

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-87-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

In Fiscal Year 2013, the GRS Team began a five year project to update and revise the General Records Schedules (GRS) under OMB/NARA M 12 18, Managing Government Records Directive. The old GRS was completely superseded.

See <https://www.archives.gov/records mgmt/grs> for the revised GRS, crosswalks, FAQs, tools, and other resources.

Date Reported: 4/2/2019

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>NI-GRS-87-2</b>	DATE RECEIVED <b>12-10-86</b>
1 FROM (Agency or establishment) <b>National Archives and Records Administration</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Office of Records Administration</b>		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION <b>Records Appraisal and Disposition Division</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Jean Keating</b>		5 TELEPHONE EXT <b>724-1457</b>	DATE <b>3-11-87</b>
6 CERTIFICATE OF AGENCY REPRESENTATIVE		ARCHIVIST OF THE UNITED STATES <i>Francis A. Burke</i>	

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence  is attached, or  is unnecessary.

B DATE <b>12/11/86</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rosman</i>	D TITLE <i>Director Records Appraisal &amp; Disposition Div.</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>Revision of General Records Schedule 12 item 5 from Postal Records to Postal Records and Private Mail Company Records</p> <p>Post Office and private mail companies forms and supporting papers.</p> <p>a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express and special delivery mail including receipts and return receipts.</p> <p style="padding-left: 40px;">Destroy when one year old.</p> <p>b. Application for registration and certification of declared value mail.</p> <p style="padding-left: 40px;">Destroy when one year old.</p> <p>c. Report of loss, rifling, delayed or late delivery, wrong delivery or other improper treatment of mail.</p> <p style="padding-left: 40px;">Destroy when one year old.</p>		