

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

11-28-91-7

DATE RECEIVED

1-15-91

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

U. S. Postal Service

2. MAJOR SUBDIVISION

Records Office

3. MINOR SUBDIVISION

Production

4. NAME OF PERSON WITH WHOM TO CONFER

Sheila Allen

5. TELEPHONE EXT.

268-4869

DATE

ARCHIVIST OF THE UNITED STATES

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

12/24/90

C. SIGNATURE OF AGENCY REPRESENTATIVE

*[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 GRS OR SUPERSEDED JOB CITATION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)

- 1 See attached SF 115 Reports for the following records series:
- 1 Statements of Mailing (DBBC.03.01)
- 2 International Mail - Parcel Bill Receipt & Dispatch Records - Exchange Office Copy (DBCX.03.10)
- 3 Express Mail Service (EMS) Labels 11A, 11B, 11C - Express Mail Corporate Accounts (DBCX.03.11)
- 4 Equipment Maintenance Allowance (EMA) Files (DEAB.00.01)
- 5 Rural Route Inspection Reports (DEAB.03.01)
- 6 Boxholder Records - Registers for Post Office Box and Caller Service Fees (PS 1091A, 1091B) (DEBA.03.02)
- 7 Delivery of Mail Through Agents (DEDX.03.02)

*Copies sent to agency, NCF, NN-W, NNT 6/1/92*

CONTROL NUMBER: DBBC.03.01

① RECORDS SERIES NAME: STATEMENTS OF MAILING.

DESCRIPTION: CONTAINS NAME AND ADDRESS OF MAILER, APPLICABLE POSTAGE RATES, ZONES TO WHICH ZONE RELATED MATERIAL IS MAILED, AVERAGE WEIGHT PER PIECE, ADVERTISING CONTENT. USED TO VERIFY POSTAGE AND COMPUTE REVENUE, PIECES AND WEIGHTS. SAMPLE FORMS: 3541, 3541A, 3602, 3602-PC, 3605.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALPHABETICALLY, BY NAME OF PUBLICATION,  
BY DATE OF MAILING ACCEPTANCE.

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 4 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: DBCX.03.10

2 RECORDS SERIES NAME: INTERNATIONAL MAIL-PARCEL BILL RECEIPT &  
DISPATCH RECORDS - EXCHANGE OFFICE COPY.

DESCRIPTION: UNIVERSAL POSTAL UNION (UPU) CONVENTION FORMS AND RELATED CORRESPONDENCE.  
USED FOR ACCOUNTING OF INTERNATIONAL PARCEL POST MAILED BETWEEN POSTAL  
ADMINISTRATIONS WHO ARE MEMBERS OF THE UNION. SAMPLE FORMS: PS 2962, 2963,  
2964, 2968, 2975, 2989, INTERNATIONAL FORMS CP-11, 12.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: UMERICALLY, BY DISPATCH NUMBER, WITHIN  
EXCHANGE OFFICE, WITHIN COUNTRY, BY  
CALENDAR YEAR.

CUT OFF: CUT OFF THIS FILE EACH CALENDAR YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 3 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: DBCX.03.11

3 RECORDS SERIES NAME: EXPRESS MAIL SERVICE (EMS) - LABELS 11A,  
11B, 11C - EXPRESS MAIL CORPORATE  
ACCOUNTS.

DESCRIPTION: CONSIST OF THE ORGIN POST OFFICE COPY SHOWING WEIGHT, POSTAGE PAID, DATE  
AND TIME TENDERED. USED FOR COMPILING REVENUE REPORTS AT ORIGIN POST  
OFFICE. LABELS ARE USED FOR NEXT DAY AND SAME DAY AIRPORT SHIPMENTS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CHRONOLOGICALLY.

CUT OFF: CUT OFF THIS FILE EACH ACCOUNTING  
PERIOD.

STORAGE:

DISPOSAL: DISPOSE 3 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: DEAB.00.01

4 RECORDS SERIES NAME: EQUIPMENT MAINTENANCE ALLOWANCE (EMA)  
FILES.

DESCRIPTION: CONSISTS OF STUDIES OF MODES OF TRANSPORTATION, TAX IMPLICATIONS, STANDARD VEHICLE LIFE, EMA SCHEDULES, FUEL CONSUMPTION AND PROGRAM PLAN. USED TO DEVELOP AN ALTERNATIVE METHOD FOR COMPUTING EMA TO BE PAID TO RURAL LETTER CARRIERS PROVIDING THEIR OWN VEHICLES. USED DURING CONTRACT NEGOTIATIONS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING:

CUT OFF: CUT OFF THIS FILE AT THE END OF EACH  
CONTRACT NEGOTIATION.

STORAGE:

DISPOSAL: DISPOSE OF 12 YEARS FROM THE DATE OF CUT  
OFF.

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: DEAB.03.01

5 RECORDS SERIES NAME: RURAL ROUTE INSPECTION REPORTS.

DESCRIPTION: CONSISTS OF COPIES OF PS 4248, RURAL ROUTE INSPECTION REPORT, FOR ALL RURAL DELIVERY ROUTES, USED FOR ROUTE MANAGEMENT AND TO GENERATE STATISTICAL INFORMATION ABOUT RURAL ROUTES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

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

STORAGE: DISPOSAL: DISPOSE OF 2 YEARS AFTER CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: DEBA.03.02

6  
RECORDS SERIES NAME: BOXHOLDER RECORDS - REGISTERS FOR POST  
OFFICE BOX AND CALLER SERVICE FEES -  
PS 1091A, 1091B.

DESCRIPTION: CONSISTS OF PAYMENT CONTROL CARDS USED TO RECORD THE PAYMENT OF FEES FOR  
BOX RENTAL OR CALLER SERVICE.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: NUMERICALLY, BY BOX NUMBER OR CALLER  
SERVICE NUMBER WITHIN MONTH IN WHICH  
RENT IS DUE. MOVE TO INACTIVE FILE  
UPON LAST ENTRY.

CUT OFF: CUT OFF INACTIVE FILE EACH CALENDAR  
YEAR.

STORAGE:

DISPOSAL: DESTROY 2 YEARS FROM DATE OF CUTOFF. IF  
AUTOMATED, DELETE CUSTOMER RECORD UPON  
TERMINATION OF SERVICE.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: DEDX.03.02

7 RECORDS SERIES NAME: DELIVERY OF MAIL THROUGH AGENTS.

DESCRIPTION: CONSIST OF RECORDS AUTHORIZING THE DELIVERY OF A CUSTOMER'S MAIL TO A MAIL RECEIVING AGENCY. INFORMATION CONSISTS OF THE ADDRESSES AND SIGNATURES OF BOTH PARTIES, NAMES AND ADDRESSES OF MEMBERS AFFECTED, AND OFFICERS, OF FIRMS AND CORPORATIONS, RESPECTIVELY. SAMPLE FORM: PS 1583.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALPHABETICALLY, BY AGENT/CUSTOMER'S NAME. MOVE TO AN INACTIVE FILE UPON TERMINATION OF CONTRACT.

CUT OFF: CUT OFF THIS FILE EACH CALANDER YEAR.

STORAGE:

DISPOSAL: DISPOSE OF TWO YEARS AFTER CUTOFF.

REPLACES NARA JOB NUMBER: