

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-28-86-3	DATE RECEIVED 4-30-86
1. FROM <i>(Agency or establishment)</i> United States Postal Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Finance Department		In accordance with the provisions of 41 U.S.C. 8000, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
4 NAME OF PERSON WITH WHOM TO CONFER Darrell Moriarty	5 TELEPHONE EXT 268-5161	DATE 11/26/86	ARCHIVIST OF THE UNITED STATES Signature of the Archivist not required for disposition of non-Federal records
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

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 One ~~2~~ 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 4/23/86	C SIGNATURE OF AGENCY REPRESENTATIVE Philip J. G. Skelly	D TITLE USPS Records Officer
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	(See Attachment)		

2 items

1 In-Office Cost Syst (IOCs).

Arrangement: Numerically, by document control number on microfilm, within pay period.

Consists of microfilmed data from PS Form 2600. Form 2600 is supported by error reports, sample selection reporting, and other data collection forms.

Used to develop the costs of handling each class of mail and service by means of a work sampling technique. The information is used in conjunction with postal rate making.

Sample Form: PS 2600.

- a. Hard copy of PS 2600
(at Jeffersonville, IN).

Cut off each pay period; dispose of after 90 days.
(DO NOT SEND TO FRC)

Replaces NCl-28-84-2/2a

- b. Microfilm of PS 2600.

Cut off the files each fiscal year; transfer to FRC when 1-year old; dispose of 5 years from date of cutoff.

Replaces NCl-28-84-2/2b

- c. Other reports and documents.

Cut off the files each fiscal year; transfer to FRC when 1-year old; dispose of 5 years from date of cutoff.

2 Carrier Street Cost System.

Arrangement: Chronologically, by period of reports.

Consists of data collection forms, reports, and computations associated with accrued costs relative to delivery of mail, parcel post, city and rural delivery. Records are in microilm, hardcopy, and report form.

Used to distribute costs among the different classes of mail and special services. The information is used in conjunction with postal rate making.

Sample Forms: PS 30, 79, 2848, 2858C, 2858R.

Cut off the files each calendar year; transfer to FRC when 1-year old; dispose of 5 years from date of cutoff.