

Request for Records Disposition Authority

Records Schedule Number **DAA-0028-2018-0001**
Schedule Status **Approved**

Agency or Establishment **Post Office Department**
Record Group / Scheduling Group **Records of the Post Office Department**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Post Office Department, Region 4**
Schedule Subject **Office of the Regional Director, Atlanta, Georgia**
Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0028-2018-0001

Sequence Number	
1	Post Office Dedication Files, 1957-1961. Closed. A028-63-1196-PGA, Boxes 1-2 Disposition Authority Number: DAA-0028-2018-0001-0001
2	Post Office Selection Files, 1957-1961. Closed. A028-63B1196-PGA, Boxes 3-4 Disposition Authority Number: DAA-0028-2018-0001-0002
3	Post Office Dedication Files, 1961-1964. Closed. A028-66-1413-PGA, Boxes 1-7 Disposition Authority Number: DAA-0028-2018-0001-0003
4	Post Office Dedication Files, 1965. Closed. A028-67-0924-PGA, Boxes 1-2 Disposition Authority Number: DAA-0028-2018-0001-0004
5	Employee Complement and Organization Data (POD Form 1832/1644), 1967. Closed. A028-70-0181-PGA, Boxes 1-3 Disposition Authority Number: DAA-0028-2018-0001-0005
6	Employee Complement and Organization Data (POD Form 1832/1644), 1968-1969 . Closed. A028-71-0290-PGA, Boxes 1-2, A028-71B0290-PGA, Box 3, and A028-71C0290-PGA, Boxes 4-5 Disposition Authority Number: DAA-0028-2018-0001-0006

Records Schedule Items

Sequence Number	
1	Post Office Dedication Files, 1957-1961. Closed. A028-63-1196-PGA, Boxes 1-2
	Disposition Authority Number DAA-0028-2018-0001-0001
	Arranged by calendar year, thereunder alphabetically by state and municipality. Dedication files of individual Post Offices in Florida, Georgia, North Carolina, South Carolina, and Puerto Rico. A typical file might include speeches, programs, correspondence, news clippings, and photos. These files have little to no research value and lack sufficient historical or archival value to warrant preservation by the National Archives.
	Final Disposition Temporary
	Item Status Active
	Is this item media neutral? Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No
	Disposition Instruction
	Retention Period Destroy immediately after approval of this schedule.
	Additional Information
	GAO Approval Not Required
2	Post Office Selection Files, 1957-1961. Closed. A028-63B1196-PGA, Boxes 3-4
	Disposition Authority Number DAA-0028-2018-0001-0002
	Arranged alphabetically by state. Site Selection notifications of individual Post Offices of Florida, Georgia, North Carolina, South Carolina, and Puerto Rico. A typical file includes forms regarding space needs and leasing terms for Post Office buildings in local communities and form letters reporting site acceptance for Post Offices in these communities. These files have little or no research value and lack sufficient historical or archival value to warrant preservation by the National Archives.
	Final Disposition Temporary
	Item Status Active
	Is this item media neutral? Yes
	Do any of the records covered by this item currently exist in No

	<p>electronic format(s) other than e-mail and word processing?</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after approval of this schedule.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> <p>3 Post Office Dedication Files, 1961-1964. Closed. A028-66-1413-PGA, Boxes 1-7</p> <p>Disposition Authority Number DAA-0028-2018-0001-0003</p> <p>Arranged by calendar year, thereunder alphabetically by state and municipality. Dedication files of individual Post Offices in Florida, Georgia, North Carolina, South Carolina, and Puerto Rico. A typical file might include speeches, programs, correspondence, news clippings, and photos. These files have little or no research value and lack sufficient historical or archival value to warrant preservation by the National Archives.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after approval of this schedule.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
<p>4</p>	<p>Post Office Dedication Files, 1965. Closed. A028-67-0924-PGA, Boxes 1-2</p> <p>Disposition Authority Number DAA-0028-2018-0001-0004</p> <p>Arranged by calendar year, thereunder alphabetically by state and municipality. Dedication files of individual Post Offices in Florida, Georgia, North Carolina, South Carolina, and Puerto Rico. A typical file might include speeches, programs, correspondence, news clippings, and photos. These files have little to no research value and lack sufficient historical or archival value to warrant preservation by the National Archives.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

5

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Retention Period

Destroy immediately after approval of this schedule.

Additional Information

GAO Approval

Not Required

Employee Complement and Organization Data (POD Form 1832/1644), 1967. Closed. A028-70-0181-PGA, Boxes 1-3

Disposition Authority Number

DAA-0028-2018-0001-0005

Arranged alphabetically by state and thereunder by name of municipality. Forms used to gather basic operational data about 1st , 2nd , and 3rd class Post Offices in Florida, Georgia, North Carolina, and South Carolina. Form 1832 captured data for each Post Office including number of positions, types of positions, salary levels, work assignments, mail delivery data, revenue, service hours, number of vehicles, work schedules, and class of Post Office. For larger Post Office facilities an organization chart was often attached to the forms. Form 1644 captured data concerning staffing changes. These files have little to no research value and lack sufficient historical or archival value to warrant preservation by the National Archives.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Retention Period

Destroy immediately after approval of this schedule.

Additional Information

GAO Approval

Not Required

6

Employee Complement and Organization Data (POD Form 1832/1644), 1968-1969. Closed. A028-71-0290-PGA, Boxes 1-2, A028-71B0290-PGA, Box 3, and A028-71C0290-PGA, Boxes 4-5

Disposition Authority Number

DAA-0028-2018-0001-0006

Arranged alphabetically by state and thereunder by name of municipality. Forms used to gather basic operational data about 1st, 2nd, and 3rd class Post Offices in Florida, Georgia, North Carolina, and South Carolina. Form 1832 captured data for each Post Office including number of positions, types of positions, salary levels, work assignments, mail delivery data, revenue, service hours, number of vehicles, work schedules, and class of Post Office. For larger Post Office facilities an organizational chart was often attached to the forms. Form 1644 captured the data concerning data concerning staffing changes. These files have little research value and lack sufficient historical or archival value to warrant preservation by the National Archives.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Retention Period **Destroy immediately after approval of this schedule.**

Additional Information

GAO Approval **Not Required**

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
04/10/2018	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/02/2018	Submit for Concurrence	Janet Kennelly	Archives Specialist	National Archives and Records Administration - Records Management Services
08/07/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/07/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/08/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist