

11/9/86

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 N1-28-86-4	DATE RECEIVED 9/19/86
1 FROM (Agency or establishment) United States Postal Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
4 NAME OF PERSON WITH WHOM TO CONFER Darrell Moriarty	5 TELEPHONE EXT 268-5161	DATE 12-1-86	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 7 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 9/11/86	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	The attached Records Schedules pertain to records created and maintained by the Postal Inspection Service. Items # 1 thru 9 are changes to Job # NCI-28-77-6; Item # 10 is a change to Job # NCI-28-78-5; Item # 11 is a new Disposition Authority.		

19 items

1. Internal Financial Crimes and Internal Theft Investigations (ICF, ICMT).
(Privacy System 080.010)

Case files relating to investigations of financial deprecations and internal thefts. Consist of investigative reports, correspondence, forms, and other documents.

Record Case Files maintained at Division Headquarters or higher level.

Replaces NCI-28-77-6/9a

Move to inactive file when case is closed; cut off closed files at end of fiscal year; retain in office for 2 years; then transfer to FRC. Destroy by an approved method (burning, pulping, or shredding) 5 years from date of cutoff.

2. Document and Plant Security Investigations, Subject Codes 116-131, relate to inspections of the Security Force and security requirements for facilities owned or utilized by the Postal Service.

Record Case Files contain investigative reports, correspondence, and related documents.

Replaces NCI-28-77-6/13a

Mové to inactive file when case is closed; cut off closed case files at end of fiscal year; retain in office for 3 years; then transfer to FRC. Destroy by an approved method (burning, pulping, or shredding) 5 years from date of cutoff.

3. Document and Plant Security Investigations, Subject Codes PS-930, SC-967 and PV-132-155, are concerned with protection of information, security training and systems, and security requirements for selected types of facilities, categories of mail, and accountable property. Consists of investigative reports, correspondence and other documents.

Replaces NCI-28-77-6/14

Move to inactive file when case is closed; cut off closed files at end of fiscal year; retain in office for 2 years; then transfer to FRC. Destroy by an approved method (burning, pulping, or shredding) 5 years from date of cutoff.

4. Non-Postal Criminal Offenses and Non-Criminal and Special Service Matters (PS-932-942).

Case files containing investigative reports, correspondence, briefs of facts, procedural papers, hearing transcripts, agency findings, and related documents or investigations of non-postal criminal offenses and non-criminal and special service matters.
(Privacy System 080.010)

Record Case Files maintained at Division Headquarters or higher level (except mail cover investigations).

Replaces NCI-28-77-6/16a

Move to inactive file when case is closed; cut off closed files at end of fiscal year; maintain in office for 2 years; then transfer to FRC. Destroy by an approved method (burning, pulping, or shredding) 15 years from date of cutoff.

5. Administrative, Recruitment, and Personnel Security Investigations (H, RT, PS)
(Privacy System 080.010)

Case files relating to investigations of confidential administrative matters, recruitment for Inspectors, Security Force, and personnel security. Files consist of investigative reports, briefs of facts, procedural papers, hearing transcripts, agency findings, and related documents.

a. Case Files (H, RT, PS) Except Special Complaints.

Replaces NCI-28-77-6/22

Cut off closed files at end of fiscal year; retain in office for 2 years; then transfer to FRC. Destroy by an approved method (burning, pulping, or shredding) 12 years from date of cutoff.

b. Special Complaints (PS-966).

Replaces NCI-28-77-6/23

Close files at end of fiscal year. Maintain in office for 2 years; then destroy by an approved method (burning, pulping, or shredding). If new file on same subject is opened during the 2-year retention period, bring material from old file forward. (DO NOT SEND TO FRC)

c. Index and Record Slips for Administrative, Recruitment, and Personnel Security Case Files.

Replaces NCI-28-77-6/24

Cut off slips for closed files every 2 years at end of fiscal year; maintain in office for 10 years; then destroy by an approved method (burning, pulping, or shredding) 12 years from date of cutoff.
(DO NOT SEND TO FRC)

6. Contract Audit (AC) Reports and Workpapers reflect the results of audit of accounting and financial data to assist in the negotiation, award, administration, repricing and settlement of contracts. Consist of audit reports, workpapers and related documents.

