

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*N1-28-91-6*

DATE RECEIVED

*1-15-91*

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

Human Resources

4. NAME OF PERSON WITH WHOM TO CONFER

Sheila Allen

5. TELEPHONE EXT.

268-4869

DATE

Signature of the Archivist of the U.S. not required for dis-

ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE

position 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 3 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
<i>12/24/90</i>	<i>[Signature]</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 SF 115 Reports for the following records series:		
1	Postal Career Executive Service (PCES) Minority Statistics - Quarters 1 - 4 (EADA.23.03)		
2	Postal Career Executive Service (PCES) Minority Statistics - Printouts (EADA.23.04)		
3	Women's Program - Annual Statistical Reports (EADC.23.01)		
4	Equal Employment Opportunity (EEO) - Affirmative Action Plans Field Copy (EADX.11.01)		
5	Personnel Research and Test Validation Records - Magnetic Tape (EBBA.30.01)		
6	Vacancy Selection File (EBBX.12.02)		
7	Pre-employment Investigative Records (EBBX.12.03)		
8	Postmaster Selection - Selection Case Files - Record Copy (EBBX.12.09)		
9	PCES Applications for Candidacy - Recommended Candidates (EBEB.03.01)		
10	PCES Applications for Candidacy - Not Recommended Candidates (EBEB.03.02)		

*Copy sent to agency N1-W  
N1-NCF #11/91*

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

DATE RECEIVED

1. FROM *(Agency or establishment)*

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

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

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5. TELEPHONE EXT.

DATE

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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>
11	Merit Systems Protection Board (MSPB) Initial Decisions (EBFD.03.01)		
12	Equal Employment Opportunity (EEO) Class Complaint Litigation Files (EBFD.12.06)		
13	Merit Systems Protection Board (MSPB) Final Orders and Related Records (EBFD.12.07)		
14	Employee Exposure Records (Air Sampling Surveys in Facilities) (ECAA.00.02)		
15	Safety Inspection Reports (ECAB.00.02)		
16	Hazardous Materials - Incident Reports (Local Offices) (ECAE.00.07)		
17	Hazardous Materials - Incident Reports (Headquarters) (ECAE.00.08)		
18	Hazardous Materials - Hazardous Materials (Local Inspector-in-Charge) (ECAE.00.09)		
19	Postal Career Executive Service (PCES) Special Achievement Award Records (ECEB.03.01)		
20	Postal Career Executive Service (PCES) Special Achievement Award Statistics (ECEB.23.02)		

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B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
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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)
21	Technical Training Center Class Records - Registrar's Office Magnetic Tape (EDAB.30.01)		
22	Bulk Mail Center Labor Negotiations (EEAX.00.02)		
23	Directives Clearance Files (PS 186) - Labor Relations Issues (EBBX.03.03)		
24	Wage and Salary Administration Records - Pay Consultations With Management Organizations (EFCB.11.01)		
25	Unemployment Compensation - Claims Files (EFCF.03.01)		
26	Unemployment Compensation - Appeals Files (EFCF.12.01)		

DIR425C0  
REPORT NO: 15

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

PAGE 001 RUN DATE 09/12/90

CONTROL NUMBER: EADA.23.03

① RECORDS SERIES NAME: POSTAL CAREER EXECUTIVE SERVICE (PCES)  
MINORITY STATISTICS - QUARTERS 1-4.

DESCRIPTION: CONSISTS OF THE QUARTERS 1-4 MINORITY STATISTICAL REPORT ON PCES PERSONNEL  
INCLUDING NUMBERS, PERCENTAGES AND REASSIGNMENT STATISTICS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CHRONOLOGICALLY, BY CALENDAR YEAR  
QUARTERS.

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 5 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: EADA.23.04

2 RECORDS SERIES NAME: POSTAL CAREER EXECUTIVE SERVICE (PCES)  
MINORITY STATISTICS - PRINTOUTS.

DESCRIPTION: CONSISTS OF COMPUTER PRINTOUTS RELATING TO PCES MINORITY STATISTICS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

INDEXING: CHRONOLOGICALLY.

