

Red NCP 1752P80NA

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

LEAVE BLANK	
JOB NO	NCI-28-81-1
DATE RECEIVED	October 2, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-9-80 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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

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 \_\_\_\_\_ 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
9/15/80	<i>[Signature]</i>	A. Scott Hamel USPS Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Records created by the Post Office Department relating to personnel, accounting, fiscal transactions, money orders, the postal savings program, and routine administrative matters, and other miscellaneous records and reference materials, as listed on attachment 1.</p> <p>DESTROY IMMEDIATELY.</p> <p>All records are currently stored in Federal records centers (FRC). FRC designation and accession numbers are listed on attachment 2.</p>		

115-107

*Closed Out: 12-16-80 (K.T.1). 120 items*

*Copy sent to 1NC, 2NC, 3NCP, 4NC, 5NCC, 6NC*

*Archer: 7NCP, 8NC, 9NCL, 9NCS, 10NC, NNBR & NNF*

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services Administration  
5PMR (41 CFR) 101-11.4

ATTACHMENT 1

Post Office Department Records

1. Personnel Records

- a. Correspondence 1904-26
- b. Records relating to rural carriers, 1945-48
- c. Statement of citizenship and birth, 1938-45
- d. Letter carrier time books, 1890-1911
- e. Letter carrier overtime reports, 1900-10
- f. Civil Service appointments, 1907-12
- g. Rosters, appointments, removals, seniority lists, and other records, 1900-10
- h. Register of persons employed at the San Francisco Post Office
- i. Postmaster's personnel file, 1929-56
- j. Form 3992, employee's personal record card, 1887-1922
- k. Civil Service Act and Rules Promulgated by the President, 1899
- l. Regulations concerning duties of employees, 1916
- m. Civil Service reports of the U.S., 1894-1909
- n. Civil Service exam papers and declaration sheets, 1896-1903
- o. Oath of office for mail messengers, 1899
- p. P.O. form designating mail messenger, 1890
- q. Attendance records of employees, 1893-95
- r. Personnel forms and departmental authorizations, 1868-1909
- s. Employee surety bonds, 1880-1905
- t. Civil Service correspondence and directives, 1893-1906
- u. Daily time book, custodian's office 1910-18
- v. Other miscellaneous personnel records

2. General Accounting and Fiscal Records

- a. Cash books, 1874-1953
- b. Cash and accounts records and correspondence, 1897-1955
- c. Accounts and record book, 1887-1912
- d. Postmaster's account and record book 1882-1940
- e. Postmaster's account and cash book, 1892-1910
- f. Daily cash and stock summary, 1911-45
- g. Record and postal account book, 1887-1909
- h. Postmaster's daily summary, 1907-44
- i. Postal account book, 1884-1923
- j. Postmaster's copies of postal accounts with supporting vouchers, 1949-54
- k. Receipts for postal remittances, 1922-24
- l. Special interest vouchers
- m. Postal receipts record, 1907-10
- n. Invoices, financial records, 1900-10
- o. Cash received and paid, 1931-33
- p. Vouchers, 1894-1910
- q. Volumes: expenditures for utilities, 1900-31
- r. Quarterly postal account, 1887-1909
- s. Spiral envelope cash and receipt book, 1894-1926
- t. Record of stamps, postal cards received and used, and second class postage collected, 1900-10

3. Routine Administrative Records

a. Correspondence (of or relating to):

- (1) Postmaster, 1890-1940  
(2) Asst Postmaster, 1920-23  
(3) Superintendent  
(4) Construction Superintendent to Architect, Washington, DC 1894 & 1907  
(5) Furniture requisition, 1949-52  
(6) Rural routes, 1921-42  
(7) Rural description, 1938-40  
(8) Custodian, 1890-1929  
(9) General or not specified, 1890-1931

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- b. Box and key registers, 1894-1931  
c. Weekly transcripts, 1897-1925  
d. Records of special delivery articles, 1887-1936  
e. Membership roster - alpha. index of addressee mail forwarded  
f. Eight "return register letter bills", 1878-79  
g. Registration book - matter registered and dispatched, 1881-1923  
h. Custodian's papers, 1900-33  
i. Record of last letters and packages, 1925-27  
j. Records of notices to publishers, 1903-11  
k. Newspaper and periodical postage, 1900-14  
l. Window letter or parcel registration books, 1906-18  
m. Schedules of mail routes, 1884-1950  
n. Due stamps received and used, 1900-07  
o. Special delivery pay records, 1944-45  
p. Cancelling stamp register, 1889-1905  
q. Record of mail sacks furnished to publishers and new agents, 1929-39  
r. Plumbing maintenance file, 1937  
s. Copies of contracts, 1893-1928  
t. Complaints, 1909-19  
u. Quarterly reports, 1870-1911  
v. Lists of dead letters sent to Washington, DC, 1887

