

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

LEAVE BLANK

JOB NO

*N1-28-89-5*

DATE RECEIVED

*8/28/89*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

TO **GENERAL SERVICES ADMINISTRATION**  
**NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM *(Agency or establishment)*

**United States Postal Service**

2 MAJOR SUBDIVISION

**Finance Department**

3 MINOR SUBDIVISION

**Records Office**

4 NAME OF PERSON WITH WHOM TO CONFER

**Leroy Hinton**

5 TELEPHONE EXT.

**268-5155**

DATE

ARCHIVIST OF THE UNITED STATES  
 Signature of the Archivist of the U.S. 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 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<br><i>8/18/89</i> | C SIGNATURE OF AGENCY REPRESENTATIVE<br><i>P Skelly</i> | D TITLE<br><b>Records Officer</b> |
|--------------------------|---|-----------------------------------|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>  | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN<br><i>(NARS USE ONLY)</i> |
|-----------|--|----------------------------------|---|
|           | <p>Consists of fourteen (14) Record Disposition instructions; includes Rural Routes, Market Research Studies, Federal Agency Reporting, Systems Architecture, and Stamp Posters.</p> |                                  |   |

*Copies sent to agency, NNS, NNT, NCF 1/29/94*

DIR425CO  
REPORT NO 15

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

PAGE 001 RUN DATE 06/20/89

CONTROL NUMBER CAAA 01 02

(1) RECORDS SERIES NAME MARKET RESEARCH STUDIES - PRODUCT DEVEL-  
OPMENT, LEGAL/RATE CASES - SOURCE  
DOCUMENTS

DESCRIPTION QUESTIONNAIRES AND BACKGROUND DATA FOR MARKET RESEARCH STUDIES DONE TO  
SUPPORT RATE CASE FILINGS, LAW DEPARTMENT CASES, AND MAJOR CORPORATE  
PRODUCT DEVELOPMENT DECISIONS

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING RANDOMLY.

CUT OFF CUT OFF THE FILE WHEN FINAL REPORT IS  
RECEIVED.

STORAGE TRANSFER TO FRC 2 YEARS FROM DATE OF  
CUTOFF.

DISPOSAL DISPOSE OF 5 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER

CONTROL NUMBER CAAA.13 01

(2) RECORDS SERIES NAME MARKET RESEARCH STUDIES - PROJECT FILES.

DESCRIPTION COPIES OF STATEMENTS OF WORK, FUNDING REQUESTS, INFORMATION COPIES OF  
MARKET RESEARCH CONTRACTS, CORRESPONDENCE AND NOTES RELATING TO MARKET  
RESEARCH STUDIES. USED TO MONITOR CONTRACT PERFORMANCE.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING SEQUENTIALLY, BY STUDY NUMBER.

CUT OFF. CUT OFF THE FILE WHEN FINAL REPORT IS  
RECEIVED.

STORAGE TRANSFER TO FRC 2 YEARS FROM DATE OF  
CUTOFF.

DISPOSAL. DISPOSE OF 6 YEARS FROM DATE OF CUTOFF

REPLACES NARA JOB NUMBER

CONTROL NUMBER CAAA 34 01

(3) RECORDS SERIES NAME MARKET RESEARCH STUDIES - DATA TAPES

DESCRIPTION COMPUTER TAPES CONTAINING MARKET RESEARCH DATA FROM STUDIES OF CUSTOMER  
ATTITUDES AND CUSTOMER REACTIONS TO PROPOSED PRODUCT OR RATE CHANGES.

WITHDRAWN

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING SEQUENTIALLY, BY STUDY NUMBER.

CUT OFF

STORAGE

DISPOSAL DISPOSE OF 3 YEARS AFTER FINAL REPORT  
IS RECEIVED.

REPLACES NARA JOB NUMBER

CONTROL NUMBER CBAX 00.01

(4) RECORDS SERIES NAME INTERNATIONAL MARKETING PROGRAM -  
COUNTRY FILES

DESCRIPTION COPIES OF INTERNATIONAL MARKETING PROGRAMS, BOTH BY INDIVIDUAL COUNTRIES  
AND THOSE THAT ARE JOINT EFFORTS USED AS A BASIS FOR DEVELOPMENT OF FUTURE  
INTERNATIONAL MARKETING STRATEGIES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING ALPHABETICALLY, BY COUNTRY

CUT OFF CUT OFF THE FILE EACH FISCAL YEAR

STORAGE

DISPOSAL DISPOSE OF 5 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER

CONTROL NUMBER CAAA 00 01

(5) RECORDS SERIES NAME MARKET RESEARCH STUDIES - FINAL REPORTS.

DESCRIPTION FINAL REPORTS FROM STUDIES DONE TO IDENTIFY THE POTENTIAL MARKET FOR NEW OR EXISTING PRODUCTS AND TO OBTAIN CUSTOMER INPUTS REGARDING SERVICE IMPROVEMENTS AND NEW PRODUCTS USED FOR REFERENCE AND TO TRACE TRENDS IN PRODUCTS OR SERVICE USE AND RECEPTION BY THE PUBLIC.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING SEQUENTIALLY, BY STUDY NUMBER. CUT OFF

STORAGE RETAIN IN OFFICE FOR 10 YEARS FROM RECEIPT, THEN TRANSFER TO STORAGE DISPOSAL DISPOSE OF WHEN 15 YEARS OLD

REPLACES NARA JOB NUMBER

CONTROL NUMBER CAAA.01.01

(6) RECORDS SERIES NAME MARKET RESEARCH STUDIES - CUSTOMER  
ATTITUDE - SOURCE DOCUMENTS

DESCRIPTION QUESTIONNAIRES AND BACKGROUND DATA FOR MARKET RESEARCH STUDIES DONE TO  
IDENTIFY THE POTENTIAL MARKET FOR NEW OR EXISTING PRODUCTS AND TO OBTAIN  
CUSTOMER INPUT REGARDING NEEDED IMPROVEMENTS TO MAIL SERVICES AND TO THE  
IMAGE OF THE POSTAL SERVICE.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING RANDOMLY

CUT OFF CUT OFF THE FILE WHEN THE FINAL REPORT  
IS RECEIVED.

STORAGE

DISPOSAL DISPOSE OF 2 YEARS FROM DATE OF CUTOFF

REPLACES NARA JOB NUMBER

CONTROL NUMBER BDDB.03 01

(7) RECORDS SERIES NAME FEDERAL AGENCY BUSINESS REPLY REPORTING  
FORMS

DESCRIPTION CONSISTS OF PS FORM 3630 RECEIVED FROM VARIOUS POSTAL FACILITIES CONCERNING  
FEDERAL GOVERNMENT AGENCY BUSINESS REPLY ACTIVITIES. THE FORM IS USED FOR  
BILLING PURPOSES AND IS RECEIVED ON A QUARTERLY BASIS. NOTE THIS RECORD  
SERIES WILL BE DELETED JANUARY, 1989 BECAUSE OF THE OMAS PROGRAM

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING FILE THESE FORMS ALPHABETICALLY, BY  
AGENCY NAME WITHIN FISCAL YEAR.

CUT OFF CUT OFF THIS FILE AT THE END OF  
EACH FISCAL YEAR.

STORAGE TRANSFER TO FRC WHEN ONE (1) YEAR OLD.

DISPOSAL DISPOSE OF THESE FORMS SEVEN YEARS FROM  
THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER



CONTROL NUMBER BDDB 12.01

(8) RECORDS SERIES NAME FEDERAL GOVERNMENT AGENCY FISCAL YEAR  
FOLDERS.

DESCRIPTION CONSISTS OF BILLING DATA, ANNUAL REPORT, AND ACCOUNTABLE FORMS BY AGENCY  
FOR THE FISCAL YEAR. USED FOR BILLING AND AUDIT PURPOSES BY THE POSTAL  
SERVICE IN DETERMINING GOVERNMENT INDEBTEDNESS BASED ON ACTUAL POSTAL  
SERVICE USAGE INFORMATION SAMPLE FORM PS FORM 1903D.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING FILE THESE RECORDS ALPHABETICALLY, BY  
AGENCY NAME.

CUT OFF CUT OFF THIS FILE EACH FISCAL YEAR

STORAGE TRANSFER TO FRC 1 YEAR AFTER CUTOFF.

DISPOSAL DISPOSE OF 7 YEARS AFTER CUTOFF

REPLACES NARA JOB NUMBER

CONTROL NUMBER BDDB 12 02

(9) RECORDS SERIES NAME FEDERAL AGENCY QUARTERLY POSTAGE  
AND MAIL ACTIVITY REPORTS.

DESCRIPTION CONSIST OF QUARTERLY REPORTS OF FEDERAL GOVERNMENT AGENCY BUSINESS  
REPLY, PENALTY METER, PENALTY STAMP, PERMIT IMPRINT, EXPRESS MAIL AND RPW  
ACTIVITIES USED FOR VERIFICATION AND/OR AUDIT OF GOVERNMENT AGENCY  
ANNUAL POSTAGE USAGE DOCUMENTATION REPORTS NOTE NOT FOR USE BY FIELD  
INSTALLATIONS. SAMPLE FORM REPORTS HSP7.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING FILE THESE RECORDS ALPHABETICALLY BY  
AGENCY NAME WITHIN FISCAL YEAR

CUT OFF CUT OFF THIS FILE EACH FISCAL YEAR

STORAGE TRANSFER TO FRC ONE YEAR AFTER CUTOFF

DISPOSAL. DISPOSE OF THESE RECORDS SEVEN (7) YEARS  
FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER

CONTROL NUMBER DEAB.00.02

(10)

RECORDS SERIES NAME RURAL ROUTE ADJUSTMENT FOLDER

DESCRIPTION CURRENT AND PROPOSED DATA PERTAINING TO ROUTE ADJUSTMENT. ALSO INCLUDES  
GENERAL CORRESPONDENCE AND OTHER RELEVANT INFORMATION SUCH AS STOPS, BOXES,  
MILES, MAPS, CHANGES, AND SURVEYS. USED TO DETERMINE AND MAKE ROUTE  
ADJUSTMENTS. SAMPLE FORMS PS 500, 4012.

WITHDRAWN

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING ALPHABETICALLY, BY OFFICE NAME.

CUT OFF

STORAGE

DISPOSAL DISPOSE OF 1 YEAR AFTER THE ADJUSTMENT  
HAS BEEN MADE

REPLACES NARA JOB NUMBER

CONTROL NUMBER DEAB.12 02

RECORDS SERIES NAME RURAL ROUTE FOLDER-REFERENCE CASE FILES

DESCRIPTION GENERAL CORRESPONDENCE FROM CUSTOMERS, ROUTE MAPS, RURAL MAIL COUNTS,  
STATISTIC AND INSPECTION REPORTS, AND OTHER CORRESPONDENCE AND PAPERS  
RELATED TO THE ROUTE. USED FOR REFERENCE SAMPLE FORMS PS 4241, 4239,  
4248.

WITHDRAWN

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING NUMERICALLY, BY ROUTE NUMBER.

CUT OFF.

STORAGE

DISPOSAL DISPOSE OF WHEN ROUTE IS DISCONTIONED  
OR NO LONGER NEEDED FOR REFERENCE,  
WHICHEVER IS LATER

REPLACES NARA JOB NUMBER

(11)

CONTROL NUMBER DEAB 12.01

(12) RECORDS SERIES NAME RURAL ROUTE FOLDER-ADMINISTRATIVE CASE FILES.

DESCRIPTION CONSISTS OF ROUTE DESCRIPTION, ROUTE INSPECTION REPORT, RURAL DELIVERY AND STATISTICAL REPORTS. ROUTE EVALATIONS AND OTHER RELEVANT INFORMATION THAT PERTAINS TO THE ESTABLISHMENT OPERATION CONSOLIDATION AND TERMINATION OF A RURAL ROUTE. USED TO ADMINISTER RURAL RURAL DELIVERY SERVICES. SAMPLE FORMS: PS 4003, 4241, 4241A, 4241X, 4248.

WITHDRAWN

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING. NUMERICALLY, BY ROUTE NUMBER WITHIN FINANCE NUMBER. MOVE TO A FILE CONTAINING FOLDERS OF ROUTES TERMINATED.

CUT OFF: CUTOFF THIS FILE EACH CALENDAR YEAR.

STORAGE MOVE TO A FILE CONTAINING FOLDERS OF ROUTES TERMINATED.

DISPOSAL. DISPOSE OF 2 YEARS FROM DATE OF CUTOFF (DISPOSE OF ANNUAL ROUTE INSPECTIONS WHEN 2 YEARS OLD)

REPLACES NARA JOB NUMBER

CONTROL NUMBER. GIFX.10.01

(13) RECORDS SERIES NAME POSTAL SERVICE INFORMATION SYSTEMS  
ARCHITECTURE DIAGRAMS AND RELATED  
RECORDS

DESCRIPTION THE INFORMATION ARCHITECTURE OF THE UNITED STATES POSTAL SERVICE IS  
COMPOSED OF DIAGRAMS AND NARRATIVE DESCRIPTIONS WHICH PROVIDE A  
CONCEPTUAL VIEW OF POSTAL SERVICE BUSINESS FUNCTIONS ALONG WITH THEIR  
SUPPORTING DATA FLOWS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING FILE IN BUSINESS SYSTEMS PLAN (BSP)  
ORDER.

CUT OFF CUT OFF AT THE END OF EACH FISCAL YEAR.

STORAGE TRANSFER TO FRC 2 YEARS AFTER DATE OF  
CUTOFF.

DISPOSAL DISPOSE OF 10 YEARS AFTER DATE OF  
CUTOFF.

REPLACES NARA JOB NUMBER.

CONTROL NUMBER CDBA 00 01

(14) RECORDS SERIES NAME POSTAL STAMP POSTERS.

DESCRIPTION ENLARGED REPLICAS OF SELECTED STAMPS, USUALLY COMMEMORATIVE STAMPS.  
USED AS A PUBLIC RELATIONS TOOL TO ADVERTISE IN POSTAL FACILITIES,  
THE AVAILABILITY OF STAMPS AND OTHER SERVICES SUCH AS EXPRESS MAIL  
AND PHILATELIC PRODUCTS

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING FURNISH <sup>2</sup> ~~ONE~~ COPIES TO THE RECORDS OFFICE  
FOR TRANSFER TO THE NATIONAL ARCHIVES

CUT OFF CUT OFF EACH CALENDAR YEAR.

DISPOSAL PERMANENT. TRANSFER TO NATIONAL  
ARCHIVES ANNUALLY.

REPLACES NARA JOB NUMBER

*change STORAGE  
per phone  
conversation with  
John Gonnels  
1/10/91*