

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 NC1 28 77 4	
DATE RECEIVED 18 MAR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>3-22-77</i> 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 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 U. S. P. S. RECORDS OFFICER
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>This change is made upon the advice of Mr. Guy Ricci, Regional Commissioner, GSA Region 2.</p> <p>Please inform Mr. Ricci of the submission of this form in order to prevent the destruction of records in item 1, scheduled for destruction April 1, 1977.</p> <p><u>Parcel Bill Receipt and Dispatch Records.</u> Universal Postal Union (UPU) Convention forms used for accounting of mails between postal administrations who are members of the union.</p> <p>File by quarter of dispatch. Close the file each quarter; retain at PDC for two additional quarters; ^{then} transfer to FRC, for 6 years, then destroy. <i>destroy when 6 years old.</i></p>	PDC-1, Item 0-6	