

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. <b>N1-28-91-4</b>	DATE RECEIVED <b>11-13-90</b>
1. FROM (Agency or establishment) <b>U. S. Postal Service</b>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <b>Records Office</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION <b>Finance</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Sheila Allen</b>	5. TELEPHONE EXT. <b>268-4869</b>	DATE	ARCHIVIST OF THE UNITED STATES
6. CERTIFICATE OF AGENCY REPRESENTATIVE		Signature of the Archivist of the United States not required for the 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 <b>11/2/90</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>P. Stealy</i>	D. TITLE <b>USPS Records Officer</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
	SEE ATTACHED 115 REPORTS FOR THE FOLLOWING RECORDS SERIES:		
1	Stamp Stock Requisitions, Shipment and Receiving Records - Stamp Distribution Office Copies (BGAA.03.01)		
2	Stamp Credit Examination Records - Postmasters' Copies (BGAA.03.04)		
3	Stamp Credit/Accountability Records (BGAA.03.04)		
4	Records of Postage Meter Settings and Examinations (BGBB.03.04)		
5	Paid Money Orders Microfilm (Domestic and International) (BGBF.03.04)		
6	Money Order Blank Stock Records (BGBF.03.05)		
7	Domestic Money Order Inquiries - Replacement Money Order (BGBF.03.06)		
8	International Money Orders, Outgoing - Applications and Authorizations (BGBF.03.09)		
9	Undeliverable or Invalid International Money Orders (BGBF.03.10)		
10	International Money Orders, Listing & Cards, Incoming - Incoming Issue List (BGBF.20.01)		
11	International Money Orders, Applications and Authorizations - Outgoing - Daily International Money Order Issue List (BGBF.22.03)		

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

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

JOB NO.

DATE RECEIVED

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

U. S. Postal Service (Cont'd.)

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3. MINOR SUBDIVISION

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5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

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B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

*P. Seery*

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)
12	International Money Order Invalid Listing (BGBF.22.04)		
13	International Money Order Repayment Listing (BGBF.22.05)		
14	International Money Orders, Applications & Authorizations - Outgoing - Daily Issue Log (BGBF.26.01)		
15	International Money Orders, Listings & Cards - Incoming - Daily Issue Logs (BGBF.26.02)		
16	International Money Orders, Listing & Cards - Incoming - Daily Batch Logs (BGBF.26.03)		

CONTROL NUMBER: BGAA.03.01

1 RECORDS SERIES NAME: STAMP STOCK REQUISITIONS, SHIPMENT AND  
RECEIVING RECORDS - STAMP DISTRIBUTION  
OFFICE COPIES.

DESCRIPTION: CONSISTS OF PS FORMS 17, 17A, 3036, 3205, 3216, 3217, 3238, 3309, 3356,  
3958, 3959 AND/OR VARIOUS OUTPUT DOCUMENTS FROM THE AUTOMATED AINV SYSTEM,  
THAT DOCUMENT AND CONTROL THE INVENTORY OF ALL OF THE STAMP STOCK UNDER  
THE CONTROL OF THE STAMP DISTRIBUTION OFFICE.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS CHRONOLOGICALLY,  
WITHIN TYPE OF FORM, WITHIN ACCOUNTING  
PERIOD OR WITHIN QUARTER.

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

STORAGE: N/A.

DISPOSAL: DISPOSE OF THESE RECORDS TWO (2) YEARS  
FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BGAA.03.03

2 RECORDS SERIES NAME: STAMP CREDIT EXAMINATION RECORDS -  
POSTMASTER'S COPIES.

DESCRIPTION: CONSISTS OF POSTMASTER'S COPY OF PS FORM 3294 COMPLETED BY EACH EMPLOYEE  
AND HIS SUPERVISOR THAT PROVIDES A COMPLETE RECORD OF THE EXAMINA-  
TION OF THE EMPLOYEE'S STAMP CREDIT. ALSO INCLUDES PS FORM 3368, AND  
PS 571 AND 3977, WHEN APPROPRIATE.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS ALPHABETICALLY, BY  
CLERK/STATION NAME.

