

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-28-90-1

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

DATE RECEIVED

11/8/89

1. FROM (Agency or establishment)

U. S. Postal Service

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Headquarters

3. MINOR SUBDIVISION

Records Office

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

Sheila Allen

5. TELEPHONE EXT.

268-4869

DATE

3-6-90

ARCHIVIST OF THE UNITED STATES
Signature of the Archivist of the United States 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 1 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 <i>10/23/89</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Placy J. Sherry</i>	D. TITLE USPS 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 GRS OR SUPERSEDED JOB CITATION	10.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>
1.	Employee Medical Folder (EMF) - Employee Leaving Federal Service (Prior to January 1, 1990) - see attached 115 Report for Control Number ECBX.12.01.	N1-28-87-1	
2.	Applicant Medical Records - Applicant Determined to be Medically Unsuitable - see attached 115 Report for Control Number ECBX.12.02.	N1-28-86-2/36d	
3.	Employee Medical Folders (EMF) - Employee Reassigned to Another Postal Facility - see attached 115 Report for Control Number ECBX.12.03.	N1-28-86-2/36a	
4.	Employee Medical Folders (EMF) - Employee Transferred to Another Federal Agency <i>or left Federal Service after 1/1/90</i> - see attached 115 Report for Control Number ECBX.12.04.	N1-28-86-2/36b	
5.	Employee Medical Folders (EMF) - Employee Leaving Federal Service (After January 1, 1990) - see attached 115 Report for Control Number ECBX.12.05.	N/A.	

*Copy sent to NCF
3/9/90*

CONTROL NUMBER: ECBX.12.01

RECORDS SERIES NAME: EMPLOYEE MEDICAL FOLDERS (EMF)-EMPLOYEE
TRANSFERRED TO ANOTHER FEDERAL AGENCY OR
LEFT FEDERAL SERVICE PRIOR TO 1/1/90.

DESCRIPTION: CONSISTS OF CASE FILES CONTAINING INFORMATION RELATING TO AN EMPLOYEE'S
MEDICAL HISTORY THROUGHOUT THE PERIOD OF USPS EMPLOYMENT, INCLUDING PHYSICAL
EXAMINATIONS, TREATMENT AT MEDICAL/HEALTH UNIT, OCCUPATIONAL INJURIES OR
ILLNESSES, CORRESPONDENCE, DOCTOR'S STATEMENTS AND RECOMMENDATIONS, OWCP
REFERRALS, MEDICAL FORMS & RECORDS OF IMMUNIZATIONS. INCLUDES PS FORMS
1997,2485,2486,2489,3956,4583,5902, & OTHER RESTRICTED MEDICAL INFORMATION.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THE FOLDERS ALPHABETICALLY, BY EM-
PLOYEE'S LAST NAME, IN STANDARD RECORDS
STORAGE CARTONS, SEGREGATED BY YEAR OF
SEPARATION FROM THE USPS.

CUT OFF: THESE FILES COVER ONLY THOSE EMPLOYEES
SEPARATED FROM THE USPS PRIOR TO 1/1/90.

STORAGE: THE FILES COVERED BY THIS ITEM MUST BE
FORWARDED TO THE DESIGNATED FRC NO LATER
THAN JANUARY 1, 1991.

DISPOSAL: FORWARD EACH YEAR'S BOXES TO THE DESIG-
NATED FRC, TO BE DESTROYED 30 YEARS FROM
THE YEAR OF SEPARATION FROM THE USPS.

REPLACES NARA JOB NUMBER: N1-28-87-1

CONTROL NUMBER: ECBX.12.02

RECORDS SERIES NAME: APPLICANT MEDICAL RECORDS - APPLICANT
DETERMINED TO BE MEDICALLY UNSUITABLE.

DESCRIPTION: CONSISTS OF CASE FILES CONTAINING INFORMATION RELATING TO THE MEDICAL HISTORY OF A TENTATIVELY-SELECTED APPLICANT WHO WAS DETERMINED TO BE MEDICALLY UNSUITABLE FOR THE POSITION FOR WHICH HE/SHE APPLIED. INCLUDES RESULTS OF PRE-EMPLOYMENT PHYSICAL EXAMINATION, CORRESPONDENCE, DOCTOR'S STATEMENTS, ASSESSMENT OF RISK & RECOMMENDATIONS OF ACCOMMODATIONS, IF ANY, THAT NEED TO BE MADE IF THE APPLICANT IS HIRED. (RECORDS NOT MAINTAINED IN EMF'S.)

MAINTENANCE. TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: N/A.

CUT OFF: N/A.

STORAGE: N/A.

DISPOSAL: RETURN THESE RECORDS TO PERSONNEL OFFICE
WHERE DETERMINATION WAS MADE; MATCH WITH
APPLICATION AND DESTROY AFTER 5 YEARS.

REPLACES NARA JOB NUMBER: N1-28-86-2/36d

CONTROL NUMBER: ECBX.12.03

RECORDS SERIES NAME: EMPLOYEE MEDICAL FOLDERS (EMF) -
EMPLOYEE REASSIGNED TO ANOTHER
POSTAL FACILITY.

DESCRIPTION: CONSISTS OF CASE FILES CONTAINING INFORMATION RELATING TO AN EMPLOYEE'S
MEDICAL HISTORY THROUGHOUT THE PERIOD OF USPS EMPLOYMENT, INCLUDING PHYSICAL
EXAMINATIONS, TREATMENT AT MEDICAL/HEALTH UNIT, OCCUPATIONAL INJURIES OR
ILLNESSES, CORRESPONDENCE, DOCTORS' STATEMENTS AND RECOMMENDATIONS, OWCP
REFERRALS, MEDICAL FORMS AND RECORDS OF IMMUNIZATIONS. INCLUDES PS FORMS
1997,2485,2486,2488,2489,3956,4583,5902 AND OTHER RESTRICTED INFORMATION.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS ALPHABETICALLY, BY
EMPLOYEE'S LAST NAME. REMOVE FOLDER FROM
FILE UPON NOTIFICATION OF SEPARATION.

CUT OFF: N/A.

STORAGE: STORE THESE RECORDS IN LOCKED FILE
CABINETS ACCESSIBLE ONLY TO MEDICAL
PERSONNEL.

DISPOSAL: FORWARD EMF TO THE HEAD OF THE MEDICAL
UNIT RESPONSIBLE FOR THE POSTAL FACILITY
WHERE THE EMPLOYEE HAS BEEN REASSIGNED.

REPLACES NARA JOB NUMBER: N1-28-86-2/36a

CONTROL NUMBER: ECBX.12.04

RECORDS SERIES NAME: EMPLOYEE MEDICAL FOLDERS (EMF)-EMPLOYEE
TRANSFERRED TO ANOTHER FEDERAL AGENCY OR
LEFT FEDERAL SERVICE AFTER 1/1/90.

DESCRIPTION: CONSISTS OF CASE FILES CONTAINING INFORMATION RELATING TO AN EMPLOYEE'S
MEDICAL HISTORY THROUGHOUT THE PERIOD OF USPS EMPLOYMENT, INCLUDING PHYSICAL
EXAMINATIONS, TREATMENT AT MEDICAL/HEALTH UNIT, OCCUPATIONAL INJURIES OR
ILLNESSES, CORRESPONDENCE, DOCTORS' STATEMENTS AND RECOMMENDATIONS, DWCP
REFERRALS, MEDICAL FORMS AND RECORDS OF IMMUNIZATIONS. INCLUDES PS FORMS
1997,2485,2486,2488,2489,3956,4583,5902 AND OTHER RESTRICTED INFORMATION.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS ALPHABETICALLY, BY
EMPLOYEE'S LAST NAME.

CUT OFF: REMOVE FOLDER FROM FILE UPON NOTIFICA-
TION OF EMPLOYEE'S SEPARATION FROM USPS.

STORAGE: STORE THESE RECORDS IN LOCKED FILE
CABINETS ACCESSIBLE ONLY TO MEDICAL
PERSONNEL.

DISPOSAL: PLACE FOLDER IN A DOUBLE ENVELOPE AND
FORWARD TO THE NPRC TO BE STORED FOR 30
YEARS FROM DATE OF SEPARATION FROM USPS.

REPLACES NARA JOB NUMBER: N1-28-86-2/36b