

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

Leroy Hinton

5. TEL. EXT

245-5568

LEAVE BLANK	
JOB NO	NCI-28-79-4
DATE RECEIVED	10 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
7-23-80 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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 **38** 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
Jan 3, 1979	<i>[Signature]</i>	RECORDS OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

163 items

*copy to agency.
411 FILES, NMB, NMF, NWH 8-14-80*

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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	<p>RELEASE OF INFORMATION</p> <p style="text-align: center;"><u>Privacy/Freedom of Information</u></p> <p><u>Privacy/FOIA General Administrative Files.</u> Records relating to the general administration of the Privacy and FOI Acts, including notices, memoranda, routine correspondence, internal reports, and related records.</p> <p>Close the file each calendar year. Maintain in office for 3 years from date of closing then destroy. (Record Life: 3 years.)</p>		
2.	<p><u>Freedom of Information Act (FOIA) Request Case Files.</u> Arranged alphabetically by name of requester. Files created in response to requests for information under the Freedom of Information Act (FOIA). Consists of original request, copy of reply thereto, and all related supporting records which sometimes include a copy of the requested records. (Postal Service System of Records: USPS 150.010.)</p> <p>Move to a completed file when answer is furnished requester. Close this file each year. Maintain in office for 5 years from date of closing; then destroy by burning or shredding. (These files may be transferred to the FOIA Appeals Officer upon request. When this happens, the files become a part of the appeals case files. (Record Life - 5 years)</p>		
3.	<p><u>Privacy Act Request Case Files.</u> Arranged alphabetically by name of requester. Files are created in response to requests from individuals to amend, no statements of disagreement, or obtain copies of records maintained by either their name or other personal identifier; to know if certain records about them exist; or to know of any disclosures made of their records. Files contain the request, copy of reply thereto and all related supporting records. (Postal Service System of Records: USPS 150.020)</p> <p>Move to a completed file when answer is furnished requester. Close this file each year. Maintain in office for 5 years from date of closing by burning or shredding. (These files may be transferred to the Privacy Appeals Officer upon</p>		

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4	<p>request. When this happens, the files become a part of the Appeals Case File.) Record Life: 5 years.)</p> <p><u>NOTE.</u> Statements of disagreement, amendments or other such papers appended or attached to or otherwise physically associated with records as a result of a privacy request, will be disposed of in accordance with approved disposition instructions for the contested record.</p> <p><u>Privacy/FOIA Appeals Files.</u> Arranged alphabetically by name of person making appeal. Files created in response to FOIA administrative appeals from the custodian's initial decision or action. Consists of the appellant's letter, a copy of the reply thereto, the initial request and decision letters, and related supporting documents including a copy of the records under appeal. (Postal Service System of Records: USPS 150.015, 150.025)</p> <p>Move to completed file upon Appeals Officer's final determination or upon final adjudication in case of a civil suit. Close this file each year; maintain for 10 years, then destroy by shredding or burning. (Record Life: 10 years)</p>		
5	<p><u>Privacy/FOIA Control Files.</u> Files maintained for control purposes in responding to requests or appeals; includes registers and similar records listing date, nature and scope of request, and name and address of requester. (Postal Service System of Records: USPS 150.010, 150.015, 150.020, 150.025.)</p> <p>Move to closed case file when case is closed. Close file each year, maintain with records to which they pertain; destroy along with the records.</p>		
6	<p><u>Privacy/FOIA External Reports Files.</u> Recurring and one-time information requirements reports for the legislative or executive branch relating to the implementation and administration of the Act, including supporting documents.</p> <p>a. Feeder reports submitted to the Records Officer.</p> <p>Destroy all copies 2 years from date of submission.</p>		

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	<p>b. Composite External Reports.</p> <p>Destroy 15 years from date of submission. (Record Life: 15 years.)</p>		
7	<p><u>Privacy Act Accounting of Disclosure Files.</u> Files maintained for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, and proofs of subject individual's consent, when applicable.</p> <p>Dispose of in accordance with approved disposition instructions for the related records.</p> <p style="text-align: center;"><u>Post Office Records</u></p>		
8	<p><u>Postage and accountable paper Requisitions, and Daily Financial Reports.</u> Arranged chronologically. Consists of internal requests and reports of financial activity. (PS 17 & 1412)</p> <p>a. Window Clerk Copies.</p> <p>Destroy upon completion of the next audit of accountability. (Article XXVIII, Section 1E, 1978 National Agreement.)</p> <p>b. Station and Account Book unit copy.</p> <p>Close the file each fiscal year. Maintain in office for 2 years from date of closing; then destroy. (Record Life: 2 year.)</p>		
9	<p><u>Money Order Tapes.</u> Arranged chronologically by quarter. Records consists of individual and consolidated adding machine tapes created by window clerks and station managers in the course of business. Information consists of opening and closing money order numbers and a sequential listing of dollar value of each money order sold during the tour, clerk, and consolidated totals.</p> <p>Close the file each quarter. Maintain in office for 2 years from date of closing; then destroy. (Record Life: 2 years.)</p>		

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10	<p><u>Account book and Daily Financial Statements.</u> The account book is a bound volume that provides a means of recording, proving and reporting accounting activity. It shows beginning accountability, the effect of receipts and disbursements, and ending accountability. A new book is started each postal fiscal year. Daily financial statements are loose leaf versions of the account book and are filed by year. (PS Forms 1557 and 1558).</p> <p>Close the files each year. Maintain in office for 10 years from date of closing then destroy. (Record Life: 10 years)</p>		
11	<p><u>Supporting Papers to Postmasters Account.</u> Arranged chronologically by Accounting Period. Consists of copies of statements of account, vouchers, schedules and pertinent supporting documents.</p> <p>Close the file each accounting period. Maintain in office for 4 years from date of closing then destroy. (Record Life: 4 years)</p>		
12	<p><u>COD Tags.</u> Arranged by day. These forms are used to receipt for and control the handling of COD mail. They are also used for issuing postal money orders to mailers. They contain such information as customer signature, date, name of person making the delivery, sender and addresses. (PS Form 3816)</p> <p>a. Copy retained by mailing office. Destroy when 2 years old.</p> <p>b. Copy retained by delivery employee. (Carrier's personal record copy.) Destroy 3 months from last day of month of issue. (check agreement)</p> <p>c. Copy retained by delivery post office and used to issue postal money order. Filed with money order receipt.</p> <p>Close the file each quarter. Maintain in office for 2 years from the close of quarter; then</p>		

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13	<p>destroy. (Record Life: 2 years)</p> <p><u>Post Office Financial Reports (PSSR)</u>. Arranged chronologically. This report is used to monitor post office management practices. It contains such information as revenue and expenses by line reference (supplies, services, etc.); and information concerning work hours, salary and fringe benefits by craft. Data is year-to-date and same-period-last-year.</p> <p>Maintain the reports in annual blocks. Maintain in office 3 years from close of file; then destroy. (Record Life: 3 years).</p>		
14	<p><u>Government Bills of Lading (GBL)</u>. Arranged by number. These are accountable documents used for shipping postal service property - equipment and supplies - except mail bags. There are copies for consignors, consignees, and carriers. Other papers such as damage reports, invoices, schedules of materials shipped and/or purchases orders may be filed with the GBL. (SF 1103)</p> <p>a. Issuing office memorandum copy. (SF 1103a)</p> <p>Move to inactive file on date of delivery. Maintain in office for 2 years; transfer to storage for 2 years; then destroy. (Record Life: 4 years)</p> <p>b. PDC copy of SF 1103 submitted by carrier for payment.</p> <p>Forwarded to GSA for auditing purposes</p> <p>c. All other copies</p> <p>Destroy when 1 year old.</p> <p>d. GBLs for mail bag movement.</p> <p>Close the file each year. Maintain for 5 years, then destroy.</p>		
15	<p><u>Claims for Loss and/or Damages in Transit</u>. Arranged by claim number. File consists of copy of pertinent Government Bill of Lading, Freight Bills, inspection reports and other related papers.</p>		

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	<p>Claim contains such information as name and address of carrier, claim number, name of consignor and consignee, route traveled and bill of lading number. (PS Form 7343).</p> <p>Move to inactive file upon settlement. Maintain in office for 3 years; then destroy. (Record Life: 3 years)</p>		
16	<p><u>Domestic Mail - Dispatch and Delivery Receipts.</u> Receipts and bills generated by the processing of registered, insured, COD, and certified mail. Files consist of forms or labels containing such information as names, origins and destinations, identification numbers, fees and value of articles. They are as follows:</p> <p>a. Acceptance receipts: Consists of individual receipts arranged by date and number (PS Form 3806); and, firm mailing bills arranged alphabetically by date (PS Forms 3877).</p> <p>b. Dispatch bills arranged by date (PS Forms 3830 and 3854)</p> <p>c. Delivery records: consists of individual Delivery Receipts (PS Forms 3849) and Firm Delivery Records, arranged alphabetically by date (PS Forms 3883)</p> <p>Close the file each month; maintain in office for 2 years from end of month of closing; then destroy.</p>		
17	<p><u>Employee Claim for Personal Property Loss Case Files.</u> Arranged alphabetically by name of claimant. Records result from filing, reviewing, adjudicating, authorizing, certifying, and paying employee claims for loss or damage to their personal property suffered in connection with or incident to their employment duties. They consist of a formal claim (PS Form 2146) or any written document that may be treated as a proper claim, bills, receipts, investigative reports and appeals. (Evidence of payment, PS Form 1864, Voucher and Schedule of Payments, is covered elsewhere in these schedules.) Files contain such information as employee name, employee number, address, applicable dates, descriptions, amounts of claims, data on</p>		

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18	<p>insurance coverage, recommendations of union stewards and statements by supervisors. (Postal Service System of Records: USPS 200.020). (See PL 88-558, August 31, 1964, and current National Agreement.)</p> <p>Move to a closed case file upon payment or denial or appeal. Close this file each year. Maintain in office for 3 years from date of closing; then destroy. (Record Life: 3 years)</p> <p>NOTE: Records pertaining to claims filed by bargaining unit employees will be covered by disposition instructions for grievance records when adverse regional level determinations on such claims are appealed pursuant to the National Agreement with the Postal Unions.</p> <p style="text-align: center;">() International Mail</p> <p>International Mail - Dispatch and Receipt Records. The files may be arranged alphabetically by dispatch number, consecutive numbers, class of mail, chronologically by type of bill or case filed as "dispatch folders," according to the retrieval needs of the Post Office. The records pertain to air and surface shipments and consist of such shipping and dispatch records as parcels bills, letter bills, rebut bills, way bills, special lists, worksheets, and other correspondence or forms. These records are maintained at the post office and are not involved in accounting or use by the Postal Data Centers. They contain such information as quantity and kinds of mail shipped or received, dates, routine, weights, and country.</p> <p>Close the files each year. Maintain in office for 3 years from closing date; then destroy. (Reference: UPU Convention, Article 108, Par. 1)</p>		

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19	<p><u>International Mail - Inquiry and Claims Records.</u> Arranged by claims number. Records showing evidence of shipment and other documents supporting the inquiry or claim. International Forms such as C-8 and C-9; PS Forms 541 and 542. <i>(Postal SERVICE SYSTEM OF RECORDS; USPS 160.020)</i></p> <p>Move to closed claims file upon settlement of claim. Maintain in office for 3 years from date of closing; then destroy.</p> <p style="text-align: center;">Personnel</p> <p>PERSONNEL RECORDS</p>		
20	<p><u>Official Personnel Folders (OPF).</u> (Postal Service System of Records: USPS 120.070). Permanent Records - those records filed on the right hand side of the folder.</p> <p>a. Upon separation from the Postal Service for purpose of employment by another government agency or reassignment within the Postal Service.</p> <p>See USPS Personnel Handbook P-11, Part 261 for instructions.</p> <p>b. Separation from the Federal Service for purposes such as retirement, military service (active duty), or employment in the private sector.</p> <p>Transfer folder to National Personnel Records Center (CPF) St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after the 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, provided the employee has been separated for at least 5 years.</p>		
21	<p><u>Temporary Individual Employee Records.</u> All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with USPS regulations and FPM Chapter 293, and Supplement 293-31 (Postal Service System of Records USPS 120.070).</p> <p>Except for merit evaluation, destroy upon separation or transfer of employee or when 2 years old, whichever is sooner.</p>		

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22	<p><u>Personnel Investigative Material Received from Civil Service Commission.</u> Consists of non-record copies of investigative files or reports furnished by CSC.</p> <p>Destroy when files have served their purpose, i.e., when initial hiring, security or suitability decision is made.</p>		
23	<p><u>Service Record Cards.</u> Standard Form 7 or its equivalent. (Postal Service System of Records: USPS 120.070)</p> <p>Upon separation or transfer of employee, move to an inactive file. Close this file each year, maintain in office for 3 years from date of closing; then destroy. (Record Life: 3 years)</p> <p>EMPLOYMENT AND PLACEMENT</p> <p style="text-align: center;">Recruitment</p>		
24	<p><u>Applicant Supply File.</u> Arranged by applicant name within job code. Correspondence, reports working papers, resumes, applications, and other material pertaining to the operation and administration of recruitment and employment functions. (Postal Service System of Records: USPS 120.150)</p> <p>a. Case files on vacant positions.</p> <p style="padding-left: 40px;">Destroy 1 year after position is filled or announcement is cancelled.</p> <p>b. Successful applicant files.</p> <p style="padding-left: 40px;">Move Form 50B or 52, as appropriate, to OPF. Destroy all other forms and papers when 6 months old.</p> <p>c. Unsuccessful applicant files.</p> <p style="padding-left: 40px;">Destroy after 1 year on file.</p> <p>d. Skills Log of Active Applicants.</p> <p style="padding-left: 40px;">Destroy when no longer of value.</p>		

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	<p>e. Reference copies of staffing charts and printouts.</p> <p>Destroy when superseded or no longer of value.</p>		
25	<p><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). (Postal Service System of Records: USPS 120.150)</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>		
26	<p><u>Employment Registers.</u> 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. (Postal Service System of Records: USPS 120.150)</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 (FRC) along with corresponding numerical card.</p>		

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27	<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;"><u>Placement</u></p> <p><u>Essential Vacancy File.</u> Maintained by vacancy number. (This method of selection is no longer in effect within the USPS.) Files were generated by the program to fill essential vacancies at USPS Headquarters and within the Regions. Files consists of case files of Forms 52, Vacancy announcements and other supporting papers such as transmittals and correspondence; chronological file of vacancy announcements, selecting officials files; copies of Form 52; and office copies of essential vacancy announcements. (PS Forms 52, 2591, 2577)</p> <p>Close all files effective December 31, 1978. Maintain for 1 year, destroy January 1, 1980. (Reference: Headquarters Circular 77-28 December 22, 1977 and Postal Bulletin 21140, March 16, 1978)</p>		

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28	<p>Vacancy Files. Arranged by vacancy announcement number. These files accumulate from or are prepared in connection with filling non-bargaining unit positions. (PS Forms 991, 991A, 991B, 2577)</p> <p><u>A. Vacancy Case Files maintained by the Selecting Official.</u> This file includes such information as the vacancy announcement, Standard Position Description; names, position titles and grades of all review committee members; review committee's recommendations memorandum to the selecting official signed by all committee members; copies of letters to all disqualified and non-selected candidates and name of candidate selected.</p> <p>Close the file upon selection. Maintain for 2 years from date of selection; then destroy. (Record Life: 2 years)</p> <p><u>B. Notes made by individual review committee members to assist in evaluating candidates.</u> Such notes are considered the property of the committee member and not records of the USPS. They are not to be circulated among other committee members, other USPS personnel nor are they to be included in the vacancy case file.</p> <p>Destroy when they have served their purpose.</p> <p><u>C. Vacancy Announcement Files.</u> These files are located in the Employee and Labor Relations Group. They result from announcements of vacancies throughout the USPS.</p> <p>Move to a closed vacancy announcement file when vacancy has been filled. Close this file each year. Maintain in office 2 years from closing date; then destroy. (Record Life: 2 years).</p>		

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29	<p><u>Vacancy Announcements (Other than Postal Executive System (PES)).</u> Arranged by announcement number. Case files containing a copy of the announcement, PS Form 52, applications and memo of selection.</p> <p>Move to closed file when selection has been made. Close this file each year. Destroy 1 year from closing date. (Record Life 1 year)</p>		
30	<p><u>Postmaster Selection Case Files.</u> Arranged by vacancy within geographical location. File consists of information on each applicant interviewed for the vacancy. It includes the recommendation, a summary sheet of the applicants, information on the vacant office and qualification sheets on each applicant. (Postal Service System of Records: USPS 120.130)</p> <p>a. Headquarters' copy.</p> <p>Destroy 2 years after the vacancy is filled by shredding or burning.</p> <p>b. Record copy maintained at the regional level.</p> <p>Destroy 5 years after the vacancy is filled by shredding or burning. Record Life: 5 years)</p>		<p><i>see revision P. 13A</i></p>
31	<p><u>Postmaster Card Files.</u> Arranged alphabetically by Post Office name. This information is a continuation of that previously found in the Register of Appointments which was discontinued in 1971. These 3x5 cards record the succession of postmasters at a particular post office, showing status as postmaster, acting postmaster or officer-in-charge. Also recorded are dates of appointments and terminations and reasons therefor. (ANNUAL ACCUMULATION: 1 linear inch)</p> <p><u>PERMANENT.</u> Move card to inactive file when last entry is completed. Close the inactive file in 5 years blocks, offer to the National Archives immediately.</p>		

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30.	<p><u>Postmaster Selection Files.</u> Usually arranged by vacancy within geographical location. Files include the recommendation, a summary sheet of the applicants, information on the vacant office and qualification sheets on each applicant. (Postal Service system of records USPS 120.130)</p> <p>A. Selection Case Files</p> <p>Close files at the end of the year of selection.</p> <ol style="list-style-type: none"> 1. Record copy - destroy when 6 years old. 2. All other copies - destroy when 2 years old. <p>B. Appointment lists and minutes of postmaster selection board meetings.</p> <p>Close the files at the end of the year of selection; destroy when 6 years old.</p> <p>C. Board member files. Lists of persons from which board selections are made.</p> <p>Destroy when superseded or obsolete.</p>		

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32 ³²	<p>Postmaster Appointment Lists. Arranged chronologically. Appointment lists and minutes of Postmaster Selection Board meetings.</p> <p>Destroy when 2 years old. (Record Life: 2 years)</p>		<p><i>see revision P. 14A</i></p>
33	<p style="text-align: center;"><u>Associates and Interns</u></p> <p><u>Management Interns and Management Associate Programs.</u> Files pertaining to the administration of the Management Intern/Associate Programs.</p> <p>a. Trainee's Individual Case Files. Arranged alphabetically. Consists of copies of personnel actions, certificates and other material found in the OPF.</p> <p>Destroy 5 years after trainee has left program. (Record Life: 5 years)</p> <p>b. Trainee Travel Files: Arranged alphabetically.</p> <p>Destroy 1 year after trainee has left program.</p> <p>c. Travel files of postal managers in connection with the program. Arranged alphabetically. Consists of vouchers and related papers.</p> <p>Destroy when 1 year old.</p> <p>EMPLOYEE BENEFITS</p> <p style="text-align: center;"><u>General Files</u></p>		
34	<p><u>Employment Benefits Program Records.</u> Correspondence and other documentation used to develop the USPS Employee Benefit Program.</p> <p>Destroy when superseded or no longer required.</p>		

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32.	<p><u>Complaint Or Inquiry Files.</u> Correspondence files that may be arranged geographically, chronologically or by subject. They are created in connection with inquiries from the public, employees, contractors, business firms, or Congress regarding the USPS, its personnel, policies, practices, relationships, or any other aspect of the Postal Service.</p> <p>Destroy after 5 years or when no longer of reference value, whichever is sooner</p> <p>EXCEPT</p> <p>in cases of litigation, destroy with related case file.</p>		

