

FEDERAL AGENCY CEASED OPERATIONS

Schedule Number: N1-185-97-005

Federal agencies may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to State or Local government or private control.

Description:

All records covered by this schedule are presumed dispositioned, and the schedule is therefore obsolete. The agency ceased operations in 1999 and transferred its function to a foreign government.

The Panama Canal Treaty of 1977 terminated on December 31, 1999, and sovereignty over the canal was assumed by the Republic of Panama.

Date Reported: 11/08/2021

FEDERAL AGENCY CEASED OPERATIONS

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-185-97-5	
1. FROM (Agency or establishment) Panama Canal Commission		DATE RECEIVED 11/19/96	
2. MAJOR SUBDIVISION Administrative Services Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Mrs. Denise B. Will	5. TELEPHONE (501) 420-0675 EXT. 272-5033	DATE 6-10-97	ARCHIVIST OF THE UNITED STATES <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 <u>16</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.		
DATE 10/29/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carmela A. Bonnick</i> Carmela A. Bonnick	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	PANAMA CANAL COMMISSION FACILITY SECURITY AND PROTECTIVE SERVICES RECORDS Survey and Inspection Files. Reports of surveys and inspections of agency-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry. <i>TEMPORARY. Destroy 3 years after superseded by new survey, or when facility is excessed or transferred from agency control.</i>	GRS 18, item 9	
2	Investigative Files. Incident reports and related documents accumulated from investigations for such items as accidents involving official and privately-owned vehicles, dependents living in the Canal area, unsecured windows and doors, thefts, illegal entries to buildings and facilities, vessel reports, trespassing, sanitary conditions, fighting and poor lighting, EXCLUDING copies that are part of a claim or litigation case file (Privacy Act System, PCC/GSCP-2) <i>TEMPORARY. Cutoff at end of fiscal year. Destroy 2 years after cutoff.</i>	GRS 18, item 11	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER 11-185-77-5	PAGE 2 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
3	Guard Assignment Files. Files relating to guard assignments and manpower force. Daily and weekly rosters of guard duty location and schedules, special assignments, and related records. <i>TEMPORARY. Cutoff at end of month. Destroy 2 years after cutoff or when 3 years old.</i>	GRS 18, item 13a	
4	Guard Equipment Supply System. Used to control the issuance, receipt, and inventory of uniforms and equipment used by the agency guard force. Includes information such as item description, date of issuance and receipt, size, employee IP number, and related information. <p>a. Input:</p> <p>(1) Division Purchase Orders, Purchase Requisitions, Materials Orders, and related procurement documents. <i>TEMPORARY. Destroy after information is transferred to the system and verified or according to disposition instructions for related records located elsewhere in this scheduled.</i></p> <p>(2) Uniform/Equipment Record (Form 714), Uniform Equipment Replacement Request (Form 765); Revolver Issuance Form 768; Gun Permit/Control Card (Form 719) and related equipment records. <i>TEMPORARY. Destroy when 2 years old or 2 years after equipment is returned, replaced or excessed.</i></p> <p>b. Datafile. <i>TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.</i></p> <p>c. Output: Monthly inventory report, listing of equipment loaned to each employee, and report of annual costs per inventory item. <i>TEMPORARY. Cutoff at end of calendar year. Destroy 1 year after cutoff.</i></p>	GRS 20, item 4	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER VT-185-97-5	PAGE 3 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
5	<p>Key Control and Accountability Files. Records relating to the accounting and control of keys, padlocks, and lock combinations for access to maximum security areas and other areas, buildings, facilities, and residential quarters.</p> <p>a. Areas under maximum security. <i>Temporary. Destroy 3 years after key is returned, combination is changed, or building and/or area is transferred, whichever is sooner.</i></p> <p>b. All other areas. <i>Temporary. Destroy 6 months after key is returned, combination is changed, or building and/or area is transferred, whichever is sooner.</i></p>	<p>GRS 18, item 16a</p> <p>GRS 18, item 16b</p>	
6	<p>Visitor Control Files. Registers, logs and related records used to record names of outside contractors, service personnel, visitors and employees admitted to areas, and reports on vehicle and visitor searches such as Form 713, Vehicle/Visitor Search Log. TEMPORARY. Cutoff at end of fiscal year. Destroy 1 year after cutoff or 2 years after date of document.</p>	GRS 18, item 17b	
7	<p>Facility Checks Files. Files relating to routine and periodic guard force facility checks, such as Form 715, Building Area Check Sheet, door slip summaries, and related documents that are used to record conditions during facility and area inspections (EXCLUDING documents that reflect a security violation). TEMPORARY. Destroy when 1 year old.</p>	GRS 18, item 18a	
8	<p>Facility Inspection Reporting System. Records all inspections performed by Canal Protection security guards on their patrol routes by entering information from scanned installation and facility barcodes. The information is used to monitor security guard activity.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>N1-185-97-5</i>	PAGE 4 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>a. Input: Scanned barcode information from each facility such as facility code, time, guard, etc. <i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></p> <p>b. Datafile. <i>TEMPORARY. Delete when superseded or no longer needed for current operations.</i></p> <p>c. Output: Daily Activity Report, Daily Incident Report, and periodic Impression Variance Report that lists location and time of facility check. <i>TEMPORARY. Destroy when 1 year old.</i></p>	<p>GRS 20, item 1b</p> <p>GRS 20, item 4</p>	
9	<p>Guard Service Watch Control Files. Form 710, Watch Supervisor's Report, Form 769, Sector Supervisor Report, radio check forms, and related records that document routine and periodic control checks over the agency guard force. <i>TEMPORARY. Destroy when 6 months old or when no longer needed. Cut off at end of FY and transfer to the Agency Records Center. Destroy 1 year after transfer or when 2 years old.</i></p>	<i>GRS 18, item 20a</i>	
10	<p>Facility Pass Control System. Used to control the issuance of facility passes to employees and contractors for access to Commission facilities and installations.</p> <p>a. Input: Manual input of information from the requesting division's memorandum, such as employee or contractor name, IP number, organization, employment status, and access area. <i>TEMPORARY. Destroy after information has been transferred to the system masterfile and verified.</i></p> <p>b. Datafile. <i>TEMPORARY. Delete when superseded, obsolete, or no longer needed for current operations.</i></p> <p>c. Output: Form 771, Facility Pass. <i>TEMPORARY. Destroy when employee is terminated or retired, or when card is replaced or cancelled.</i></p>	<p>GRS 20, item 1b</p> <p>GRS 20, item 4</p> <p>GRS 18, item 23</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

W1-185-97-5

PAGE

5 OF

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NAF USE ONLY
11	<p>Building Access Control Systems. Automated control of access to Commission buildings through the use of coded magnetic cards.</p> <p>a. Input: Employee name, IP number, access rights, etc., that are entered from the division memorandum requesting access. <i>TEMPORARY. Destroy after information is transferred to the system masterfile and verified.</i></p> <p>b. Datafile. <i>TEMPORARY. Delete when superseded, obsolete, or no longer needed for current operations.</i></p> <p>c. Output: Periodic report of personnel authorized access to building, and related reports. <i>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference.</i></p>	GRS 20, item 1b GRS 20, item 4 (GRS 18, item 19a) Ref.	
12	<p>Alarm Control System (CS-1). The system records and graphically displays all intrusion and fire alarm activity in Commission facilities. Contains information such as building number, location and area affected, time, type of alarm, and attending personnel.</p> <p>a. Input:</p> <p>(1) Electronic interface with each facility's remote alarm receiver unit. <i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></p> <p>(2) Manual input by dispatcher of call out time, attending guard(s), dispatch and arrival time. <i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></p> <p>b. Datafile. <i>TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.</i></p>	GRS 20, item 1b GRS 20, item 1b GRS 20, item 4	

JOB NUMBER
N1-185-97-5

PAGE 6 OF 17

13

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER N1-185-97-5	PAGE 7 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	EMERGENCY OPERATIONS AND PLANNING RECORDS		
15	Emergency Planning Case Files. Case files accumulated by offices responsible for the preparation and issuance of emergency plans and directives, containing a copy of each plan or directive issued, with related background documents. TEMPORARY. Destroy 3 years after issuance of a new plan or directive, or when no longer needed.	GRS 18, item 27	
16	Emergency Operation Plans and Directives. 1962 - PRESENT. Agency emergency operation plans and directives such as Locks Emergency Reaction Plan (LERP), Vessel Emergency Reaction Plan (VERP), Commission Emergency Evacuation Plan (CEEP), Joint Emergency Evacuation Plan (JEEP), Flood Control Exercise, Miraflores Emergency Spillway Procedures, Locks Fire Protection System - SIP 3, Housing Contingency Plan in Support of Operations, Fire Division's Master Plan, Bomb Threat Instructions, Apprentice School Evacuation Plan, and related plans. TOTAL VOLUME: 23 CUBIC FEET. a. Issuing office record set of plans and directives. PERMANENT. Transfer to the National Archives 5 years after the plan is superseded, obsolete, or no longer needed for reference. b. Duplicate copies. TEMPORARY. Destroy when superseded, obsolete, or when reference value ends.		
	PERSONNEL SECURITY CLEARANCE/SUITABILITY RECORDS		
	Personnel Security Clearance Files. Personnel security clearance case files created under Office of Personnel Management procedures and regulations, and related indexes maintained by the agency personnel security office of the employing agency. (Privacy Act System, PCC/PR-7).		

TRANSFER
ONE RECORD
SET TO THE
NATIONAL
ARCHIVES ON
OR BEFORE
12/31/99
Pm 17.
PCC P.O.
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REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>NI-185-97-5</i>	PAGE 8 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>a. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigate reports furnished by the investigating agency. <i>TEMPORARY. Destroy upon notification of death, or not later than 5 years after separation or transfer of employee, or no later than 5 years after contract relationship expires, whichever is applicable.</i></p>	GRS 18, item 22a	
	<p>b. Investigate reports and related documents furnished to agencies by investigate organizations for use in making security/suitability determinations. <i>TEMPORARY. Destroy in accordance with the investigating agency instructions.</i></p>	<i>GRS 18, item 22b</i>	
18	<p>PCC Security/Suitability Clearance System. Contains background information related to the issuance of security/suitability clearances for non-U.S. citizens and third country nationals prior to their employment with the Panama Canal Commission. Includes information such as name, IP number, date of birth, cedula, position action, place of employment, criminal record with the former Canal Zone police and/or DENI.</p>		
	<p>a. Input: Information from Standard Form 50, Request for Personnel Action; Form 106, (Memo) Request for DENI check; and related records. <i>TEMPORARY. Destroy according to disposition instructions for the related records or after information is transferred to the system masterfile and verified, whichever is applicable.</i></p>	GRS 20, item 1b	
	<p>b. Datafile. <i>TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.</i></p>	GRS 20, item 4	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>NI-185-97-5</i>	PAGE <i>9 OF 17</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
19	<p>c. Output: Listings of employees with certificates of clearances, and related information. <i>TEMPORARY. Destroy upon notification of death or no later than 5 years after separation or transfer of employee, whichever is applicable.</i></p> <p>Panama Police Record System. Database containing information on Policia Tecnica Judicial (PTJ) police records that is used in background checks for individuals selected or seeking employment with the Panama Canal Commission or other U.S. Government Agencies on the isthmus, agency contractors, and in granting immigration and naturalization clearances. Includes information such as name (alias, aka), IP number, date of birth, citizenship, cedula, parents' names, position action, place of employment, and police record with the PTJ.</p> <p>a. Input: Information from the federal job application, from interviews with applicants, from the request for PTJ police check (Form 106) or equivalent, and related records. <i>TEMPORARY. Destroy according to the disposition instructions for related records located elsewhere in this scheduled, or when information is transferred to the system masterfile and verified, whichever is applicable.</i></p> <p>b. Datafile. <i>TEMPORARY. Delete 5 years after termination of employment or contract, or when information is superseded, obsolete, or no longer needed for current operations.</i></p> <p>c. Output: Listing of personnel with pending certificates of suitability clearances, listing of applicants/employees to request for police record, and other related information. <i>TEMPORARY. Destroy when superseded or obsolete.</i></p>	GRS 20, item 1b	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER N1-185-97-5	PAGE 80 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
20	<p>Canal Zone Police Criminal Record Investigative System (1904 - 1982). Database containing information on Canal Zone Police criminal records that is used in background checks for individuals seeking employment with the Panama Canal Commission or other U.S. Government Agencies on the isthmus, agency contractors, and in granting immigration and naturalization clearances. Includes information such as full name, other known name (alias, aka), date of birth, country of origin, and location of the Canal Zone Police arrest record on microfilm. <i>TEMPORARY. Transfer to the custody of the U.S. Embassy in Panama on or before December 31, 1999 and upon written acceptance from the U.S. Embassy. Delete masterfile in December 2025.</i></p>		
21	<p>Canal Zone Police Arrest Records (1904 - 1984). Arrest Cards (Form 1338) and alias cards (Form 1351) for individuals arrested for misdemeanor and felony charges by the Canal Zone police on or before September 30, 1979, or by the Panama Canal Commission police between October 1, 1979 and March 31, 1982. These records are used in background checks to verify suitability for employment and in granting immigration and naturalization clearances. Contains the subject's name, alias, age, birth date, marital status, race, sex, nationality, felony or misdemeanor charge, type of arrest, convict number, residence, occupation, employer, driver's license number, identifying numbers, date and time of arrest, complainant, court dates and disposition. Records are arranged alphabetically by name. (Privacy Act System, PCC/PR-14).</p> <p>a. Hard Copy. <i>TEMPORARY. Remove and destroy arrest cards for misdemeanor charges. Transfer arrest cards for felony charges to the custody of the Federal Records Center. Destroy in the year 2025.</i></p> <p>b. Microfilm.</p> <p>(1) 27 microfilm reels containing arrest cards for misdemeanor charges dated 1904-1968. <i>TEMPORARY. Destroy immediately upon arrival of this schedule.</i></p>		approval

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>N1-185-97-5</i>	PAGE 11 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>(2) 19 microfilm reels containing arrest cards for misdemeanor and felony charges dated 1904-1984. <i>TEMPORARY. Remove and destroy microfilms containing misdemeanor charges. Transfer microfilms containing felony charges to the Federal Records Center. Transfer duplicate set to the U.S. Embassy in Panama on or before December 31, 1999. Destroy in the year 2025.</i></p> <p>CLASSIFIED INFORMATION ACCOUNTING AND CONTROL RECORDS</p> <p>Classified Information Nondisclosure Agreements. Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by personnel with access to information that is classified under standards put forth by Executive Orders governing security classification. This form should be maintained separately from personnel security clearance files, but may be filed on the right side of the individual's official personnel folder.</p> <p>a. If maintained separately from the individual's official personnel folder. <i>TEMPORARY. Destroy when 70 years old.</i></p> <p>b. If maintained in the individual's official personnel folder. <i>TEMPORARY. Apply the disposition for the official personnel folder.</i></p>		
22		GRS 18, item 25a	
		GRS 18, item 25b	
23		GRS 18, item 5a	
		GRS 18, item 5b	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>N1-185-97-5</i>	PAGE 12 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
24	<p>Automated Message Handling System. Classified and unclassified messages and correspondence originating from the U.S. State Department and Department of Defense agencies that require safeguards against unauthorized disclosure. Volume: Approximately 9 Cu.Ft.</p> <p>a. Input: Electronic transfer of messages. <i>TEMPORARY. Delete when information is transferred to the system masterfile and verified.</i></p> <p>b. Datafile. <i>TEMPORARY. Delete when information is no longer needed for current operations.</i></p> <p>c. Output: Hard copy messages and correspondence (1979-Present).</p> <p>(1) Topics that impact on the administration and operation of the Panama Canal, as well as treaty implementation and related topics that document the history, programs, policy, and planning functions of the agency. <i>PERMANENT. Transfer to the National Archives when 10 years old or when no longer needed for reference.</i></p> <p>(2) All other topics. <i>TEMPORARY. Destroy 3 months after internal staffing and review is completed.</i></p>	<p>GRS 20, item 1</p> <p>GRS 20, item 4</p>	
25	<p>Planning Documents for Construction of an Interoceanic Sea-Level Canal and Locks Canal (1964 - 1969). Contains classified and unclassified general correspondence, feasibility studies, reports, draft treaties, Status of Forces Agreement (SOFA) and base rights treaty, canal site survey agreements with Panama and Colombia, and related documents for the construction of a sea level canal and lock canal. Volume: 2.5 Cu.Ft. <i>PERMANENT. Declassify and prepare duplicate set for transfer to the National Archives. Transfer originals to the Panama Canal Authority Archives when no longer needed for reference.</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>N1-185-97-5</i>	PAGE <i>13 OF 17</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
26	<p>Negotiation & Planning Records for the 1977 Panama Canal Treaty (1961-1979).</p> <p>Declassified correspondence and documents related to the development of the 1977 Panama Canal Treaty. Included are meetings of the Panama Review Committee, Panama Working Groups, and Information Coordination Committee; records of treaty negotiations between the U.S. State Department and the Government of Panama; treaty revisions; threshold agreements, and subject files dealing with the various treaty topics; i.e., administration of the Canal-rights and powers of Canal entity, employment policies, flying of Panamanian flag by vessels transiting the canal, lands and real state, highways and roads, Panama participation in Canal affairs, jurisdiction, etc. Volume: 13.5 Cu.Ft. <i>PERMANENT. Transfer to the National Archives upon approval of this schedule.</i></p>		
27	<p>Subject Files of the 1977 Panama Canal Treaty Planning Group (1964-1979).</p> <p>Contain classified and declassified correspondence and related documents for coordination, development, and implementation of the 1977 Panama Canal Treaty. Topics include briefings; the Treaty Planning Group (TPG) charter; special studies; contingency plan for adverse treaty developments; reorganization of the Canal entity; compensation issues; treaty negotiations; land, water and air space use; draft treaty articles; tolls, defense, jurisdiction, and Panama's position regarding economic aspects of the treaty. Volume: 12 Cu.Ft. <i>PERMANENT. Declassify and transfer to the National Archives upon approval of this schedule.</i></p>		
28	<p>Destruction Certificates.</p> <p>Certificates relating to the destruction of classified documents. <i>TEMPORARY. Destroy when 2 years old.</i></p>	GRS 18, item 3	
29	<p>Classified Document Container Security Files.</p> <p>Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers. <i>TEMPORARY. Destroy when superseded by a new form or list, or upon turn-in of container.</i></p>	GRS 18, item 7a	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER N/1-185-97-5	PAGE 14 OF 17
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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)
30	<p>LIAISON SUPPORT RECORDS</p> <p>Reports of Complaints, Offenses, Incidents, and Arrests that involve the assistance of the agency liaison office. Topics include raids of quarters, criminal offense reports, transfer of custody cases, military citations, search and seizures, squatter activity in the Canal Operating Area, child abuse cases, and others. (Privacy Act System, PCC/GSCX-1). <i>TEMPORARY. Destroy when 6 years old.</i></p>	ARRS 7, item 28 NCI 185-77-7, Nov. 23, 1977.	WITHDRAWN
31	<p>Official Complaint and Offense System. Used to record all complaints, offenses, incidents, and arrests involving Commission employees and their dependents that are handled by the agency liaison office. Cases involve theft of Commission and personal property, shoplifting or other misconduct cases referred by the U.S. military or Government of Panama law enforcement authorities, and assistance provided to individuals, such as transfer or custody cases, resulting from their involvement with Government of Panama authorities. (Privacy Act System, PCC/GSCX-1).</p> <p>a. Input: Information from reports of complaints, offenses, incidents, and arrests such as Incident Report (Form 711); official complaint memos; report of offense from Liaison Office, Canal Protection Division and Panama National Police; Canal Protection daily journal, and Panama National Police reports. <i>TEMPORARY. Destroy according to the disposition instructions for related records located elsewhere in this schedule.</i></p> <p>b. Datafile. <i>TEMPORARY. Delete when information is superseded or no longer needed for administrative or reference purposes.</i></p> <p>c. Output: Monthly and quarterly reports on the number and type of offenses committed. <i>TEMPORARY. Destroy when 3 years old.</i></p>	GRS 20, item 4	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER N1-185-97-5	PAGE 15 OF 17
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	FIRE PROTECTION RECORDS		
32	Fire Protection Planning Records. Pre fire planning records containing information on water supply locations, hydrants, sprinkler and alarm systems, fire alarm boxes, travel routes, building layouts, and general and technical information regarding fire prevention and firefighting methods. <i>TEMPORARY. Destroy when information is superseded or obsolete.</i>	ARRS 7, item 69	WITHDRAWN
33	Fire Inspection Records. Inspection schedules, checklists, and other forms used during routine inspections of living quarters, public buildings, floating equipment, etc., by PCC fire personnel to record fire hazards test results, and document corrective action. Included are Inspection Report (Form 817), Fire Prevention Inspection (Living Quarters) (Form 1347), Toxic Gas Inspection (Form 816), and related records. <i>TEMPORARY. Destroy 2 years after inspection or test.</i>		
34	Firefighting Equipment and Fire Drill Records. Records of Inspection, testing, and servicing of firefighting vehicles and equipment such as hoses, ladders, pumps, air cylinders, extinguishers, etc., (Forms 1327, 1364, 1366). Also included are records of fire drills such as Monthly Tugboat Fire Drill Report (Form 3694) and demonstrations of firefighting equipment. <i>TEMPORARY. Destroy when 2 years old.</i>		
35	Dispatcher Emergency Response Records. Contains dispatcher alarm receipts (Form 854), radio logs (Form 832), and dispatcher reports used to record all fire and emergency response operations. <i>TEMPORARY. Destroy when 2 years old.</i>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>N1-185-97-5</i>	PAGE 16 OF 17
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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)
36	<p>Fire Reports and Investigations. Includes Fire Reports (Form 1335) completed by the duty officer in charge containing information such as date, station report number, fire station responding, arrival and departure time, type of situation encountered, action taken, property and persons involved, estimated value of personal and government property, number and type of apparatus and personnel responding, equipment and water used, and related information. Also includes photographs, witness statements, and other information related to investigations into the cause(s) of fires in housing, buildings, and aboard vessels.</p> <p>a. Shipboard fires or incidents involving an investigation by the agency's Board of Local Inspectors. <i>TEMPORARY. Destroy when 2 years old, or 2 years after litigation is settled.</i></p> <p>b. All other incidents. <i>TEMPORARY. Destroy when 2 years old.</i></p>		
37	<p>Emergency Ambulance Reports (Form 1489). Contains the name of the person who called in the emergency, date and time, patient information, officer and crew, diagnosis, first aid administered, equipment used, departure and arrival times, etc. <i>TEMPORARY. Destroy when 2 years old.</i></p>		
38	<p>Fire Reporting System. Used to record and report on the daily firefighting and emergency response activities of the Canal Area fire stations. Included is information on personnel and vehicles dispatched, type of fire, location, cause, assistance provided (first aid, rescue), type and amount of extinguishing materials expended, and related information.</p> <p>a. Input: Information from the dispatcher's log book, and notes and descriptions from the fire officer in charge. <i>TEMPORARY. Destroy after information has been transferred to the system masterfile and verified.</i></p> <p>b. Datafile. <i>TEMPORARY. Delete when superseded, obsolete or no longer needed for current operations.</i></p>	<p>GRS 20, item 1b</p> <p>GRS 20, item 4</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>11-185-97-5</i>	PAGE <i>17 OF 17</i>
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) Routine reports such as Fire Report (Form 1335), Ambulance Report (Form 1489) and Fire Division Annual Report. <i>TEMPORARY. Destroy according to disposition instructions for related records located elsewhere in this schedule.</i></p> <p>(2) Periodic statistical reports on topics such as number of fires on military installations, number of bomb threats, hazardous material incidents, shipboard fires, etc. <i>TEMPORARY. Destroy when 3 years old or when superseded.</i></p>	ARRS 7, item 73	<i>WITHDRAWN</i>
39	<p>Firefighter Training Records.</p> <p>Individual training records for each firefighter containing a record of all firefighter training received while employed by the PCC such as emergency medical technician training, emergency medical services, hazardous materials, international fire service training association courses, and a copy of PCC Fire School Certificates (Forms 818 and 1296), etc. <i>TEMPORARY. Destroy 1 year after employee terminates or transfers from division.</i></p>	ARRS 7, item 70	<i>WITHDRAWN</i>