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 5 YEARS AFTER CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: EADC.23.01

3 RECORDS SERIES NAME: WOMEN'S PROGRAM - ANNUAL STATISTICAL  
REPORTS.

DESCRIPTION: STATISTICAL REPORTS, INCLUDING WORKFORCE PROFILES, PROMOTIONS, ACCESSIONS &  
SEPARATIONS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

AGING:

CUT OFF: CUT OFF EACH FISCAL YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 15 YEARS FROM DATE OF REPORT  
BY BURNING OR SHREDDING.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: EADX.11.01

4 RECORDS SERIES NAME: EQUAL EMPLOYMENT OPPORTUNITY (EEO) -  
AFFIRMATIVE ACTION PLANS - FIELD COPY.

DESCRIPTION: RECORD COPY OF CONSOLIDATED AFFIRMATIVE ACTION PLANS INCLUDING PLANS FOR  
HANDICAPPED INDIVIDUALS AND DISABLED VETERANS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

AGING: LOCAL DISCRETION PERMITTED.

CUT OFF: CUT OFF EACH FISCAL YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 10 YEARS FROM DATE OF THE  
PLAN.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: EBBA.30.01

5 RECORDS SERIES NAME: PERSONNEL RESEARCH AND TEST VALIDATION  
RECORDS - MAGNETIC TAPE.

DESCRIPTION: CONSISTS OF DATA USED FOR PERSONNEL RESEARCH AND TEST VALIDATION. RECORDS  
MAY CONTAIN APPLICANT AND RESEARCH DEMOGRAPHIC DATA; PROJECT IDENTIFICATION  
CODES; RESPONSES TO OR EVALUATION ON, PERSONNEL ASSESSMENT INSTRUMENTS;  
RESPONSES TO ORGANIZATIONAL QUESTIONNAIRES; AND OTHER APPLICANT OR RESEARCH  
SUBJECT WORK-RELATED DATA. REPORTS GENERATED CONTAIN AGGREGATE STATISTICS  
ONLY.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

INDEXING: CHRONOLOGICALLY, BY DATE OF EXAMINATION  
OR BY RESEARCH PROJECT IDENTIFIER.

CUT OFF:

STORAGE: DO NOT TRANSFER TO FRC.

DISPOSAL: MAINTAIN FOR 30 YEARS.

REPLACES NARA JOB NUMBER:



CONTROL NUMBER: EBBX.12.02

6 RECORDS SERIES NAME: VACANCY SELECTION FILE.

DESCRIPTION: CONSIST OF THE PS FORM 990, VACANCY ANNOUNCEMENT; PS FORM 991, APPLICATION FOR PROMOTION OR ASSIGNMENT; PS FORM 5938, PROMOTION REPORT; POSITION DESCRIPTION; AND OTHER SUPPORTING CORRESPONDENCE SUCH AS WAIVER AUTHORIZATION, IF APPLICABLE; REVIEW COMMITTEE'S RECOMMENDATION MEMORANDUM; COPIES OF LETTERS TO ALL NONSELECTED APPLICANTS; AND COPY OF OFFER LETTER TO SELECTEE.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

INDEXING: CASE FILES, NUMERICALLY, BY ANNOUNCEMENT NUMBER. MOVE TO CLOSED FILE WHEN SELECTION HAS BEEN MADE.

CUT OFF: CUT OFF THIS FILE EACH CALENDAR YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 2 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: EBBX.12.03

7 RECORDS SERIES NAME: PRE-EMPLOYMENT INVESTIGATIVE RECORDS.

DESCRIPTION: CONSIST OF CHARACTER REFRENCES, LOCAL POLICE RECORDS, DRUG HISTORY RECORDS AND OTHER INVESTIGATIVE REPORTS SUCH AS NATIONAL AGENCY CHECK AND INQUIRY (NACI). USED TO DETERMINE SUITABILITY FOR EMPLOYMENT BY USPS. THESE RECORDS ARE EXCLUSIVE OF RECORDS FILED IN THE OFFICAL PERSONNEL FOLDER (OPF). INCLUDES PS 2591 OF INDIVIDUALS NOT SELECTED FOR EMPLOYMENT.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILE: ALPHABETICALLY, BY NAME OF APPLICANT.  
MOVE TO A CLOSED FILE UPON DETERMI-  
NATION OF SUITABILITY OR UNSUITABILITY.

