

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-2891-2

DATE RECEIVED

10/16/90

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

1. FROM (Agency or establishment)

U. S. Postal Service

2. MAJOR SUBDIVISION

Records Office

3. MINOR SUBDIVISION

Finance

4. NAME OF PERSON WITH WHOM TO CONFER

Sheila Allen

5. TELEPHONE EXT.

268-4869

DATE

Signature of the Archivist of the United States not required for

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

6. CERTIFICATE OF AGENCY REPRESENTATIVE

disposition of non-Federal records.

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 2 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

10/4/90

C. SIGNATURE OF AGENCY REPRESENTATIVE

[Handwritten Signature]

D. TITLE

USPS Records Officer

7. ITEM NO.

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

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

SEE ATTACHED 115 REPORTS FOR THE FOLLOWING RECORDS SERIES:

- 1 Financial Reports Workpapers and Supporting Documents (BDAX.04.01)
- 2 Summary Financial and Operating Statements Workpapers (BDAX.04.02)
- 3 Systems Compliance Projects Case Files (BDAX.12.01)
- 4 Postal Service Financial Reports (PSFR) and Revenue and Expense Reports (BDAX.23.01)
- 5 Daily Financial Statements (PS Forms 1558) (BDDA.03.05)
- 6 Daily Financial Reports - Accounting Unit PS Form 1412 and Supporting Documentation (BDDA.03.06)
- 7 Postmaster Statement of Account and Related Supporting Records Accounting Unit Copies - Part One (BDDA.12.01)
- 8 Postmaster Statement of Account and Related Supporting Records Accounting Unit Copies - Part Two (BDDA.12.02)
- 9 Federal Agency Business Reply Reporting Forms (BDDB.03.01)
- 10 Federal Government Agency Fiscal Year Folders (BDDB.12.01)
- 11 Federal Agency Quarterly Postage and Mail Activity Reports (BDDB.12.02)

NC1-28-79-4/11

Copy sent to NCF, NN-WANT 4/19/92

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3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

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 _____ 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

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>
12	Federal Agency Postage Reimbursement Audit Reports (BDDB,12,03)		
13	Accounting Procedures. (BDXX.03.01)		

CONTROL NUMBER: BDAX.04.01

① RECORDS SERIES NAME: FINANCIAL REPORTS WORKPAPERS AND
SUPPORTING DOCUMENTS.

DESCRIPTION: CONSISTS OF WORKPAPERS, BACKGROUND MATERIAL, FEEDER REPORTS AND SUPPORTING
DOCUMENTS THAT ARE USED TO PREPARE PERIODIC FINANCIAL REPORTS OR DETAILED
ANALYSES OF THE POSTAL SERVICE'S FINANCIAL POSITION.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE CHRONOLOGICALLY, BASED UPON THE
TIME PERIOD FOR WHICH THE REPORT WAS
PREPARED.

CUT OFF: CUT OFF THE FILE EACH FISCAL YEAR.

STORAGE: TRANSFER TO AN INACTIVE FILE WHEN THE
REPORT HAS BEEN FINALIZED.

DISPOSAL: DISPOSE OF 3 YEARS AFTER CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BDAX.04.02

2 RECORDS SERIES NAME: SUMMARY FINANCIAL AND OPERATING
STATEMENTS WORKPAPERS.

DESCRIPTION: CONSISTS OF COPIES OF REPORTS AND WORKPAPERS, CONTAINING DOCUMENTATION USED
TO PREPARE ACCOUNTING PERIOD NATIONAL FINANCIAL REPORTS. INCLUDES REVENUE
BY SOURCE, STATEMENT OF FINANCIAL POSITION (BALANCE SHEET) AND HIGHLIGHTS
(GENERAL SUMMARY).

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE CHRONOLOGICALLY BASED UPON THE
TIME PERIOD FOR WHICH THE REPORT HAS
BEEN PREPARED.

CUT OFF: CUT OFF THE FILE EACH FISCAL YEAR.

STORAGE: MOVE TO AN INACTIVE FILE WHEN THE
SUMMARY STATEMENT HAS BEEN FINALIZED.

