

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

*Rec'd NCD 22 Jan 80*

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

*245-5508*

LEAVE BLANK	
JOB NO	NCL-28-80-2
DATE RECEIVED	1-22-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<i>5-6-80</i>
<i>James E. O'Neill</i> Archivist of the United States	

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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
<i>12/18/79</i>	<i>AS James</i>	<i>Records Officer</i>

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	General correspondence files of the Postmaster General that establish, discuss or define Postal policy or otherwise document the functioning of the Office of the Postmaster General.  <u>PERMANENT</u> : Transfer to FRC when 4 years old; offer to Federal Archives when 30 years old.  (NOTE: Current Postal Schedules, dated 1962 show this item - Section 2.1, Item 1 - with a retention of "retain." There is no indication of the NARS job number authorizing this.)		<i>withdrawn</i>
2	Vehicle Accounting Data Input. Batched by accounting period. These records are used to record data used as input to the Vehicle Accounting System. The data includes such items as cost of material, number of work hours for repairs, mileage, vehicle number, finance number and dollar amounts for such transactions as gas and oil purchases (PS Form 4578).		<i>7 items</i>

*Copy to NNF, agency*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>A. Hard copy at St. Louis Postal Data Center. Dispose of 2 accounting periods after processing.</p> <p>B. Tissue copy at Vehicle Maintenance Facility (VMF). Dispose of 6 months from end of accounting period in which created.</p>		
3	<p><b>EMERGENCY PREPAREDNESS</b></p> <p>Program, project and case files relating to emergency preparedness requirements and activities.</p>		
3	<p><u>Program Reports and Correspondence</u></p> <p>a. <u>Program Test and Exercise Reports and related correspondence and documents</u></p> <p>Cut off at end of Fiscal year; maintain in office for 2 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 2 years.)</p>	NCl-28-77-6 item 20	
	<p>b. Correspondence and other Records relating to emergency preparedness, excluding those records described under items <del>20</del> <b>3a.</b></p> <p>Cut off at end of fiscal year; maintain in office for 1 year; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 1 year.)</p>	NCl-28-77-6 item 21	
4	<p>Service Contingency (SC) Case Files and other Records pertaining to investigations of matters outlined under subject codes 675 through 694.</p> <p>a. <u>Record Case Files maintained at Division Headquarters or higher level.</u></p> <p>Move to inactive file when case is closed; cut off closed case files at end of fiscal year; retain in office for 5 years; then destroy by approved method (burning, pulping or shredding). (Record Life: 5 years.)</p>		

*Changes per L.H. of USPS  
MG of NARS 5-2-80*

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF  
**3 3**

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	<p>b. Reference Case Files maintained at Regional and/or National Headquarters.</p> <p>Move to inactive file when case is closed; cut off closed files at end of fiscal year; retain in office for 1 year; then destroy by approved method (burning, pulping or shredding). (Record Life: 1 year.)</p>		