

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

2/1/82 *W5*

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

LEAVE BLANK	
JOB NO NCL-28-82-1	
DATE RECEIVED January 15, 1982	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>2/1/82</i>	Archivist of the United States <i>[Signature]</i>

1. FROM (AGENCY OR ESTABLISHMENT)
UNITED STATES POSTAL SERVICE

2. MAJOR SUBDIVISION
USPS Records Office

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 5 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 <i>12/30/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE USPS 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
	See attached pages		

closed out: 2-3-82: K.T.D Copy to NNF 6 items

NO MASS DATA CHANGE

CATEGORY:

Category:

1.

Documents are/pertain to	Arranged and consists of	Used	Then
<p>Incident Reports - Hazardous Material</p> <p>A. Incident Reports</p> <p>B. Other reports, compilations, spread sheets, etc.</p>	<p>Arranged by type of incident. These records cover hazardous material being shipped as mail matter as opposed to environmental conditions. They consist of information describing the type of incident, packaging, and damage assessment. (PS _____)</p>	<p>Information is used by Safety Compliance Division to develop incident statistics and trends.</p>	<p>Destroy when data has been transcribed or when ⁵ 5 years old; whichever is sooner.</p> <p>Destroy 5 years from end of year of compilation, or when data is no longer valuable for management purposes, whichever is sooner.</p>

CHAPTER:

Documents are/pertain to	Arranged and consists of	Used	Then
<p>2. NWRS Reports</p> <p>A. Accounting Period Reports</p> <p>B. All others</p> <p>Handbook F2 TL-2 Section 450</p> <p>Tom Quartucci</p>	<p>Arranged chronologically by week, pay period, or accounting period. Reports include PSDS Workhours, Workhours, and labor utilization. They are produced by ADPCs and PDCs from data gathered from the T&A and payroll systems. They include summary and recast reports.</p>	<p>The reports are used for planning and evaluation, and to reconcile reports from other financial systems.</p>	<p>Destroy when 3 years old</p> <p>Destroy when 1 year old.</p>

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Page 22

Documents are/pertain to	Arranged and consists of	Used	Then
<p>4. Accident Report Records.</p>	<p>Arranged by Region and Accounting period at Headquarters. These are the Accident Reports, copies, Computer Printouts and the Annual Summary to OSHA. The Reports pertain to all types of accidents and incidents: Automobiles, Industrial accidents, fires and other incidents. Records include any logs maintained. (SF 1769, 102F, 102FF) (System of Records USPS 120.035).</p>	<p>To report accidents, to analyze as to cost, frequency, lost time and to furnish information to OSHA.</p>	<p>Cutoff the file annually. Destroy when 5 years old. (This replaces NCI-28-79-4/55)</p>