

Subcategory: General

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
1.	<p>Major Program or Project Development Records (Not covered elsewhere in these schedules)</p>	<p>Case files, arranged as suited to the project or program. Includes project authorization, copies of contracts, procurements, agreements, modifications, changes, reports, studies, drawings, specifications, memoranda, progress reports, staffing and budget papers. Files will result from major projects, usually national in scope, and having to do with changes in or development of new products, services, and operational methods that affect the public.</p>	<p>to document the complete developmental history of a major program or project, from inception to implementation or termination.</p>	<p>Close these files upon implementation or termination. Assemble all papers or documents maintained apart from the file including films, presentation or publicity packages, and other items too bulky for previous inclusion.</p> <p>PERMANENT: Transfer to FRC when 2-years old, Offer to NARS when 25-years old.</p> <p><i>Disposition Not Approved.</i></p>

Subcategory: Contract Records

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
2.	<u>Postal Contracts Case Files</u>	Case Files. Numerically by contract number. These are contracts and cancelled solicitations for services, supplies, equipment, design and construction, vehicle hire, mail transportation, maintenance. Real Estate (real property) is excluded. Formal and informal instruments, documents, documents generated by National Contracts, submittals of unsuccessful offerors are pertinent. Also includes purchase orders, bond and surety records, correspondence and related records, and evidence of cancellation.		
A.	Contracting Officer or Contract Administrator		As Official file copy and to administer Postal contracts.	Placed in a closed contract file upon final payment, conclusion or cancellation. Cut off this file at the end of each fiscal year. Dispose of when 6-years old. Replaces NC1-28-77-1/12, 13, 14, 15, 16 and 17.
B.	PDC copy (Payment Copy)	By contract number. Consists of reference copy with invoices, payment orders, levies, route service orders, garnishments, labor department orders, changes and other pertinent papers and amendments. Has information on rates and markets. (PS 7333, 7334, 7408, 7409, 7440, 7447.)	To establish pay master file and monitor payments.	Place in an inactive file upon final payment, conclusion or cancellation. Cut off this file each fiscal year. Dispose of when 6-years old.
C.	All Other Copies		For reference.	Dispose of 1 year from final payment, conclusion or cancellation.

Subcategory: Contract Records

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
D.	Control Logs, Registers, History Card Files		To aid in contract administration.	Maintain with contracts to which they refer. Dispose of when no longer of use.
E.	Fingerprint Cards of Contract Employees	By contractor number. Federal Bureau of Investigation (FBI) - U. S. Department of Justice Fingerprint Card (FD 258) maintained as a separate file.	To check with FBI for clearance and return. (PS 210.030.)	Move to an inactive file upon termination of employment with a contractor. Dispose of when 2-years old.
F.	Unopened Bids			Return to sender.
G.	Extra or Additional Service Claims	May be filed by route sequence number, region and accounting period or railroad. Certification to pay Contractors and Claims for performance of Extra Service (PS 5429, 5397, 1034).	To certify payments for additional service under existing contracts, process claims and adjust payment records.	Move to paid claims file after payment. Cut off this file each fiscal year. Dispose of when 6-years old.
H.	Public Law Adjustments	By accounting period. Economic adjustments to rates for cost of living, fuel, etc. (PS 5479).	To set up accounting procedures for accrual increases to contractors pay.	Dispose of when 1-year old or no longer of operational or fiscal value.
3.	<u>Unsolicited Proposals</u>	Case Files of unaccepted unsolicited proposals arranged by control number (accepted unsolicited proposals become part of an appropriate contract file). Consists of the unsolicited proposals, acknowledgement of receipt by USPS, a release signed by the offeror, a technical evaluation provided by the appropriate USPS office, notice of final decision of acceptance or non-acceptance to offeror and other correspondence.	For technical review for possible new ideas or projects.	Cut off the file each calendar year. Dispose of when 3-years old.