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

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BDAX.12.01

3 RECORDS SERIES NAME: SYSTEMS COMPLIANCE PROJECTS CASE FILES.

DESCRIPTION: CONSISTS OF CASE FILES CONTAINING DOCUMENTATION/CORRESPONDENCE RESULTING FROM SCHEDULED AND AD HOC FINANCIAL/OPERATIONAL REVIEWS PERFORMED BY THE SYSTEMS COMPLIANCE STAFF. INCLUDES STANDARD & CUSTOMIZED CHECKLISTS AND RESULTS OF ANALYSIS AND CORRESPONDENCE TO AND FROM AFFECTED MANAGEMENT COMPONENTS REGARDING FINDINGS, RECOMMENDATIONS, & FOLLOW-UP ACTIONS. ALSO INCLUDES RECORDS OF PROJECTS INITIATED BY DIVISION AND REGIONAL MANAGEMENT.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS ALPHABETICALLY, BY SUBJECT, AND WITHIN SUBJECT, BY NAME OF FACILITY.

CUT OFF: CUT OFF THE INACTIVE FILE AT THE END OF EACH FISCAL YEAR.

STORAGE: TRANSFER THESE RECORDS TO AN INACTIVE FILE WHEN ALL CORRECTIVE ACTION/FOLLOW-UPS HAVE BEEN COMPLETED AND VERIFIED.

DISPOSAL: DISPOSE OF THE INACTIVE FILES THREE (3) YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

DIR425CO
REPORT NO. 15

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

PAGE 001 RUN DATE 10/03/90

CONTROL NUMBER: BDAX.23.01

4 RECORDS SERIES NAME: POSTAL SERVICE FINANCIAL REPORTS (PSFR)
AND REVENUE AND EXPENSE REPORTS.

DESCRIPTION: CONSIST OF POST OFFICE COPIES OF COMPUTER-GENERATED REPORTS PROVIDING
INFORMATION ON REVENUE AND EXPENSES BY LINE REFERENCE NUMBER (E.G.,
SUPPLIES, SERVICES, ETC. AND SALARY AND FRINGE BENEFITS BY FUNCTION.
USED TO MONITOR POST OFFICE MANAGEMENT PRACTICES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS CHRONOLOGICALLY BY
ACCOUNTING PERIOD.

CUT OFF: CUT OFF THE FILE EACH FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THREE (3) YEARS FROM THE DATE
OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BDDA.03.05

5

RECORDS SERIES NAME: DAILY FINANCIAL STATEMENTS (PS FORMS
1558).

DESCRIPTION: CONSISTS OF AUTOMATED OUTPUT FORMAT (GENERATED FROM INTEGRATED RETAIL TERMINAL, PROGRAMMABLE CALCULATOR OR A COMPUTER) LABELED PS FORM 1558 AND THAT SERVES IN LIEU OF AN ACCOUNTBOOK (PS 1551, ETC.) FOR CERTAIN AUTOMATED POST OFFICES. THE STATEMENT IS GENERATED ON A DAILY BASIS, AND PROVIDES A CUMULATIVE SUMMARY OF THE TRANSACTIONS THAT AFFECT THE POSTMASTER'S ACCOUNTABILITY THROUGH THE PREVIOUS DAY.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THE DAILY REPORTS CHRONOLOGICALLY WITH THE CORRESPONDING PS FORM 1412, UNTIL THE END OF THE ACCOUNTING PERIOD.

CUT OFF: CUT OFF THE INACTIVE FILE AT THE END OF THE FISCAL YEAR.

STORAGE: TRANSFER PRIOR ACCOUNTING PERIOD REPORTS TO AN INACTIVE FILE.

DISPOSAL: DISPOSE OF THE INACTIVE FILE FIVE (5) YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BDDA.03.06

6
RECORDS SERIES NAME: DAILY FINANCIAL REPORTS - ACCOUNTING
UNIT PS FORM 1412 AND SUPPORTING
DOCUMENTATION.

DESCRIPTION: CONSISTS OF CONSOLIDATED PS FORM 1412 AND SUPPORTING DOCUMENTATION (INCLUDING STATION/BRANCH PS 1412'S, 17, 17A, 1096, 1312, 1538, 3220, 3508, 3533, 3544, 3582-C, 3584, 3602-PO, 3603, 3613, 3958, SF 1164, INVOICES AND MONEY ORDER TAPES) THESE RECORDS PROVIDE A RUNNING RECORD OF THE POSTMASTER'S ACCOUNTABILITY AND SUMMARY OF DAILY FINANCIAL TRANSACTIONS, AND ARE USED TO UPDATE THE OFFICE'S ACCOUNTBOOK. MAY BE PREPARED BY HAND OR BY A PROGRAMMABLE DEVICE.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE REPORTS AND THE SUPPORTING
DOCUMENTATION CHRONOLOGICALLY WITHIN
ACCOUNTING PERIOD.

CUT OFF: CUT OFF THE INACTIVE FILE AT THE END OF
THE FISCAL YEAR.

STORAGE: TRANSFER PRIOR ACCOUNTING PERIOD REPORTS
TO AN INACTIVE FILE.

DISPOSAL: DISPOSE OF THE INACTIVE FILE FOUR (4)
YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BDA.12.01

7
RECORDS SERIES NAME: POSTMASTER STATEMENT OF ACCOUNT AND
RELATED SUPPORTING RECORDS - ACCOUNTING
UNIT COPIES - PART ONE.

DESCRIPTION: CONSISTS OF ACCOUNTING UNIT COPIES OF THE A/P (CAGS A-G) OR QUARTERLY (CAGS
H,J,K,L) STATEMENT OF ACCOUNT - PS FORMS 1553,1554,1555, 1555A & PERTINENT
SUPPORTING DOCUMENTS. ENTRIES ARE DERIVED FROM THE OFFICE'S ACCOUNTBOOK
(WHICH WAS POSTED FROM THE DAILY 1412'S) AND SUPPORTING DOCUMENTATION FOR
THE OFFICE. THE SUPPORTING DOCUMENTS ARE ORGANIZED BY AIC AND TYPE OF FORM
WITH ADDING MACHINE TAPES CORRESPONDING TO EACH AIC ATTACHED.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALL RELATED DOCUMENTS FOR THE A/P OR THE
QUARTER ARE ASSEMBLED AND PLACED IN
IN ENVELOPES IN AN INACTIVE FILE, WHERE
THEY ARE FILED CHRONOLOGICALLY.

CUT OFF: CUT OFF THE INACTIVE FILE AT THE END OF
THE FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THE INACTIVE FILES FOUR (4)
YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER: NC1-28-79-4/11

CONTROL NUMBER: BDDA.12.02

8 RECORDS SERIES NAME: POSTMASTER STATEMENT OF ACCOUNT AND
RELATED SUPPORTING RECORDS - ACCOUNTING
UNIT COPIES - PART TWO.

DESCRIPTION: SUPPORTING RECORDS FOR THE STATEMENT OF ACCOUNT MAY INCLUDE THE ACCOUNT-
BOOK, DAILY FINANCIAL STATEMENTS, PS FORMS 1481, 1556, 1839, 3236, 3238,
3541, 3541A, 3602, 3605, PAID VENDOR INVOICES, UTILITY BILLS, MISCELLANEOUS
MEMORANDA, BANKING DOCUMENTATION AND STATEMENTS OF DIFFERENCES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALL RELATED DOCUMENTS FOR THE A/P OR
QUARTER ARE ASSEMBLED AND PLACED IN
AN ENVELOPE IN AN INACTIVE FILE, WHERE
THEY ARE FILE CHRONOLOGICALLY.

CUT OFF: CUT OFF THE INACTIVE FILE AT THE END OF
THE FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THE INACTIVE FILE FOUR (4)
YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: Bddb.03.01

9 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

10 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

11 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: BDDB.12.03

12 RECORDS SERIES NAME: FEDERAL AGENCY POSTAGE REIMBURSEMENT
AUDIT REPORTS.

DESCRIPTION: CONSIST OF AUDIT REPORTS AND BACK-UP DOCUMENTATION OF ANNUAL FEDERAL
GOVERNMENT AGENCY POSTAGE REIMBURSEMENT AMOUNTS TO THE USPS. PREPARED
BY USPS AND/OR CONTRACTOR AUDIT PERSONNEL.

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 FROM DATE
OF CUTOFF.

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

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BDXX.03.01

13

RECORDS SERIES NAME: ACCOUNTING PROCEDURES.

DESCRIPTION: CONSISTS OF 100 SERIES - ADMINISTRATION PROCEDURES, 200 SERIES - GENERAL ACCOUNTING, 300 SERIES - POST OFFICE ACCOUNTING, 400 SERIES - ACCOUNTS PAYABLE, 500 SERIES - F-11, PCES RELOCATION, 600 SERIES - ASSETS, 700 SERIES - MOTOR VEHICLE AND 800 SERIES - REAL PROPERTY.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS CHRONOLOGICALLY, BY FISCAL YEAR.

CUT OFF: CUT OFF THIS FILE EACH FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THESE RECORDS FOUR (4) YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER: