

Rec'd NCD 17 Jun 78

REQUEST FOR REC DS POSITION AUTHORITY (See Ins tion reverse)

LEAVE BLANK
JOB NO NC1-28-78-6 13 1978
DATE RECEIVED
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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>2-28-80</i> <i>James P. Ghill</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

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
[Signature]
John E. Finlay

5. TEL. EXT
245 4142

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 1819 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 <i>6/6/78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE JOHN E FINLAY	E. TITLE USPS 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	General Records <u>Savings Bond Drive Records. Arranged by Name of Applicant</u> U. S. Savings Bond Drive records, including applications and all correspondence regarding participation, quota, distribution, organization and publicity (Privacy System: 090.030). Close the file each calendar year. Maintain in office space for 2 years; then destroy. (Record Life: 2 years.)		
2.	<u>Combined Federal Campaign Records (CFC)</u> Combined Federal Campaign records including lists of quotas, record copy of Keyman's Report by offices and other related documents. Close the file each calendar year. Maintain in office for 4 years, then destroy. (Record Life: 4 years.) <i>all changes on this schedule approved</i> <i>per L.H. & MG 2-6-80</i>		<i>89 items</i>

115-107

Copy to NNT, NWF, NWR, NDB, Agency
All FRS Closed
Out 3/5/80

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

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3	<p><u>Reference Files.</u> Copies of documents which duplicate record copies filed elsewhere; documents which require no action; drafts; notes, feeder reports and other such papers contributory to the preparation of other papers, studies, documents, all related to the job.</p> <p>Destroy when superseded or no longer required for reference. Do not retire to FRC or storage areas.</p>		
4	<p><u>Chronological and Reading Files.</u> Copies of correspondence and/or communications of all types, arranged chronologically without regard to subject matter. Material in these files are copies of correspondence and/or communications filed elsewhere by subject or case.</p> <p>Close the file each year. Maintain in office for 1 year, then destroy.</p>		
5	<p><u>Speech Files.</u> Consisting of invitations to speak, schedules, drafts, work papers, art work, and related correspondence.</p> <p>a. Record Copy of key speeches by senior USPS executives. Arranged by subject matter and cross indexed by speaker's name. Files of actual speeches concerning substantive issues such as policy, organizational and procedural changes. ACCUMULATION: Less than 1/2 cubic foot per year.</p> <p><u>PERMANENT.</u> Close the file in 3 year blocks. Maintain in office or local storage for 2 years; transfer to FRC for 5 years; offer to Archives when 10 years old.</p> <p>b. Reference copies of speeches, work papers and schedules.</p> <p>Destroy when 1 year old.</p> <p>c. Other speeches and related materials.</p> <p>Destroy when of no further administrative or reference value.</p>		

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6	<p><u>Correspondence Files.</u></p> <p>a. Subject Files. Arranged by subject and used to retain a record of the daily operations and administration of an office and to provide reference to current subjects.</p> <p>Close the file each year. Screen and bring forward current material. Maintain in office for 1 year after closing; then destroy.</p> <p>b. All other correspondence ^{and} such as forms, reports, work papers, lists, that accumulate in the performance of office housekeeping, not filed by subject and not related to specific programs, projects, or investigative matters, and concerning matters for which other offices have primary responsibility.</p> <p>Close the file each year. Maintain in office for 1 year after closing, then destroy.</p> <p>c. Correspondence case files pertaining to specific programs or projects.</p> <p>Move to an inactive file upon completion of the program or project. Close the inactive file each year. Maintain in office for 2 years after closing; then destroy; or, destroy along with the program or project, whichever is sooner.</p> <p style="text-align: center;">General Management</p> <p>ADMINISTRATIVE MANAGEMENT RECORDS</p> <p style="text-align: center;"><u>Forms Management</u></p>		
7	<p><u>Forms and Background Material.</u> Arranged by form number. One copy of each form with data showing the inception and scope of the form, the program and/or administrative purpose of the form, and the related procedures instituted, revised, superceded, or cancelled. ANNUAL ACCUMULATION: 3 cubic feet.</p>		

