

**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<br><b>NC1 28 77 4</b>  |   |
| DATE RECEIVED<br><b>18 MAR 1977</b>   |   |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |   |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><br>Date  | <i>James B. Rhode</i><br>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<br> | E. TITLE<br>U. S. P. S. RECORDS OFFICER |
|---------|--|---|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(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; <sup>then</sup> transfer to FRC, <del>for 6 years, then destroy.</del> <i>destroy when 6 years old.</i></p> | PDC-1, Item 0-6     |                  |