

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

LEAVE BLANK

JOB NO. *N1-28-91-11*

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

DATE RECEIVED *9-5-91*

1. FROM (Agency or establishment) **U. S. Postal Service**

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION **Support Services**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER **Sheila Allen**

5. TELEPHONE EXT. **(202) 268-4869**

DATE **12/18/95**

ARCHIVIST OF THE UNITED STATES  
Signature of the Archivist  
of the U.S. is 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 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
8/28/91	<i>P. Skelly</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 GRS OR SUPERSEDED JOB CITATION	10.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	Financial and Cost/Price Analysis Records - Postal Contracts (GABB.12.01)		
2	Procurement Test Data and Deployment Files (GABE.13.01)		
3	Technology Resource Department Project Records (GBAX.13.01)		
4	Congressional Correspondence (GCAA.00.01)		
5	Legislative Correspondence (GCAD.00.01)		
6	Daily News Digest Reference Files (GDXX.03.02)		
7	USA/Canada Surface Mail Exchange Records (GEXX.03.01)		
8	U.S. Government Agency/International Postal Organizations Coordination Files (GEXX.11.01)		WITHDRAWN
9	Inter-country Correspondence (GEXX.11.02)		WITHDRAWN
10	International Postal Organizations Program Files (GEXX.11.03)		WITHDRAWN

*copy to :  
agency, NCF  
NNT*

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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	International Stamp Exhibition Files (GEXX.11.04)		WITHDRAWN
12	International Postal Conference Files (GEXX.11.05)		WITHDRAWN
13	International Bilateral Agreements Files (GEXX.11.06)		
14	International Visitor and Exchange Files (GEXX.11.07)		
15	Decision Analysis Reports (DAR) and Supporting Records - Approved and Funded Projects (GIAB.13.02)		
16	Decision Analysis Reports (DAR) and Supporting Records - Proposed Projects (GIAB.13.03)		
17	Management Information Systems Inventory Records (GIAC.12.02)		
18	Division Security Administration Records (GIAC.12.03)		
19	Local Facility Computer Security Administration Records (GIAC.12.04)		
20	Incoming Telegraphic Messages - Telecommunications Center Copy (GIEC.03.01)		
21	Facility Project Files (HAAX.12.01)		

① CONTROL NUMBER: GABB.12.01

RECORDS SERIES NAME: FINANCIAL AND COST/PRICE ANALYSIS  
RECORDS - POSTAL CONTRACTS.

DESCRIPTION: CONSIST OF RESTRICTED FINANCIAL STATEMENTS, COST/PRICE AND TECHNICAL  
PROPOSALS, SOLICITATIONS AND ANALYTICAL REPORTS OF RECOMMENDATIONS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: BY CASE NUMBER. MOVE TO AN INACTIVE  
FILE WHEN CONTRACT IS COMPLETED.

CUT OFF: CUT OFF THE INACTIVE FILE EACH FISCAL  
YEAR.

STORAGE: TRANSFER TO FRC 2 YEARS AFTER CUTOFF.

DISPOSAL: DISPOSE OF 6 YEARS FROM DATE OF CUTOFF.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER:

2

CONTROL NUMBER: GABE.13.01

RECORDS SERIES NAME: PROCUREMENT TEST DATA AND DEPLOYMENT  
FILES.

DESCRIPTION: CONSISTS OF COPIES OF CONTRACTS, TEST DATA, AND OTHER PERTINENT DOCUMENTS  
DEVELOPED BY PROGRAM MANAGERS AND CONTRACTING OFFICERS TECHNICAL  
REPRESENTATIVES (COTR). MAY INCLUDE SITE PLANNING DOCUMENTS, SURVEYS,  
REPORTS AND CORRESPONDENCE. USED TO ASSIST IN AND MANAGE PROCUREMENT AND  
DEPLOYMENT OF EQUIPMENT OR SYSTEMS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CASE FILES, NUMERICALLY BY CONTRACT  
NUMBER. MOVE TO AN INACTIVE FILE UPON  
COMPLETION OF PROCUREMENT AND  
DEPLOYMENT.

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

STORAGE: TRANSFER TO FRC 3 YEARS AFTER CUTOFF.

DISPOSAL: DISPOSE OF 6 YEARS, 3 MONTHS AFTER  
CUTOFF.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER:

3

CONTROL NUMBER: GBAX.13.01

RECORDS SERIES NAME: TECHNOLOGY RESOURCE DEPARTMENT PROJECT  
RECORDS.

DESCRIPTION: COPY OF TASK ORDER AND MODIFICATION, TASK DECISION MEMORANDA, EVALUATIONS,  
DELIVERABLES & CORRESPONDENCE INFLUENCING ACTION ON A PROJECT. USED TO SHOW  
THE HISTORY OF EACH PROJECT FROM INITIATION <sup>thru</sup> RECOMMENDATION. WHERE  
APPLICABLE, COPIES &/OR DELIVERABLES ARE SENT TO TARL SYSTEM, USPS LIBRARY.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: TASK FILES, CHRONOLOGICALLY BY PROJECT  
NUMBER. MOVE TO A CLOSED PROJECT FILE  
UPON COMPLETION OR CANCELLATION.

CUT OFF: CUT OFF TASK FILES AT TASK COMPLETION  
DATES.

STORAGE:

DISPOSAL: DISPOSE OF 10 YEARS FROM DATE OF CUTOFF.

SPECIAL INSTRUCTIONS: ASSEMBLE DOCUMENTS TOO BULKY FOR PREVI-  
OUS INCLUSION IN FILE (SUCH AS PROTOTYPE  
MODELS AND FILMS).

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER:

4

CONTROL NUMBER: GCAA.00:01

RECORDS SERIES NAME: CONGRESSIONAL CORRESPONDENCE.

DESCRIPTION: DOCUMENTS/LETTERS OF RESPONSE TO CONGRESSIONAL INQUIRIES. LETTERS  
ARE FROM THE WHITE HOUSE, MEMBERS OF CONGRESS, AND DIRECT FROM  
EMPLOYEES AND CONSTITUENTS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALPHABETICALLY, BY STATE; WITHIN STATE,  
BY NAME OF MEMBER, EMPLOYEE, CUSTOMER.  
ALSO NUMERICALLY, BY SEQUENCE NUMBER.

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

STORAGE: DO NOT SEND TO A FRC.

DISPOSAL: DISPOSE OF 4 YEARS FROM DATE OF CUTOFF.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER:

5

CONTROL NUMBER: GCAD.00.01

RECORDS SERIES NAME: LEGISLATIVE CORRESPONDENCE.

DESCRIPTION: CONSIST OF CONGRESSIONAL APPROPRIATIONS, OVERSIGHT, INVESTIGATIVE, AND LEGISLATIVE HEARINGS FILES AND LEGISLATIVE SUMMARIES. FILES CONTAIN TESTIMONY OF USPS WITNESSES AND OTHER AGENCIES INVOLVED AND CORRESPONDENCE (IF ANY) FROM MEMBERS OF CONGRESS. USED FOR ARCHIVE AND REFERENCE PURPOSES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ANNUALLY WITHIN EACH YEAR. FILES ARE CHRONOLOGICAL AND BY SUBJECT NAME.

CUT OFF: CUT OFF THIS FILE EVERY 2 YEARS (END OF CONGRESS).

STORAGE:

DISPOSAL: DISPOSE OF 4 YEARS FROM DATE OF CUTOFF.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER:

6

CONTROL NUMBER: GDXX.03.02

RECORDS SERIES NAME: DAILY NEWS DIGEST REFERENCE FILE.

DESCRIPTION: CONSIST OF A COPY OF EACH DAY'S DAILY NEWS DIGEST WHICH IS A COMPILATION OF PHOTOCOPIES OF NEWSPAPER ARTICLES ABOUT THE POSTAL SERVICE. THE FILE IS USED FOR REFERENCE PURPOSES AND TO PROVIDE COPIES, ON REQUEST, OF SPECIFIC ARTICLES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CHRONOLOGICALLY.

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 2 YEARS FROM DATE OF CUTOFF.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER:

7

CONTROL NUMBER: GEXX.03.01

RECORDS SERIES NAME: USA/CANADA SURFACE MAIL EXCHANGE  
RECORDS.

DESCRIPTION: CONSIST OF COPIES OF PS2925 THAT PROVIDE INFORMATION ON THE EXCHANGE OF  
PARCEL POST MAIL BETWEEN THE USA AND CANADA BY SURFACE AND AIR INCLUDING  
PIECES, WEIGHTS AND DESTINATING ZIP CODES. USED AS INPUT TO THE USPS/CANADA  
POST PARCEL POST EXCHANGE SYSTEM. SUPPORTS THE ANNUAL BILLING PROCESS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CHRONOLOGICALLY.

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 2 YEARS FROM DATE OF CUTOFF.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER:

8 CONTROL NUMBER: GEXX.11.01

RECORDS SERIES NAME: U.S. GOVERNMENT AGENCY/INTERNATIONAL  
POSTAL ORGANIZATIONS COORDINATION FILES.

DESCRIPTION: CONSISTS OF FILES THAT DOCUMENT THE COORDINATION OF INTERNATIONAL POSTAL  
ACTIVITIES THAT INVOLVE OTHER U.S. GOVERNMENT AGENCIES SUCH AS THE DEPART-  
MENTS OF STATE, TREASURY, DEFENSE, LABOR, U.S. CUSTOMS SERVICE AND THE  
GENERAL ACCOUNTING OFFICE.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALPHABETICALLY, BY AGENCY.

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE: TRANSFER TO FRC 5 YEARS AFTER CUTOFF.

DISPOSAL: DISPOSE OF 10 YEARS AFTER CUTOFF.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER:

9

CONTROL NUMBER: GEXX.11.02

RECORDS SERIES NAME: INTER-COUNTRY CORRESPONDENCE FILES.

DESCRIPTION: CONSISTS OF ROUTINE CORRESPONDENCE BETWEEN THE USPS AND OTHER COUNTRIES  
CONCERNING INTERNATIONAL POSTAL ACTIVITIES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALPHABETICALLY, BY COUNTRY.

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE:

DISPOSAL: DISPOSE OF 3 YEARS AFTER CUTOFF.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER:

10 CONTROL NUMBER: GEXX.11.03

RECORDS SERIES NAME: INTERNATIONAL POSTAL ORGANIZATIONS  
PROGRAM FILES.

DESCRIPTION: CONSISTS OF FILES THAT DOCUMENT THE PROGRAMS AND ACTIVITIES OF INTERNATIONAL POSTAL ORGANIZATIONS SUCH AS THE UNIVERSAL POSTAL UNION AND THE POSTAL UNION OF THE AMERICAS AND SPAIN THAT SET AGREEMENTS FOR THE HANDLING OF INTERNATIONAL MAIL BETWEEN MEMBER COUNTRIES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALPHABETICALLY, BY SUBJECT.

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE: TRANSFER TO FRC 5 YEARS AFTER CUTOFF.

DISPOSAL: DISPOSE OF 10 YEARS AFTER CUTOFF.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER:

11

CONTROL NUMBER: GEXX.11.04

RECORDS SERIES NAME: INTERNATIONAL STAMP EXHIBITION FILES.

DESCRIPTION: CONSISTS OF FILES THAT DOCUMENT USPS PARTICIPATION IN INTERNATIONAL  
STAMP SHOWS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALPHABETICALLY, BY COUNTRY.

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE: TRANSFER TO FRC 5 YEARS AFTER CUTOFF.

DISPOSAL: DISPOSE OF 8 YEARS AFTER CUTOFF.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER:

12

CONTROL NUMBER: GEXX.11.05

RECORDS SERIES NAME: INTERNATIONAL POSTAL CONFERENCE FILES.

DESCRIPTION: CONSISTS OF FILES THAT DOCUMENT SPECIAL MEETINGS HELD AT INTERVALS TO  
DISCUSS SPECIFIC AREAS OF INTERNATIONAL PROGRAMS. SERVICES SUCH AS  
EXPRESS MAIL, MECHANIZATION AND TERMINAL DUES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALPHABETICALLY, BY COUNTRY.

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE: TRANSFER TO FRC 5 YEARS AFTER CUTOFF.

DISPOSAL: DISPOSE OF 10 YEARS AFTER CUTOFF.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER:

13

CONTROL NUMBER: GEXX.11.06

RECORDS SERIES NAME: INTERNATIONAL BILATERAL AGREEMENTS  
FILES.

DESCRIPTION: CONSISTS OF BILATERAL AGREEMENTS BETWEEN THE UNITED STATES AND FOREIGN  
POSTAL ADMINISTRATIONS ON EXPRESS MAIL, PARCEL POST, MONEY ORDERS,  
INTELPOST, ~~ETC~~  
*etc.*

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALPHABETICALLY, BY COUNTRY.

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE: TRANSFER TO FRC 5 YEARS AFTER CUTOFF.

DISPOSAL: DISPOSE OF 10 YEARS AFTER CUTOFF.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER:

14

CONTROL NUMBER: GEXX.11.07

RECORDS SERIES NAME: INTERNATIONAL VISITOR AND EXCHANGE  
PROGRAM FILES.

DESCRIPTION: CONSISTS OF FILES THAT DOCUMENT THE PROGRAMS TO COORDINATE VISITS BY POSTAL  
OFFICIALS OF OTHER COUNTRIES AND THE EXCHANGE OF PERSONNEL, TECHNOLOGY AND  
POSTAL TRAINING.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ALPHABETICALLY, BY COUNTRY.

CUT OFF: CUT OFF THE FILE EACH CALENDAR YEAR.

STORAGE: TRANSFER TO FRC 3 YEARS AFTER CUTOFF.

DISPOSAL: DISPOSE OF 6 YEARS AFTER CUTOFF.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER:

15 CONTROL NUMBER: GIAB.13.02

RECORDS SERIES NAME: DECISION ANALYSIS REPORTS (DAR) AND  
RELATED RECORDS - APPROVED AND FUNDED  
PROJECTS.

DESCRIPTION: CONSISTS OF CASE FILES MAINTAINED BY THE MIS BRANCH OF REQUESTS FOR ADP  
EQUIPMENT. THE FILE CONTAINS THE DAR SUBMITTED BY THE REQUESTING UNIT,  
ANALYSIS OF THE REPORT BY THE MIS STAFF, THE PROJECT VALIDATION PREPARED BY  
THE FINANCIAL ANALYSIS STAFF, AND WHEN APPROPRIATE, PROCUREMENT RECORDS.  
THE FILE ALSO INCLUDES THE FOLLOW-UP COST-BENEFIT REPORT THAT COMPARES ACT-  
UAL COSTS AND BENEFITS TO THOSE PROJECTED IN THE DAR.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS ALPHABETICALLY, BY  
SUBJECT, IN AN ACTIVE FILE AS THEY ARE  
RECEIVED.

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

STORAGE: TRANSFER THESE RECORDS TO AN INACTIVE  
FILE AFTER THE FOLLOW-UP COST-BENEFIT  
ANALYSIS HAS BEEN COMPLETED.

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

SPECIAL INSTRUCTIONS:

WHERE FILED.....: DIVISIONS

REPLACES NARA JOB NUMBER:

16

CONTROL NUMBER: GIAB.13.03

RECORDS SERIES NAME: DECISION ANALYSIS REPORTS (DAR) AND  
SUPPORTING RECORDS - PROPOSED PROJECTS.

DESCRIPTION: CONSISTS OF CASE FILES MAINTAINED BY THE OFFICE ORIGINATING AN ADP PROJECT CONTAINING ALL OF THE BACKGROUND AND SUPPORTING RECORDS ASSEMBLED IN SUPPORT OF THE PROJECT. THE FILE CONTAINS A COPY OF THE DAR SUBMITTED TO THE DIVISION CONTROLLER FOR REVIEW, THE VALIDATION AND APPROVAL, THE RESPONDING ANALYSES PROVIDED BY THE MIS AND FINANCIAL ANALYSIS STAFF, AND IF THE PROJECT IS APPROVED, COPIES OF THE NECESSARY PROCUREMENT DOCUMENTS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS ALPHABETICALLY, BY SUBJECT, IN A PENDING FILE UNTIL THEY ARE APPROVED OR DISAPPROVED, THEN TRANSFER THE FILES ACCORDINGLY.

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

STORAGE: IF DISAPPROVED, TRANSFER FILE TO AN INACTIVE FILE; IF APPROVED, TRANSFER TO AN INACTIVE FILE WHEN PROJECT IS COMPLETED.

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

SPECIAL INSTRUCTIONS:

WHERE FILED.....: DIVISIONS  
MGMT SECTIONAL CTRS  
STATIONS & BRANCHES

REPLACES NARA JOB NUMBER:

17

CONTROL NUMBER: GIAC.12.02

RECORDS SERIES NAME: MANAGEMENT INFORMATION SYSTEMS  
INVENTORY RECORDS.

DESCRIPTION: CONSISTS OF CASE FILES DOCUMENTING, CHANGES IN THE NUMBERS AND THE TYPES OF  
ADP HARDWARE AND SOFTWARE UTILIZED IN THE DIVISION, ITS SUPPORTING MSC'S,  
ASSOCIATE OFFICES AND STATIONS AND BRANCHES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS ALPHABETICALLY, BY  
SUBJECT, IN AN ACTIVE FILE.

CUT OFF: CUT OFF THE INACTIVE FILES AT THE END OF  
THE CALENDAR YEAR.

STORAGE: TRANSFER THESE RECORDS TO AN INACTIVE  
FILE WHEN THEY ARE SUPERCEDED.