CUT OFF: CUT OFF THIS FILE EACH CALANDER YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 5 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: EBBX.12.09

8

RECORDS SERIES NAME: POSTMASTER SELECTION - SELECTION CASE  
FILES - RECORD COPY.

DESCRIPTION: CONSIST OF THE SELECTING OFFICIAL'S RECOMMENDATION, REVIEW COMMITTEE'S  
RECOMMENDATIONS, COMPARATIVE ANALYSIS AND NARRATIVE EVALUATION OF THE  
APPLICANTS RECOMMENDED, COPY OF VACANCY ANNOUNCEMENT, INFORMATION ON THE  
VACANT OFFICE AND APPLICATIONS OF OTHER CANDIDATES NOT RECOMMENDED AND  
OTHER PERTINENT INFORMATION.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILED: CASE FILES BY VACANCY LOCATION. MOVE  
TO A CLOSED SELECTION FILE AFTER EACH  
SELECTION IS MADE. DO NOT SEND TO FRC.

CUT OFF: CUT OFF THIS FILE EACH CALENDAR YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 2 YEARS AFTER CUTOFF, UNLESS  
AN AUDIT, INVESTIGATION, OR APPEAL IS  
PENDING.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: EBEB.03.01

9

RECORDS SERIES NAME: PCES APPLICATIONS FOR CANDIDACY -  
RECOMMENDED CANDIDATES.

DESCRIPTION: CONSIST OF APPLICATION AND OTHER DOCUMENTS SUBMITTED BY CANDIDATES FOR PCES  
PROGRAM. INCLUDES SCREENING SHEET, GROUP DISCUSSION AND INDIVIDUAL RATINGS,  
FEEDBACK SUMMARY, OVERALL EVALUATION, EXECUTIVE EVALUATION PANEL'S  
RECOMMENDATION. SAMPLE FORMS: PS 991, 992A, 992B, 2451A.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

INDEXING: ALPHABETICALLY, WITHIN YEAR OF  
APPLICATION.

CUT OFF:

STORAGE:

DISPOSAL: DISPOSE OF 3 YEARS AFTER EXPIRATION OF  
ELIGIBILITY.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: EBB.03.02

10 RECORDS SERIES NAME: PCES APPLICATIONS FOR CANDIDACY -  
NOT RECOMMENDED CANDIDATES.

DESCRIPTION: CONSIST OF APPLICATION AND OTHER DOCUMENTS SUBMITTED BY CANDIDATES FOR PCES  
PROGRAM. INCLUDES SCREENING SHEET, GROUP DISCUSSION AND INDIVIDUAL RATINGS,  
FEEDBACK SUMMARY, OVERALL EVALUATION, EXECUTIVE EVALUATION PANEL'S  
RECOMMENDATION. SAMPLE FORMS: PS 991, 992A, 992B, 2451A.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILE: ALPHABETICALLY, WITHIN YEAR OF  
APPLICATION.

CUT OFF: CUT OFF THE FILE UPON DETERMINATION OF  
UNSUITABILITY.

STORAGE:

DISPOSAL: DISPOSE OF 3 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: Ebfd.03.01

11 RECORDS SERIES NAME: MERIT SYSTEMS PROTECTION BOARD (MSPB)  
INITIAL DECISIONS.

DESCRIPTION: CONSISTS OF COPIES OF INITIAL DECISIONS FROM MSPB REGIONAL OFFICES ON  
APPEALS OF AGENCY DECISIONS. INCLUDES NAME OF APPELLANT, CASE NUMBER,  
ANALYSIS AND FINDINGS, AND DECISION.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

INDEXING: ALPHABETICALLY, BY MSPB REGIONAL OFFICE  
AND, WITHIN OFFICE, ALPHABETICALLY BY  
APPELLANT NAME.

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 5 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: Ebfd.12.06

12

RECORDS SERIES NAME: EQUAL EMPLOYMENT OPPORTUNITY (EEO) CLASS  
COMPLAINT LITIGATION FILES.

DESCRIPTION: CONSISTS OF COPIES OF DOCUMENTS USED BY THE POSTAL SERVICE IN LITIGATING  
AN EEO DISCRIMINATION CLASS COMPLAINT. INCLUDES COPY OF THE FORMAL  
COMPLAINT, DEPOSITIONS, INTERROGATORIES, BACKGROUND MATERIAL, MEMORANDA,  
AND A COPY OF THE SETTLEMENT AGREEMENT OR FINAL COURT ORDER.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

INDEXING: ALPHABETICALLY BY COMPLAINANT NAME. MOVE  
TO A CLOSED FILE UPON FINAL  
ADJUDICATION.

CUT OFF: CUT OFF THE CLOSED FILE EACH CALENDAR  
YEAR.

STORAGE: TRANSFER TO FRC 3 YEARS AFTER CUTOFF.

DISPOSAL: DISPOSE OF 20 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

-CONTROL NUMBER: Ebfd.12.07

13 RECORDS SERIES NAME: MERIT SYSTEMS PROTECTION BOARD (MSPB)  
FINAL ORDERS AND RELATED RECORDS.

DESCRIPTION: CONSISTS OF COPIES OF MSPB INITIAL DECISION, APPEALLANT'S PETITION FOR RE-  
VIEW, CROSS-PETITIONS, RESPONSES, HEARING TRANSCRITPS, AND BRIEFING PAPERS.  
USED TO SUPPORT THE POSTAL SERVICE POSITION BEFORE THE MSPB CONCERNING  
ADVERSE ACTIONS AND RESTORATION TO DUTY DECISIONS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

ILING: ALPHABETICALLY, BY APPEALLANT NAME. MOVE  
TO A CLOSED FILE UPON FINAL DECISION.

CUT OFF: CUT OFF THE CLOSED FILE EACH CALENDAR  
YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 10 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:



CONTROL NUMBER: ECAA.00.02

14 RECORDS SERIES NAME: EMPLOYEE EXPOSURE RECORDS (AIR SAMPLING  
SURVEYS IN FACILITIES).

DESCRIPTION: ANALYSES OF EMPLOYEE EXPOSURE RECORDS AND SURVEYS AND RECORDS OF  
ENVIRONMENTAL MONITORING OF THE FACILITY. THESE RECORDS RELATE TO  
FACILITY AIR SAMPLING/MONITORING AND DO NOT CONTAIN INDIVIDUALLY  
IDENTIFIABLE EMPLOYEE RECORDS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

INDEXING:

CUT OFF: CUT OF THE FILE EACH CALENDAR YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 30 YEARS FROM THE DATE OF  
CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: ECAB.00.02

15 RECORDS SERIES NAME: SAFETY INSPECTION REPORTS.

DESCRIPTION: CONSIST OF REPORT OF INSPECTIONS OF THE USPS SAFETY PROGRAM AND POSTAL FACILITIES BY OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA). GOVERNMENT ACCOUNTING OFFICE (GAO), USPS INSPECTION SERVICE AND SAFETY STAFF. USED AS A BASIS FOR EVALUATING AND CHANGING THE SAFETY PROGRAM.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

INDEXING: CHRONOLOGICALLY.

CUT OFF: CUT OFF THE FILE EACH FISCAL YEAR.

STORAGE: DO NOT TRANSFER TO AN FRC.

DISPOSAL: DISPOSE OF 2 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER: .

CONTROL NUMBER: ECAE.00.07

16 RECORDS SERIES NAME: HAZARDOUS MATERIALS - INCIDENT REPORTS  
(LOCAL OFFICES).

DESCRIPTION: CONSISTS OF TRIPLICATE OF FORM 1770, HAZARDOUS MATERIALS INCIDENT REPORT.  
INCLUDES INFORMATION DESCRIBING THE TYPE OF INCIDENT, PACKAGING, AND DAMAGE  
ASSESSMENT.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

ORDERING: CHRONOLOGICALLY.

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

STORAGE:

DISPOSAL: DISPOSE OF 5 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: ECAE.00.08

17 RECORDS SERIES NAME: HAZARDOUS MATERIALS - INCIDENT REPORTS  
(HEADQUARTERS).

DESCRIPTION: CONSISTS OF ORIGINALS OF FORMS 1770, HAZARDOUS MATERIALS INCIDENT REPORT,  
COMPILATIONS, SPREAD SHEETS, ETC. INCLUDES INFORMATION DESCRIBING THE TYPE  
OF INCIDENT, PACKAGING, AND DAMAGE ASSESSMENT. USED TO DEVELOP INCIDENT  
STATISTICS AND TRENDS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

INDEXING: CHRONOLOGICALLY.

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

STORAGE:

DISPOSAL: DISPOSE OF 5 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: ECAE.00.09

18 RECORDS SERIES NAME: HAZARDOUS MATERIALS - INCIDENT REPORTS  
(LOCAL INSPECTOR-IN-CHARGE).

DESCRIPTION: CONSISTS OF DUPLICATE OF FORMS 1770, HAZARDOUS MATERIALS INCIDENT REPORT.  
INCLUDES INFORMATION DESCRIBING THE TYPE OF INCIDENT, PACKAGING, AND DAMAGE  
ASSESSMENT. USED FOR NECESSARY FOLLOW-UP ACTION ON INCIDENTS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

INDEXING: CHRONOLOGICALLY.

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

STORAGE:

DISPOSAL: DISPOSE OF 5 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: ECEB.03.01

19 RECORDS SERIES NAME: POSTAL CAREER EXECUTIVE SERVICE (PCES)  
SPECIAL ACHIEVEMENT AWARD RECORDS.

DESCRIPTION: CONSISTS OF ANNUAL SPECIAL ACHIEVEMENT AWARDS DOCUMENTATION FOR HEAD-  
QUARTERS AND FIELD PCES PERSONNEL.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

ORDERING: ALPHABETICALLY, BY EMPLOYEE NAME.

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 5 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: ECEB.23.02

20 RECORDS SERIES NAME: POSTAL CAREER EXECUTIVE SERVICE (PCES)  
SPECIAL ACHIEVEMENT AWARD STATISTICS.

DESCRIPTION: CONSISTS OF STATISTICAL REPORTS, OTHER SUMMARIES AND POSTAL LEADER ARTICLES  
PERTAINING TO THE PCES ACHIEVEMENT AWARD PROGRAM.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING:

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 10 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: EDAB.30.01

21 RECORDS SERIES NAME: TECHNICAL TRAINING CENTER CLASS RECORDS-  
REGISTRAR'S OFFICE MAGNETIC TAPE.

DESCRIPTION: INFORMATION FROM CLASS ROSTERS. CONSIST OF NAME, SSN, FINAL GRADE, DUTY STATION, COURSE NUMBER, AND TITLE. CONNECTED BY TERMINAL TO DATA BASE AT THE MANAGEMENT ACADEMY. USED FOR VARIOUS STATISTICAL ANALYSES AND TRANSCRIPT REQUESTS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

ORDERING: ALPHABETICALLY, BY NAME AND SSN  
(WITHIN CLASS).

CUT OFF: END OF EACH CLASS.

STORAGE: DO NOT SEND TO FRC.

DISPOSAL: MAINTAIN FOR 30 YEARS.

REPLACES NARA JOB NUMBER:



CONTROL NUMBER: EEAX.00.02

22 RECORDS SERIES NAME: BULK MAIL CENTER LABOR NEGOTIATIONS.

DESCRIPTION: CONSIST OF RECORDS PERTAINING TO THE LABOR RELATIONS INVOLVEMENT IN SETTING UP THE BULK MAIL CENTERS. INCLUDES STAFFING PLANS AND CHANGES, CORRESPONDENCE, AND DOCUMENTS RESULTING FROM LOCAL LABOR/MANAGEMENT NEGOTIATIONS. USED TO DOCUMENT LABOR/MANAGEMENT AGREEMENTS RELATING TO BMCS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALPHABETICALLY, BY BMC NAME.

CUT OFF: CUT OFF THIS FILE WHEN NO LONGER NEEDED FOR REFERENCE OR RESEARCH.

STORAGE:

DISPOSAL: DISPOSE OF 2 YEARS AFTER CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: EEBX.03.03

23 RECORDS SERIES NAME: DIRECTIVES CLEARANCE FILES (PS186) -  
LABOR RELATIONS ISSUES.

DESCRIPTION: REFERENCE COPIES OF PS186 PACKAGES FROM OTHER HQ DEPARTMENTS RELATING TO  
PROPOSED PROGRAM CHANGES THAT HAVE LABOR RELATIONS IMPLICATIONS. INCLUDES  
BACKGROUND PAPERS AND CORRESPONDENCE. USED TO NOTIFY UNIONS OF PROPOSED  
POLICY OR PROGRAM CHANGES AFFECTING BARGAINING UNIT EMPLOYEES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

INDEXING: CHRONOLOGICALLY.

CUT OFF: CUT OFF THIS FILE AT THE END OF EACH  
CALENDAR YEAR.

STORAGE: TRANSFER TO STORAGE 2 YEARS AFTER  
CUTOFF.

DISPOSAL: DISPOSE OF 4 YEARS AFTER CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: EFCB.11.01

24 RECORDS SERIES NAME: WAGE AND SALARY ADMINISTRATION RECORDS -  
PAY CONSULTATIONS WITH MANAGEMENT  
ORGANIZATIONS.

DESCRIPTION: CONSIST OF ALL BACKGROUND INFORMATION, WAGE COMPARABILITY DATA, CORRESPON-  
DENCE, DATA REQUESTED BY AND FURNISHED TO MANAGEMENT ORGANIZATIONS, AND PAY  
PACKAGE DECISIONS AND ARTICLES ISSUED.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING:

CUT OFF: CUT OFF THE FILE UPON TERMINATION OF THE  
AGREEMENTS TO WHICH THEY PERTAIN.

STORAGE:

DISPOSAL: DISPOSE OF 50 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: EFCF.03.01

25 RECORDS SERIES NAME: UNEMPLOYMENT COMPENSATION - CLAIMS  
FILES.

DESCRIPTION: CONSISTS OF WAGE AND SEPARATION INFORMATION FROM USPS AND CORRESPONDENCE  
FROM STATE UNEMPLOYMENT AGENCIES. USED TO VERIFY EMPLOYMENT AND  
UNEMPLOYMENT IN ORDER TO DETERMINE COMPENSATION. IF APPEALED, THIS BECOMES  
THE APPEALS FILE. SAMPLE FORM: PS 6803.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

INDEXING: CHRONOLOGICALLY, BY DATE OF ACTION.  
MOVE TO A CLOSED FILE UPON AWARD  
OR DENIAL OF COMPENSATION OR  
EXPIRATION OF APPEAL DATE.

CUT OFF: CUT OFF THIS FILE EACH ACCOUNTING  
PERIOD.

STORAGE:

DISPOSAL: DISPOSE OF 3 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: EFCF.12.01

26 RECORDS SERIES NAME: UNEMPLOYMENT COMPENSATION - APPEALS  
FILES.

DESCRIPTION: CONSISTS OF FORMS AND CORRESPONDENCE FROM STATE AGENCIES, TO INCLUDE  
NOTICES OF APPEALS HEARING, COPIES OF TRANSCRIPTS, DECISION LETTERS,  
EVIDENCE, COURT ORDERS, THROUGH ALL LEVELS OF APPEALS. USED TO DEFEND THE  
POSTAL SERVICE POSITION IN UNEMPLOYMENT COMPENSATION APPEALS. SAMPLE FORM:  
PS 6803.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILED: CASE FILES - ALPHABETICALLY BY NAME OF  
CLAIMANT. MOVE TO A CLOSED FILE UPON  
FINAL DETERMINATION OR EXPIRATION OF  
APPEAL DATE.

CUT OFF: CUT OFF THIS FILE EACH FISCAL YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 6 YEARS, 3 MONTHS FROM DATE  
OF CUTOFF.

REPLACES NARA JOB NUMBER: