

Rev NCP 20 Apr 79 114

-REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-28-79-5	
DATE RECEIVED	
May 1, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-17-79 <i>James P O'Neil</i> Date <i>acting</i> Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT)
US POSTAL SERVICE

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Leroy Hinton

5. TEL EXT

245-5568

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 3 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
30 Apr 79	<i>Leroy Hinton</i>	<i>for</i> USPS RECORDS OFFICER

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Amended as per conversation with Leroy Hinton 7/11/79 <i>David H. Herchler</i>		9 items

sent to All FRCS & NNF & Agency

The USPS has complied with the November 11, 1977, Order of the United States District Court for the District of Columbia. Therefore, the records preserved to support claims generated by the Groettum Case may be disposed of as indicated below. Similar records being retained pursuant to other preservation orders will continue to be held pending future instructions.

1. Time and Attendance Records. Timecards and PSDS office clock ring history records, approved time and attendance adjustment record, and reports of time certification for higher level, for the period March 4, 1966 - January 7, 1972, accumulated to support Groettum Case payments (PS 1230, 1232, 1640 and 2240).
Destroy immediately.
2. Groettum Claims and Appeals Case Files. Consists of original claims (PS 1002), Appeals (PS 1008) and other supporting papers or documents; decisions of the Regional Back Pay Claim Committee and final determinations; and, letters of authorization for payment. These files document on an individual basis USPS compliance with court ordered actions in the Groettum Case.
Transfer to FRC as volume warrants.
Destroy 6 years from date of last payment.
3. Groettum Payment Documents. Copies of PS 1002, Letters of Authorization for Payment and any other papers or forms used by a PDC as a source document for payments to Groettum claimants.
Transfer to FRC as volume warrants.
Destroy 6 years from date of last payment.

4. Groettum Case Correspondence Files. Correspondence and other papers and decisions maintained by the Administrator, Groettum Case (Formerly: Administrator National Back Pay Claims) and by the Accounting Services Branch. They related to the case generally, and specifically to the administration of Escrow Funds Number I and II and transactions completed after November 1, 1977.
Transfer to FRC as volume warrants.
Destroy July 2, 1984.
5. Master List of Groettum Payments. This is a magnetic tape file containing a history of Groettum payment activity. The data elements include claimant name, social security number, gross pay, taxes, escrow amounts, accounting period of payment, and approved hours. This tape and one copy of the textual report constitute the record copy.
Transfer to FRC as volume warrants.
Destroy July 2, 1984.
6. Payroll Journals. Pay Journals and other textual listings maintained at PDC's, showing payments made under the Groettum Case.
Transfer to FRC as volume warrants.
Destroy July 2, 1984.
7. Computer Listings. Error, computation, and edits and other such listings.
Hold at Postal Data Center;
Destroy when of no further value.
8. Groettum Systems Documentation and Specifications. Includes authorizing directives or system request, file and reports layouts, run books and user manuals.
Transfer to FRC as volume warrants.
Destroy July 2, 1984.
9. Accounting Records for Escrow Funds I and II. Includes manual accounting ledgers, journals vouchers, filing fee records, attorney's legal and administrative expenses, arbitration expenses, investment advices, bank statements for checking and savings accounts and blank checks. These records resulted from the administration of escrow funds I and II.
Transfer to FRC as volume warrants.
Destroy July 2, 1984.