

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
U. S. Postal Service

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

John E. Finlay

5. TEL. EXT

245 4142

LEAVE BLANK	
JOB NO NC 1 - 28-77 - 1	
DATE RECEIVED JAN 6 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-21-77 Date	<i>James B. Rhoads</i> Archivist of the United States

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE JAN 5 1977	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE USPS RECORDS OFFICER
------------------------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The items included on this schedule address an interim need to schedule certain high volume records. They will be included in USPS comprehensive schedules when published.</p> <p>The abbreviation (NR) following a disposition instruction indicates that the records covered by that item are non-record.</p> <p><i>Changes to items 13-17 sent to all FRC's 6/17/77. @</i></p> <p><i>Copy to Agency 1-25-77 @</i></p> <p><i>Copies to All FRC's 1-28-77 @</i></p>		35 items

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF 10

2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<u>GENERAL RECORDS</u>			
1	<p><u>Chronological, Reading or Circulating Files.</u> Copies of communications of all types, arranged chronologically without regard to subject. The communications in these files are copies of those filed elsewhere by subject or case. <i>NOTE: This item does not apply to the Reading Files of the Postmaster General.</i></p> <p>Cut-off December 31. Destroy one year after cut-off. (NR)</p>	NN-167-132 Item 3	
2	<p><u>Working Files.</u> Preliminary or rough drafts or letters, memorandums, reports or other documents, and preliminary worksheets or notes used in the preparation of documents, but which do not record necessary approvals or basic changes in the text.</p> <p>Destroy when obsolete or when no longer needed in current operations. (NR)</p>		
3	<p><u>Unofficial Personnel Files.</u> Copies of employees' employment records held in offices other than Personnel offices may include copies of correspondence, personnel action forms, and other related material.</p> <p>Destroy when employee is separated from unit.</p>		
4	<p><u>Budget Working Papers.</u> Rough worksheets, machine listings, adding machine tapes and miscellaneous reference materials accumulated in connection with preparation of office budget estimates and justifications.</p> <p>Destroy three years from close of fiscal year involved or when no longer needed for reference, whichever is sooner.</p>		
5	<p><u>Shorthand, Stenographic and Word Processing Materials.</u> Includes shorthand notes, stenographic notebooks, stenographic tapes, mag-cards and cassettes.</p> <p>Destroy shorthand and stenographic materials when notes have been transcribed. Erase mag-cards and cassettes when information contained thereon is no longer required for current operations. (NR)</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6	<p><u>Duplicating Materials.</u> Includes stencils, photographic plates, paper mats, hectographic and ozlid masters, etc.</p> <p>Destroy when no longer needed for duplicating purposes. (NR)</p>		
7	<p><u>Nonrecord copies of USPS Publications, Releases and other Issuances.</u> Includes extra or obsolete copies of such publications as the telephone directory, regulations, instructions, manuals, guidance letters, copies of documents, reports, studies, publications or documents from other government agencies or organizations not in current use, legislative publications and documents such as congressional directory, congressional records, legislative hearings, appropriation hearings and the Federal Register. NOTE: This item does not apply to the record copy of USPS Publications, whether current or obsolete.</p> <p>Destroy when superseded or no longer needed in current operations. (NR)</p> <p style="text-align: center;">POST OFFICE SERVICES</p> <p>MAIL CLASSIFICATION AND RATES</p> <p style="text-align: center;">Second Class</p>		
8	<p><u>Marked Copies of Publications Admitted as Second-Class Mail Matter.</u> One copy of each edition of each issue showing the percentage of advertising. This copy is filed by the publisher with either the Postmaster at the original entry office or the Postmaster at the additional entry office.</p> <p>Destroy when 6 months old, except in the case of adjustments, claims or questions of second-class mail privileges; for which, retain one copy of all mailed editions until the matter is resolved to the satisfaction of the Postal Service, then destroy.</p>	PSM 245.52(c)	

Request for Records Disposition Authority - Continuation	JOB NO.	PAGE OF 10 4	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
9	<p>COLLECTION AND DELIVERY</p> <p style="text-align: center;">Forwarding Mail</p> <p><u>Customer Change of Address Orders.</u> An order providing for the forwarding of First-Class mail and all parcels of obvious value for a period not to exceed one year. (PS Form 3575)</p> <p style="text-align: center;">Destroy one year from end of months in which change becomes effective.</p>		
10	<p style="text-align: center;">BUDGET AND FISCAL</p> <p>ACCOUNTING</p> <p style="text-align: center;">Travel</p> <p><u>Officer's Expense Report.</u> Report of reimbursement of each officer and director of the USPS. It records the payment of actual expenses properly incurred during travel and for out-of-pocket representation expenses. It also explains the business reasons for travel and details the representation expenditures by location, name/title/professional affiliation of the persons involved, and the business discussed. (PS Form 1231)</p> <p style="text-align: center;">Retain in active space for two years, transfer to storage for three years, then to FARC. Destroy after twelve years.</p>	GRS-9 Item 4	
11	<p>POSTAL RATE MAKING</p> <p><u>Postal Rate Making Sampling Data.</u> Sampling data on classes of mail and mail services, used as input to major statistical programs such as revenue, pieces and weights, and the In-Office Cost System, and, as input to the Annual Report. This information is gathered under direction of the Postal Rate Commission and it is used in Postal Rate making procedures. (PS Forms 780, 781)</p> <p style="text-align: center;">Cut-off at end of test period, hold in office for six months, then transfer to USPS storage area. Destroy four years after the end of the fiscal year in which forms were collected.</p>		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 10 5
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12	<p style="text-align: center;">TRANSPORTATION</p> <p>AIR TAXI AND HIGHWAY TRANSPORTATION</p> <p><u>General Highway Transportation Contracting Records:</u></p> <p>a. Notice of Intention to Make A Service Contract and Response to Notice (SF 98)</p> <p style="padding-left: 40px;"><u>Suspense copies</u> are destroyed upon receipt of annotated copy from the Department of Labor.</p> <p style="padding-left: 40px;"><u>Annotated copies</u> are maintained as a part of the advertised contract folder. For disposition instructions, see Item 13.</p> <p>b. Federal Bureau of Investigation (FBI) - U. S. Department of Justice Fingerprint Card (FD 258)</p> <p style="padding-left: 40px;">Maintain in a separate file, move to inactive file upon termination of employment with contractor, destroy when one year old.</p> <p>c. Identical Bid Report for Procurement (DJ 1500)</p> <p style="padding-left: 40px;">Cut-off December 31, destroy when one year old.</p> <p>d. Mail Van Inspection Reports (POD 5201) maintained by Administrative Postmasters.</p> <p style="padding-left: 40px;">Destroy when sixty days old where report records no evidence of damage. Where damage to a van is recorded and the form has become a basis for a claim, place on right side of contract folder along with the record of payment. (See Items 13, 14 and 16)</p> <p>e. Star Route Vehicle Record (PS 5398-A or 5399)</p> <p style="padding-left: 40px;">Destroy when fifteen days old, except when the form becomes part of an inspection case file, then it is disposed of with the case file. (See Items 13, 14 and 16)</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
13	<p>f. Inquiry of Prospective Bidder (PS 5436)</p> <p>Destroy when contractor's name is removed from the mailing list or when the information is transferred to another media such as addressograph plates. (See Item 6)</p> <p>g. Input Highway Area Bus and Water Route Register, A Summary Report of Information Relating to Contracts (PS 5509-A)</p> <p>Destroy when no longer of value.</p> <p>h. Certificate of Appointment (PS 7378), Used to advise that certain U.S. Postal Service officials have been officially appointed to the position of contracting officer for the USPS.</p> <p><u>Original copy:</u> Becomes the personal property of the Contracting Officer.</p> <p><u>File Copy and Postal Data Center Copy:</u> Destroy five years after termination of the appointment.</p> <p>i. Certification to Pay Contractors and Claims for Performance of Extra Service, Maintained on a Fiscal Year Basis (PS 5429, 5397).</p> <p>Move to paid claims file after payment. Cut-off paid claims file each fiscal year, destroy when one year old.</p> <p>j. Papers submitted by losing bidders.</p> <p>Destroy one year from date of contract award.</p> <p>Advertised Contract Records. Records relating to contracts entered into as a result of advertising, issuance of Invitation to Bid (IFB) and other procedures as outlined in the applicable portions of the Postal Contracting Manual. They pertain to Highway and Rail Transportation Contracts; Water Transportation Contracts; Terminal Handling Contracts; Air Taxi Contracts; Uncertificated Air Route Contracts and Emergency Air Contracts. They include SF 1055, PS 70, PS 7468, PS 7468-A, PS 7447 and accompanying forms PS 5463, PS 5399, PS 7460, PS 5442 and other forms or papers such as contract renewals, constituting an integral part of the contract file.</p>	NN-167-132 Item 10	

Request for Records Disposition Authority - Continuation	JOB NO	PAGE OF 10 7	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
14	<p>Upon termination or cancellation of the contract, move to the inactive file, cut-off inactive files December 31 of each year. Transfer to FARC when two years old, destroy when five ^{SEVEN} years old.</p> <p><u>Negotiated Contract Records.</u> Records relating to contracts awarded through negotiation and issuance of request for proposal (RFP) in lieu of advertisement. They pertain to Highway and Rail Transportation, Water Transportation, Terminal Handling, Air Taxi, Uncertificated Air Routes and Emergency Air Contracts. Files include PS Forms 5420, 5443, 5463, 7405, 7407, 7463-A, 7464-A, 7382.</p>		
15	<p>Upon termination or cancellation of the contract, move to the inactive file. Cut-off the inactive file December 31 of each year. Transfer to FARC when two years old, destroy when five ^{SEVEN} years old.</p> <p><u>Area Bus Contracts.</u> These are records relating to contracts for the transportation of mail in passenger carrying motor vehicles, by passenger common carriers, or by other types of motor vehicles operated by such carriers over the regular routes on which they are permitted by law to transport passengers. They consist of PS Forms 5443, 5463, 7407, 7405, 7382, 5420 and other related papers.</p>		
16	<p>Upon termination or cancellation of the contract, move to the inactive file. Cut-off the inactive file December 31 each year, transfer to FARC when two years old, destroy when five ^{SEVEN} years old.</p> <p><u>Emergency Service Contract Records.</u> These are records relating to contracts for the transportation of mail and performance of related services under emergency conditions. Contracts may be entered into with any person or carrier for transportation by any mode or combination of modes. Such contracts may not extend in duration beyond the term of the emergency. The files consist of PS Forms 5443, 5463, 7382, 7467 and other related papers.</p> <p>Upon termination of the contract or cessation of the emergency, whichever is sooner, move to the inactive file. Cut-off the inactive file December 31 of each year, transfer to FARC when two years old, destroy when five ^{SEVEN} years old.</p>		

Request for Records Disposition Authority—Continuation	JOB NO.	PAGE OF 10 8	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
17	<p>Certificated Air Carrier Contracts. These are records resulting from contracts for the transportation of mail by scheduled certificated air carriers between points, between which they are certificated by the Civil Aeronautics Board (CAB) to engage in the transportation of mail.</p> <p>Upon termination or cancellation of the contract, move to the inactive file. Cut-off the inactive file each December 31, transfer to FARC when two years old, destroy when five ^{SEVEN} years old.</p> <p>VEHICLE SERVICES</p>		
18	<p>Vehicle Maintenance Records. Includes maintenance work orders and a chronological record of service performed, such as unscheduled maintenance, emergency, road service or preventative maintenance. (PS Forms 4543 and 4620)</p> <p>Destroy one year from the end of the year in which the vehicle was disposed of.</p> <p>POSTAL SERVICE PROGRAMS</p> <p>GENERAL</p>		
19	<p>Lists of City Delivery Routes. Forms used for updating lists of city delivery routes identified for use in various statistical programs. (PS Forms 37, 1316 & 1442)</p> <p>Cut-off at end of fiscal year. Destroy three years from end of fiscal year in which collected.</p> <p>REVENUE, PIECES AND WEIGHTS (RPW)</p>		
20	<p>RPW Data Collection Forms. Records used to determine the revenue received for each class of mail and service based on probability sampling principles. They consist of PS Forms 1120-1127 filed by accounting period.</p> <p>Cut-off at end of fiscal year. Destroy three years from end of fiscal year in which collected.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 10 9
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
21	<p>"IN-OFFICE" COST SYSTEM (IOCS)</p> <p>IOCS Data Collection Forms. Records used to develop the costs of handling each class of mail and service by means of a "work sampling" technique. They include IOCS Data Cards (Punched Cards), PS Forms 2615-B and 2615-C. They are used in conjunction with rate making.</p> <p style="text-align: center;">Cut-off each fiscal year. Destroy three years from fiscal year in which collected.</p> <p>PANDERING ACT RECORDS</p>		
22	<p>Prohibitory Orders. Notices for Prohibitory Orders against senders of pandering advertisements in the mails and original mailing pieces; prohibitory Orders. These records are maintained only at locations designated by the Law Department. (PS Forms 2150 and 2152)</p> <p style="text-align: center;">Destroy five years from the end of the year of issue or five years from the year of last application for enforcement, whichever is sooner.</p> <p>DATA PROCESSING RECORDS</p>		
23	<p>Shift Reports. Utilization and maintenance records consisting of forms or cards that equipment operators complete relative to machine use, nonuse or maintenance, which are used for daily management or operations.</p> <p style="text-align: center;">Cut-off December 31 of each year, dispose^{destroy} of when three years old.</p> <p style="text-align: center;">POST OFFICE SERVICES</p> <p>MAIL CLASSIFICATION AND RATES</p> <p style="text-align: center;">Second Class</p>		
24	<p>Publishers' annual statement of ownership, Management and Circulation statement is required by law, to inform the public as to the ownership of newspapers and periodicals entered into the mails as second-class matter. (PS Form 3526)</p> <p style="text-align: center;">Cut-Off December 31 each year. Destroy when five years old.</p>	PSM 245.52(k)	

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF 10
10

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
25	<p style="text-align: center;">GENERAL MANAGEMENT</p> <p>CONSUMER AFFAIRS</p> <p><u>Consumer Service Cards.</u> A two-part form used to bring consumer information such as complaints, requests for information or suggestions to the attention of the appropriate Postmaster and the Consumer Advocate.</p> <p style="text-align: center;">Cut-off monthly after processing. Destroy when two years old.</p>	<p>NN-171-13 Item 13</p>	