

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-28-91-8

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

DATE RECEIVED

2-4-91

1. FROM (Agency or establishment)

U. S. Postal Service

2. MAJOR SUBDIVISION

Records Office

3. MINOR SUBDIVISION

Facilities

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
disposition of
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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
<i>1/28/91</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 GRS OR SUPERSEDED JOB CITATION	10.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 the attached SF 115 Reports for the following records series:		
1	Building Space Management Files (FAAD.11.01)		
2	Handicapped Accessibility Records (FAAX.03.04)		
3	Vehicle Procurement Files (Headquarters) (FBAD.11.01)		
4	Physical Inventory Worksheet Listing (FBAX.22.02)		
5	Mail Transport Equipment Files (FBBX.00.01)		

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

CONTROL NUMBER: FAAD.11.01

① RECORDS SERIES NAME: BUILDING SPACE MANAGEMENT FILES.

DESCRIPTION: RECORDS RELATING TO THE ALLOCATION, UTILIZATION, AND RELEASE OF BUILDING SPACE UNDER USPS CONTROL. INCLUDES CORRESPONDENCE, REPORTS, BUILDING PLAN FILES; AND RELATED RECORDS. USED IN SPACE PLANNING, ASSIGNMENT, AND ADJUSTMENT.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: MOVE TO A CLOSED FILE UPON TERMINATION OF ASSIGNMENT, CANCELLATION OF LEASE, OR WHEN PLANS ARE SUPERSEDED OR OBSOLETE.

CUT OFF: CUT OFF THIS FILE EACH CALENDAR YEAR.

STORAGE: RETAIN IN OFFICE, DO NOT SEND TO FRC.

DISPOSAL: DISPOSE OF 2 YEARS AFTER CUT OFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: FAAX.03.04

2 RECORDS SERIES NAME: HANDICAPPED ACCESSIBILITY RECORDS.

DESCRIPTION: CONSISTS OF COPIES OF FACILITY CHECKLISTS COMPILED BY INDEPENDENT CONTRACTORS, PHOTOGRAPHS, DRAWINGS AND COST ESTIMATES. RECORDS RESULT FROM INDIVIDUAL STUDIES. USED TO DEVELOP STATISTICAL DATA TO DETERMINE THE EXTENT OF USPS COMPLIANCE WITH THE ARCHITECTURAL BARRIERS ACT.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CASE FILES, ALPHABETICALLY BY LOCATION
WITHIN STATE AND REGION.

CUT OFF: CUT OFF THE FILE UPON CONCLUSION OF
THE STUDY.

STORAGE: ~~TRANSFER TO FRC WHEN 3 YEARS OLD.~~
Transfer to FRC 3 years after cutoff.

DISPOSAL: ~~DISPOSE OF WHEN 10 YEARS OLD.~~
Dispose of 10 years after cutoff.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: FBAD.11.01

3 RECORDS SERIES NAME: VEHICLE PROCUREMENT FILES
(HEADQUARTERS).

DESCRIPTION: INFORMATION COPIES OF VEHICLE PROCUREMENT CONTRACTS, SPECIFICATIONS AND
MODIFICATIONS, DELIVERY ORDERS. INCLUDES CORRESPONDENCE AND PAPERS RELATED
TO REGIONAL REQUIREMENTS AND ALLOCATIONS, AND CORRESPONDENCE ABOUT PROPOSED
SUIT (SETTLED) ON DEFAULT OF CONTRACT BY MANUFACTURER.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CHRONOLOGICALLY.

CUT OFF: CUT OFF THE FILE EACH FISCAL YEAR.

STORAGE: TRANSFER TO FRC 2 YEARS AFTER CUTOFF.

DISPOSAL: DISPOSE OF 6 YEARS AFTER CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: FBAX.22.02

4 RECORDS SERIES NAME: PHYSICAL INVENTORY WORKSHEET LISTING.

DESCRIPTION: CONSIST OF COMPUTER-GENERATED LISTING OF ALL CAPITAL PROPERTY CHARGED TO THE FACILITY IN ID NUMBER SEQUENCE. USED TO PERFORM THE PHYSICAL INVENTORY AND CAN BE ANNOTATED AS NECESSARY WITH EQUIPMENT LOCATIONS. INITIALS, ETC.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CHRONOLOGICALLY.

CUT OFF:

STORAGE: DO NOT SEND TO FRC.

DISPOSAL: RETAIN FOR 3 YEARS (UNTIL THE LISTING IS SUPERSEDED) THEN DESTROY.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: FBBX.00.01

5 RECORDS SERIES NAME: MAIL TRANSPORT EQUIPMENT FILES.

DESCRIPTION: CONSIST OF PROCUREMENT RECORDS SUCH AS INFORMATION COPIES OF EQUIPMENT CONTRACTS, PURCHASE OR DELIVERY ORDERS, REQUISITIONS FOR MAIL TRANSPORT EQUIPMENT. INCLUDES CORRESPONDENCE AND PAPERS RELATED TO ALLOCATIONS. USED TO MONITOR THE PROCUREMENT AND DISTRIBUTION OF MAIL TRANSPORT EQUIPMENT.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CHRONOLOGICALLY.

CUT OFF: CUT OFF THE FILE EACH FISCAL YEAR.

STORAGE: TRANSFER TO FRC 2 YEARS AFTER CUTOFF.

DISPOSAL: DISPOSE OF 6 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER: