

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-28-91-5

DATE RECEIVED

12-31-90

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
Marketing

4. NAME OF PERSON WITH WHOM TO CONFER
Sheila Allen

5. TELEPHONE EXT.
268-4869

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE *[Signature]* 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 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 <i>[Signature]</i>	D. TITLE USPS Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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 the attached SF 115 Reports for the following records series:		
1	In-Office Cost System (IOCS) - Other Reports and Documents (CCAA.00.02)		
2	In-Bound Foreign Mail Average Haul - Data Collection Forms (CCAA.01.03)		
3	Average Haul of USPS Parcels by Canada Post Corporation - Data Collection Forms (CCAA.01.04)		
4	Rate Case Support Documentation - Cost Statistics Systems (CCAA.11.01)		
5	Revenue, Pieces and Weight (RPW) Developmental Reports - Quarterly (CCAA.23.02)		
6	Quarterly/Annual Attributable Cost Developmental Reports (CCAA.23.03)		
7	Attributable Cost Forecasts (Roll-Forward) and Supporting Papers (CCAA.23.04)		
8	Quarterly In-Office Cost Tabulations (CCAA.23.05)		
9	Quarterly Post Office Expense Reports (CCAA.23.06)		
10	Cost Study Records Supporting Postal Rate Commission Presentations (CCAA.23.08)		

Copies sent to agency, NCF, NNS 3/21/92

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: CCAA.00.02

1

RECORDS SERIES NAME: IN-OFFICE COST SYSTEM (IOCS) - OTHER
REPORTS AND DOCUMENTS.

DESCRIPTION: CONSISTS OF OTHER REPORTS AND DOCUMENTS THAT ARE USED TO DEVELOP THE COSTS
OF HANDLING EACH CLASS OF MAIL AND SERVICE BY MEANS OF A WORK SAMPLING
TECHNIQUE. THE INFORMATION IS USED IN CONJUNCTION WITH POSTAL RATE MAKING.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING:

CUT OFF: CUT OFF THE FILES EACH FISCAL YEAR.

STORAGE: TRANSFER TO FRC WHEN 1-YEAR OLD.

DISPOSAL: DISPOSE OF 6 YEARS FROM 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 09/12/90

CONTROL NUMBER: CCAA.01.03

2 RECORDS SERIES NAME: INBOUND FOREIGN MAIL AVERAGE HAUL - DATA
COLLECTION FORMS.

DESCRIPTION: CONSISTS OF DATA COLLECTION FORMS USED TO DETERMINE THE AVERAGE DISTANCE
THAT THE USPS MOVES INBOUND FOREIGN MAIL. USED TO UPDATE THE TERMINAL
CHARGES DUE THE USPS BY FOREIGN POSTAL ADMINISTRATIONS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING:

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

STORAGE:

DISPOSAL: DISPOSE OF 3 YEARS AFTER CUTOFF.

REPLACES NARA JOB NUMBER:

DIR425CO
REPORT NO. 15

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RECORDS AND INFORMATION MANAGEMENT SYSTEM
SF 115 REPORT

PAGE 001 RUN DATE 09/12/90

CONTROL NUMBER: CCAA.01.04

3

RECORDS SERIES NAME: AVERAGE HAUL OF USPS PARCELS BY CANADA
POST CORPORATION - DATA COLLECTION
FORMS.

DESCRIPTION: CONSISTS OF DATA COLLECTION FORMS FROM A SAMPLING STUDY TO DETERMINE THE
AVERAGE DISTANCE THAT THE CANADA POST CORPORATION HAULS USPS PARCELS FROM
THE EXCHANGE FACILITY TO THE DESTINATING FACILITY IN CANADA. ALSO CONTAINS
WEIGHTS OF PARCELS IN THE SAMPLES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING:

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

STORAGE:

DISPOSAL: DISPOSE OF 2 YEARS AFTER CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: CCAA.11.01

4 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:

DIR425CO
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SF 115 REPORT

PAGE 001 RUN DATE 09/12/90

CONTROL NUMBER: CCAA.23.02

5
RECORDS SERIES NAME: REVENUE PIECES AND WEIGHT (RPW)
DEVELOPMENTAL REPORTS - QUARTERLY.

DESCRIPTION: ESTIMATED MAIL VOLUMES BY RATE CATEGORY FOR EACH QUARTER/FISCAL YEAR.
INCLUDES DOMESTIC AND INTERNATIONAL PROBABILITY ESTIMATES; NON-PROBABILITY
ESTIMATES BASED ON MAILING STATEMENTS; ACTUAL VOLUMES. USED TO DEVELOP MAIL
VOLUME STATISTICAL REPORTS. SAMPLE REPORTS: HSIO6OP1, HSIO6OP6.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CHRONOLOGICALLY, BY QUARTERS.

CUT OFF: CUT OFF THE FILE EACH FISCAL YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 5 YEARS AFTER CUTOFF.

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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: CCAA.23.03

6 RECORDS SERIES NAME: QUARTERLY/ANNUAL ATTRIBUTABLE COST
DEVELOPMENTAL REPORTS.

DESCRIPTION: TABULATIONS FOR ESTIMATING COST BY MAIL CATEGORY AND FUNCTION, AND RELATED
SUPPORTING ANALYSES OR SOURCE MATERIALS. USED IN DEVELOPING ATTRIBUTABLE
COST BY CLASS AND SUBCLASS OF MAIL.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CHRONOLOGICALLY, BY QUARTER.

CUT OFF: CUT OFF THE FILE EACH FISCAL YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 5 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

DIR425CO
REPORT NO. 15

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RECORDS AND INFORMATION MANAGEMENT SYSTEM
SF 115 REPORT

PAGE 001 RUN DATE 09/12/90

CONTROL NUMBER: CCAA.23.04

7.

RECORDS SERIES NAME: ATTRIBUTABLE COST FORECASTS (ROLL-
FORWARD) AND SUPPORTING PAPERS.

DESCRIPTION: COMPUTER PRINTOUTS AND TAPES AND OTHER DOCUMENTS USED TO FORECAST
ATTRIBUTABLE COSTS AND TO PROJECT POSTAL SERVICE COSTS FOR SELECTED TEST
YEARS FOR RATE CASE PROCEEDINGS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CHRONOLOGICALLY, IN RUN/DATE ORDER.

CUT OFF:

STORAGE:

DISPOSAL: RETAIN FOR 5 YEARS FROM RUN DATE, THEN
DESTROY.

REPLACES NARA JOB NUMBER:

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: CCAA.23.05

8 RECORDS SERIES NAME: QUARTERLY IN-OFFICE COST TABULATIONS.

DESCRIPTION: TABULATIONS WITH COST BY MAIL CATEGORY FOR EACH POST OFFICE BY QUARTER.
USED IN RATE CASE PROCEEDINGS TO SUBSTANTIATE HISTORICAL POSTAL SERVICE COSTS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CHRONOLOGICALLY, BY QUARTER.

CUT OFF: CUT OFF EACH FISCAL YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 5 YEARS FROM DATE OF CUTOFF.

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DIR425CO
REPORT NO. 15

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RECORDS AND INFORMATION MANAGEMENT SYSTEM
SF 115 REPORT

PAGE 001 RUN DATE 09/12/90

CONTROL NUMBER: CCAA.23.06

9

RECORDS SERIES NAME: QUARTERLY POST OFFICE EXPENSE REPORTS.

DESCRIPTION: TABULATIONS WITH COST BY EMPLOYEE CRAFT AND OFFICE BY POST OFFICE. USED
IN RATE CASE PROCEEDINGS TO SUBSTANTIATE HISTORICAL POSTAL SERVICE COSTS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CHRONOLOGICALLY, BY QUARTER.

CUT OFF: CUT OFF EACH FISCAL YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 5 YEARS FROM DATE OF
CUTOFF.

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RECORDS AND INFORMATION MANAGEMENT SYSTEM
SF 115 REPORT

PAGE 001 RUN DATE 09/12/90

CONTROL NUMBER: CCAA.23.08

10

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: