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

JOB NO.

NC 1 — 28 -77 — 3

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

DATE RECEIVED **JAN 6   1977**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S C. 3303a the disposal re quest, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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

APR 15 1977

Date   _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 ___1___ 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
JAN 5 1977		USPS RECORDS OFFICER

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	ORIGIN DESTINATION INFORMATION SYSTEM (ODIS) These records are uniquely identified with the ODIS system. This system collects mail volume data, service analysis data and other mail characteristics data; develops and presents it in a variety of report formats for use by all levels of Postal management.		

115–107   Copies to NNF, agency all FRC's
Dis plw 4/19/77

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<u>ODIS Source Documents.</u> These records include PS Form 1300, ODIS Header Sheets (PS Forms 1300 HH and 1300 HR), and ODIS Zero Delete Forms (PS Form 1385). Transfer to storage after processing, destroy after successful completion of quarterly processing or when one year old, whichever is sooner.		
2	<u>Report of Average Daily Volume of Mail Received at ODIS Area Destinations.</u> A Quarterly report showing class and type of mail by sample group, by ODIS area. Transfer to USPS storage when no longer required for quick reference in the office; destroy five years from end of calendar year in which collected.		

115–203   Four copies, including original, to be submitted to the National Archives   **STANDARD FORM 115–A**
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101–11.4

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