

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

7/27/82 AH

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 NCL-28-82-8 <del>XXXXXXXXXX</del>	
DATE RECEIVED July 28, 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the disposal request, including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
2-15-83 Date	<i>[Signature]</i> 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 X4 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 7/26/82	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
	<p>NARS Job Number NCL-28-82-2 was returned by your letter of June 3, 1982. This is a re-submission of that job. It 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 Unscheduled Records Disposition Authorities. Where the series is no longer generated by the USPS, you are requested to delete the Authority. Where the information was available, Accession Numbers and FRC location have been included.</p> <p>SF 258s have been prepared for records believed to have PERMANENT value.</p> <p><b>MASS DATA CHANGE SHEET ATTACHED</b></p>		

8 items

115-107  
*[Handwritten initials]*

Copy to agency 2-17-83, AB.  
AII FRC

CATEGORY:

Subcategory:

Control Number	Documents are/pertain to	Arranged and consists of	Used	Then
1.	<u>General Accounts Ledgers</u>	By account number. Summary Allotment and distribution ledgers, and journal vouchers and control registers.	As support for recorded data.	<p>Close each fiscal year. Destroy when 10 years old.</p> <p>Delete this Authority: <u>184/57/Alla</u>      Accession Number: <u>63-0122</u>      (SFO)</p>
2.	<u>Revenue and Cost Analysis Reports</u>	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 Postal Rate cases.	<p>Maintain in office 2 years; transfer to storage for 3 years, then transfer to FRC. Destroy when 10-years old.</p> <p>NARS Unscheduled Authority: <u>M-24 2.24/10a</u> (This item was previously "Cost Ascertainment Reports," which are no longer produced.)</p> <p>Accession Number: <u>at WARC 7-7-73</u> <del>66-B-1649 (F, G, H, K) (WARC)</del> <u>66-G-1649</u>    <u>66-K-1649</u> <u>66-H-1649</u>    <u>66-D-1649</u></p>
3.	<u>Administrative and Procedures Act</u> <u>Board of Contract Appeal Cases</u>	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.	<p>Move to an inactive file upon completion. Cut off the inactive file annually. Destroy when 20-years old.</p>
4.	<u>Administrative Procedures Act Case File Docket</u>	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.

CATEGORY:

Subcategory:

Control number	Documents are/pertain to	Arranged and consists of	Used	Then
5.	<del>International Cooperation Records</del>	<del>Conventions and Agreements, and related policy records concerning International Interchange of all classes of mail, money orders, parcel post, reply coupons, etc.</del>		<del>PERMANENT. Offer to NARS when 5-years old.</del>
6.	<del>Rural Route Folders</del>	<del>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./c3a)</del>	<del>In the administration and management of rural delivery service.</del>	Delete this Authority: <u>Accession No.</u> M-24 2.29(15) 59-0005 (BOS) <i>#5 WITHDRAWN per L.H. &amp; W.R. of USPS 2-7-83</i>
	A. Right Side Material			<del>Move to an inactive file upon termination of the route. Cut off this file annually. Destroy when 3-years old.</del>
	B. Left Side Material			Review the active file annually and destroy those documents that are 3-years old except:
6.	Reference Copies of CAB Orders			(1) Mail Count Forms - Destroy when superseded (2) Annual Route Inspection forms (4248: Destroy when 2-years old.) <i>Destroy immediately.</i> Delete these Authorities: <u>Accession Number</u> M-24 2.26/2a 72-E-6441 (WNRC) PSM 245.52m
	#6 change per MG of NARS + L.H. & W.R. of USPS 2-7-83			

CONTENTS:

Requirements apply to	Arranged and consists of	Used	Then
<ul style="list-style-type: none"> <li><u>Rural Carrier Trip Report</u></li> </ul>	<p>By rural Route number. Includes such information as carrier name, SSN, schedule and daily time record, boxes, stops, families and businesses served. (PS 4240).</p>	<p>As basis for time card computations.</p>	<p>Cut off each pay period. Destroy when 3-years old.</p>
<ul style="list-style-type: none"> <li><u>Code of Federal Regulations changes</u></li> </ul>	<p>Chronologically by date. Consists of drafts, comments, evidence of coordination Federal Register copy and correspondence.</p>	<p>To satisfy Federal Register requirements and to update the CFR.</p>	<p>Cut off according to CFR Edition. (Calendar year). Destroy when 6-years old.</p>