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35	<p style="text-align: center;"><u>Leave Records</u></p> <p><u>Leave Records.</u> Requests for and papers supporting the approval of leave. PS Form 3971.</p> <p>Close the file each year. Retain for 1 year, then destroy. (Record Life: 1 year)</p>		
36	<p style="text-align: center;"><u>Other Benefits</u></p> <p>Program for Alcoholic Recovery (PAR) (Postal Service System of Records: USPS 120.140)</p> <p><u>PAR Coordinator/Specialist Applications and Interviews.</u> Arranged alphabetically by location. Resumes, applications and interviews forms for PAR counselor positions.</p> <p>Destroy by shredding after 1 year on file.</p>		
37	<p><u>PAR Fiscal Year Reports.</u> Arranged chronologically. Reports prepared by Headquarters and distributed to the field.</p> <p>Close the file each FY. Retain for 10 years from date of report; then destroy by shredding. DO NOT TRANSFER TO A FRC.</p>		
38	<p><u>PAR Case Card.</u> PD Form 2545</p> <p>a. Case Cards for Program Participants.</p> <p>Move to closed case file when case is closed. Close the file each year, maintain in office for 6 years from date of closing, then destroy by shredding. DO NOT TRANSFER TO A FRC.</p> <p>b. Case cards for persons who do not become participants in the program.</p> <p>Destroy by shredding after 1 year in holding file.</p>		
39	<p><u>PAR Correspondence and Reports.</u> Arranged by installation. General correspondence and reports to include PS Forms 2546 and 2547.</p>		

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	<p>a. Headquarters' Files</p> <p>Close the files each year. Retain for 10 years from date of closing then destroy by shredding. DO NOT TRANSFER TO A FRC.</p> <p>b. Field Files</p> <p>Close the files each year. Retain for 3 years from date of closing, then destroy by shredding.</p>		
40	<p><u>PAR Historical Case Records Card.</u> Arranged in alphabetical sequence. Case record information maintained on 3x5 cards.</p> <p>Move to closed file when case to which it pertains is closed. Close this file each year. Maintain in office for 6 years from date of closing, then destroy by shredding. DO NOT TRANSFER TO A FRC. (Record Life: 6 years)</p>		
41	<p><u>PAR Case Number Assignment Sheet.</u> Master sheet for the assignment of case numbers.</p> <p>Move to a file of completed assignment sheets upon completion of the last line entry on the sheet. Close this file each year, maintain in office for 6 years from date of closing, then destroy by shredding. DO NOT TRANSFER TO A FRC. (Record Life: 6 years).</p>		
42	<p><u>PAR Case Files.</u> Case files of persons entered into the PAR Program.</p> <p>a. Deceased persons.</p> <p>Destroy immediately by shredding.</p> <p>b. Persons successfully completing the program.</p> <p>Move to a completed file. Close this file each year. Maintain in office for 3 years of recovery from date of completion, then destroy by shredding. (Record Life: 3 years)</p>		

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43	<p>c. Persons dropped from the program for reasons of termination of employment, retirement or transfer.</p> <p>Move to an inactive file. Close this file each year, retain for 1 year, then destroy.</p> <p style="text-align: center;"><u>Uniforms and Work Clothes</u></p> <p><u>Uniform Program Records.</u> Files contain correspondence and other information pertaining to the USPS Uniform Program.</p> <p>a. Special Correspondence dealing with items of uniform equipment, arranged by item of equipment.</p> <p>Close the file each year. Maintain in office for 2 years, from date of closing; then destroy. (Record Life: 2 years)</p> <p>b. Complete set of published uniform specifications (USPS Uniform Quality Control Standards, arranged in numerical sequence). (The history of USPS uniform items is presently retained at Natick Laboratories, Dept of the Army, US Army Research and Development Command, Natick, MA 01760. It may be duplicated and forwarded upon request.)</p> <p>PERMANENT. Offer existing documents to the National Archives upon approval of this schedule. Arrange to have Natick Laboratories furnish copies of superseded standards directly to NARS upon separation.</p> <p><i>Destroy when superseded or no longer needed for reference.</i></p> <p><i>change per M.G. & L.H.</i></p> <p style="text-align: right;"><i>5-19-90</i></p>		

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44	<p>c. Uniform Vendor Files. Contain vendors application, copy of signed Code of Ethics and related records.</p> <p>Move to inactive file upon termination of association of vendor and USPS. Close this file each year. Maintain in office for 1 year from date of closing, then destroy.</p> <p><u>Uniform Allowance Payment Records.</u> Arranged alphabetically by name or by Social Security Number. Files include copies of invoices, bills, correspondence and related papers maintained for control purposes (PS Form 1498). (Postal Service System of Records: USPS 050.040)</p> <p>Move to an inactive file when an employee leaves the Postal Service. Close this file each year. Maintain in office for 6 months from date of closing, then destroy by shredding. (Record Life: 6 months)</p>		
45	<p style="text-align: center;"><u>Parking</u></p> <p><u>Carpool Records.</u> Arranged alphabetically by name of principal driver. Consists of cross reference cards, application forms, lists, printouts and other related reports and correspondence used for carpool administration and such forms as PS 92. (Postal Service System of Records: USPS 100.010)</p> <p>Move to inactive file when superseded or pool is discontinued. Close the inactive file each year. Maintain in office for 6 months from date of closing, then destroy. (Record Life: 6 months.)</p>		
46	<p><u>Handicapped Parking Files.</u> Arranged alphabetically by name. Consists of applications and other related correspondence such as medical statements. (Postal Service System of Records USPS 100.010)</p> <p>Move to an inactive file when employees has left the Postal Service or surrendered the parking space. Close the file each year. Maintain in office for 1 year from date of closing, then destroy.</p>		

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<p>47</p> <p>48</p>	<p>TRAINING AND DEVELOPMENT</p> <p style="text-align: center;"><u>Postal Service Training & Development Institute</u></p> <p><u>Applications for Master Instructor Positions.</u> Case files arranged by region within occupation code. Positions are with the Management Action Series training (MAS) - a formal job related program for USPS supervisors in selected occupation codes. Files consist of application forms, estimates of potential, notes and recommendations. (PS Forms 2577, 2591)</p> <p>Close the files upon completion of the selection action. Maintain in office for 2 years from date of selection, then destroy. (Record Life 2 years)</p> <p style="text-align: center;"><u>Employee Training</u></p> <p><u>Training Records</u></p> <p>a. Training Aids.</p> <p>(1) One copy of each manual, syllabus, textbook, lesson plans developed according to American Council on Education (ACE), and other training aids developed by a USPS training facility.</p> <p><u>PERMANENT.</u> Offer to the National Archives when 10 years old.</p> <p>(2) All other copies.</p> <p>Destroy when no longer needed for reference for instruction purposes.</p> <p>(3) Training aids from other agencies or private institutions.</p> <p>Destroy when obsolete or superseded.</p>	<p style="text-align: center; font-size: 2em;"><i>withdrawn</i></p>	

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	<p>b. <u>General File of USPS Sponsored Training.</u></p> <p>(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses, seminars and conferences.</p> <p>Close the files each year, screen to bring forward current material. Maintain in office for 5 years from date of screening, then destroy. DO NOT TRANSFER TO A FRC. (Record Life: 5 years).</p> <p>(2) Background and workpapers for specific projects or training programs, if maintained separately.</p> <p>Close the file at completion of the project or program. Maintain in office for 3 years from date of completion, then destroy. (Record Life: 3 years)</p> <p>c. <u>Employee Training.</u> Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.</p> <p>Close the file each year. Maintain in office for 5 years from the date of closing, then destroy. (Record Life: 5 years)</p> <p>d. <u>Course Announcement Files.</u> Reference files of pamphlets, notices, catalogs, and other records which provide information on courses or programs offered by government or non-government organizations.</p> <p>Destroy when superseded or obsolete.</p>		

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	<p><u>E. Case Examination Records.</u> (Commonly known as Scheme Examination Records.) Arranged alphabetically. The records are used for posting information relative to schemes examinations. It includes such information as name, social security number, dates examination due and taken and results. (PS 3990).</p> <p>Move to an inactive file upon separation of employee. Close this file each year. Maintain in office for 1 year from date of closing; then destroy.</p>		
49	<p><u>Records of Headquarters Training Center and Postal Employee Development Centers (PEDC).</u> May be arranged by student within course. Consist of Background and work papers such as attendance records, examinations and progress charts of students enrolled in courses offered by the Headquarters Training Center of Postal Employee Development Centers (PEDC) for which certificates of completion or other evidence of completion is awarded the student or placed in the OPF.</p> <p>Where applicable, move to a closed file upon completion or discontinuance of the training. Maintain in office 3 years from date of closing or discontinuance; then destroy. (Record Life: 3 years).</p>		
50	<p><u>Funds Transfer Records.</u> Forms and other papers evidencing transfer of funds for training courses instituted at Postal Service Training and Development Institute (PST&DI) but not budgeted for, such as PS Form 1912-G.</p> <p>Close the file each year. Maintain for 1 year from date of closing, then destroy.</p>		
51	<p><u>Nominations for Executive Leadership Training.</u> Arranged alphabetically by name. Consists of nominations, recommendations and other related documents. (Postal Service System of Records USPS 120.150).</p> <p>Close the file upon selection. Maintain for 1 year from date of selection, then destroy.</p>		

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52	<p>Career Development Projects. Projects concerning the career development of USPS employees, including pilot programs.</p> <p>a. Reports resulting in a change in USPS personnel procedures.</p> <p>PERMANENT Transfer to FRC when 5 years old. Offer to the National Archives when 20 years old.</p> <p>b. Reports and records of projects or programs not approved or adopted.</p> <p>Destroy when 3 years old from date of report. (Record Life: 3 years)</p> <p>c. Project working papers, questionnaires, memoranda, reports, drafts and other papers.</p> <p>Destroy when 1 year old from date of completion of project or when no longer needed, which ever is sooner.</p> <p>SAFETY AND HEALTH</p> <p style="text-align: center;"><u>Safety Programs</u></p>		SEE REVISION P22A
53	<p><u>Accident Studies.</u> Accident studies and other statistical reports and analyses used to study accident trends, make comparisons, identify and correction accident causes.</p> <p>Move to a closed file when study or analysis is complete. Close this file each year. Maintain for 5 years from date of closing, then destroy. DO NOT TRANSFER TO FRC. (Record Life: 5 years)</p>		
54	<p><u>Safety Inspection Reports.</u> Reports of inspections of the USPS Safety Program and Postal Facilities by Occupation Safety and Health Administration (OSHA), Government Accounting Office (GAO), USPS Inspection Service and the Safety Staff, used as as basis for evaluating and changing the safety program.</p> <p>Close the file each 2 years. Maintain for 4 years from date of closing, then destroy. DO NOT TRANSFER TO A FRC. (Record Life: 4 years)</p>		

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52.	a. Reports resulting in a change in USPS personnel procedures. Cut off annually. Transfer to FRC in 5 year blocks. Destroy when 20 years old. (change per M. G. of NARS and L. H. of USPS 5-2-80)		

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-55- 51	<p>Accident Reports. (Postal Service System of Records USPS 120.035)</p> <p>a. Arranged by region and accounting period. Original copies of accident reports pertaining to all types of accidents and incidents: automobiles, industrial accidents, fires and similar incidents. (PS Form 1769)</p> <p>Close the file each year. Maintain for 5 years from date of closing, then destroy. (Record Life: 5 years)</p> <p>b. All other copies.</p> <p>Destroy when 2 years old.</p> <p>c. Computer printouts of data from PS Form 1769 used to analyze accidents as to costs, frequencies, time lost, and to prepare quarterly reports to OSHA.</p> <p>Close the file each year. Maintain for 5 years from date of report, then destroy. (Record Life: 5 years)</p> <p>d. Quarterly summaries of USPS accident reports to OSHA. (OSHA Forms 102F and 102FF).</p> <p>Close the file each year. Maintain for 2 years from date of closing, then destroy.</p> <p style="text-align: center;"><u>Medical Program</u></p>		
-56- 52	<p>Medical Administrative Files. (Postal Service System of Records: 120.090). Documents pertaining to the general administration of USPS Medical program, such as general correspondence, reports, inspections, informational issuances, except for those items specifically identified elsewhere in these schedules.</p> <p>Close the file each year. Screen and bring forward current material. Maintain for 3 years from date of closing, then destroy. (Record Life: 3 years)</p>		