Replaces NCI-28-77-6/26

Move to inactive file when audit is completed; cut off closed case files at end of fiscal year; maintain in office for 2 years; then transfer to FRC. Destroy by an approved method (burning, pulping, or shredding) 12 years from date of cutoff.

7. Financial Audits [Opinion (AD), Installation (AF)].

Consist of audits of financial transactions, accounts, and reports, including an evaluation of compliance with policies, applicable laws and regulations.

a. Audit Reports.

Replaces NCI-28-77-6/27a

(1) Field/Region Audit File.

Move to an inactive file when audit is completed. Cut off this file each fiscal year; transfer to FRC when 2-years old; dispose of 7 years from date of cutoff.

(2) Headquarters Reference Files.

Move to inactive file at the close of each fiscal year. Dispose of 3 years after the close of the fiscal year. (DO NOT SEND TO FRC)

b. Workpapers.

Replaces NCI-28-77-6/27b

Move to an inactive file when audit is completed. Cut off this file each fiscal year; transfer to FRC when 2-years old; dispose of 5 years from date of cutoff.

8. Operations Audits (System/Procedure, Functional, and Installation) AO.

Consist of audits of systems, procedures, or installations. Audit topics can include any Postal Service program or activity.

a. Audit Reports.

Replaces NCI-28-77-6/28a

Move to an inactive file when audit is completed. Cut off this file each fiscal year; transfer to FRC when 2-years old; dispose of 7 years from date of cutoff.

b. Workpapers.

Replaces NCI-28-77-6/28b

Move to an inactive file when audit is completed; cut off workpapers for closed files at end of fiscal year; maintain in office for 5 years; then destroy by an approved method (burning, pulping, or shredding). (DO NOT SEND TO FRC)

9. Response Audits [Service Investigations (AI) and Financial Investigations (AR)].

Replaces NCI-28-77-6/30

The AI category includes investigations of a single incident or complaint related to systems, services, facilities, maintenance, administration, procurement, and similar matters. The AR series pertains to audits of revenue protection procedures. Consist of investigative reports, audit reports, correspondence and related documents.

Move to an inactive file when investigation or audit is completed. Cut off this file each fiscal year; transfer to FRC when 2-years old; dispose of 5 years from date of cutoff.

10. Crime Laboratory Files.
(Privacy System 080.010)

- a. Case Files, consisting of reports of laboratory examinations, evidence or copies of evidence, photographs, correspondence, forms, and other documents, relating to investigations.
After closing, move cases to appropriate inactive file:

(1) All Case Files Except Selected Files.

Replaces NCI-28-78-5/1a

Cut off inactive files at end of fiscal year; maintain in office for 5 years; transfer to FRC for 10 years; then destroy by an approved method (burning, pulping, or shredding) 15 years from date of cutoff.

- (2) Selected Case Files which reflect new or unusual criminal methods or investigative techniques, or which are useful for training, demonstration and similar purposes.

Replaces NCI-28-78-5/1b

Cut off inactive files at end of fiscal year. Maintain in office for 15 years or until they have no further value for reference, training, demonstration or similar purposes, whichever is longer; then destroy by an approved method (burning, pulping, or shredding).
(DO NOT SEND TO FRC)

- b. Indices to Crime Laboratory Case Files.

Replaces NCI-28-78-5/2

Cut off at end of each fiscal year; maintain in office for 15 years; then destroy by an approved method (burning, pulping, or shredding).
(DO NOT SEND TO FRC)

11. Developmental Audits (AX).

Consist of audits of major new or redesigned systems to provide management with timely, independent, and objective appraisal of controls, audit trails, security and project development.

a. Audit Reports.

NEW

Move to an inactive file when audit is completed. Cut off this file each fiscal year; transfer to FRC when 2-years old; dispose of 10 years from date of cutoff.

b. Workpapers.

NEW

Move to an inactive file when audit is completed. Cut off this file each fiscal year; transfer to FRC 2 years after cutoff; dispose of 5 years from date of cutoff.