

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-28-90-4

DATE RECEIVED

9-27-90

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

John Gunnels

5. TELEPHONE EXT.

268-4873

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 5 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

9/21/90

C. SIGNATURE OF AGENCY REPRESENTATIVE

John R. Gunnels
for Philip J.G. Skelly

D. TITLE

USPS Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

See attached.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

Copies sent to agency, BRS 3/6/92

CONTROL NUMBER: ABXX.13..Q2

(1) RECORDS SERIES NAME: MANAGEMENT STUDY/SURVEY FILES - SPONSOR-
ING ORGANIZATION'S RECORD COPY.

DESCRIPTION: CONSISTS OF SPONSORING ORGANIZATION'S RECORD COPY OF STUDIES BY STAFF MEMBERS OR OUTSIDE CONTRACTORS, OR RELATED TO MANAGEMENT IMPROVEMENT PROJECTS SUCH AS ORGANIZATION AND METHODS STUDIES, MARKETING SURVEYS, AND SIMILAR STUDIES WITH RELATED PAPERS SHOWING THEIR INCEPTION, SCOPE, PROCEDURE, AND RESULTS. USED TO IMPROVE USPS MANAGEMENT AND AID IN PROBLEM SOLVING.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALPHABETICALLY, BY NAME OF STUDY. MOVE TO A CLOSED FILE WHEN ACTION IS COMPLETED.

CUT OFF: CUT OFF THIS FILE EACH CALENDAR YEAR.

STORAGE: DO NOT TRANSFER TO A FEDERAL RECORDS CENTER.

DISPOSAL: DISPOSE OF 3 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER: N1-28-87-2/2A

CONTROL NUMBER: GACX.12.05

(2) RECORDS SERIES NAME: QUALITY ASSURANCE RECORDS -
POSTAL CONTRACTS.

DESCRIPTION: REPORTS AND FORMS (PS 7342A) THAT DOCUMENT QUALITY ASSURANCE/INSPECTION
ACTIVITIES THAT OCCUR DURING THE MONITORING OF CONTRACTS FOR SERVICES AND
MANUFACTURE OF EQUIPMENT. INCLUDES INSPECTION/ACCEPTANCE RESULTS, PRE-AWARD
AND SITE SURVEYS, POST-AWARD AND QA REPORTS, AND DCAS BILLINGS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALPHABETICALLY BY CONTRACTOR NAME.
MOVE TO AN INACTIVE FILE WHEN CONTRACT
IS COMPLETED.

CUT OFF: CUT OFF THE FILE AT CLOSE OF CONTRACT/
ACTIVITY.

STORAGE:

DISPOSAL: DISPOSE OF 6 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: CCAA.11.01

(3) RECORDS SERIES NAME: RATE CASE SUPPORT DOCUMENTATION -
COST STATISTICS SYSTEMS.

DESCRIPTION: CONSISTS OF CITY CARRIER COST SYSTEM SAMPLE DESIGN DOCUMENTS, POSITION
PAPER, PILOT STUDY MATERIALS, PROJECT FOLDER; IN-OFFICE COST SYSTEM ERROR
FEEDBACK REPORT DOCUMENTS, IOCS DATA QUALITY AND NONSAMPLING ERROR REPORT;
IOCS RATE CASE SUPPORT FILE, COST SYSTEM AUDITOR'S REPORTS; RATE CASE BASE
YEAR SAMPLE DATA PROCEDURES. USED TO DEVELOP AND IMPLEMENT SAMPLING SYSTEMS
TO DETERMINE POSTAL SERVICE COSTS IN SUPPORT OF RATE CASES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CUT OFF: CUT OFF AT THE END OF THE STUDY.

STORAGE: DISPOSAL: DISPOSE OF 5 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: CCAA.23.08

(4) RECORDS SERIES NAME: COST STUDY RECORDS SUPPORTING POSTAL
RATE COMMISSION PRESENTATIONS.

DESCRIPTION: TABULATIONS AND ANALYTICAL DOCUMENTS ESTABLISHING COST ATTRIBUTION LEVELS
AND COST DISTRIBUTION AMONG RATE CATEGORIES. USED FOR DEVELOPMENT OF
ATTRIBUTIONS PRESENTED IN PAST RATE CASE PROCEEDINGS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: NUMERICALLY, BY RATE CASE PROCEEDING
NUMBER.

CUT OFF: CUT OFF THE FILE UPON CONCLUSION OF
RATE CASE PROCEEDING.

STORAGE:

DISPOSAL: DISPOSE OF 10 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER: