

**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  
**Inspection Service**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
**John E. Finlay**

5. TEL EXT  
**245 4142**

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JOB NO  
**NC1 28 78 5**

DATE RECEIVED  
**1 JUN 1978**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*6-6-78* *James B. Rhoads*  
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 2 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: *5/23/78*      D. SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]*      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
1.	<p>The following items are corrections to Job No. NC 1-28-77-6, July 20, 1977, items 31 and 32, respectively.</p> <p align="center"><b>CRIME LABORATORY FILES</b> (Privacy System 080.010)</p> <p>CASE FILES, consisting of reports of laboratory examinations, evidence or copies of evidence, photographs, correspondence, forms, and other documents, relating to investigations. After closing, move cases to appropriate inactive file:</p> <p>a. <u>All case files except selected files.</u></p> <p>Cutoff inactive files at end of calendar year; maintain in office for 4 years; transfer to FRC for 11 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 15 years.)</p> <p>b. Selected Case Files which reflect new or unusual criminal methods or investigative techniques, or which are useful for training, demonstration and similar purposes.</p>	<p>NC1-28-77-6, item 31b</p> <p>NC1-28-77-6 item 31a</p>	<p align="right"><i>2 items</i></p>

**Request for Records Disposition Authority – Continuation**

JOB NO.

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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
2.	<p>Cutoff inactive files at end of calendar year. Maintain in office for 15 years or until they have no further value for reference, training, demonstration or similar purposes, whichever is longer; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 15 years or more.)</p> <p><u>INDICES TO CRIME LABORATORY CASE FILES.</u> See Item 1 above.</p> <p>Cutoff every year at end of calendar year; maintain in office for 15 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 15 years.)</p>	<p>NC1-28-77-6, item 32</p>	