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57	<p><u>Drug Abuse Program Records.</u> (Dispose of these records as with those generated by the PAR Program.) (Postal Service System of Records: USPS 120.140)</p>		
58	<p><u>Medical Appeals.</u> Arranged alphabetically by the name of the appellant. Case files appealed for review by the USPS Medical Officer.</p> <p>Move to an inactive file after a decision by the Medical Officer. Close the inactive file each year. Maintain for 2 years from date of closing, then destroy.</p>		
59	<p><u>Office of Workers' Compensation Program (OWCP) Files.</u> OWCP Case files arranged by name of the employee. Consists of CA Forms 1, 2, 2a, 3, 4, 5, 5b, 6, 7, 8, and 16, and other related papers, exclusive of copies filed in OPF and copies sent to OWCP. Postal Service System of Records: USPS 120.098).</p> <p>Move to an inactive file when employee leaves the Postal Service. Close this file each year. Maintain for 5 years from date of closing, then destroy. (Record Life: 5 years.</p>		
60	<p><u>Blood Donor Records.</u></p> <p>a. <u>Blood Donor Program Records.</u> Includes general correspondence, Blood Drive announcements and correspondence, lists and reports.</p> <p>Destroy when 3 years old, or when no longer required for program administration, whichever is sooner.</p> <p>b. <u>Employee Blood Donor Records Cards.</u> Arranged by blood type. Cards are for emergency use where blood is needed by the employee or member of his family. Cards contains such information as name, blood type, donor number and address information. (PS Form 1697) (Postal Service System of Records: USPS 120.020)</p> <p>Move to an inactive file when employee leaves the Postal Service. Close this file each year. Maintain for 5 years from closing date, then destroy by shredding or burning.</p>		

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<p>61</p> <p>62</p> <p>63</p>	<p>(Record Life: 5 years)</p> <p><u>Health Unit Daily Record.</u> Arranged chronologically. This is a log or register showing daily visits to dispensaries, first aid rooms, and health units. Contains such information as employee name, time reporting to and leaving unit, diagnosis-disposition or treatment given and initials of medical personnel. Information may be summarized on PS Form 1754, Health Unit Summary or employee Health Services. (PS Form 1752)</p> <p>Place in inactive file upon completion of last entry. Close this file each year. Maintain for 2 years from date of closing, then destroy by burning or shredding. (Record Life: 2 years).</p> <p><u>Health Unit Summary of Employee Health Services.</u> This is a statistical summary of information contained on the daily log (PS 1752), Health Unit Daily Record). Information is presented in summary form by type of visit, type of patient and type of case. (PS Form 1754).</p> <p>Close the file each year. Maintain for 2 years from date of closing or until no longer needed whichever is sooner, then destroy.</p> <p><u>Authorization for Medical Attention.</u> Arranged alphabetically. PS Form 3956. Contains such information as employee's name, job title, social security number, installation and illness, supervisors note, and physician's report. It is used to authorize attendance to the local health unit. (Postal Service System of Records: USPS 120.090)</p> <p>Close the file each year. Maintain 2 years from date of closing, then destroy.</p>		

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64	<p><u>Individual Employee Health Record Case File.</u> Arranged alphabetically. The information in this file relates to an employee's medical history to include occupational injuries or diseases, physical examinations and all treatment received at the health unit. The file also includes correspondence, doctor's statements and recommendations, OWCP referrals, medical forms and records of immunizations. This file does not include records that may be a part of or associated with the official personnel folder or may be maintained separately such as preemployment physical examination or disability retirement examination. (PS 1997). (Postal Service System of Records: USPS 120.090)</p> <p>Move to an inactive file upon separation of the employee. Close this file each year, maintain in office for 6 years from date of closing then destroy. <u>Do not transfer this file to the National Personnel Records Center, St. Louis, MO.</u> (Record Life: 6 Years)</p> <p>SUGGESTIONS AND INCENTIVE AWARDS</p> <p style="text-align: center;"><u>Employee Suggestion Program</u></p>		
65	<p><u>Suggestion Awards Case Files.</u> Arranged chronologically within Region. Includes suggestion forms, evaluations, and other related papers such as administrative reviews and evidence of any payments made. Files are used to monitor the performance of certain adopted measures or modifications. (Postal Service System of Records: USPS 120.050)</p> <p>a. Adopted Suggestions</p> <p>(1) Record Copies</p> <p>Move to completed file upon adoption or approval. Close the completed file each year. Maintain for 4 years from date of closing; then destroy by shredding. (Record Life: 4 years)</p>		

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<p>66</p> <p>67</p> <p>68</p> <p>69</p> <p>70</p>	<p>(2) All other copies</p> <p>Maintain as in (1) above. Maintain for 2 years from date of closing, then destroy by shredding.</p> <p>b. Disapproved Suggestions</p> <p>Move to a disapproved file upon disapproval. Close this file each year. Maintain for 2 years from date of closing, then destroy by shredding. (Record Life: 2 years)</p> <p><u>Incentive Award Case Files.</u> Arranged chronologically within region by award type or name. These files include recommendations, nominations, evidence of any payments, made and related correspondence. (Postal Service System of Records 120.100)</p> <p>Upon approval or disapproval, move to appropriate file. Close these files each year. Maintain for 4 years from date of closing, then destroy. (Record Life: 4 years).</p> <p><u>Incentive Awards Program Reports.</u> Reports pertaining to the operation of the incentives awards program.</p> <p>Close the file each year. Maintain for 3 years from date of closing, then destroy. (Record Life: 3 years).</p> <p><u>Length of Service Awards Files.</u> Includes correspondence, memoranda, reports, computations of service and lists.</p> <p>Close the file each year. Maintain for 1 year from date of closing, then destroy.</p> <p><u>Non USPS Awards.</u> Correspondence or memoranda pertaining to awards from other government agencies or private organizations.</p> <p>Close the file at the end of the year of nomination, maintain for 2 years from date of closing, then destroy.</p> <p><u>Letters of Commendation and Appreciation.</u> <u>Copies of letters recognizing length of service</u></p>		

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71 71	<p>and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the Official Personnel Folder.</p> <p>Close the file each year. Maintain for 2 years from date of closing, then destroy.</p> <p>EQUAL EMPLOYMENT OPPORTUNITY (EEO)</p> <p><u>Informal Complaint Files.</u> Arranged alphabetically by name of complainant. EEO Counselors files of informal employee discrimination complaints. (Postal Service System of Records: USPS 030.010)</p> <p>Destroy 3 months following final adjustment at the counselor level or a formal report to EEO Officer.</p>		
72 72	<p><u>Official Discrimination Complaint Case Files.</u> Complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings and other related records. (Postal Service System of Records: USPS 030.010)</p> <p>a. Cases resolved within the USPS</p> <p>Upon resolution of case, move to a completed case file. Close this file each year, maintain for 4 years from date of closing, then destroy. (Record Life: 4 years)</p> <p>b. Cases resolved by the Civil Service Commission or a U. S. Court.</p> <p>Files are controlled by CSC.</p>		
73 73	<p><u>Copies of Complaint Case Files.</u> Duplicate case files or documents pertaining to case files retained in Official File of Discrimination Complaint Case File. (Postal Service System of Records: USPS 030.010)</p> <p>Upon resolution of case, move to a closed case file. Close the file each year, maintain for 1 year from date of closing, then destroy.</p>		

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74-7 ^v	<p><u>Background Files.</u> Background records not filed in the Official Discrimination Complaint Case Files.</p> <p>Maintain for 2 years from date of resolution, then destroy.</p>		
75 ¹	<p><u>Compliance Records</u></p> <p>a. <u>Compliance Review Files.</u> Reviews, background papers and correspondence relating to contractor employment practices.</p> <p>Close the file each year. Maintain for 7 years from date of closing, then destroy (Record Life: 7 years)</p> <p>b. <u>EEO Compliance Reports</u></p> <p>Close the file each year, maintain for 3 years from date of closing, then destroy. (Record Life: 3 years)</p>		
76 ^v	<p><u>Employee Housing Requests.</u> Forms requesting USPS assistance in housing matters, such as rental or purchase.</p> <p>Maintain on file for 1 year, then destroy.</p>		
77 ¹¹	<p><u>Employment Statistics Files.</u> Employment Statistics relating to race and sex.</p> <p>Close the files each year. Maintain for 5 years from date of closing, then destroy. (Record Life: 5 years.</p>		
78 ¹⁵	<p><u>EEO General Files.</u> General Correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent future legislation; and USPS EEO committee meetings and records including minutes and reports.</p> <p>Destroy when 3 years old, or when superseded or obsolete whichever is applicable.</p>		

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79	<p><u>EEO Affirmative Action Plans (AAP).</u></p> <p>a. USPS Record copy of consolidated Affirmative Action Plans.</p> <p>Destroy 5 years after the date of the plan. (Record Life: 5 years)</p> <p>b. Office copies or feeder plans to the Consolidated Affirmative Action Plan.</p> <p>Destroy 5 years from the date of the plan, or when administrative purposes have been served, whichever is sooner. (Record Life: 5 years)</p>		
80	<p><u>EEO Reports.</u> Copies of statistical reports to other agencies such as the Office of Management and Budget (OMB) and Civil Service Commission (CSC). Information consists minority census data for regions and Headquarters, EEO inventory data and other statistical analyses.</p> <p>Close the files each fiscal year. Maintain for 5 years from date of closing, then destroy. DO NOT TRANSFER TO FRC.</p>		
81	<p><u>EEO Staff Directory.</u> Directory of EEO Counselors and Specialists.</p> <p>Destroy when superseded.</p>		
82	<p><u>Counselor and Specialist Selection Case Files.</u> Arranged alphabetically by name of applicant. Files consists of a copy of posting or bulletin notice announcing position, narratives, resumes, interviews, used to certify all EEO selections as consistent with Civil Service regulations and public law. (PS Forms 2591, 2497, 991, 2577, 442 and 1814.) (Postal Service System of Records USPS 030.020)</p> <p>Move to an inactive file when position becomes vacant. Close the inactive file each year, maintain for 3 years from date of closing, then destroy.</p>		

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83	<p style="text-align: center;"><u>Woman's Program</u></p> <p><u>Woman's Program Union Inquiries.</u> Correspondence and union inquiries concerning the program and its relationship to the National Agreement.</p> <p>Move to an inactive file upon termination of the agreement to which it pertains. Maintain for 3 years from date of termination, then destroy.</p>		
84	<p><u>Child Care Center Records.</u> Contains studies and other information on local child care centers.</p> <p>Move to an inactive file upon termination of the agreement to which it pertains. Maintain for 3 years from date of termination, then destroy.</p>		
85	<p><u>Woman's Program Statistical Reports.</u></p> <p>a. Annual Reports.</p> <p style="padding-left: 40px;">Destroy 5 years from date of report</p> <p>b. Quarterly or special reports.</p> <p style="padding-left: 40px;">Close report files at the end of the year. Maintain for 1 year from date of closing; then destroy.</p>		
86	<p><u>Applications and Resumes.</u> Arranged alphabetically by name. Copies of resumes and job applications from women seeking a position with the USPS, EXCLUSIVE of copies maintained elsewhere within the USPS.</p> <p>Maintain for 1 year on file, then return to applicant.</p>		
87	<p style="text-align: center;">CONDUCT AND CODE OF ETHICAL CONDUCT OF EMPLOYEES</p> <p><u>Standards of Conduct Files.</u> Correspondence, memoranda and other records relating to codes of ethics and standards of conduct.</p> <p>Destroy when obsolete or superseded.</p>		

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88	<p><u>Confidential Statement of Employment and Financial Interests.</u> (Maybe known as conflict of Interest Records) Arranged alphabetically by name of employee. Consists of statement and supplementary statements of employment and financial interests and related records. (PS Form 2417 and 2418) (Postal Service System of Records: USPS 120.060.</p> <p>Upon separation of employee or removal from the position requiring this statement, move to an inactive file. Close this file each year, maintain for 2 years from the date of closing; then destroy by shredding.</p> <p>COMPENSATION</p> <p style="text-align: center;">Job Evaluation Program (JEP)</p>		
89	<p><u>Job Evaluation Program Records.</u></p> <p>a. Arranged by job family groups within functional areas. Files contain the results of the JEP pilot study, copies of original interviews for pre-job standards, initial studies of postal jobs used to determine standard position descriptions, verification audits and finalized position descriptions. Records created in 1971, prior to implementation of JEP in USPS. (Volume: 10 cubic feet)</p> <p>PERMANENT. Maintain in office for 2 years; transfer to storage for 3 years; then transfer to FRC. Offer to National Archives when 20 years old.</p> <p>b. <u>Implementation Training Records.</u></p> <p>(1) Material designed and used to indoctrinate and train management personnel in the concept and implementation of JEP. Consists of a training brochure, flip charts and other material. (Volume: 1 3-ring binder)</p> <p>PERMANENT. Maintain in office for 3 years, transfer to storage for 3 years; then transfer to FRC. Offer to National Archives when 20 years old.</p>		