Subcategory: Contract Records

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
	<p>B. Unsolicited Proposal Control Log</p>	<p>Shows control number assigned to each unsolicited proposal, name of offeror, date received, summary of proposal, and actions taken.</p>	<p>To provide a brief history of unsolicited proposals received and to locate proposals under review.</p>	<p>Create a new log each calendar year. Dispose of when 5-years old.</p>

Subcategory: Mail Transportation Records (Air and Highway)

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
4.	<u>Rail Car Van Movement and Rail Transportation</u>	Alphabetically by origin/destination within week of accounting period. Pertains to AMTRAK service and other contractual services, excess space and terminal handling charges. (PS 2558, 5994, 5071, 5496, 2538).	As authorization for payments and adjustments to rail carriers.	Move to a paid file upon payment. Cut off this file each fiscal year. Dispose of when 6-years old.
5.	<u>Statement of Freight Service</u>	Detail list of unpaid obligations to railroads.	For control purposes by manual processing unit.	Cut off the file each fiscal year. Dispose of when 6-years old.
6.	<u>Surface Transportation Controls and Reconciliations (Manual Records)</u>	Manual records arranged in account number sequence.	To support journal vouchers and trial balances.	Cut off the file each fiscal year. Dispose of when 3-years old.
7.	<u>Air Mail Dispatch Records</u>	Arranged numerically by serial number within region, within service week. Concern mail dispatched by air carrier, to include military (PAL) containerized mail, and air taxi dispatches. Bills contain such information as current CAB rates origin and destination points. (PS 2729, 2713, 2734, 2770 and 2756).	As authorization for payments and adjustments to air carriers.	Move to a paid file upon payment. Cut off this file each fiscal year. Dispose of when 6-years old.
A.	<u>Batch Balances</u>	Computer EDIT listings.	For verification of information contained on pay documents that is used in processing payments.	Dispose of when 1-year old or no longer required for reference, whichever is sooner.

Subcategory: Mail Transportation Records (Air and Highway)

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
	B. <u>Statistical Reports of Air Mail Dispatches</u>	Chronologically by accounting period, quarter or year. Consists of periodic, cumulative and miscellaneous reports.	To analyze and report on air transportation.	Cut off the file each fiscal year. Dispose of when 6-years old.

Subcategory: Mail Transportation Records (Air and Highway)

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
8.	<u>Carrier Schedule of Payments, Vouchers, Check Listings</u>	In carrier number sequence, by service week or accounting period. Schedule shows such information as amount of payments to each carrier and checks serial numbers. (PS 1865)	To certify payments to carriers.	Cut off the file each fiscal year. Dispose of when 6-years old.
9.	<u>Detail Calculated Air Carrier Listings</u>	Filed alphabetically by origin code, within carrier number sequence, within service week. Contains such information as dollar value by air carrier, markets and amounts by markets.	To annotate adjustments to previous payments	Cut off the file each fiscal year. Dispose of when 6-years old.
10.	<u>Highway Contractors Annual Earnings Records</u>	Carrier number sequence. EDIT listings of 1099 information. Shows such information as calendar year pay of each contractor.	To forward information to the IRS.	Dispose of when 3-years old.

Subcategory: Safety

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
11.	<u>Accident Report Records</u>	Arranged by Region and Accounting Period at Headquarters. 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. (PS 1764, PS 1769, PS 1772, 102F, 102FF).	To report accidents, to analyze as to cost, frequency, lost time and to furnish information to OSHA. (USPS 120.035)	Cut off each calendar year. Dispose of when 6-years old. This replaces NCI-28-82-1/4).
12.	<u>Safety Investigative Boards and Reports</u>	Chronologically, within Region. Investigations of fatalities and serious accidents to include findings, reviews of actions taken, and recommendations.	In accident investigation and prevention.	Cut off each fiscal year. Dispose of when 6-years old.
13.	<u>Safety Program Evaluations, Inspection Checklists, and other Administrative papers</u>	Chronologically. Facility inspection reports on deficiencies, safety hazards, and other types of safety inspections, to include any logs. (PS 1784, 1767, 1784C)	To determine program effectiveness, and to detect potential accident causes.	Cut off each fiscal year. Dispose of when 5-years old. Replaces NCI-28-79-4/54
14.	<u>OSHA Inspection Reports and Letters Concerning Corrections of Violations</u>	Chronologically. Includes copies of complaints, findings, names of persons participating, notes and other documentation.	To determine compliance with OSHA regulations.	Cut off each calendar year. Dispose of when 5-years old.
15.	<u>Accident Studies</u>	Chronologically. Studies and other statistical reports and analyses (PS 1764).	To study accident trends, make comparisons, identify and correct accident causes.	Move to a closed file when study or analysis is complete. Cut off this file each calendar year. Dispose of when 5-years old. DO NOT TRANSFER TO FRC. This replaces NCI-28-79-4/53.