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	<p>a. Record copy of official forms file.</p> <p><u>PERMANENT</u>. Move to an inactive file when form is discontinued, superceded, or cancelled. Close the file each 5 years and transfer to storage. Offer to the Archives when 15 years old or no longer needed, whichever is later.</p> <p>b. Forms files other than those described above and related papers.</p> <p>Destroy when related form is discontinued, superceded or cancelled.</p> <p>c. Working papers, background materials requisitions, specifications, processing data and control records.</p> <p>Destroy when related form is discontinued, superceded or cancelled, or when no longer needed for reference.</p> <p style="text-align: center;"><u>Directives and Publications</u></p> <p><i>28</i> <u>Directive Case Files</u>. Internal directives issued at the Senior Officer level.</p> <p>a. <u>Postal Service Directive Case Files</u>. Internal directives, issued at the Senior Officer level, when they apply throughout the Postal Service or, within Headquarters, to more than one Group or Department not organizationally located within a Group. (Examples: Headquarters Circulars, Regional Instructions, Postal Service Manuals and Handbooks.) Annual Accumulation: 3 cubic feet.</p> <p><u>PERMANENT</u>. Move to an inactive file when discontinued, superceded or cancelled. Close the inactive file each 5 years and transfer to storage for 3 years; transfer to FRC for 17 years; offer to Archives when 20 years old.</p> <p>b. Working papers and background material.</p> <p>Destroy 3 years after issuance to which they pertain is obsoleted or superceded.</p>		<p><i>See review P. 4A</i></p> <p><i>See review P. 4A</i></p>

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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
7.	<p>a. Record copy of U. S. Postal Service forms (forms with P. S. prefixes). Arranged by form number. Annual accumulation: 2 inches.</p> <p>Permanent. Remove form from its case file and place in inactive file when form is discontinued, superseded, or cancelled. Cutoff inactive file every 5 years and offer to NARS.</p> <p>b. Forms case files including working papers, background materials, requisitions, specifications, processing data, control records, and other materials.</p> <p>When related form is discontinued, superseded, or cancelled, move to inactive file. Destroy inactive file when no longer needed for reference or when 5 years old, whichever is sooner.</p>	GRS 16/4	
8.	<p><u>Directives Files.</u> Internal directives at the Senior Officer level when they apply throughout the Postal Service or, within Headquarters, to more than one Group or Department not organizationally located within a Group. (Examples: Headquarters Circulars, Regional Instructions, Postal Service Manuals and Handbooks). Arranged by directives numbering systems. Annual accumulation: 1 foot.</p> <p>a. Record copy of directives. Arranged by directives numbering system. Annual accumulation: 1 foot.</p> <p>Permanent. Remove directive from its case file and place in inactive file when directive is discontinued, superseded, or cancelled. Cut-off inactive file every 5 years and offer to NARS.'</p> <p>B. Directives case files including working papers and background materials.</p> <p>When related directive is discontinued, superseded, or cancelled, move to inactive file. Destroy inactive file when 3 years old.</p>	GRS 16/1	

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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
9	<p>Group and Department Internal Directive Case Files Record copy of internal directives which apply only within the issuing Group or Department and related field units. Includes work papers and background material.</p> <p>Move to an inactive file when discontinued, superceded, or cancelled. Close the inactive file each year; retain for 5 years after closing; then destroy.</p>		
10	<p>Local Directives Case Files. Directives issued at levels other than those indicated above. Includes working papers and background material.</p> <p>Move to an inactive file when discontinued, cancelled or superceded. Close the inactive file each year; retain for 3 years after closing, then destroy.</p>		
11	<p>Publications. Pamphlets, reports, leaflets or other published or processed documents such as informational publications pertaining to the Suggestion Program and Philately.</p> <p>a. Complete set of Postal Leader and Postal Life magazines, (other than "morgue" set) arranged chronologically. (Annual Accumulation: 4 linear inches.)</p> <p><u>PERMANENT</u>. Close the file each 5 years. Offer to the National Archives immediately.</p> <p>b. Record set of other publications with the supporting papers or background material.</p> <p>Close superceded or discontinued files each year. Retain for 3 years, then destroy.</p> <p>c. All other copies.</p> <p>Destroy when superceded or obsolete or no longer needed for reference.</p>		<p><i>withdrawn</i></p>