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

SPECIAL INSTRUCTIONS:

WHERE FILED.....: DIVISIONS

REPLACES NARA JOB NUMBER:

18

CONTROL NUMBER: GIAC.12.03

RECORDS SERIES NAME: DIVISION SECURITY ADMINISTRATION  
RECORDS.

DESCRIPTION: CONSISTS OF COPIES OF PS FORMS 1357 AND RELATED CORRESPONDENCE DOCUMENTING  
THE ASSIGNMENT AND USE OF LOGON ID'S AND PASSWORDS BY PERSONNEL WITHIN THE  
DIVISION AND ITS SUPPORTING MSC'S, ASSOCIATE OFFICES, STATIONS AND  
BRANCHES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS ALPHABETICALLY, BY  
NAME OF EMPLOYEE, WITHIN FACILITY.

CUT OFF: CUT OFF THE INACTIVE FILES AT THE END OF  
THE CALENDAR YEAR.

STORAGE: TRANSFER RECORDS TO AN INACTIVE FILE  
WHEN THE EMPLOYEE, SYSTEM OR FACILITY TO  
WHICH THEY RELATE IS NO LONGER ACTIVE.

DISPOSAL: DESTROY THESE RECORDS ONE (1) YEAR FROM  
THE DATE OF CUTOFF.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: DIVISIONS

REPLACES NARA JOB NUMBER:

19

CONTROL NUMBER: GIAC.12.04

RECORDS SERIES NAME: LOCAL FACILITY COMPUTER SECURITY  
ADMINISTRATION RECORDS.

DESCRIPTION: CONSISTS OF CASE FILES CONTAINING LOCAL FACILITY COPIES OF PS FORMS 1357,  
2013, 2015, 2181, 3168 AND RELATED CORRESPONDENCE DOCUMENTING THE ASSIGN-  
MENT TO, USE OF, CHANGES TO AND CANCELLATION OF COMPUTER LOGON ID'S AND  
PASSWORDS BY USPS AND CONTRACTOR PERSONNEL.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS ALPHABETICALLY, BY  
USER'S ASSIGNED LOGON ID CODE.

CUT OFF: CUT OFF THE FILE WHEN USER'S LOGON ID IS  
CANCELLED & TRANSFER TO INACTIVE FILE.

STORAGE: MAINTAIN THESE RECORDS IN LOCKABLE FILE  
CABINETS.

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

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS  
REGIONS  
DIVISIONS  
MGMT SECTIONAL CTRS  
POSTAL DATA CENTERS  
POSTAL INSTALLATIONS

REPLACES NARA JOB NUMBER:

20

CONTROL NUMBER: GIEC.03.01

RECORDS SERIES NAME: INCOMING TELEGRAPHIC MESSAGES -  
(TELECOMMUNICATIONS CENTER COPY).

DESCRIPTION: CONSISTS OF TELECOMMUNICATIONS CENTER COPIES OF INCOMING MAILGRAM,  
TELEGRAM, TELECOPIER, TELEX OR TWX MESSAGES. USED FOR REFERENCE PURPOSES  
AND, WHEN REQUESTED, TO SUPPLY ADDITIONAL COPIES OF MESSAGES TO ADDRESSEES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: CHRONOLOGICALLY, BY DATE OF RECEIPT AND  
WITHIN DATE, BY MESSAGE TYPE.

CUT OFF: CUT OFF THE FILE EVERY 6 MONTHS (JUNE,  
DECEMBER).

STORAGE:

DISPOSAL: DISPOSE OF 2 YEARS FROM DATE OF CUTOFF.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER:

21

CONTROL NUMBER: HAAX.12.01

RECORDS SERIES NAME: FACILITY PROJECT FILES.

DESCRIPTION: CONSIST OF SPACE REQUIREMENTS, FACILITY PLANNING CONCEPT, DECISION ANALYSIS REPORT, PRELIMINARY DRAWINGS, AND DEPARTMENT COMMENTS. USED TO SUPPORT AND VALIDATE FACILITY PROJECTS DURING REVIEW BY THE CAPITAL INVESTMENT COMMITTEE AND THE BOARD OF GOVERNORS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: MOVE TO AN INACTIVE FILE UPON PROJECT APPROVAL.

CUT OFF:

STORAGE:

DISPOSAL: DISPOSE OF 3 YEARS AFTER PROJECT APPROVAL OR 1 YEAR AFTER POST AUDIT REPORT IS ISSUED, WHICHEVER OCCURS FIRST.

SPECIAL INSTRUCTIONS:

WHERE FILED.....: HEADQUARTERS

REPLACES NARA JOB NUMBER: