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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION
   NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

FROM: (Agency or establishment)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF RECORDS ADMINISTRATION
RECORDS APPRAISAL AND DISPOSITION DIVISION

NAME OF PERSON WITH WHOM TO CONFER:

JEAN KEATING

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 ___ 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

DATE: 12/11/86

C. SIGNATURE OF AGENCY REPRESENTATIVE

KENNETH F. BOWMAN

D. TITLE

DIRECTOR
RECORDS APPRAISAL & DISPOSITION DIV.

7 ITEM NO.

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

Revision of General Records Schedule 12 item 5 from Postal Records to Postal Records and Private Mail Company Records

1. Post Office and private mail companies forms and supporting papers.
   a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express and special delivery mail including receipts and return receipts.

   Destroy when one year old.

   b. Application for registration and certification of declared value mail.

   Destroy when one year old.

   c. Report of loss, rifling, delayed or late delivery, wrong delivery or other improper treatment of mail.

   Destroy when one year old.