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	<p style="text-align: center;"><u>Records Management</u></p> <p>12 <u>Records Disposition Files.</u> Descriptive inventories, disposal authorizations, schedules and reports.</p> <p>a. Basic documentation of records description and disposition programs, including Standard Form 115, Request for Records Disposition Authority; Standard Form 135, Records Transmittal and Receipt and related documentation.</p> <p>Destroy when related records are destroyed, or when no longer needed for administrative or reference purposes.</p> <p>b. Extra copies and routine correspondence and memorandums.</p> <p>Destroy when no longer needed for reference.</p> <p>13 <u>Records Holdings Files.</u> Statistical reports of agency records holdings required by the General Services Administration or Headquarters USPS, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.</p> <p>Destroy when 3 years old.</p> <p>14 <u>Records Management Files.</u> Reports, correspondence, authorizations, techniques and related records concerning the development and improvement of the management of records in the USPS. Includes the management of files, forms, correspondence, mail reports, microfilm, automatic data processing, vital records, and related records not covered elsewhere in this schedule.</p> <p>Close the file each year. Maintain in office for 6 years, then destroy.</p>		

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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
815	<p>LEGAL AFFAIRS</p> <p style="text-align: center;"><u>Consumer Protection</u></p> <p><u>Post Office Lockbox and Caller Service Records.</u> Records that document the involuntary termination of lockbox or caller service and any appeal that may be taken. Records include all correspondence, evidence of delivery or attempted delivery of notices, PS Forms 2116 and 2117.</p> <p>a. Closed Case Files. Arranged chronologically by date of closing.</p> <p>Move copies of closed cases to the inactive file. Close the inactive file at the end of each calendar year; maintain in office for 6 months; then destroy. (Record Life: 6 months.)</p> <p>b. Closed Appeal Case Files. Arranged chronologically by date of closing. Material is jacketed under PS Docket Number. Includes original correspondence and papers, notes, legal memorandums, final decisions.</p> <p>Move closed cases to the inactive file. Close the inactive file at the end of each calendar year. Maintain in office for 1 year, then destroy. (Record Life: 1 year.)</p> <p>c. Index Cards Used for Reference. Arranged by case name. Three-by-five cards containing case name and other identifying data for reference purposes.</p> <p>Move to an inactive file when case ^{is closed} becomes inactive. Close the inactive file at the end of each calendar year. Maintain in office for 6 months, then destroy. (Record Life: 6 months.)</p> <p style="text-align: center;"><u>Claims</u></p> <p>2016 <u>Tort Claims Records.</u> Case files arranged by the name of claimant. Official records/copies are maintained at the organizational decision level. Records pertain to claims that arise from negligent or wrongful acts within the scope of employment. Files consist of Postal Inspection Reports, Police reports, statements of witnesses,</p>		

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	<p>statements of USPS employees, installation head recommendations, Medical reports, and other pertinent documents. (Standard Form 91; PS Form 1700.) (Privacy System 180-010)</p> <p>a. Paid Claims and Disallowed Claims (Journal Cases).</p> <p>Move to inactive file upon completion of action. Close the inactive file at the end of each calendar year; maintain in office for 2 years; then transfer to FRC, for 5 years, then destroy. (Record Life: 7 years.) <i>when 7 years old.</i></p> <p>b. Closed Case Files. Case where claims were neither allowed nor disallowed.</p> <p>Move to inactive file upon completion of action. Close the inactive file at the end of each calendar year. Maintain in office for 2 years, then transfer to FRC, for 3 years, then destroy. (Record Life: 5 years.) <i>when 5 years old.</i></p> <p>c. Appeal Case Files. (See a. above for disposition)</p> <p>d. Postal Data Center (PDC) Payment Records (Tort Claims)</p> <p>Move to inactive file upon settlement. Close the inactive file at the end of each calendar year. Maintain in office for 4 years, then destroy. (Record Life: 4 years.)</p> <p>e. Locator Cards. Arranged by claim number and by name of principal claimant.</p> <p>Screen the file each calendar year, extract and destroy cards pertaining to cases over 7 years old.</p> <p><i>16f.</i> Tort Claims Payment Listing. A quarterly computerized report of payments made by each Postal Data Center showing the claim number, claimant check number and category of incident. Information is used for inquiries, developing costs and reporting to the Postmaster General.</p> <p>Close the file each calendar year. Maintain in office of 10 years; then destroy. DO NOT TRANSFER TO FRC. (Record Life: 10 years.)</p>		<p><i>see revision P. 8A</i></p> <p><i>see revision P. 8A</i></p>

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16.	<p>d. Postal Data Center (PDC) Payment Records (Tort Claims). The data center has functional responsibility for accident claims under \$1,000 and processes these manually. Claims folders are disposed of per instructions below.</p> <p>Move to inactive file upon settlement. Close the inactive file at the end of each calendar year. Maintain in office for 4 years, then destroy. (Record life: 4 years)</p>		
16.	<p>f. Quarterly computerized report of payments to satisfy accident claims. The information originates from PS Form 2106 and contains data elements relating to the number and type of claim, the amount paid, and the date of the accident. This information is used for inquiries, developing costs and reporting to the Postmaster General.</p> <p>Close the file each calendar year. Maintain in office for 10 years, then destroy. Do Not Transfer to FRC. (Record Life: 10 years)</p>		

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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
	<p style="text-align: center;">Post Office Services (Domestic)</p> <p>NONMAIL SERVICES</p> <p style="text-align: center;"><u>Passport Records</u> (Privacy System 090.020)</p> <p><i>#17</i> <u>Passport Application Transmittal, Individual or Consolidated.</u> This form has a line item for each passport issued during a day. A separate form is used by each acceptance clerk.</p> <p>a. Original. Used to transmit passport applications with related fees and supporting documents to the designated passport agency.</p> <p>b. Carbon copy. Forwarded to the applicable USPS accounting unit.</p> <p>Close the file at the end of each fiscal quarter. Maintain in office for 3 months, then destroy.</p> <p><i>#18</i> <u>Summary of Passport Applications Accepted.</u> A consolidated report of the number and type of applications accepted at each location reporting to the accounting unit. It provides data for program management and reimbursement actions. Report is prepared each accounting period. (PS Form 5660)</p> <p>a. Postal Data Center Copy</p> <p>Close the file at the end of each fiscal year. Maintain in office for 1 year, then destroy.</p> <p>b. Carbon copy retained by the reporting location.</p> <p>Maintain in office for 3 months, then destroy.</p> <p><i>#19</i> <u>Passport Application Report.</u> A computerized listing of passport activity for each acceptance location by post office, Sectional Center Facility (SCF), District and region. They reflect data for previous year, year-to-date, previous quarter and current period. Report is prepared each accounting period.</p>		<p><i>see review p. 9A</i></p>

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18.	<p><u>Summary of Passport Applications Accepted.</u> A consolidated report of the number and type of passport applications accepted at each of 815 locations throughout the country which serve as passport offices in place of State Department branches. This report, submitted via PS Form 5660, is the input for item 19. It contains information relating to the fees paid for the passport as well as the zip code, name and state of the reporting location.</p> <p>a. Postal Data Center copy.</p> <p>Close the file at the end of each fiscal year. Maintain in office for 1 year, then destroy.</p> <p>b. Carbon copy retained by the reporting office.</p> <p>Maintain in office for 3 months, then destroy.</p>		

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19 (continued)	<p>Close the file at the end of each fiscal year, maintain in office for 1 year, then destroy.</p> <p>CUSTOMER PROGRAMS</p> <p>Express Mail Service (EMS)</p> <p>Express Mail Service Customer Requirements. A worksheet recording service requirements for potential EMS customers, including the service option, origins and destinations, service frequencies and times. (PS Form 5626)</p> <p>Destroy when EMS agreement is signed or if no agreement is reached, maintain in office for 90 days, then destroy.</p> <p>Sales Agreement and Contract Case Files. Arranged by agreement number. One copy of the agreement/contract (PS Form 5637, Agreement; and PS Form 5631, Contract; are printed back-to-back is executed for each "leg" of service, i.e., for each addressee to whom express mail is sent under the applicable agreement. The file also contains copies of Notice 62, Price Schedule; Notice 63, Terms and conditions; and related correspondence.</p> <p>Move to inactive file upon cancellation or termination. Close the inactive file each calendar year; maintain in office for 4 months, then destroy. (Record Life: 4 months.)</p> <p>Pickup and Delivery Logs. Arranged by date and tour. These logs are used to show pickup and delivery times, locations, agreement numbers volume of mail handled and any irregularities encountered. Source Document is PS Form 5637. (PS Form 5633, 5634 and 5636.)</p> <p>Close the file after compiling weekly service analysis report. Maintain in office for 4 months; then destroy. (Record Life: 4 months.)</p>		
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#23	<p><u>Express Mail Service Receipts.</u> Arranged by Service Leg number and date. Shows pickup, delivery, revenues and service failures. Includes copies for origins, destinations, Finance and Trust Accounts, incoming international delivery receipts, consisting of Label 43, showing exchange office code, destination ZIP Code and time of receipt. (PS Forms 5625, 5625A and 5625B.)</p> <p>a. Original of mailing statement for next day and same day airport service along with related Labels 11 used for compiling volume and/or revenue reports.</p> <p>Close the file each fiscal year. Maintain in office for 3 years; then destroy. (Record Life: 3 years.)</p> <p>b. All other forms and copies.</p> <p>Close the file at the end of each accounting period. Maintain in office for 4 months; then destroy. (Record Life: 4 months.)</p>		
#24	<p><u>Accounting Period Sales Reports.</u> Arranged by Accounting Period. Originals and copies of post office and regional sales reports and records showing revenue, pieces and weights for each service option. Information is obtained from applicable forms 5625, 5625A, 5625B and Labels 11A, 11B and 11C. (PS Forms 5687 and 5689)</p> <p>Close the file each fiscal year. Maintain in office for 3 years; then destroy. (Record Life: 3 years.)</p>		
#25	<p><u>EMS Labels 11A, 11B and 11C.</u> Arranged chronologically. Origin post office copy. Labels show weight, postage paid, date and time tendered, and is used for compiling revenue reports at origin post office. Labels are used for next day and same day airport shipments.</p> <p>Close the file at the end of each Accounting Period. Maintain in office for 4 months; then destroy. (Record Life: 4 months.)</p>		

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126	<p><u>Weekly Service Performance.</u> Arranged chronologically. A summary of volume by service type and service failures obtained from delivery receipts. Reporting post offices send originals to MSC for keypunch. (PS Form 5662)</p> <p>a. Reporting office copy.</p> <p>Close the file weekly. Maintain in office for 60 days, then destroy. (Record Life: 60 days.)</p> <p>b. MSC Copy (Original)</p> <p>Destroy when a good data tape is produced.</p>	SEE REVENUE P. 12A	
127	<p><u>International Express Mail Manifest.</u> Arranged chronologically. Records all items to be dispatched each day by the International Exchange Office. It is used by the destination country to verify that all items have been received. (PS Form 5674).</p> <p>a. Suspense copy maintained by the sending office.</p> <p>Destroy upon receipt of signed copy from destinating country.</p> <p>b. Signed copy.</p> <p>Maintain in office for 4 months; then destroy. (Record Life: 4 months.)</p>		
128	<p><u>International Express Mail Exchange Office Report.</u> Arranged chronologically. This report is prepared on an accounting period basis and lists the number of pieces and weights dispatched to and received from each country. Source: C-12 Letter Bills and Manifests. These data are used in settlement of traffic imbalances. (PS Form 5688).</p> <p>a. Copy received at Headquarters on Accounting Period basis.</p> <p>Close the file each fiscal year. Maintain in office for 3 years; then destroy. (Record Life: 3 years.)</p>		

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26.	<p><u>Weekly Service Performance.</u> Input (PS Form 5662) is received from each Management Sectional Center (MSC) and sent to a private contractor who creates a weekly tape containing a summary of express mail failures - i.e., late delivery. Data elements on the 5662 relate to the shipments' originating locations, the actual pickup and delivery compared with the scheduled pickup and delivery, and a failure code. This weekly tape, accompanied by a narrative report, is sent to the PDC where it is incorporated into a cumulative master file.</p> <p>a. Reporting office copy of PS 5662</p> <p>Close the file weekly. Maintain in office for 60 days, then destroy. (Record life: 60 days)</p> <p>b. MSC copy of PS 5662 (original)</p> <p>Destroy when valid data tape is produced.</p> <p>c. Weekly data tape produced by contractor.</p> <p>Destroy after this data is incorporated into the fiscal year master file or after third update cycle.</p> <p>d. Fiscal year master file.</p> <p>Retain 1 year after close of file, then destroy.</p> <p>e. Narrative report that accompanies the weekly tape produced by the contractor.</p> <p>Outstaff Destroy when the accompanying weekly tape is destroyed or at the end of the fiscal year, whichever is sooner.</p>		

