

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 <i>N1-28-87-4</i>	DATE RECEIVED <i>2-24-87</i>
1 FROM (Agency or establishment) United States Postal Service		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Finance and Planning Group			
3 MINOR SUBDIVISION Records Office			
4 NAME OF PERSON WITH WHOM TO CONFER Leroy Hinton	5 TELEPHONE EXT 268-5155	DATE <i>8-7-87</i>	ARCHIVIST OF THE UNITED STATES Signature of the Archivist not required for disposition of

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 13 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
2/11/87	<i>Skelly</i> 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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<p>The attached records disposition instructions are a combination of new and revised records series. A total of 25 records series.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Leroy Hinton</i> 5 Aug 87 Agency Representative</p> <p><i>Richard E Wood</i> 8/5/87 NARA Representative</p> <p><i>copies to agency, NCF 8-7-87</i></p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 20#13
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>Bank Account Activity Analysis - Individual Bank Reports.</u></p> <p>Arrangement: By region, and chronologically within region.</p> <p>Consists of periodic reports submitted by individual banks having Postal Service accounts. Includes bank name, location, account balances, earnings and charges. Used to determine amount of funds needed in interest-bearing accounts to offset bank service charges.</p> <p style="text-align: center;">Cut off the file each calendar year. Dispose of 3 years from date of cutoff. Do not send to a Federal Records Center.</p>		
2.	<p><u>Bank Account Activity Analysis - Consolidated Bank Reports.</u></p> <p>Arrangement: By state, by bank name within state, and chronologically within bank name.</p> <p>Consists of periodic consolidated reports submitted by banks having Postal Service accounts at multiple bank locations. Includes bank name, locations, account balances, earnings and charges. Used to determine amount of funds needed in interest-bearing accounts to offset bank service charges.</p> <p style="text-align: center;">Cut off the file each calendar year. Dispose of 5 years from date of cutoff.</p>		
3.	<p><u>General Accounting Reports.</u></p> <p>Arrangement: Chronologically, by accounting period.</p> <p>Consists of Headquarters and PDC documents and reports such as trial balances, general ledgers, journal vouchers, journal voucher support, cash remittance receipts, cash deposit forms and reports.</p> <p>Sample Forms: PS Form 53, 824, 1323, 1329, 1956, SF 215.</p> <p style="text-align: center;">Cut off these files each fiscal year; transfer to FRC 3 years after cutoff. Dispose of 6 years, 3 months from date of cutoff.</p>		Replaces NCT-28-82-8/1

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF
3 13

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
4.	<p><u>Postmaster Statement of Account and Related Supporting Records (PDC).</u></p> <p>Arrangement: Chronologically, by accounting period.</p> <p>Description: Consists of originals of the Statement of Account, vouchers, schedules and pertinent supporting papers, including Gross Revenue Reports.</p> <p>Sample Forms: PS 1079, 1481, 1553, 1555, 1839, 2132.</p> <p>Cut off each fiscal year; dispose of 4 years after cutoff.</p>	Replaces NC1-28-79	4/11
5.	<p><u>Imprest Fund Replenishment Records (Cashier).</u></p> <p>Arrangement: Chronologically, by date of submission to PDC.</p> <p>Description: Consist of duplicate SF 1129.</p> <p>Used to verify amount of imprest fund replenishment check from the PDC.</p> <p>Retain until no longer needed, but not longer than 2 years from receipt of replenishment check.</p>		
6.	<p><u>Publishers' Annual Statement of Ownership, Management and Circulation.</u></p> <p>Description: This statement is required by law, to inform the public as to the ownership of newspapers and periodicals entered into the mails as second-class matter.</p> <p>Sample Form: PS 3526.</p> <p>a. Post Office copy.</p> <p>Cut off this file each calendar year; dispose of 5 years from date of cutoff.</p> <p>b. Headquarters copy.</p> <p>Retain this copy until the computerized data base is verified; then destroy.</p>	Replaces NC1-28-77	-1/24