Subcategory: Money Orders (Domestic and International)

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
16.	<u>Paid Money Order</u> (Domestic and International)	Numerically by locator number. Paid money orders from Postal Money Order Division and from Federal Reserve Banks.	To reconcile bank charges, prove payment, use in litigation and to research wrong or improper payments, counterfeits, etc.	Cut off the file each month. Dispose of when 2-years old.
A.		Chronologically, by date of action. Retrieved paid money order.	Used as a relocation money order (pulled for photocopying, court order, or reconciling Postmasters' accounts.)	Dispose of 2-years from date of relocation.
17.	<u>Money Order Vouchers</u> (Domestic and International)	Numerically by locator number. Voucher copy of Postal Money Orders.	Verify Postmasters' Statement of Account to servicing PDC.	Cut off the file at the end of the quarter in which the verifying is done. Dispose of after PMA Summary and detail are created.
18.	<u>Reconciliation Records and Reports of Money Order and Vouchers, and Fees Collected</u>	Arranged by regions or banks within accounting period. Consists of internal reports, reconciliations of postmasters' accounts, charges to the Federal Reserve Banks (PS 1176 - commonly called MORS-4), daily bank summaries and recaps, charge tickets (PS 1901), military money order report (PS 6019), summary reports and deposit tickets to the Federal Reserve (SF 215).	Reconciliation of Postmaster's Accounts, Federal Reserve Banks and military APO/FPO accounts.	Reconcile on an accounting period basis. Cut off the file at the end of the accounting period. Dispose of when 2-years old.
A.		Postmaster issue accountability records, including all audit papers and audit difference registers.		Cut off the file each calendar year. Dispose of when 2-years old.

Subcategory: Money Orders (Domestic and International)

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
	B.	Feeder reports and work papers, the content of which is duplicated or summarized in other items in this schedule.		Dispose of when the purpose for which created has been served.
19.	<u>Money Order Blank Stock Records</u>	Manifests within accounting period.	In issuing blank stock and in reconciliation of postmasters' accounts, lost/stolen money orders, and litigation of court cases.	Cut off this file each calendar year. Dispose of when 10-years old.
20.	<u>Domestic Money Order Inquiries</u>	Numerically by serial number of money order. Inquiries or request for information, photo copies or replacement money orders. Identifies purchaser and payee. (PS 6401).	To authorize release of information.	
A.	Replacement Money Order	Chronologically by issue date within batch sequence.	In photocopy, information or replacement process.	Place in a completed request file upon issuance of or replacement money order. Cut off this file each calendar year. Dispose of when 20-years old.
B.	All other requests	Includes PDC in-house requests (PDC 1951).		Return to sender.
C.	Daily and Weekly Inquiry Reports	Computer printouts. Information is by locator number within record code type. Contains such information as serial number, locator number, amount, issue dates and current status.	In research and reconciliation.	Dispose of when 6-months old.

Subcategory: Money Orders (Domestic and International)

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
	D. Certified Listing to Disbursements	Computer printouts. Information is by replacement Money Order serial number. Contains such information as purchaser and payee names.	In records replacement Money Order information.	Dispose of when 4-years old.
	E. Voucher Reports	Arranged by locator number. Consists of information provided by MSCs and post offices.	to verify postmaster's Statement of Accounts to servicing PDC.	Dispose of upon verification or when no longer of operational or financial value.
	21. <u>Money Order Claims</u> (Domestic and International)	Numerically by money order serial number. Claim forms, letters and other correspondence resulting from alleged wrong payments, forgery, alterations and cashing by someone other than true payee. (PS 6337, PDC 306).	To process claims.	Move to a closed claims file upon completion. Cut off this file each calendar year. Dispose of when 1-year old.
	22. <u>Control Log for Money Order Claims</u>		To track and verify	Dispose of 1-year from date of last entry.
	23. <u>International Money Orders, Applications And Authorizations.</u> <u>Outgoing)</u>	Chronologically by batch number within country code. The information necessary for the USPS to issue an international Money Order. To include the names of the paper, payee, amount and purpose.	Authorization to issue an international Money Order payable in a foreign country.	Place in a completed transaction file upon issuance. Cut off this file each calendar year. Dispose of when 5-years old.
	A. Daily Issue Log	A manual log showing total amount of money orders processed, adjustments, amount certified for payment and the number of money orders.	To verify correctness and accuracy of the computerized daily international outgoing money order issue list.	Cut off this log each calendar year. Dispose of when 5-years old.

Subcategory: Money Orders (Domestic and International)

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
B.	Daily International Money Order Issue List Outgoing	Computerized listing, information is in money order number sequence. Consists of name of purchaser, payee address list number, international number and total amount of payment.	For certification to Disbursing Officer for issuance of International Money Order.	Place in a completed transaction file upon issuance. Cut off this file each fiscal year. Dispose of when 5-years old.
C.	Weekly Dispatch of International Money Order List	Computer printout. Weekly summary of information contained in outgoing lists processed.	For reconciliation and settlement of foreign accounts and preparation of Journal Vouchers.	Cut off this file each fiscal year. Dispose of when 5-years old.
24.	<u>Settlement of International Money Order Accounts</u>	Arranged by country by quarter. Consists of Statements of Account and back-up papers.	For audit and reconciliation of foreign accounts.	Move to a closed audit file upon acceptance or amendment. Cut off this file each fiscal year. Dispose of when 5-years old.
25.	<u>International money orders, listings and cards (Incoming)</u>	By country code. The information necessary to issue an international money order.	As authorization to issue international money orders payable in the United States.	
A.	Daily Batch Logs	Batch number, processing dates, dollar amounts and document counts.	For control and reconciliation.	Dispose of when 5-years old.
B.	<u>Incoming Issue List (International Money Order Copy)</u>	Computerized report or listing of international money orders to be issued. Data elements include money order number, name of purchaser/payee, address information, invalid date, amounts.	For certification to disbursement for issuance of international money orders.	Place in a completed transaction file upon issuance of international money order. Cut off this file each year. Dispose of when 5-years old.

Subcategory: Money Orders (Domestic and International)

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
	C. Daily issue logs	Information recorded by country code. Shows amounts, number of documents, money order dates.	To assist in preparation of Journal Vouchers and Account Reconciliation.	Cut off this log each calendar year. Dispose of when 5-years old.
26.	<u>Summary Reports of International Money Order Transactions</u>	Chronologically by week within accounting period by country code. Information is in country code order, by list number and date. Reports are cumulative.	Source documentation for preparation of Journal Vouchers and account reconciliation.	Cut off the file each year. Dispose of when 5-years old.
27.	<u>International Money Order Invalid Listing</u>	Computerized report of invalid International Money Orders - money orders over 90-days old are not redeemed.	As authorization for repayments to Foreign Postal Administrations.	Cut off the file each year. Dispose of when 5-years old.
28.	<u>International Money Order Repayment Listing</u>	Computer listing of actual or repayments to be made on money orders not redeemed from patrons request.	As authorization for repayments to Foreign Postal Administrations.	Cut off the file each year. Dispose of when 5-years old.
29.	<u>Undeliverable or Invalid International Money Orders</u>	Arranged by country Code. These are money orders that are issued but found undeliverable due to wrong address, payee deceased invalid, fraud or no-business, addresses to sweepstakes or over limitation. (PS 3097)	As support documents for repayment to Foreign Postal Administrations.	Move to a closed transaction file upon repayment or becoming invalid. Cut off this file each year. Dispose of when 5-years old.