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28	<p>b. All other copies.</p> <p>Close the file each fiscal year. Maintain in office for 1 year; then destroy. (Record Life: 1 year.)</p>		
18 29	<p><u>Incoming International Delivery Receipts.</u> Arranged chronologically. Record contains Exchange Office code and destination ZIP, time item is received at International Exchange Office. Original Exchange Office receipt is retained at Exchange Office. Record of delivery copy is retained at destination office. (Label 43).</p> <p>Close the file each month. Maintain in office for 4 months; then destroy.</p>		
30 30	<p style="text-align: center;">Food Stamp Program</p> <p><u>Food Coupon Issuance Agreement.</u> Memorandum of Understanding and Standard Issuance Contracts. File consists of the Food Coupon Issuance Agreement between the U. S. Department of Agriculture (USDA) and the U. S. Postal Service (USPS) and the Standard Issuance Contract between the various states and USPS Regional Offices. It also includes related correspondence, changes, both to the agreements and Food Stamp Act.</p> <p>a. USPS Headquarters copy.</p> <p>Close the file upon cancellation or termination of the agreement or contract. Maintain in office for 5 years; then destroy. (Record Life: 5 years.)</p> <p>b. Regional Copies.</p> <p>Close the file upon cancellation or termination of the agreement or contract. Maintain in office for 3 years; then destroy. (Record Life: 3 years.)</p>		
18 31	<p><u>Food Stamp Case Files.</u> Arranged by month of action. Files consist of invoices of incoming food stamp books, inventories of amounts-on-hand, copies of audits and investigations, monthly activities reports (FNS 250), requisitions (FNS 260) and related records .</p>		

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	<p>a. Case files.</p> <p>Close the file each month. Maintain in blocks by calendar year. Maintain in office for 3 years after close of the calendar year; then destroy.</p> <p>b. Copies of above records used as a part of or in support of Postmaster's Accounts. May include the computerized listing of food stamps found at the PDC.</p> <p>Dispose of these records in accordance with instructions for Postmaster's Account records.</p> <p><i>32</i> 32 <u>Authorization-to-Participate (ATP) Cards.</u> These are cards provided by the states to participants in the Food Coupon Program, authorizing them to receive an allocation of food coupons. The Postal Service uses this authorization to issue coupons to the participants or his representative. The card contains name and address of participant, value of coupons to be issued, period of validity, and space for a signature.</p> <p>Return to appropriate state agency weekly.</p> <p style="text-align: center;">Post Office Recruitment</p> <p><i>33</i> 33 <u>Applications for Employment.</u> Arranged by Examination in descending grade (test score) order. These are applications to post offices in response to vacancy announcements. The application contains such information as name of applicant, employment background, social security number, address and other personnel data. This information is used as a basis for selection (PS Form 2591)</p> <p>Destroy upon expiration of eligibility. (Eligibility expires two years from the date of entrance on Register, unless extended for an additional year at the request of the eligible.)</p>		<p><i>withdrawn</i></p>

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<p>15 34</p>	<p>Employment Registers. Consists of a series of three cards containing such information as name of applicant, post office name, social security number, date of examination, date of entrance on register, type of examination and final rating. (Privacy System 120.151)</p> <p>a. Notice of Rating Card.</p> <p>Forwarded to applicant.</p> <p>b. Record Card (Alphabetical File). Arranged alphabetically by name of applicant. Used to form a locator system.</p> <p>Transfer to Federal Records Center along with corresponding numerical card.</p> <p>c. Register Card (Numerical File). Arranged by Veteran Preference and numerical rating. Used to develop hiring worksheets, reports, and audits of the hiring process. The reverse of this card is a chronological record of the eligible's consideration and referrals in the selection process.</p> <p>Move to inactive file upon hiring, declining of an offer, if USPS is unable to locate eligible for a job offer, or upon expiration of eligibility. Screen the inactive file every 5 years, match cards that are 5 years old or more with corresponding card from the alphabetical file, transfer to Federal Records Center for 5 years; then destroy. (Record Life: 10 years or more.)</p> <p style="text-align: center;">International Mail</p> <p>PARCEL POST</p> <p>35# Parcel Bill Receipt and Dispatch Records. Universal Postal Union (UPU) Convention Forms used for accounting of mails between postal administrations who are members of the union. Included are such records as PS Forms 2962, 2963, 2964 and 2975 and related correspondence, and International Forms CP-11 and CP-12.</p> <p>a. Postal Data Center copies. Arranged by quarter of dispatch.</p>	<p style="text-align: center;"><i>withdrawn</i></p>	

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	<p>Close the file each quarter. Maintain at PDC for 2 quarters, transfer to FRC for 6 years, then destroy. (Record Life: 6 years, 6 months.)</p> <p>b. Copies at International Exchange Offices. Arranged by dispatch number, within Exchange Office, within country, by calendar year.</p> <p>Close the file each year. Maintain in office for 2 years; then destroy.</p> <p style="text-align: center;">Transportation</p> <p>VEHICLE SERVICES</p> <p>36# <u>Vehicle Operators Records.</u> Records relating to individual employee operation of government owned vehicles, including driver tests, authorizations to use, safe driving awards and related correspondence. (PS Forms 4582 and 4582A; SF 46 and 47.) (Privacy Systems 120.170 and 120.210)</p> <p>Move to an inactive file upon rescission of authorization, separation or transfer (unless requested by the new installation or agency). Close the inactive file each year. Maintain in office for 3 years; then destroy.</p> <p style="text-align: center;">Facilities</p> <p>REAL ESTATE</p> <p>37# <u>Site Evaluation Records.</u> Arranged geographically. These are case files containing correspondence, studies, feeder reports, maps and similar material concerning the physical, financial environmental, and economical impact of the site selection process. Also contains copies of survey reports, plans, photographs and other papers concerning properties acquired or proposed for acquisition by the USPS.</p> <p>a. Reports containing information regarding site location, social environment, concessions, and other considerations.</p>		

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	<p>(1) Copy retained by real estate office.</p> <p>Destroy when site listing has been dropped from the Facilities Scheduling Summary for 5 years.</p> <p>(2) Copy retained by reporting office.</p> <p>Destroy when no longer of administrative or reference value.</p> <p>b. Facilities Scheduling Summary.</p> <p>Destroy when superceded.</p> <p>c. Case files on acquired properties.</p> <p>Move to an inactive file when property has been disposed of and all litigation has been concluded. Close the inactive file each year. Maintain in office for 2 years; transfer to local storage for 3 years; transfer to FRC for 5 years, then destroy. (Record Life: 10 years.)</p> <p>d. Case files on properties rejected for acquisition.</p> <p>Destroy 3 years from date of rejection.</p> <p><i>392</i> Leased Real Estate Files. Case files arranged alphabetically by city within state. Case files consist of lease and rental agreements, notice of exercise of renewal options, extension agreements, accepted agreements to lease, supplemental and modification agreements, accepted offers to provide property for postal use, alteration and improvement contracts, payment authorizations, space surveys and requirements, drawing and construction requirements, site options and related reports, advertisements, bid and award resumes, bid performance and payment bonds, and related correspondence.</p> <p>Move to inactive file upon final expiration or termination of lease or rental agreement. Dispose of in accordance with approved GAO standards.</p>		<p><i>see revision P. 17A</i></p> <p><i>see revisions MP 17B-C-D</i></p>

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37.	c. Case files on acquired properties. Move to an inactive file when property has been disposed of and all litigation has been concluded. Cut-off the inactive file each year. Keep in office for 2 years, then transfer to agency's local storage space for 3 years. Then transfer to FRC. Destroy inactive file when 10 years old.		

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38.	<p><u>USPS Owned Property Files - Sold.</u></p> <p>a. Case files containing space requirements, site acquisition records, negotiating records, A/E design and construction records, maintenance and improvement records, outlease records, and records relating to the sale of the property, including appraisal, advertisements, bid documents, agreements to sell, and other related transfer documents.</p> <p>After date of sale move closed case files to inactive file for 2 years, then transfer to FRC. Destroy when <i>7 years old.</i></p> <p>b. Federal structures design files as defined in General Records Schedule 22 .</p> <p>1. Preliminary drawings.</p> <p>Dispose of with related case file under 38a.</p> <p>2. Presentation drawings. Pictorial and unmeasured drawings prepared by the architect to present his ideas. Include color renderings and perspective views of the outside elevations, and general floor plans.</p> <p>(A). For buildings having architectural or historical significance as defined in GRS 22.</p> <p>(1). Record copy. Permanent. Offer to NARS within 5 years after completion of project.</p> <p>(2). Other copies. Dispose of with related case file under 38a.</p> <p>(B). For other buildings.</p> <p>Dispose of with related case file under 38a.</p> <p>c. Federal structures construction files as defined in GRS 22/2a. Includes site plot plans, building construction drawings and specifications.</p> <p>1. For buildings having architectural or historical significance as defined in GRS 22. Includes most buildings before 1939.</p> <p>(A). Record copy. Permanent. Offer to NARS when the building is sold, transferred or demolished.</p>		

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	<p>(B). Other copies. When building is sold, transfer to the federal, state, or local agency and/or private purchaser acquiring the property.</p> <p>2. For other buildings.</p> <p>When sold, transfer to the federal, state, or local agency and/or private purchaser acquiring the property.</p> <p>d. Building equipment drawings, specifications and warranties, and other records relating to the buildings' structure.</p> <p>When sold, transfer to the federal, state or local agency and/or private purchaser acquiring the property.</p>		

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39.	<p><u>Leased Real Estate Files.</u> Lease and rental files consisting of lease and rental agreements, notice of exercise of renewal options, extension agreements, accepted agreements to lease, supplemental and modification agreements, accepted offers to provide property for postal use, alteration and improvement contracts, payment authorizations, space surveys and requirements, drawing and construction requirements, site options and related reports, advertisements, bid and award resumes, bid performance and payment bonds, and related correspondence.</p> <p>a. Leases expiring or terminating prior to July 1, 1975.</p> <p>Upon final expiration or termination of lease or rental agreement place in inactive file and keep in office for 1 year; then transfer to FRC. Destroy when 10 years, 3 months old.</p> <p>b. Leases expiring or terminating on or after July 1, 1975.</p> <p>Upon final expiration or termination of lease or rental agreement place in inactive file and keep in office for 1 year; then transfer to FRC. Destroy when 6 years, 3 months old.</p>		

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40	<p>Architect-Engineers Selection Records. Arranged alphabetically by name of firm within city, within state. Records present an information profile on individual's past experience and present qualifications in the field of providing architect-engineer services. The records are used to review and assess the qualifications of architect-engineers firms which have potential for selection and award of a contract to perform architect-engineer services under a designated facility project. (Privacy System: 120.010)</p> <p>A. Architect-Engineer and Related Services Questionnaire, SF 254.</p> <p>Destroy when 1 year old.</p> <p>B. Architect-Engineer and related Services for Specific Projects, SF 255.</p> <p>Where a contract is awarded, attach form to contract otherwise destroy when 1 year old.</p> <p style="text-align: center;">Organization and Administration</p> <p>MANPOWER AND STAFFING</p>		
41	<p>Organization Structures Manual. Includes Functional Statements, Policy Guidelines and Organizational Charts. Arranged in chart number sequence (numbered according to organizational element). Documents outline and establish the USPS policy for organizing and staffing. (Annual Accumulation: 6 1/2 cubic feet)</p> <p>a. Complete record set:</p> <p><u>PERMANENT</u>. Move to an inactive file when superceded. Close the inactive file each 5 years and transfer to storage for 3 years. Transfer to FRC for 12 years; offer to National Archives when 15 years old.</p> <p>b. All other copies</p> <p>Destroy when superceded or no longer needed for reference.</p>	<i>withdrawn</i>	

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<p>#42</p> <p>#43</p>	<p>SECURITY</p> <p><u>Visitor Control Records.</u> Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.</p> <p>For areas under maximum security, destroy 1 year after final entry or 1 year after date of document, as appropriate, for other areas, destroy 90 days after final entry or 90 days after date of document, as appropriate.</p> <p><u>Access Control Records.</u> Arranged by serial number. Documents are maintained by USPS Security personnel. They constitute authorization for access to controlled areas of the USPS by temporary employees (Item 0-8405-A), visitors (Item 0-8405-B), and contractor personnel (Item 0-8405-C). The documents include such information as individual's names, company affiliation, status and expiration date. Each item consists of two parts: a badge and a control card.</p> <p>A. Badges</p> <p>Destroy immediately upon expiration date, or when no longer needed by individual to whom issued, whichever is sooner.</p> <p>B. Control Cards</p> <p>Move to inactive file when badge is destroyed. Destroy 90 days after expiration date.</p>		