

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

*Rec'd NCO 30 Jul 80*

*NC*

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

<b>LEAVE BANK</b>	
JOB NO  NC1-28-80-5	
DATE RECEIVED  August 7, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 8-20-80	acting <i>James E. O'Keefe</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 1 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 7/22/80	D SIGNATURE OF AGENCY REPRESENTATIVE <i>AS James</i>	E. TITLE Records Officer
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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>Imprest <del>XXXX</del> Funds (Petty Cash). Arranged chronologically. Files consist of authorizations, vouchers, invoices, informal lists, cancelled checks, bank statements, and deposit slips. They are maintained by Class "B" Cashiers and their sub-cashiers. (SF 1129-A)</p> <p>Close the file each fiscal year; destroy when 3 years old.</p>		

115-107 *Copies to Agency NWR*