

Rec'd NCO 19 Jan 79

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NCI-28-79-3
DATE RECEIVED 19 JAN 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
2-6-79 <i>James B. Rhoads</i> Date 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
Daniel J. Rooney

5. TEL. EXT.
8-279-5764

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Multiple Name Personnel Action Files, 1869-1955, 162 cu. ft.</p> <p>Arranged alphabetically by name of city.</p> <p>Various Post Office 1500-series forms and related correspondence documenting such personnel actions as appointments, separations, and promotions for all positions and for regular, substitute, and temporary (including Christmas temporary) employees. An individual form may contain as few as one or as many as 20 or 30 names of employees, and the information provided is fragmentary in nature, e.g., name, title, action taken, effective date, and salary. In addition, these records are not complete for most post offices, but generally cover only a few years. Although the date span of this series is 1869-1955, the bulk of the records were created in the period 1920-45. For these reasons, the series is rarely utilized by the CPR staff to answer reference inquiries.</p> <p>This series also contains for a few post offices a scattering of other correspondence, such as oaths of office, job applications, personal history statements, certificates of medical examinations, and similar records that constitute Official Personnel Folders. It appears that individual post offices forwarded to this General</p>			

sent to Henry NCR, MTF
MS 2-9-79 2 items

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>File not only the 1500 personnel action type forms but also original right-hand OPF documents which are not duplicated elsewhere in CPR.</p> <p>a. OPF right-hand documents.</p> <p>Destroy 75 years after birth date of employee or 60 years after the date of the earliest document in the folder if the date of birth cannot be ascertained.</p> <p>b. 1500-series forms and all other correspondence.</p> <p>Destroy immediately upon approval of this schedule.</p> <p>(This SF 115 is a revision of Job No. NC1-28-78-4, submitted March 14, 1978, and later withdrawn.)</p>		