

Hamilton
16 Jan 87
WR
1-16-87

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	LEAVE BLANK
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TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408	JOB NO N1-28-87-3
	DATE RECEIVED 2-18-87

1 FROM (Agency or establishment) <u>United States Postal Service</u>	NOTIFICATION TO AGENCY 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.
2 MAJOR SUBDIVISION <u>Finance and Planning Group</u>	
3 MINOR SUBDIVISION <u>Records Office</u>	
4 NAME OF PERSON WITH WHOM TO CONFER <u>William Robinson, Jr.</u>	5 TELEPHONE EXT <u>268-5157</u>
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 two 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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
1/16/87	 Philip J.G. Skelly	USPS Records Officer

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	Audit and Investigation Files Postal Inspection Service The attached Records Schedules represent a revision of the first three Items of Job #N1-28-85-4. The disposal date from cutoff on all three Items was listed as 5 years. The disposal date should have been 15 years. (See Attachment)		

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>Internal Financial Crimes and Internal Theft Investigations (ICF, ICMT).</u> (Privacy System 080.010) Case files relating to investigations of financial depredations and internal thefts.</p> <p>Consist of investigative reports, correspondence, forms, and other documents.</p> <p><u>Record Case Files</u> maintained at Division Headquarters or higher level.</p> <p>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) 15 years from date of cutoff.</p>	Replaces N1-28-86-4/1	
2.	<p><u>Document and Plant Security Investigations, Subject Codes 116-131,</u> relate to inspections of the Security Force and security requirements for facilities owned or utilized by the Postal Service.</p> <p><u>Record Case Files</u> contain investigative reports, correspondence, and related documents.</p> <p>Move 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) 15 years from date of cutoff.</p>	Replaces N1-28-86-4/2	
3.	<p><u>Document and Plant Security Investigations, Subject Codes PS-930, SC-967, and PV-132-155,</u> are concerned with protection of information, security training and systems, and security requirements for selected types of facilities, categories of mail, and accountable property.</p> <p>Consists of investigative reports, correspondence and other documents.</p> <p>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) 15 years from date of cutoff.</p>	Replaces N1-28-86-4/3	