CUT OFF: CUT OFF THE FILE AFTER THE CURRENT PS  
3294 IS SUPERSEDED.

STORAGE: TRANSFER THE SUPERSEDED PS 3294 & SUP-  
PORTING RECORDS TO AN INACTIVE FILE.

DISPOSAL: DISPOSE OF THE INACTIVE FILE TWO (2)  
YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BGAA.03.04

3 RECORDS SERIES NAME: STAMP CREDIT/ACCOUNTABILITY RECORDS.

DESCRIPTION: CONSISTS OF RECORDS THAT DOCUMENT ON A PERPETUAL BASIS THE VALUE AND DISTRIBUTION OF THE STAMP CREDIT/ACCOUNTABILITY CONSIGNED TO EACH POST OFFICE. A DRAWER OR FILE FOLDER IS ESTABLISHED FOR EACH CLERK OR EACH UNIT THAT CONTAINS THE ORIGINAL SIGNED PS FORM 3369 AND RELATED FORMS THAT DOCUMENT THE CHANGING VALUE OF THE STAMP CREDIT/ACCOUNTABILITY.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS ALPHABETICALLY, BY CLERK/STATION NAMES, WITHIN FINANCE NUMBER.

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

STORAGE: TRANSFER THESE RECORDS TO AN INACTIVE FILE WHEN THE CLERK/UNIT IS NO LONGER ASSIGNED TO THE OFFICE.

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

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BGBB.03.04

4 RECORDS SERIES NAME: RECORDS OF POSTAGE METER SETTINGS AND EXAMINATIONS.

DESCRIPTION: CONSISTS OF PS FORMS 3610 AND 3618 THAT DOCUMENT SETTINGS AND EXAMINATIONS OF POSTAGE METERS, EITHER MANUALLY, OR THRU THE COMPUTERIZED METER RESET-  
TING SYSTEM. THE FORMS ARE POSTED FROM PS FORMS 3603 AND REFLECT ASCENDING AND DESCENDING REGISTER READINGS BEFORE AND AFTER RESETTING & EXAMINATION.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS NUMERICALLY, IN ASCENDING METER NUMBER SEQUENCE. MAINTAIN THEM IN A PERPETUAL FILE FOR AS LONG AS THE METER IS IN SERVICE.

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

STORAGE: TRANSFER COMPLETELY FILLED FORMS OR THOSE RELATING TO METERS TAKEN OUT OF SERVICE TO AN INACTIVE FILE.

DISPOSAL: DESTROY THESE RECORDS THREE (3) YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BGBF.03.02

5 RECORDS SERIES NAME: PAID MONEY ORDER MICROFILM (DOMESTIC  
AND INTERNATIONAL).

DESCRIPTION: CONSISTS OF MICROFILM COPY OF PAID MONEY ORDERS THAT HAVE BEEN PROCESSED  
AND MICROFILMED BY THE FEDERAL RESERVE BANK. USED TO SERVICE POSTAL  
CUSTOMER INQUIRIES. FORWARDED TO THE ST. LOUIS PDC DAILY.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS CHRONOLOGICALLY, BY  
DAY.

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE: MAINTAIN THESE RECORDS IN MICROFILM  
CABINETS.

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

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

DIR425CO  
REPORT NO. 15

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

PAGE 001 RUN DATE 09/12/90

CONTROL NUMBER: BGBF.03.05

6 RECORDS SERIES NAME: MONEY ORDER BLANK STOCK RECORDS.

DESCRIPTION: MANIFESTS USED IN ISSUING BLANK STOCK AND IN RECONCILIATION OF POSTMASTERS' ACCOUNTS, LOST/STOLEN MONEY ORDERS, AND LITIGATION OF COURT CASES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS CHRONOLOGICALLY BY ACCOUNTING PERIOD.

CUT OFF: CUT OFF THIS FILE EACH FISCAL YEAR.

STORAGE: TRANSFER TO AN FRC.

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

REPLACES NARA JOB NUMBER:



CONTROL NUMBER: BGBF.03.06

7 RECORDS SERIES NAME: DOMESTIC MONEY ORDER INQUIRIES -  
REPLACEMENT MONEY ORDER.

DESCRIPTION: CONSISTS OF INQUIRIES OR REQUESTS FOR INFORMATION, PHOTOCOPIES OR REPLACEMENT MONEY ORDERS. IDENTIFIES PURCHASER AND PAYEE. USED FOR PHOTOCOPY, INFORMATION OR REPLACEMENT PROCESS. SAMPLE FORM: 6401.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS CHRONOLOGICALLY, BY  
ISSUE DATE IN BATCH NUMBER SEQUENCE.

CUT OFF: N/A.

STORAGE: TRANSFER TO A CLOSED REQUEST FILE WHEN  
REPLACEMENT MONEY ORDER IS ISSUED.

DISPOSAL: DISPOSE OF THESE RECORDS TWO (2) YEARS  
FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BGBF.03.09

8 RECORDS SERIES NAME: INTERNATIONAL MONEY ORDERS, OUTGOING -  
APPLICATIONS AND AUTHORIZATIONS.

DESCRIPTION: CONSISTS OF INFORMATION NEEDED TO ISSUE INTERNATIONAL MONEY ORDER, INCLUDING NAMES OF PAYOR, PAYEE, AMOUNT AND PURPOSE. USED AS AUTHORIZATION TO ISSUE AN INTERNATIONAL MONEY ORDER PAYABLE IN A FOREIGN COUNTRY.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS CHRONOLOGICALLY, BY  
BATCH NUMBER WITHIN COUNTRY CODE.

CUT OFF: CUT OFF THIS FILE EACH CALENDAR YEAR.

STORAGE: TRANSFER TO A COMPLETED TRANSACTION FILE  
UPON ISSUANCE.

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

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BGBF.03.10

9 RECORDS SERIES NAME: UNDELIVERABLE OR INVALID INTERNATIONAL  
MONEY ORDERS.

DESCRIPTION: CONSISTS OF ISSUED MONEY ORDERS FOUND TO BE UNDELIVERABLE DUE TO WRONG  
ADDRESS, PAYEE DECEASED, INVALID, FRAUD OR NO BUSINESS, ADDRESSES TO SWEEP-  
STAKES OR OVER LIMITATION. USED AS SUPPORT DOCUMENTS FOR REPAYMENT TO  
FOREIGN POSTAL ADMINISTRATIONS. SAMPLE FORM: PS 3097.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS NUMERICALLY, BY  
COUNTRY CODE.

CUT OFF: CUT OFF THIS FILE EACH CALENDAR YEAR.

STORAGE: TRANSFER THESE RECORDS TO A CLOSED  
TRANSACTION FILE UPON REPAYMENT OR BE-  
COMING INVALID.

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

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BGBF.20.01

10 RECORDS SERIES NAME: INTERNATIONAL MONEY ORDERS, LISTING &  
CARDS-INCOMING - INCOMING ISSUE LIST.

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED REPORT OF INTERNATIONAL MONEY ORDERS TO BE  
ISSUED. DATA ELEMENTS INCLUDE MONEY ORDER NUMBER, NAME OF PURCHASER/PAYEE,  
ADDRESS INFORMATION, INVALID DATE AND AMOUNTS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS CHRONOLOGICALLY, BY  
DATE RECEIVED.

CUT OFF: CUT OFF THIS FILE EACH CALENDAR YEAR.

STORAGE: PLACE IN A COMPLETED TRANSACTION FILE  
UPON ISSUANCE OF INTERNATIONAL MONEY  
ORDER.

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

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BGBF.22.03

11 RECORDS SERIES NAME: INTERNATIONAL MONEY ORDERS, APPLICATIONS  
AND AUTHORIZATIONS - OUTGOING - DAILY  
INTERNATIONAL MONEY ORDER ISSUE LIST.

