

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 N1-28-88-1	DATE RECEIVED 10-5-87
1 FROM <i>(Agency or establishment)</i> U. S. Postal Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Finance and Planning Group		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Records Office			
4 NAME OF PERSON WITH WHOM TO CONFER Leroy Hinton	5 TELEPHONE EXT 268-5155	DATE 12-11-87	ARCHIVIST OF THE UNITED STATES Signature of the Archivist not required for disposition of
6 CERTIFICATE OF AGENCY REPRESENTATIVE		non-Federal records	

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 15 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 <i>Philip J. G. Skeedy</i> Philip J. G. Skeedy	D TITLE 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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<p>This schedule covers records dealing with:</p> <ul style="list-style-type: none"> -- FOIA/Privacy Requests and denials (Ref NARA Bulletin 87-6, increase in Retention Periods for Records Relating to Denials of FOIA Requests) Items 1 & 2 -- USPS Corporate Committees. (Items 3- 5) -- The Employee Assistance Program. (Items 6-14) 		

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REPORT NO. 15

DIRECTORY OF INFORMATION RESOURCES
RECORDS AND INFORMATION MANAGEMENT SYSTEM
SF 115 REPORT

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1.

CONTROL NUMBER GICC.12 01

RECORDS SERIES NAME FREEDOM OF INFORMATION ACT (FOIA)-
REQUEST FILES.

DESCRIPTION· CONSIST OF ORIGINAL REQUEST, COPY OF THE REPLY -- REPLY MAY DENY ACCESS TO
ALL OR PART OF THE RECORDS; OTHER CORRESPONDENCE, AND SUPPORTING DOCUMENTS,
(MAY INCLUDE A COPY OF THE RECORDS REQUESTED). USED TO REQUEST AND DOCUMENT
RELEASE OF POSTAL INFORMATION.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING CASE FILES ALPHABETICALLY BY NAME OF
REQUESTER. MOVE TO A COMPLETED FILE
WHEN RESPONSE IS FURNISHED REQUESTER
(REPLACES NC1-28-79-4/2 AND GICC.12 01)

CUT OFF CUT OFF THIS FILE EACH CALENDAR YEAR

STORAGE TRANSFER TO FRC WHEN 2 YEARS OLD.

DISPOSAL DISPOSE OF 6 YEARS FROM DATE OF CUTOFF

REPLACES NARA JOB NUMBER

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2.

CONTROL NUMBER GICC 12.02

RECORDS SERIES NAME PRIVACY ACT REQUEST FILES.

DESCRIPTION: CONSIST OF THE REQUEST, COPY OF REPLY AND SUPPORTING CORRESPONDENCE AND DOCUMENTS. MAY INCLUDE COPY OF RECORDS REQUESTED USED BY INDIVIDUALS TO GAIN ACCESS TO THEIR RECORDS OR TO ANY INFORMATION PERTAINING TO THEM.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING CASE FILES ALPHABETICALLY BY NAME OF REQUESTER MOVE TO A COMPLETED FILE WHEN RESPONSE IS FURNISHED REQUESTER.
(REPLACES NC1-28-79-4/3 AND GICC.12 02).

CUT OFF CUT OFF THIS FILE EACH CALENDAR YEAR.

STORAGE DO NOT SEND TO FRC

DISPOSAL: DISPOSE OF 6 YEARS FROM DATE OF CUTOFF.

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3.

CONTROL NUMBER AAXX 00 01

RECORDS SERIES NAME USPS CORPORATE COMMITTEES -
ADMINISTRATIVE RECORDS

DESCRIPTION CONSISTS OF SCHEDULES AND OTHER RECORDS AND CORRESPONDENCE RELATING TO THE
ESTABLISHMENT, ORGANIZATION, MEMBERSHIP AND POLICY GOVERNING CORPORATE
COMMITTEES. USED TO ESTABLISH AND ADMINISTER THE USPS CORPORATE COMMITTEE
STRUCTURE.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING CHRONOLOGICALLY

CUT OFF CUT OFF THE FILE EACH CALENDAR YEAR

STORAGE

DISPOSAL. DISPOSE OF THREE YEARS FROM DATE OF
CUTOFF.

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4.

CONTROL NUMBER AAXX 00 02

RECORDS SERIES NAME USPS CORPORATE PROGRAM COMMITTEES -
RECORD COPY OF SUMMARIES

DESCRIPTION CONSISTS OF AGENDA, AND SUMMARIES OF THE COMMITTEE'S MEETINGS USED
TO DDCUMENT THE RESULTS OF ITS EFFORTS

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING: CHRONOLOGICALLY BY DATE OF MEETING,
WITHIN COMMITTEE.

CUT OFF CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE: TRANSFER TO FRC 10 YEARS FROM DATE OF
CUTOFF.

DISPOSAL PERMANENT OFFER TO NATIONAL ARCHIVES *in five year blocks*
WHEN 20 YEARS OLD

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5.
CONTROL NUMBER AAXX 00.03

RECORDS SERIES NAME USPS PROGRAM AREA COMMITTEES - COPIES OF
SUMMARIES

DESCRIPTION. CONSISTS OF COPIES OF AGENDA AND SUMMARIES OF THE PROGRAM AREA COMMITTEES'
MEETINGS USED TO DOCUMENT THE RESULTS OF THEIR EFFORTS

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING CHRONOLOGICALLY BY DATE

CUT OFF

STORAGE

DISPOSAL DISPOSE OF WHEN NO LONGER REQUIRED FOR
REFERENCE

REPLACES NARA JOB NUMBER

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6.

CONTROL NUMBER ECBD.12.05

RECORDS SERIES NAME EAP-CLIENT CASE FILES. PERSONS
SUCCESSFULLY COMPLETING THE PROGRAM.
(COMPLETED 1 YEAR PROGRAM FILE).

DESCRIPTION CONSISTS OF INFORMATION ON PERSONS SUCCESSFULLY COMPLETING THE EAP, INCLUDES
REFERRALS AND OTHER CORRESPONDENCE, QUARTERLY EVALUATION WORKSHEET,
PARTICIPATION AGREEMENT, DISCIPLINARY ACTION AND CASE HISTORY. USED
TO MONITOR CLIENT PARTICIPATION AND PROGRESS SAMPLE FORMS PS 2545
(FRONT PAGE), PS 2588, PS 2592, PS 2597, PS 1267

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING ALPHABETICALLY BY CLIENT LAST NAME.
REMOVED FROM THE ACTIVE FILE UPON
COMPLETION OF PROGRAM.

CUT OFF CUTOFF THIS FILE EACH CALENDAR YEAR

STORAGE DO NOT TRANSFER TO FRC

DISPOSAL DISPOSE OF 3 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER

NC1-28-79-4/42b

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7.

CONTROL NUMBER ECBD.12.06

RECORDS SERIES NAME EAP-CLIENT CASE FILES - PERSONS DROPPED
FROM THE PROGRAM, DUE TO TERMINATION,
RETIREMENT OR TRANSFER.

DESCRIPTION CONSISTS OF INFORMATION ON PERSONS DROPPED FROM THE PROGRAM, INCLUDES
REFERRALS AND OTHER CORRESPONDENCE, QUARTERLY EVALUATION WORKSHEET,
PARTICIPATION AGREEMENT, DISCIPLINARY ACTION AND CASE HISTORY USED
TO MONITOR CLIENT PARTICIPATION AND PROGRESS SAMPLE FORMS PS 2545
(FRONT PAGE), PS 2588, PS 2592, PS 2597, PS 1267

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING ALPHABETICALLY BY CLIENT LAST NAME.
REMOVED FROM THE ACTIVE FILE UPON
TERMINATION, RETIREMENT, OR TRANSFER

CUT OFF CUTOFF THIS FILE EACH CALENDAR YEAR.

STORAGE

DISPOSAL DISPOSE OF 3 YEARS FROM DATE OF CUTOFF

REPLACES NARA JOB NUMBER

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8.

CONTROL NUMBER ECBD 11.03

RECORDS SERIES NAME EMPLOYEE ASSISTANCE PROGRAM-CORRESPOND-
ENCE AND REPORTS

DESCRIPTION CONSISTS OF GENERAL CORRESPONDENCE AND REPORTS SUCH AS THE ACCOUNTING
PERIOD ACTIVITY REPORT. USED IN EAP PROGRAM ADMINISTRATION. SAMPLE
FORMS PS 2546

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALPHABETICALLY, BY INSTALLATION.

CUT OFF CUTOFF THE FILE EACH CALENDAR YEAR.

STORAGE

DISPOSAL DISPOSE OF 3 YEARS FROM DATE OF CUTOFF

REPLACES NARA JOB NUMBER *NC1-28-74-4/39a & NC1-28-74-4/39b.*

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9.

CONTROL NUMBER ECBD 26.02

RECORDS SERIES NAME EMPLOYEE ASSISTANCE PROGRAM CONTROL
RECORDS - DAILY LOG.

DESCRIPTION· CONSISTS OF MASTER SHEETS FOR THE ASSIGNMENT OF CASE NUMBERS AND OTHER
PERSONNEL DATA. USED FOR CONTROL AND TRACKING.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING CHRONOLOGICALLY AND GROUPED BY CALENDAR
YEAR

CUT OFF CUT OFF THIS FILE EACH CALENDAR YEAR.

STORAGE

DISPOSAL DISPOSE OF WHEN 1 YEAR OLD

REPLACES NARA JOB NUMBER

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10.

CONTROL NUMBER ECBD 03 05

RECORDS SERIES NAME EMPLOYEE ASSISTANCE PROGRAM - HISTORY
RECORD CARD.

DESCRIPTION CONSISTS OF INDIVIDUAL CASE RECORD INFORMATION FOUND ON THE TOP HALF
OF THE SECOND PAGE OF PS 2545 USED TO TRACK STATUS AND STUDY HISTORY.
SAMPLE FORM PS 2545

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING ALPHABETICALLY BY CLIENT NAME. MOVE TO
A CLOSED FILE WHEN THE CASE TO WHICH IT
PERTAINS IS CLOSED

CUT OFF CUT OFF THIS FILE EACH CALENDAR YEAR

STORAGE DO NOT TRANSFER TO FRC

DISPOSAL DISPOSE OF 25 YEARS FROM DATE OF CUTOFF

REPLACES NARA JOB NUMBER *NCI-28-79-4/38 a AND NCI-28-79-4/40*

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CONTROL NUMBER ECBD 01.01

RECORDS SERIES NAME EMPLOYEE ASSISTANCE PROGRAM - HISTORY
RECORD CARD (ELRIC COPY).

DESCRIPTION CONSISTS OF CLIENT INFORMATION ON BOTTOM HALF OF SECOND PAGE OF
PS 2545 USED TO ESTABLISH AND UPDATE INDIVIDUAL RECORDS MAINTAINED
IN THE AUTOMATED SYSTEM SAMPLE FORMS PS 2545.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING CHRONOLOGICALLY BY DATE OF ENTRY (DAILY CUT OFF
BATCH METHOD)

STORAGE DISPOSAL DISPOSE OF AFTER SECOND REPORTING CYCLE

REPLACES NARA JOB NUMBER

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12.

CONTROL NUMBER ECBD 26.01

RECORDS SERIES NAME EAP CONTROL RECORDS - CASE NUMBER
ASSIGNMENT SHEET (MASTER FILE)

DESCRIPTION CONSISTS OF MASTER SHEETS FOR THE ASSIGNMENT OF CASE NUMBERS AND
OTHER PERSONNEL DATA USED FOR CONTROL AND TRACKING

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING CHRONOLOGICALLY MOVE TO A FILE OF
COMPLETED ASSIGNMENT SHEETS WHEN LAST
ENTRY IS COMPLETED

CUT OFF CUTOFF THIS FILE EACH CALENDAR YEAR

STORAGE DO NOT TRANSFER TO FRC

DISPOSAL. DISPOSE OF 25 YEARS FROM DATE OF CUTOFF

REPLACES NARA JOB NUMBER

NC1-28-74-4/41

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13.

CONTROL NUMBER ECBD 26.01

RECORDS SERIES NAME EAP CONTROL RECORDS - CASE NUMBER
ASSIGNMENT SHEET (MASTER FILE)

DESCRIPTION CONSISTS OF MASTER SHEETS FOR THE ASSIGNMENT OF CASE NUMBERS AND
OTHER PERSONNEL DATA USED FOR CONTROL AND TRACKING.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING CHRONOLOGICALLY. MOVE TO A FILE OF
COMPLETED ASSIGNMENT SHEETS WHEN LAST
ENTRY IS COMPLETED.

CUT OFF CUTOFF THIS FILE EACH CALENDAR YEAR

STORAGE DO NOT TRANSFER TO FRC.

DISPOSAL DISPOSE OF 25 YEARS FROM DATE OF CUTOFF

REPLACES NARA JOB NUMBER

NC 1-78-79-4/42a

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14,

CONTROL NUMBER ECBD 12.04

RECORDS SERIES NAME EMPLOYEE ASSISTANCE PROGRAM-CLIENT CASE
FILES - RECORDS OF DECEASED PERSONS

DESCRIPTION CONSISTS OF INFORMATION ON PERSONS DECEASED AFTER ENTERING THE EAP,
INCLUDES REFERRALS AND OTHER CORRESPONDENCE, QUARTERLY EVALUATION
WORKSHEET, PARTICIPATION AGREEMENT, DISCIPLINARY ACTION AND CASE HISTORY
USED TO MONITOR CLIENT PARTICIPATION AND PROGRESS. SAMPLE FORMS
PS 2545(FRONT PAGE), PS 2588, PS 2592, PS 2597, PS 1267.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING ALPHABETICALLY BY CLIENT LAST NAME
REMOVE FROM THE ACTIVE FILE UPON DEATH
OF THE CLIENT

CUT OFF CUT OFF THIS FILE EACH CALENDAR YEAR.

STORAGE: DO NOT TRANSFER TO FRC

DISPOSAL DISPOSE OF 1 YEAR FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER