

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 NCL-28-83-1	
DATE RECEIVED 10-8-82	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-18-83 <i>Date</i>	<i>Robert L. May</i> <i>Archivist of the United States</i>

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 9/30/82	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
1.	<p>Postmaster General's Subject Files except those under the heading of "Consumer Affairs/Complaints."</p> <p>Permanent. Transfer to Federal Records Center when 4 years old. Offer to NARS in 5 year blocks when the latest records are 20 years old.</p> <p>NO MASS DATA CHANGE</p>		3 items

Request for Records Disposition Authority - Continuation

JOB NO

NC1-28-83-1

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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
2.	<p>Files under the heading of "Consumer Affairs/ Complaints" in the Postmaster General's Subject Files.</p> <p>Separate from the Subject Files before shipment to FRC. Destroy when 4 years old.</p>		
3.	<p>Postmaster General's Reading Files.</p> <p>Destroy when 4 years old or sooner if no longer needed for reference.</p> <p><i>Changes per L Henton of DSPS & M Goldman of NARS 3/19/83 M.G.</i></p>		