

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

LEAVE BLANK
 JOB NO. **N1-28-90-3**
 DATE RECEIVED **6/13/90**

1. FROM (Agency or establishment)
United States Postal Service

2. MAJOR SUBDIVISION
Finance Group

3. MINOR SUBDIVISION
Records Office

4. NAME OF PERSON WITH WHOM TO CONFER
Sheila Allen

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

ARCHIVIST OF THE UNITED STATES
Signature of the Archivist
 Of the U.S. not required for
~~disposition of non-Federal~~
 records.

5. TELEPHONE EXT. **268-4869**

6. CERTIFICATE OF AGENCY REPRESENTATIVE

DATE **6-21-90**

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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
5/25/90	<i>Rayff Steery</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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>
1.	Paid Money Orders (Domestic and International) - BGBF.03.03 See Attached SF 115 Report.	N1-28-87-4/25A	

DIR425CO
REPORT NO. 15

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

PAGE 001 RUN DATE 05/07/90

CONTROL NUMBER: BGBF.03.03

RECORDS SERIES NAME: PAID MONEY ORDERS (DOMESTIC AND
INTERNATIONAL).

DESCRIPTION: CONSISTS OF NEGOTIABLE (PAYMENT) COPY OF PAID MONEY ORDERS THAT HAVE BEEN
PROCESSED BY THE FEDERAL RESERVE BANK AND FORWARDED TO THE FEDERAL RECORDS
CENTER IN ST. LOUIS, MO. USED BY THE INSPECTION SERVICE TO INVESTIGATE
IMPROPER PAYMENTS, FORGED, STOLEN, EMBEZZLED AND ALTERED MONEY ORDERS OR
THOSE INVOLVED WITH MONEY LAUNDERING SCHEMES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS NUMERICALLY, BY
LOCATER NUMBER.

CUT OFF: CUT OFF THE FILE EACH MONTH.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THESE RECORDS FIVE (5) YEARS
FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER: N1-28-87-4/25A