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 4 13
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7.	<p><u>Statements of Mailing.</u></p> <p>Arrangement: Alphabetically, by name of publication.</p> <p>Description: Consist of name and address of mailer, applicable postage rates, zones to which zone-related material is mailed, average weight per piece, advertising content for second class publications, and the number of nonsubscriber copies (for other than controlled circulation publications). The information is used to verify that the correct postage has been paid and compute revenue, pieces and weights.</p> <p>Sample Forms: PS 3541, 3541A, 3602, 3602-PC, and 3605.</p> <p>Cut off the file each calendar year; dispose of 3 years from date of cutoff.</p>		
8.	<p><u>Equal Employment Opportunity (EEO) - Affirmative Action Plans (AAP) (Including Affirmative Action Plans for Handicapped Individuals and Disabled Veterans).</u></p> <p>a. Record copy of consolidated Affirmative Action Plans.</p> <p>(1) Field Copies.</p> <p>Dispose of 5 years from date of the plan.</p> <p>(2) Headquarters Copies.</p> <p>Dispose of 15 years from date of plan.</p> <p>b. Office copies or feeder plans.</p> <p>Dispose of 5 years from date of the plan or when administrative purposes have been served, whichever is sooner.</p>		
9.	<p><u>Out-of-Order Tags.</u></p> <p>Arrangement: Chronologically, by accounting period.</p> <p>Description: Tags to identify trailers or other equipment needing immediate repair.</p> <p>Sample Forms: PS 4703, 4707.</p> <p>Dispose of when work order completed.</p>		

Replaces
NC1-28-79-4/79

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF
5 13

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10.	<p><u>Vehicle Repair Tags.</u></p> <p>Description: Tags to identify possible defects requiring attention for Postal-owned or leased vehicles.</p> <p>Sample Form: PS 4565</p> <p style="text-align: center;">Dispose of when work order completed.</p>		
11.	<p><u>Mounted Tires and Batteries Records.</u></p> <p>Description: VMF copies of reports prepared and posted to establish fleet requirements for battery sizes, as well as the number of mounted tires necessary to handle road calls and fleet changeovers.</p> <p>Sample Form: PS 4625.</p> <p style="text-align: center;">Dispose of when report is updated/ revised and new copy posted.</p>		
12.	<p><u>Interim Property Record Cards.(PS 961-A).</u></p> <p>Arrangement: Numerically, by PCN sequence by sublocation.</p> <p>Consist of manually-prepared inventory record for each capital property item received at the facility. Includes PCN, ID number, description, date received and physical location.</p> <p style="text-align: center;">When permanent, computer-generated 961-A is received from the PDC, transfer the necessary information and destroy the interim card.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 6 13
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13.	<p><u>Property Record Card File (PS 961-A).</u></p> <p>Arrangement: Numerically, by PCN sequence by sublocation.</p> <p>Consist of facility copy of manually prepared and computer-generated inventory records that serve as the primary control documents for the property accounting system.</p> <p>Maintain in the active file as long as the capital item is charged to the facility. When the equipment is transferred, disposed of or deleted, remove the 961-A for that item and forward it (with substantiating documentation) to the PDC where it will be verified and then destroyed.</p>		
14.	<p><u>ID Number Labels.</u></p> <p>Consist of computer-generated identification number labels for capital equipment.</p> <p>Remove label from capital equipment only if the item is discarded or sold.</p>		
15.	<p><u>Annual Forecast Call Package.</u></p> <p>Consist of local facility copies of various forecasting and requisitioning documents.</p> <p>Used to establish equipment procurement requirements and verify funding authorization for the facility.</p> <p>Sample Forms: PS 7366, 7379A, 7379B, 7381, 7386.</p> <p>Cut off this file annually. Maintain local copies until package is cleared out, then destroy.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 7 13
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16.	<p><u>Suspense Pending Receipt of Equipment File.</u></p> <p>Arrangement: Chronologically, by date of order of preparation.</p> <p>Consists of case file containing local facility copies of procurement and receiving documents for capital and expense equipment items ordered/transferred but not yet received, as well as adjustment memoranda.</p> <p>Sample Forms: PS 928, 969, 1233, 1590, 2880, 7329, 7333, 7334, 7338, 7339, 7340, 7379, 7379A&B, SF 122, SF 344 and GSA Form 525.</p> <p>Maintain the forms in the file until the corresponding property is received; match with receiving documents and disperse copies as described in the Pending Verification File (Capital).</p>		
17.	<p><u>Pending Verification File (Capital).</u></p> <p>Arrangement: Chronologically, by date of receipt.</p> <p>Consist of local facility copies of documents which have been transferred from the suspense file. Used to support the receipt, transfer or disposal of capital property items.</p> <p>Maintain the forms in the file until the change listing, the corresponding 961-A's and the I.D. number labels for each item are received from the PDC and are verified; transfer the forms to the Verified Capital File.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 8 13
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18.	<p><u>Systems Documentation.</u></p> <p>Arrangement: Case Files. (Record copies of documentation usually maintained at PDCs and ADP installations.)</p> <p>a. Data Systems Specifications.</p> <p>Consists of documents containing definitions of systems, including functional requirements, data requirements, system/subsystem specifications, requests for the system, authorizing directives; also file layouts and specifications, output specifications and report layouts.</p> <p>(1) Disapproved Proposed Systems (documentation retained by customer).</p> <p style="padding-left: 40px;">Cut off the file upon disapproval; dispose of 1 year from date of cutoff.</p> <p>(2) Approved System.</p> <p style="padding-left: 40px;">Move to an inactive file upon discontinuance of system and conclusion of audit by an outside source. Cut off the inactive file each calendar year; dispose of 1 year from date of cutoff.</p> <p>b. System Test Documentation.</p> <p>Consists of descriptive material including test plans and test analysis reports.</p> <p>(1) Disapproved Proposed Systems.</p> <p style="padding-left: 40px;">Dispose of when no longer needed or along with other systems documentation, whichever is sooner.</p> <p>(2) Approved System.</p> <p style="padding-left: 40px;">Dispose of 1 year after completion of testing.</p>		

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF
9 13

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(18)	<p>c. User Manual.</p> <p>Information which describes the functions of a systems in non-ADP terminology so that users can determine applicability, when and how to use the system.</p> <p>(1) File Copy.</p> <p style="padding-left: 40px;">Maintain with systems specifications (a above).</p> <p>(2) All other copies.</p> <p style="padding-left: 40px;">Dispose of as reference material.</p> <p>d. Run Books (ADP-2).</p> <p>Used to indicate job setup, sequence for calling files, disposition of files.</p> <p style="padding-left: 40px;">Maintain 1 copy with systems specifications (a above).</p> <p>e. Test Data.</p> <p>Consist of cards, tapes or other media containing data used to simulate a live environment to test the functioning of the systems software and processing.</p> <p style="padding-left: 40px;">Dispose of when the system is accepted by all, including the customer, or when no longer needed, whichever is sooner.</p> <p>f. Office Systems Documentation.</p> <p>Consists of feasibility study and justification documents created under the Office Automation BOA.</p> <p>(1) Disapproved Proposed System..</p> <p style="padding-left: 40px;">Dispose of when no longer needed or along with other systems documentation, whichever is sooner.</p> <p>(2) Approved System.</p> <p style="padding-left: 40px;">Dispose of 2 years after implementation.</p>	Replaces NC1-28-79-1	

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF
10 13

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19.	<p><u>Audit Trails.</u></p> <p>Machine-readable documentation of systems activity, including actions taken, by whom and when.</p> <p style="padding-left: 40px;">Maintain SMF records, ACF-2 reports, CICS and IDMS transaction logs on magnetic tapes at PDC for 5 years after data is archived.</p>		
20.	<p><u>Requests for Modifications to Automated Systems - PS 1190 (Originating Office).</u></p> <p>Arrangement: Numerically, by project number.</p> <p>Consist of originating office copy of requests for modifications to automated systems run at data centers. Includes name of originating organization, project title and number, description of system/program requirements, requested completion date and signatures of the requesting official authorizing the work and the data center manager authorizing the expenditure of programming resources.</p> <p>Used to monitor data center actions on individual requests and to document acceptance of completed modifications.</p> <p>Sample Form: PS 1190.</p> <p style="padding-left: 40px;">Move to an inactive file upon completion and acceptance of modifications. Cut off the file each calendar year. Dispose of 2 years after cutoff.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 11 13
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21.	<p><u>Requests for Modifications to Automated Systems - PS 1190 (PDC).</u></p> <p>Arrangement: Numerically, by project number.</p> <p>Consists of PDC copy of requests for modifications to automated systems run at data centers. Includes name of originating organization, project title and number, description of system/program requirements, requested completion date and signatures of the requesting official authorizing the work and the data center managers authorizing the expenditure of programming resources.</p> <p>Used to provide detailed system requirements and specifications to the programmers and to provide background information for system documentation changes.</p> <p>Sample Form: PS 1190.</p> <p>Move to an inactive file upon completion and acceptance of modifications. Cut off the file each calendar year. Dispose of 4 years after cutoff.</p>		
22.	<p><u>Freedom of Information Act (FOIA) Request Files (150.010).</u></p> <p>Arrangement: Case files, alphabetically by name of requester.</p> <p>Consist of original request, copy of reply thereto, and all related supporting records which sometimes include a copy of the requested records.</p> <p>Move to a completed file when answer is furnished requester. Cut off this file each calendar year; dispose of 2 years from date of cutoff. (Files may be transferred to FOIA Appeals Officer upon request. When this is done, the files become a part of the Appeal Case Files.)</p>		<p><i>Withdrawn at Request of Leroy Hinton USPS Records Officer 8/5/87</i></p> <p>Replaces NCI-28-79-4/2</p>

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 12 13
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
23.	<p><u>Privacy Act Request Files (150.020).</u></p> <p>Arrangement: Case files, alphabetically, by name of requester.</p> <p>Consist of the request, copy of reply thereto and all related supporting records. Files are created in response to requests from individuals to amend, statements of disagreement, or obtain copies of records maintained by either their name or other personal identifier; to know if certain records about them exist; or to know of any disclosures made of their records.</p> <p>Move to a completed file when response is furnished requester. Cut off this file each calendar year; dispose of 2 years from date of cutoff. (Files may be transferred to the Privacy Appeals Officer upon request. When this is done, the files become a part of the Appeals Case File.)</p> <p><u>NOTE:</u> Statements of disagreement, amendments or other such papers appended to or otherwise physically associated with records as a result of a privacy request will be disposed of in accordance with approved disposition instructions for the contested record.</p>		<p>Withdrawn at Request of Leroy Horton USPS Records Officer 8/6/87</p> <p>Replaces NC1-28-79-A/3</p>
24.	<p><u>Pandering Act Records - Prohibitory Orders (060.020).</u></p> <p>Arrangement: Numerically, by case number.</p> <p>Consist of notices for Prohibitory Orders against senders of pandering advertisements in the mails, original mailing pieces, and prohibitory orders. These records are maintained at mail classification centers.</p> <p>Sample Forms: PS 2150, 2152.</p> <p>a. Case Files.</p> <p>Cut off the file each calendar year (year of issue). Dispose of 5 years from date of origin or 5 years from end of year of last application or enforcement, whichever is sooner.</p>		<p>Withdrawn at Request of Leroy Horton USPS Records Officer 3/9/87</p> <p>Replaces</p>

