

Rq NCD Room 5 May 80

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-28-80-4

DATE RECEIVED

5-5-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-12-80 *James E. O'Keefe*  
Date *Acting* 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  
Records Officer

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 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         |
|---------|--------------------------------------|-----------------|
| 4/29/80 | <i>M. James</i>                      | Records Officer |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|-----------|--|--------------------|-----------------|
| 1.        | <p>Pre-Employment Investigative Records. Arranged alphabetically by name of applicant. Consists of character references, local police records, drug history records, and other investigative reports such as National Agency Check and Inquiry (NACI) used to determine suitability for employment by the USPS, exclusive of records filed in the Official Personnel Folder (OPF). (USPS 120.110).</p> <p>Move to a closed file upon determination of suitability or termination of employment as unsuitable. Close this file each year; destroy 2 years from date of closing.</p> |                    |                 |

2 items

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

| 7<br>ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|--------------|---|--------------------------|--------------------|
| 2            | <p>Revenue, Pieces, and Weights (RPW) Data<br/><u>Collection Forms.</u> Records used to determine<br/>the revenue received for each class of mail<br/>and service based on probability sampling<br/>principles. They consist of PS Forms 1120-1127<br/>filed by accounting period.</p> <p>Close the files at the end of each Fiscal Year;<br/>Destroy when 5 years old.</p> | NC1-28-77-1,<br>item 20. |                    |