

2 Feb 1982

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)
U. S. Postal Service

2. MAJOR SUBDIVISION
Finance Group

3. MINOR SUBDIVISION
Records Office

4. NAME OF PERSON WITH WHOM TO CONFER
William Robinson, Jr.

5. TEL EXT
245-4797

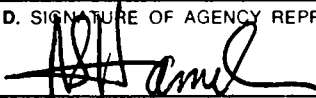
LEAVE BLANK	
JOB NO NC1-28-82-2	
DATE RECEIVED February 3, 1982	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	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 1/19/82	D. SIGNATURE OF AGENCY REPRESENTATIVE 	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														
	<p>This responds to your letter of January 11, 1980, requesting Disposal Authorities for Unscheduled Records.</p> <p>Each records series addresses one or more of the Un-scheduled Records Disposition Authorities. Where the series is no longer generated by the USPS, you are requested to delete the Authority. Records series covered by a current SF 115, are so indicated.</p> <p>SF 258s have been prepared for records believed to have permanent value.</p> <p>The following Authorities were addressed in our letter of November 25, 1980. These Authorities have dispositions and should not have been included in the report of Un-scheduled Records.</p> <table border="0"> <tr><td>PDC - 1, A - 2</td><td>Destroy when 3 years old</td></tr> <tr><td>PDC - 1, A - 1b</td><td>Destroy after 10 years</td></tr> <tr><td>PDC - 1, A - 8</td><td>Destroy after 10 years</td></tr> <tr><td>PDC - 1, K - 2</td><td>Destroy after 4 years</td></tr> <tr><td>PDC - 1, G - 6</td><td>Destroy after 3 years</td></tr> <tr><td>M-24, 2.28/3a(2)</td><td>Destroy after 8 years</td></tr> <tr><td>NCI - 28 - 77 - 1/22</td><td>Destroy 5 years after last application.</td></tr> </table>	PDC - 1, A - 2	Destroy when 3 years old	PDC - 1, A - 1b	Destroy after 10 years	PDC - 1, A - 8	Destroy after 10 years	PDC - 1, K - 2	Destroy after 4 years	PDC - 1, G - 6	Destroy after 3 years	M-24, 2.28/3a(2)	Destroy after 8 years	NCI - 28 - 77 - 1/22	Destroy 5 years after last application.		WITHDRAWN
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M-24, 2.28/3a(2)	Destroy after 8 years																
NCI - 28 - 77 - 1/22	Destroy 5 years after last application.																

Closed As Withdrawn: 6-8-82: K.T.D.

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF

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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
	<p>The following Authorities should be deleted and all accessions destroyed as the records series are no longer created</p> <p>M - 24, 2.29/2a M - 24, 2.29/7 PART-100/B3 M - 24, 2.1/1 PDC - 1, A-1 PART-100/A1</p>		<p>WITHDRAWN</p>

CATEGORY:

Subcategory:

Control	Documents are/pertain to	Arranged and consists of	Used (Privacy Act System Number)	Then (NARS Job Number)
3	Equipment Procurement and distribution, including firearms	---	---	Destroy upon approval of this schedule. Delete this authority: M-24, 2.23/6b
4	Carrier Payment Records	---	---	Destroy upon approval of this schedule. Delete this authority: M-24, 2.29/5a
5	Formal Budget Estimates	---	---	Destroy upon approval of this schedule. Delete this authority: M-24, 2.24/25a
6	General Accounts Ledgers	by account number. Summary Allotment and distribution ledgers, and journal vouchers, and control registers.	as support for recorded data	Close each fiscal year. Destroy when 10 years old. Delete this Authority: 184/57/Alla

CATEGORY:

Subcategory:

Control Number	Documents are/pertain to	Arranged and consists of	Used (Privacy Act System Number)	Then (NARS Job Number)
7	Publishers Annual Statement of Ownership, Management and Circulation	---	---	Approved as Item #24 Job #NCI-28-77-1. Supersedes M-24, 2.26/1f1.
8	Revenue and Cost Analysis Reports	Chronologically. Reports and related computer printouts. Includes summary statistical tables and other data pertaining to income, cost, mailing, government mail and free mail.	in support of rate cases	Maintain in office 2 years; transfer to storage for 3 years, then transfer to FRC. Destroy when 10 years old. NARS <u>Unscheduled Authority:</u> M-24 2.24/10a (This item was previously "Cost Ascertainment Reports," which are no longer produced.)
9	Construction and Engineering	---	---	Approved as item #38, Job #NCI-28-77-1. Supersedes: M-24, 2.28/3a M-24, 2.28/3al
10	Position Descriptions	---	---	Approved as Item #91, Job # NCI-28-79-4 Supersedes: PSM 245-56c

CATEGORY:

Subcategory:

Item No.	Documents are/pertain to	Arranged and consists of	Used	Then
11	Administrative Cases AND Procedures Act BOARD OF CONTRACT APPEAL CASES	By case number, Case files containing complaints, pleadings, notions, orders, minutes of hearings, adjudications and other documents for such cases as domestic false representation, mailability, second class mail, foreign false representation and lottery cases.	to support administrative procedures in processing appeals.	Move to an inactive file upon completion. Cut-off the inactive file annually; Destroy when 20 years old. <u>Delete this Authority:</u> M-24, 2.25/5
12	Administrative Procedures Act Case File Docket	Series of looseleaf binders containing identification information and assigning sequential docket numbers.	for tracking purposes	Destroy 20 years after the cases to which it pertains has been destroyed. <u>Delete this Authority:</u> M-24, 2.25/5
13	International Cooperation Records	Conventions and Agreements, and related policy records concerning International Interchange of all classes of mail, money orders, parcel post, reply coupons, etc.	---	<u>PERMANENT.</u> Offer to NARS when 5 years old. <u>Delete this Authority:</u> PDC-1, 4/o/1

CATEGORY:

Subcategory:

Control Number	Exemptions are/pertain to	Arranged and consists of	Used	Then
14	Operational Correspondence	---	---	Destroy upon approval of this schedule. <u>Delete this Authority:</u> PSM 245-42
15	Criminal Investigative Case Files	---	---	<u>Approved as Item #7a,</u> <u>Job #NCL-28-77-6.</u> <u>Supersedes:</u> PSM 245/52/o
16	Criminal Histories filed separately	---	---	<u>Approved as Item #4,</u> <u>Job #NCL-28-77-6.</u> <u>Supersedes:</u> PSM/52o
17	US Savings Bonds	---	---	Destroy upon approval of this schedule. <u>Delete this Authority:</u> M-24, 2.24/4/a
18	Tort Claims	---	---	<u>Approved as Item #16,</u> <u>Job # NCL-28-78-6</u> Supersedes: PSM 245/57/1

CATEGORY:

Subcategory:

No.	Documents are/pertain to	Arranged and consists of	Used	Then
19	Quarterly Accounts Current, January 1807- October 1827	---	---	<p>Destroy upon approval of this schedule if not accepted for accession.</p> <p><u>These records were offered to the NATIONAL ARCHIVES on SF 258, August 27, 1979, Job # NC3-28-79-1.</u></p> <p><u>Delete this Authority: PDC-1, 4/8/1A.</u></p>

CATEGORY:

Subcategory:

20	Documents are/pertain to	Arranged and consists of	Used (Privacy Act System Number)	Then (NARS Job Number)
20	Research and Development Case Files maintained at the Laboratory level.	Arranged by project number. They include procurement files, consisting of a copy of each contract or agreement for research services with related modifications, changes or addenda; project authorization documents; project cards; technical characteristics; test and trial results; drawings, specifications, and photographs considered to be essential to document design, modifications, and engineering development; technical and progress reports; notice of completion or cancellation and correspondence influencing actions taken on a project. Also includes related punch cards, tapes, or comparable reference media:	To reflect a complete history of each project from initiation through research, development, design, and testing, to completion. (Where applicable, copies and/or deliverables are furnished to National Technical Information Service and to the TARL system, Postal Library.)	Move to a closed project file upon cancellation or completion. Assemble papers or documents maintained apart from the file; including prototype models, films, or other items too bulky for previous inclusion. Close this file annually. Destroy when 7 years old. <u>Delete these Authorities:</u> M-24 2.28/3B M-24 2.28/3D M-24 2.28/4A M-24 2.28/2A

CATEGORY:

Subcategory:

(GPO)	Documents are/pertain to	Arranged and consists of	Used (Privacy Act System Number)	Then (NARS Job Number)
21	Rural Route Folders A. Right Side Material B. Left Side Material	Case files arranged numerically by rural route number. Contains information relevant to the establishment, operation, consolidation and termination of the route. Includes such forms as 4003, 4003A, 4024 and 4241. (NRLCA AGREEMENT: ARTICLE 30.1 (c) 3a)	in the administration and management of rural delivery service	Move to an inactive file upon termination of the route. Cut off this file annually, destroy when one ³ year ^s old. THREE THE ACTIVE FILE Review annually and destroy those documents that are one ³ year ^s old, except: MAIL COUNT FORMS - DESTROY @ (1) Mail Count Forms are SUPERSED retained until superseded; and (2) Annual Route Inspection forms (4248); are DESTROY retained for 2 years WHEN 2 YEARS OLD Delete these Authorities: M-24, 2.26/2a PSM 245.52m

CATEGORY:

Subcategory:

Number	Documents are/pertain to	Arranged and consists of	Used	Then
22	Rural Carrier Trip Report	by rural route number. Includes such information as carrier name, SSN, schedule and daily time record, boxes, stops, families and businesses served. (PS 4240).	as basis for time card computations.	Cut off each Pay Period. Destroy when 3 years old.

GANDXNY:

Subcategory:

GPO	Documents are/pertain to	Arranged and consists of	Used	Then
23	Code of Federal Regulation changes	Chronologically by date. Consists of drafts, comments, evidence of coordination, Federal Register copy and correspondence.	To satisfy Federal Register requirements and to update the CFR	Cut off according to CFR Edition (Calendar year). Destroy when 6 years old.