DESCRIPTION: CONSISTS OF A COMPUTER-GENERATED LISTING, INCLUDING NAME OF PURCHASER, PAYEE  
ADDRESS, LIST NUMBER, INTERNATIONAL NUMBER AND TOTAL AMOUNT OF PAYMENT.  
USED FOR CERTIFICATION TO DISBURSING OFFICER FOR ISSUANCE OF INTERNATIONAL  
MONEY ORDER.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS NUMERICALLY, IN MONEY  
ORDER SERIAL NUMBER SEQUENCE.

CUT OFF: CUT OFF THIS FILE EACH FISCAL YEAR.

STORAGE: TRANSFER THESE RECORDS TO A COMPLETED  
TRANSACTION FILE UPON ISSUANCE.

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

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BGBF.22.04

12 RECORDS SERIES NAME: INTERNATIONAL MONEY ORDER INVALID LISTING.

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED REPORT OF INVALID INTERNATIONAL MONEY ORDERS  
- MONEY ORDERS OVER 90 DAYS OLD ARE NOT REDEEMED. USED AS AUTHORIZATION  
FOR REPAYMENT TO FOREIGN POSTAL ADMINISTRATIONS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS CHRONOLOGICALLY, BY  
DATE RECEIVED.

CUT OFF: CUT OFF THIS FILE EACH CALENDAR YEAR.

STORAGE:

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

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BGBF.22.05

13 RECORDS SERIES NAME: INTERNATIONAL MONEY ORDER REPAYMENT  
LISTING.

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED LISTING OF ACTUAL OR REPAYMENTS TO BE MADE  
ON MONEY ORDERS NOT REDEEMED FROM PATRON'S REQUEST. USED AS AUTHORIZATION  
FOR REPAYMENT TO FOREIGN POSTAL ADMINISTRATIONS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS CHRONOLOGICALY, BY  
DATE RECEIVED.

CUT OFF: CUT OFF THIS FILE EACH CALENDAR YEAR.

STORAGE:

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

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BGBF.26.01

14 RECORDS SERIES NAME: INTERNATIONAL MONEY ORDERS, APPLICATIONS  
& AUTHORIZATIONS - OUTGOING - DAILY  
ISSUE LOG.

DESCRIPTION: CONSISTS OF A MANUAL LOG SHOWING TOTAL AMOUNT OF MONEY ORDERS PROCESSED,  
ADJUSTMENTS, AMOUNT CERTIFIED FOR PAYMENT AND THE NUMBER OF MONEY ORDERS.  
USED TO VERIFY CORRECTNESS AND ACCURACY OF THE COMPUTERIZED DAILY INTER-  
NATIONAL OUTGOING MONEY ORDER ISSUE LIST.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CUT OFF: CUT OFF THIS FILE EACH CALENDAR YEAR.

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

REPLACES NARA JOB NUMBER:



CONTROL NUMBER: BGBF.26.02

15 RECORDS SERIES NAME: INTERNATIONAL MONEY ORDERS, LISTINGS &  
CARDS - INCOMING - DAILY ISSUE LOGS.

DESCRIPTION: CONSISTS OF LOGS CONTAINING AMOUNTS, NUMBER OF DOCUMENTS AND MONEY ORDER  
DATES. USED TO ASSIST IN PREPARATION OF JOURNAL VOUCHERS AND ACCOUNT  
RECONCILIATIONS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS BY COUNTRY CODE.

CUT OFF: CUT OFF THIS LOG EACH CALENDAR YEAR.

STORAGE:

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

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BGBF.26.03

16 RECORDS SERIES NAME: INTERNATIONAL MONEY ORDERS, LISTINGS AND  
CARDS - INCOMING - DAILY BATCH LOGS.

DESCRIPTION: CONSISTS OF INFORMATION NECESSARY TO ISSUE AN INTERNATIONAL MONEY ORDER  
PAYABLE IN THE UNITED STATES. USED FOR CONTROL AND RECONCILIATION.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS CHRONOLOGICALLY, BY  
BATCH NUMBER, PROCESSING DATES, DOLLAR  
AMOUNTS AND DOCUMENT COUNTS.

CUT OFF: CUT OFF THIS FILE EACH CALENDAR YEAR.

STORAGE:

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

REPLACES NARA JOB NUMBER: