

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK

JUN 8 1982
 JOB NO

NCL-28-82-4

DATE RECEIVED

June 8, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-12-82
 Date

[Signature]
 Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

U. S. Post Office

2. MAJOR SUBDIVISION

Westerly, RI

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

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 6/4/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>AS Hamel</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
1.	Postmaster's Account and Record Books, 1888-89; 1895-97; 1901-04; 1908-10 - 5 vol. Stamps and envelopes on hand, letter box rentals, unclaimed material, carrier routes, letters sent to Dead Letter Office, etc. . .		
2.	Day Book, 1898-1910. 1 vol. disbursements for salaries of postmaster, clerks, carriers, etc.; utility bills payments, receipts for sale of stamps and envelopes, box rentals, etc.		
3.	Record of Bills Paid, 1913-1936. 1 vol.		
4.	Letter Press Books, 1904-1915. 2 vols. Orders for special envelopes; some routine letters of Postmaster.		
5.	Register of Complaints Filed, 1902-1918. 1 vol.		
6.	Money Order Cash Books, 1908-1911. 1 vol.		
7.	Quarterly Account Book - Postmaster at White Rock, RI substation, 1907-1911. 2 vol.		8 <i>Tommy</i>

NO MASS DATA CHANGE

*Closed out: 7-14-82: cm
 Copies to agency, NNF & IKCC*

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
8.	<p><u>Street Directory of Principal Cities of the U. S. (1908)</u></p> <p>(non-record)</p> <p>location of records: Federal Archives & Records Center Waltham, MA FRC. Accession No. 28-58-216 (no SF 135 at FARC) FRC. location No's. A42669-A42670 Volume: 2 cu. ft.</p>		

APPRAISAL REPORT ON DISPOSITION OF RECORDS

DATE December 21, 1981 JOB NUMBER UCI-79-82-4

SECTION I - APPROVED FOR DISPOSAL

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE IT DOES (THEY DO) NOT HAVE SUFFICIENT VALUE FOR PURPOSES OF HISTORICAL OR OTHER RESEARCH, FUNCTIONAL DOCUMENTATION, OR THE PROTECTION OF INDIVIDUAL RIGHTS TO WARRANT PERMANENT RETENTION BY THE FEDERAL GOVERNMENT.

Items 1-8

GENERAL ACCOUNTING OFFICE CONCURRENCE

NIA

SEE COMMENTS OR ATTACHED LETTER.

SECTION II - APPROVED FOR PERMANENT RETENTION

ITEM(S) THAT IS (ARE) APPROVED FOR PERMANENT RETENTION, FOR THE REASONS INDICATED IN SECTION VII THE AGENCY WILL OFFER THESE RECORDS TO THE NATIONAL ARCHIVES AND RECORDS SERVICE AS SPECIFIED IN THE SCHEDULE.

SECTION III - APPROVED FOR DISPOSAL AFTER CONVERSION TO MICROFORM

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE THE RETAINED MICROFORM IS AN ADEQUATE SUBSTITUTE FOR THE ORIGINAL RECORDS. THE AGENCY CERTIFIES COMPLIANCE WITH THE STANDARDS SET FORTH IN FPMR 101-11.504.

SECTION IV - DISPOSAL NOT APPROVED

ITEM(S) THAT IS (ARE) NOT APPROVED FOR DISPOSAL AT THIS TIME. THE AGENCY WILL RESUBMIT THIS (THESE) ITEM(S) WHEN SUFFICIENT INFORMATION IS AVAILABLE TO DETERMINE THE VALUE OF THESE RECORDS FOR AGENCY AND ARCHIVAL PURPOSES. IF NOT RESUBMITTED WITHIN SIX MONTHS NARS WILL CONTACT THE AGENCY.

SECTION V - WITHDRAWN

ITEM(S) THAT HAS (HAVE) BEEN WITHDRAWN AT THE REQUEST OF THE AGENCY.

SIGNATURE OF APPRAISER

Joan R. Hoopes

Joan R. Hoopes

MG 6-79-82

DATE *12/21/81*
December 21, 1981

SECTION VI - APPROVAL/CONCURRENCES

M. J. ...
APPROVAL

DIRECTOR, RECORDS DISPOSITION DIVISION

Raymond ...

DATE *7/2/82*

CONCURRENCES

NNBR

Charles E. South

DATE *7-2-82*

NNF

Samuel T. ...

DATE *7-8-82*

DATE

SECTION VII - APPRAISER'S RECOMMENDATION

COMMENTS:

The volumes are routine records maintained by a second class Post Office. I do not believe their permanent retention by the National Archives is justified.