4. Miscellaneous records and reference material

- a. Instructions to fourth class postmasters, 1889-92  
b. General orders, 1950-53  
c. Postal bulletins, 1953-54  
d. City directories, 1905-47  
-e. Standard diary of the Superintendent of Construction, 1901  
f. Postmaster's report on wagon service  
g. Postal directories, pre-1910  
h. Orders, Superintendent of Delivery, 1905-09  
i. Street directory of principal U.S. cities, 1908  
j. Post Office establishment, 1864  
k. War savings certificates, 1922-23  
l. Monthly treasury savings, 1918  
m. Rural carrier orders, 1901-12  
n. Rural route directory, 1906  
-o. Report of supervising architect, Treasury Dept., 1892  
-p. Instructions to custodians of public buildings, 1905  
q. Local general orders, internal procedures and management, 1952-58  
-r. Report of robbery at Royalton Post Office, 1904  
-s. Postal Laws and Regulations of the U.S., 1893  
-t. Photos of model for carryings for decoration of Court House and Post Office, 1894

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5. Records relating to money orders

a. Domestic:

- (1) Registers of money orders issued, 1870-1950
- (2) Registers of money orders advices received, 1865-1951
- (3) Applications for duplicate money orders, 1899-1911
- (4) Registers of deposits received on money order accounts 1893-96
- (5) Cash books, 1874-1940
- (6) Accounts, 1907-22
- (7) Registers of money orders cashed, 1892-1922
- (8) Record of money orders paid, 1875-1947
- (9) Statements, 1893-1922
- (10) Money order remittances received, 1906-14
- (11) Issued money order sheets, 1925-28

b. International

- (1) Cash books, 1874-1925
- (2) Accounts, 1915-22
- (3) List of international money order offices, 1908
- (4) Register of British international money orders issued, 1871-75 -

6. Records relating to postal savings

- a. Book covers of certificates issued, 1949-64
- b. Book covers of unissued certificates destroyed, 1960 and prior
- c. Daily summaries, 1937-51
- d. Depository revocations, FY68 and prior
- e. Certificates, 1939 and prior
- f. Register of postal savings certificates paid and issued, 1911-18
- g. Closed postal savings, 1916-56
- h. Applications, 1911-52
- i. Account books, 1933
- j. Stubs, 1918-54
- k. Accounts of deceased depositors, 1950-55
- l. Postal savings and booklet covers, 1918-54

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## ATTACHMENT 2

<u>Records Center</u>	<u>Accession numbers</u>		
Region 1 FRC (1NC) Waltham, Mass.	59A5 ✓		
Region 2 FRC (2NC) Bayonne, New Jersey	68A491		
Region 3 FRC (3NC-P) Philadelphia, Pa.	59A7 59A12 59A16 59A22 59A24 59A29 59A30 59A88 59A263	60A188 58A135  58A203 58A205 58A207 58A45	
Region 4 FRC (4NC) East Point, Ga.	55-377 55-536	58-376 59-1435	60-644
Region 5 FRC (5NC-C) Chicago, Il	68A863 62A65 59A188 59A141 59A137 59A131 59A114 59A18 59A15 58A326 59A59 59A55 59A27 59A23 59A14 58A328 59A83 59A61 59A57	59A85 59A82 59A62 59A54 59A52 59A50 59A44 59A53 59A47 59A49 59A13 63A121 59A106 59A67 59A58 59A56 59A31 59A26 59A24	59A41 59A37 59A34 59A32 59A29 59A20 59A18 59A17 59A35 59A202 59A91 59A89 59A46 59A40 59A21
Region 6 (6NC) Kansas City, Mo	55A152 59A389 62A121 58A487 58A474 58A467 55A159 58A452 58A458 58A459 58A460 58A461 58A462 59A388 59A622 63A82	58A468 58A475 58A476 58A479 58A480 58A485 58A534 58A535 58A556 58A563 58A566 59A9 59A13 59A445 61A869	59A19 59A22 59A32 59A42 59A58 59A59 59A74 59A89 59A114 59A131 59A139 59A159 59A284 59A475 63A343

Region 7 (7NC)  
Fort Worth, Texas

70A865  
65A870

Region 8 (8NC)  
Denver, Co

60A362 58A325  
60A375 58A336  
59A83 59A77  
59A48 59A150  
59A59 59A58  
58A375 59A67  
58A321 59A43  
59A126 59A37  
59A33

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Region 9 (9NC-L)  
Laguna Nigure, Ca

60A199

(9NC-S)  
San Bruno, Ca.

62A503 59A563  
66A406 58A335  
64A355 55A810  
63A81 62A114  
60A134 62A191  
60A111'

Region 10 (10NC)  
Seattle, Washington

64A781 (box 5)

*Pos. Saw.*