Changes per MG & L.H. 5-2-80

Destroy

Destroy

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	<p>(2) Training Material designed and used to train JEP Job Analysts, supervisors, and interested members of associations to evaluate new job positions under JEP. (Volume: 1 3-ring binder)</p> <p>PERMANENT. Maintain in office for 2 years, transfer to storage for 3 years, then transfer to FRC. Offer to National Archives when 20 years old.</p> <p>Destroy</p> <p>c. <u>Job Evaluation Reports (JER)</u></p> <p>(1) Job Evaluation Report #1. The JER of March 3, 1973. This is a printout showing the base position - employees by district and finance number, their position prior to conversion and their position after conversion. It includes before and after occupation codes, grade levels and salaries.</p> <p>PERMANENT. Maintain in office for 2 years, transfer to storage for 3 years, then transfer to FRC. Offer to National Archives when 20 years old.</p> <p>Destroy</p> <p>(2) Bi-Monthly JER showing USPS manning status.</p> <p>Destroy when superseded.</p> <p>d. Original interviews of bargaining personnel conducted during the pre-job standard development phase of JEP. (These interviews were never used as JEP covers non-bargaining personnel)</p> <p>Destroy immediately upon approval of this schedule.</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
90	<p>Files on Non-Bargaining Personnel. (Employees NOT covered by a formal bargaining contract.)</p> <p>a. Case files of position evaluations and position descriptions arranged by occupation code. Files describe established positions including information on job title, series, grade, duties and responsibilities.</p> <p>(1) Record Copy.</p> <p>Move to an inactive file when position is abolished or description is superseded. Close the inactive file each year. Maintain in office for 2 years, from date of closing; transfer to storage for 3 years; transfer to FRC for 5 years; then destroy. (Record Life: 10 years.)</p> <p>(2) All other copies.</p> <p>Destroy when position is abolished or description is superseded.</p> <p>b. Conversion Status Reports and Job Evaluation Information System (JEIS) Reports. Bi-Monthly reports sequenced by region, district and finance number. They list all non-bargaining USPS employees and include social security number, occupation code, job title, grade and salary.</p> <p>Destroy 8 pay periods from date of report. (Approximately 4 months.)</p> <p>c. Incumbency Reports. Statistical survey and listing of individuals in job descriptions by occupation code sequence. Reports are issued bi-monthly.</p> <p>Destroy when superseded.</p>		

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91	<p>d. Requests for Review and Appeals Case Files. Arranged by case number within region. Contains initial request for review of job descriptions for grade or content and letters of request for appeals. Also contain copies of letters and documents from management, analysis worksheets, decision letters from initial review and from review panel, fact sheets from USPS and from associations representing postmasters and supervisors, where applicable. Includes PS Form 6802-X.</p> <p>Move to completed file after final decision. Close this file each year. Maintain for 2 years from date of closing; transfer to storage for 3 years; transfer to FRC for 5 years, then destroy. (Record Life: 10 years)</p> <p><u>Files on Bargaining Personnel (Employee Covered by a Formal Bargaining Agreement.)</u></p> <p>a. Position Descriptions. Files describing established positions including information on title, series, grade, duties and responsibilities of incumbents.</p> <p>(1) Record Copy</p> <p>Move to inactive file when position is abolished or description is superseded. Close the inactive file each year. Maintain for 2 years from date of closing; transfer to storage for 3 years; transfer to FRC for 5 years, then destroy. (Record Life: 10 years)</p> <p>(2) All other copies</p> <p>Destroy when position is abolished or description is superseded.</p> <p>b. Reference material used to develop position descriptions.</p> <p>Destroy when no longer needed.</p>		

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92	<p>c. Reports such as Master Occupation Code Lists, Job Evaluation Information System (JEIS) Reports, and statistical surveys.</p> <p>Destroy when superseded.</p> <p>d. Correspondence on bargaining personnel arranged by subject under the agreement.</p> <p>Upon termination of the contract to which it pertains, close the file. Maintain for 3 years from date of closing; then destroy.</p> <p><u>Memorandum of Authorization.</u> Arranged by reference code number. The memorandum is evidence that a position has been authorized to a certain organizational element or that an organizational unit has been established or changed.</p> <p>a. Record Copy</p> <p>Move to deletion file when position is no longer authorized. Close the deletion file each year. Maintain in office for 10 years from date of closing; then destroy.</p> <p>b. All other copies.</p> <p>Destroy when no longer needed.</p> <p><u>Memorandum of Understanding Log.</u> Loose leaf binders organized by region. Entry is initiated upon receipt of a request for action. Completed entry includes date of receipt of request, date of issue for memorandum of understanding and remarks.</p> <p>Destroy when no longer needed or when 15 years old, whichever is sooner.</p>		
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94 94	<p style="text-align: center;"><u>Merit Evaluation Program</u></p> <p><u>Merit Performance Records.</u> Records are case filed by organizational unit. They consist of audit sheets, performance ratings, self appraisals, statements of goals and objectives, and related correspondence. (PS Forms 2451A, 2451B, and 2456.) (Postal Service System of Records: USPS 120.070)</p> <p>A. Case Files</p> <p style="padding-left: 40px;">Destroy when 2 years old.</p> <p>B. Merit Evaluations - Original.</p> <p style="padding-left: 40px;">Maintain on left side of Official Personnel Folder (OPF).</p> <p>C. All other copies of evaluations, agreed upon statements of goals and objectives and self appraisals used for reference purposes, attached to form 2451A.</p> <p style="padding-left: 40px;">Destroy when 2 years old.</p>		
95	<p><u>Health Benefits Refund Records.</u> Includes quarterly claims from post offices showing individual injury compensation and health benefits premium deducted by OWCP at the Federal rate. Also printouts of information entered into computer by finance number, list of people paid for the quarter, the amount and address of payee.</p> <p>Close the file each year, maintain for 10 years from date of closing, or termination of the program, whichever is sooner, then destroy. DO NOT TRANSFER TO FRC.</p>		

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C16 96	<p style="text-align: center;"><u>Wage and Salary Administration</u></p> <p><u>Wage and Salary Administration Records.</u></p> <p>a. Wage Comparability Studies. These are studies of industry wage practices, and contain all background information and related papers.</p> <p>Move to close study file when study is completed. Close this file each year. Maintain for 2 years from date of closing; transfer to storage for 3 years; transfer to FRC for 20 years, then destroy. (Record Life: 25 years) (Same as BLS retention)</p> <p>b. Pay/Benefits Consultations. These records consist of comments and responses of interested parties on proposed policies relating to pay and benefits.</p> <p>Close the file upon termination of the agreement to which they pertain. Maintain for 10 years from date of termination; then destroy. (Record Life: 10 years)</p> <p>LABOR MANAGEMENT RELATIONS</p> <p style="text-align: center;"><u>Negotiations Files</u></p> <p><u>USPS-Union Negotiation Files.</u> Arranged by Article of the National Agreement. Correspondence, notes, memoranda and other material pertaining to USPS-Union Contract Negotiations.</p> <p>Close the file upon termination of the contract; maintain in office for 10 years from date of termination; transfer to FRC for 10 years; then destroy. (Record Life: 20 years)</p>		
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98	<p>Minutes of Meetings: Joint Labor-Management Committees. Arranged chronologically. Minutes of joint meetings of labor management committees. Committees such as PAR Committee, Safety and Health Committee, and Scheme Committee, are established pursuant to Articles of the National Agreement.</p> <p>Close the file upon termination of the contract; maintain in office for 10 years from date of termination; transfer to FRC for 10 years; then destroy. (Record Life: 20 years)</p>		