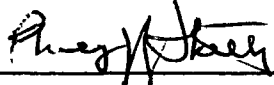


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>NI-28-88-5</b>	DATE RECEIVED <b>9/7/88</b>
1 FROM (Agency or establishment) <b>United States Postal Service</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Finance Group</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>USPS Records Office</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Leroy Hinton</b>	5 TELEPHONE EXT <b>268-5155</b>	DATE <del>26 Aug 88</del>	ARCHIVIST OF THE UNITED STATES Signature of the <del>Archivist not required</del> 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 <u>5</u> 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 <input type="checkbox"/> is attached, or <input checked="" type="checkbox"/> is unnecessary.			
B DATE <b>26 Aug 88</b>	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE <b>USPS Records Officer</b>	
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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	This request updates two records series and includes two new series: Sexually Oriented Advertisements (SOA) and Accident Report Forms.		

DIR425CO  
REPORT NO 15

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

PAGE 001 RUN DATE 08/02/88

CONTROL NUMBER DBBA 01 01

RECORDS SERIES NAME SEXUALLY ORIENTED ADVERTISEMENTS (SOA)-  
APPLICATION FOR LISTING-PS 2201.

DESCRIPTION CONSISTS OF COPIES OF PS FORM 2201-APPLICATION FOR LISTING PURSUANT TO 39  
U S C 3010 USED AS INPUT FOR THE DATABASE WHICH PRODUCES THE USPS LIST OF  
NAMES AND ADDRESSES OF PERSONS WHO DO NOT DESIRE TO RECEIVE SEXUALLY ORIEN-  
TED ADVERTISEMENTS THIS LIST IS THEN PROVIDED TO MAILERS A PERSON'S NAME  
AND ADDRESS IS RETAINED IN THE AUTOMATED FILE FOR 5 YEARS

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING

CUT OFF

STORAGE

DISPOSAL DISPOSE OF THE ORIGINAL APPLICATION  
AFTER THE DATA HAS BEEN ENTERED INTO  
THE SYSTEM

REPLACES NARA JOB NUMBER

DIR425CO  
REPORT NO 15

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

PAGE 001 RUN DATE 07/20/88

2. CONTROL NUMBER ECAE 01 01

RECORDS SERIES NAME ACCIDENT REPORT, PS 1769 (ELRIC).

DESCRIPTION CONSIST OF ELRIC COPIES OF PS 1769 (PART 1, WHITE) FORWARDED FROM MSC  
SAFETY OFFICES USED TO ENTER ACCIDENT DATA INTO THE NATIONAL ACCIDENT  
REPORTING SYSTEM

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING

CUT OFF CUT OFF THIS FILE EACH FISCAL YEAR.

STORAGE TRANSFER TO FRC 3 YEARS FROM DATE OF  
CUTOFF

DISPOSAL DISPOSE OF 5 YEARS FROM DATE OF CUTOFF

REPLACES NARA JOB NUMBER

3. CONTROL NUMBER GBBX.12.01

RECORDS SERIES NAME RESEARCH & DEVELOPMENT FILES (~~MAINTAINED  
AT THE ENGINEERING SUPPORT CENTER~~)

DESCRIPTION PROCUREMENT FILES, I E , A COPY OF CONTRACT & ALL RECORDS RELATING TO IT  
USED TO REFLECT A COMPLETE HISTORY OF EACH PROJECT FROM INITIATION THROUGH  
R&D, DESIGN & TESTING TO COMPLETION (WHERE APPLICABLE, COPIES/DELIVERABLES  
ARE SENT TO NATL TECH INFO SERVICE & TO THE TARL SYSTEM, USPS LIBRARY)

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING CASE FILES, NUMERICALLY BY PROJECT CUT OFF CUT OFF THIS FILE EACH CALENDAR YEAR.  
NUMBER MOVE TO A CLOSED PROJECT FILE  
UPON CANCELLATION OR COMPLETION

STORAGE *Transfer to FRC 1 year after date of* DISPOSAL DISPOSE OF 7 YEARS FROM DATE OF CUTOFF  
*cut off Approximate volume 10 cubic feet/year*

REPLACES NARA JOB NUMBER NC1-28-82-7/1

DIR425CO  
REPORT NO 15

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

PAGE 001 RUN DATE 07/20/88

4. CONTROL NUMBER EEAX 00 01

RECORDS SERIES NAME USPS - UNION NEGOTIATION FILES.

DESCRIPTION CONSIST OF CORRESPONDENCE, NOTES, MEMORANDA, AND OTHER MATERIAL  
PERTAINING TO USPS--UNION CONTRACT NEGOTIATIONS. USED FOR PREPARATION  
FOR FUTURE COLLECTIVE BARGAINING NEGOTIATIONS AND FOR ARBITRATIONS

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING NUMERICALLY, BY ARTICLE NUMBER OF THE  
NATIONAL AGREEMENT

CUT OFF CUT OFF THIS FILE UPON TERMINATION OF  
THE CONTRACT.

STORAGE DO NOT SEND TO FRC

DISPOSAL DISPOSE OF 50 YEARS FROM DATE OF CUTOFF,  
OR WHEN NO LONGER NEED FOR REFERENCE,  
WHICHEVER IS LATER.

REPLACES NARA JOB NUMBER

NC1-28-79-4/97