVELOPMENT TRAINING AND DEVELOPMENT RECORDS</b>			
39	<p><b>Agency Official Training Systems.</b> Used to coordinate, schedule and control agency training courses, and related information on off-the-isthmus training, tuition refund, contracted training, etc.</p>		
a	<p>Input. Training Request and Authorization (Form 2827); Request, Authorization, Agreement and Certification of Training (Form 182); and attendance lists; information on contracted training needs submitted through internal forms used by PRHM; and other related documents.</p> <p><i>TEMPORARY. Cut off at the end of fiscal year. Destroy 2 year after cut off.</i></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete data when superseded, obsolete, or no longer needed for current operations.</i></p>		
c	<p>Output.</p> <p>(1) Official Training (Form 1932) used for each course with information such as course code, course title, employees that attended, IP numbers, and dates of course. This form is sent to PROM for input to the Personnel Management System (PMS).</p> <p><i>TEMPORARY. File in course files. Destroy when 2 years old.</i></p> <p>(2) Reports of monthly statistics on personnel trained, number of nominations, citizenship, man-hours, courses, cost estimates, course certificates, list of attendees, etc.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Destroy 5 years after cut off.</i></p>		
40	<p><b>Training Profile Systems.</b> Used by Commission units to coordinate, schedule and keep control of training courses taken by their employees.</p>		
a	<p>Input: Training Profile Reports, training nominations and confirmations.</p> <p><i>TEMPORARY. Destroy when 1 year old.</i></p>		
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete data when superseded, obsolete, or no longer needed for current operations.</i></p>		
c	<p>Output: Periodic reports on training needs, statistics, and internal training profiles.</p> <p><i>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference, whichever is sooner.</i></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
41	<p><b><u>Language Training Systems.</u></b> Used to coordinate, schedule, and control language courses and scores of language tests for placement in course levels, and to control test results for special positions or programs such as career intern, apprentices, divers, and pilot understudy.</p> <p>a. Input. Employee personal data from test cover sheets; test results; course code, title, and location; and course schedules.</p> <p><i>TEMPORARY. Destroy after 1 year.</i></p> <p>b. Datafile.</p> <p><i>TEMPORARY. Delete data when superseded, obsolete, or no longer needed for current operations.</i></p> <p>c. Output. Monthly reports, cover sheets of reports indexed by name for CEO and PROE, course certificates, Official Training (Form 1932).</p> <p><i>TEMPORARY. Cut off at the end of fiscal year. Destroy when 2 years old.</i></p>		
42	<p><b><u>Apprentice Program Systems.</u></b> Used by Office of Personnel Administration units to control information related to the PCC Apprentice Program. Includes apprentice personal data, application, registration, selection, enrollment, and training process.</p> <p>a. Input.</p> <p>(1) Personnel Qualifications Statement (Form 171).</p> <p><i>TEMPORARY. Destroy according to authorized disposition in item 20 of this schedule.</i></p> <p><del>(2) Apprentice Monthly Rating Schedules (Form 76), enrollment reports.</del></p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p> <p>(3) Grade books, and quarterly schedules and accreditation documents.</p> <p><i>TEMPORARY. After 4 years, transfer to Apprentice Enrollment File.</i></p>	[N1-185-92-2, item 15b(2)].	WITHDRAWN

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
(4)	<p>Test results, interview results, selection information.</p> <p><i>TEMPORARY. Destroy when 2 year old.</i></p>		
(5)	<p>Application for Internal Vacancy (Form 443).</p> <p><i>TEMPORARY. Destroy when 3 years old.</i></p>		
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete data when superseded, obsolete, or no longer needed for current operations.</i></p>		
c	<p>Output. Periodic and statistical reports by school rating and by school code, interview schedules, listings of best qualified applicants, selection reports, Staff Training Report, grades report, Apprentice Resignation/Termination Report.</p> <p><i>TEMPORARY. Destroy when 2 years old.</i></p>		
<p><b>EMPLOYEE BENEFIT PROGRAMS</b></p> <p><b>RETIREMENT RECORDS</b></p>			
43	<p><b><u>Civil Service and Federal Employees Retirement System (FERS) Files.</u></b> Retirement registers sent to OPM with retirement applications containing information on name, date of birth, IP number, and annual deductions paid to the retirement fund. Records include retirees under civil service, FERS, P.L. 96-70, and disability retirement. The individual retirement package includes copies of application for immediate retirement; certified summary of federal service; determination of service computation date; Form 2806, Individual Retirement Record Card; continuation of life insurance coverage; life insurance election; election declination or waiver of life insurance coverage; designation of beneficiary; nature of conversion privilege; agency certification of insurance status; notice of change in health benefits enrollment; and agency checklist of immediate retirement procedures.</p> <p><i>TEMPORARY. Destroy 15 years after death, retirement, or termination.</i></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
44	<p style="text-align: center;"><b>DISABILITY AND CASH RELIEF RECORDS</b></p> <p><b><u>Listings of Disability &amp; Cash Relief Recipients and Beneficiaries.</u></b> Computer and handwritten listings, reports, and logs of disability relief and cash relief recipients (DRs), qualified and non-qualified beneficiaries (widows), and related listings containing names of beneficiaries, identification number, address and location. (1945-Present)</p> <p><i>TEMPORARY. Destroy when superseded or when no longer needed for current operations.</i></p>		
45	<p><b><u>Home Health Care Monitoring System.</u></b> Used to record information on disability and cash relief recipients and their dependents, and to monitor costs associated with the Home Health Care Program which provides subsidized health care in private hospitals. The system provides invoice verification and recipient data. Contains recipient name, citizenship, cedula or social security number, civil service annuitant (CSA) identification number, date of birth, address and telephone number, dependent name(s), and billing information such as date of hospital visit, clinic, doctor, amount charged, etc.</p>		
a	<p>Input: Invoices from private hospitals, Outpatient Referral Forms 827 and 828, and Inpatient Referral Forms 829 and 830.</p> <p><i>TEMPORARY. Cutoff at the end of fiscal year. Transfer to the Agency Records Center when 1 year old. Destroy 3 years after transfer.</i></p>		
b	<p>Datafile. Outpatient Masterfile, Inpatient Masterfile.</p> <p><i>TEMPORARY. Delete when superseded, obsolete, or no longer needed for current operations.</i></p>		
c	<p>Output.</p> <p>(1) Statistical reports, patient lists, hospital bonus evaluations, and report of special referrals.</p> <p><i>TEMPORARY. Destroy when 5 years old.</i></p> <p><del>(2) Approval for payment.</del></p> <p><del><i>TEMPORARY. Destroy 1 year after payment.</i></del></p>	(GRS 6, item 1b)	

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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**LIFE INSURANCE RECORDS**

46 **Federal Employees Group Life Insurance Files.**  
Correspondence and forms relating to death claims, life insurance certifications and approvals, life insurance election (Form 2817) and request for miscellaneous data change (Form 1920), **EXCLUDING** originals filed in the employee OPF.

*TEMPORARY. Cutoff on termination of employee. Destroy 2 years after cutoff.*

47 **Group Life Insurance Enrollment Records.** Original enrollment cards for employees and dependents enrolled under the Panama Area Group Life Insurance Company (PALIC).

*TEMPORARY. Cutoff upon termination or death of employee, or cancellation of enrollment. Destroy 6 years after cutoff.*

**NOTE:** Transfer all files to insurance carrier on or before December 31, 1999.

**HEALTH INSURANCE RECORDS**

48 **Health Benefit Registration Forms.**  
FEHBA registration forms and changes in enrollment, **EXCLUDING** originals filed in the employee's OPF. Arranged by employee identification number.

*TEMPORARY. Cutoff upon termination of employment or when enrollment is cancelled. Destroy 1 year after cutoff.*

**TREATY RELATED BENEFITS**

49 **Equity Adjustment Files.** Forms and correspondence used to document and update the equity adjustment compensation for U.S. citizen employees for loss of military exchange, commissary, and postal privileges; such as Form 77, Equity Adjustment Application Recertification - Notification of Change; Form 1910, Request for Personnel Action - Accession; Form 1919, Employee Master File Update; and copies of Form 50, Notification of Personnel Action.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
a	<p>Documents related to terminated employees or employees whose eligibility has been cancelled.</p> <p><i>TEMPORARY. Destroy 7 years after termination of employee or when employee's eligibility is cancelled.</i></p>		
b	<p>Cases involving claims for denied benefits.</p> <p><i>TEMPORARY. Destroy 1 year after disposition of claim or court action.</i></p>		
50	<p><b><u>Atlantic Assistance Program Files.</u></b> Contain documentation that is used to authorize administrative leave and monthly compensation for employees who are required to reside on the Atlantic side where medical and other facilities are limited. Includes Atlantic Assistance Package (AAP) application-recertification/notification of change Form 677, certification of job requirements, current residence and location, and related correspondence.</p> <p><i>TEMPORARY. Destroy 5 years after termination of employee or when employee's eligibility is cancelled.</i></p>		
51	<p><b><u>Authorization for Mortuary and Burial Services.</u></b> Contains correspondence and forms authorizing mortuary and burial services in the American Cemetery for former PCC employees and their dependents who died before November 15, 1970, for close relatives of former PCC employees who are buried in the American Cemetery, and for U.S. citizen employees and their dependents.</p> <p><i>TEMPORARY. Destroy when 3 years old.</i></p>		