

Rec'd NCD 30598044

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
United States Postal Service

2. MAJOR SUBDIVISION
Records Office

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Leroy Hinton

5. TEL EXT
245-5568

LEAVE BLANK

JOB NO
NCD-28-81-2

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-28-80 *[Signature]*
Date 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 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
9/25/80

D. SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]

E. TITLE
A. SCOTT HAMEL, Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>INVESTMENT SUMMARIES</u>. Maintained chronologically. Daily computer listings of portfolio holdings. These records summarize daily investments and related actions.</p> <p>Close the file each FY; destroy when 5 years old.</p>		
2.	<p><u>INVESTMENT REPORT FILES</u>. Maintained by Accounting Period. Consists of worksheets for purchase, sale, and interest transactions; book value reconciliations; market value and accrued interest; and a listing of portfolio holdings along with a copy of the report. These records show the status of Postal Service investments.</p> <p><u>PERMANENT</u> Transfer to FARC when 5 years old. Close the file each FY; destroy when 10 years old. <u>offer to NARS when 20 years old.</u></p>		
3.	<p><u>FEDERAL RESERVE FILES</u>. Maintained chronologically. Consists of daily statements of securities cleared and accounting confirmations that document transactions with the Federal Reserve Bank.</p> <p>Close the file each FY; destroy when 7 years old.</p>		

changes made with agency concurrence 11/7/80.

Closed Out: 12-3-80: K.T.D.
Copy Sent to Agency & NAF

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
JAW
7 items

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
4.	<p><u>LOAN OF SECURITIES TRANSACTIONS.</u> Maintained chronologically. Consists of worksheets for loan transactions, terminal printout instructions for security transfers, and summaries for incoming and outgoing security transfers. They document securities loan transactions. (PS 137.)</p> <p>Close the file each FY; destroy 7 years after audit.</p>		
5.	<p><u>PURCHASE AND SALE OF SECURITIES.</u> Maintained chronologically. Consists of investment transaction registers, debit/credit investment authorizations from Treasury Department, transaction worksheets, investment confirmations, deposit tickets with Bureau of Public Debt, and computer listings of purchases and sales. (PS 137, SF 215.) These records document the daily purchase and sale of securities.</p> <p>Close the file each FY; destroy 5 years after audit.</p>		
6.	<p><u>CASH TRANSACTIONS FILE.</u> Maintained chronologically. Consists of daily computer listings from the St. Louis PDC and the New York Federal Reserve Bank of expected and actual concentration bank transfers, daily listings of receipts and disbursements, and 14-day forecasts of summaries of receipts, disbursements and funds available for investment. These records are used to record cash transactions with the Federal Reserve Bank.</p> <p>Close the file each FY; destroy 2 years after audit.</p>		
7.	<p><u>CASH CONCENTRATION SYSTEM INFORMATION.</u> Information developed through the administration of the Cash Concentration System, found either at a concentration bank or data capture vendor. It may be a print-out, microform, or magnetic tape. Data consists of amounts deposited by postmasters, account numbers, ZIP Codes, and other identifying codes.</p> <p>Destroy after 1 year, 3 months.</p>		