

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1 28 78 3
DATE RECEIVED	14 MAR 1978
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
3-21-78	<i>James E. O'Neil</i>
Date	Acting Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
U. S. Postal Service
2. MAJOR SUBDIVISION
Public and Employee Communications Department
3. MINOR SUBDIVISION
Office of Communications Production
4. NAME OF PERSON WITH WHOM TO CONFER
Ray N. Mahan
5. TEL. EXT.
245-5092

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	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9Mar78	<i>John Finlay</i>	Chief, Records Officer		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
1	<p>Approximately 1 cubic foot of motion picture outtakes from 8 films produced or acquired by the U.S. Postal Service between 1965 to 1973. The films depict mechanized systems and operations used throughout the postal system, including employee training in operating and maintaining such systems and equipment. Titles of the films include the following: "Fire Never Had a Chance," "Contractors Training for Major Facilities," "High-Rate Belt Sack Sorter," "Improving Mail Processing - R&D," "Automated Air-mail Dispatch Billing," "MARK II Face Cancellor; Feeder Inserter for Face Cancellor," "Letter Code Sort System," and, "If the Mail Stops."</p> <p>The footage consists of 16mm color original, and work-print film and magnetic sound track. It is recommended for disposal because it duplicates footage already held, or it is of poor technical quality.</p>			

115-107
*Put to agency. NINE & NINE - 3/21/78
B. O'Neil*