Subcategory: Disciplinary Records

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
30.	<u>Disciplinary and Contract Grievance and Appeals of Bargaining Unit Employees</u>	Case files arranged numerically by case number. Includes Notice of Disciplinary Action, Standard Grievance Form from the Union, statements of fact, statements of witnesses and supervisors, copies of supporting records from other USPS files, summaries, decisions, union corrections or additions, appeal requests, papers that result from an appeal to the Merit Systems Protection Board, and other pertinent papers. (PS 2608, 2609, and 2610).	To document grievances and appeals for employees covered by the collective bargaining agreements. (ARTICLES: 15 and 16).	Move to a closed case file upon receipt of final decision. Cut off this file upon expiration of the agreement. Dispose of when 15-years old. NOTE: Maintain these files in blocks according to the agreement, i.e., all cases brought under the 1981 agreement will be maintained and disposed of, as an entity.
31.	<u>Arbitration Case Files</u>	Case files arranged numerically by case number. Copies of original disciplinary and contract grievance and appeals of bargaining unit employees. Consists of formal pleadings, memoranda of law, and other relevant documents such as case analyses, notes and telephone records.	To provide legal advice and representation to the Postal Service (USPS 120.220).	
A.	Disciplinary Cases (to include removal) and contract application cases			Move to a closed case file upon receipt of final decision. Cut off this file each calendar year. Dispose of when 5-years old.
B.	Contract Interpretation Cases (National Level)			Move to a closed case file upon receipt of final decision. Cut off this file upon expiration of the agreement. Dispose of when 15-years old.

Subcategory: Disciplinary Records

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
	32. <u>Adverse Actions, Discipline, Grievance and Appeals of Non-Bargaining Unit Employees</u>	Case files arranged alphabetically by employee name. Includes notice of proposed action, reply, summary of oral reply, employee notice of grievance, employee notice of appeal, hearing proceedings, appeal decisions, notice of actions, investigative reports, and related records, decisions and papers resulting from appeals to the Merit Systems Protection Board.	To document grievance and appeal procedures for employees not covered by a collective bargaining agreement. (USPS 120.036).	NOTE: Maintain these files in blocks according to the agreement, i.e., all cases brought under the 1981 agreement will be maintained and disposed of, as an entity. Move to a closed case file upon receipt of final decision. Cut off this file each calendar year. Dispose of when 5-years old.

Subcategory: Disciplinary Records

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
33.	<u>Adverse Actions Appeals</u> (Located in the Law Department)	Case files arranged alphabetically by name of litigant. These are copies of original adverse actions, discipline, grievance and appeals case files of non-bargaining unit employees. They concern employees involved in veterans' appeals and other adverse action appeals. Files contain formal pleadings and memoranda of law, other relevant documents such as case notes, case analyses and telephone records.	To provide legal advice and representation to the Postal Service. (USPS 120.230)	Move to a closed case file upon final decision. Cut off this file each calendar year. Destroy when 5-years old.
34.	<u>Logs or Indexes of Disciplinary and Contract Grievance, and Adverse Action Cases</u>			Maintain and dispose of with the records to which they pertain.

Subcategory: EEO Records

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
35.	<u>Equal Employment Opportunity (EEO) Discrimination Cases</u>			
	A. Precomplaint Counseling	EEO counselor files of informal employee discrimination complaints	In resolution of EEO complaints before formal complaints are filed	Move to a closed file upon final adjustment at the counselor level or when a formal complaint is filed. Dispose of when 4-years old. Replaces: NCl-28-79-4/72.
	B. Official Complaint File	Case files arranged alphabetically by name, within location. Complaints, with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222.	To process EEO complaints (USPS 030.010).	Move to a closed file upon resolution. Dispose of when 4-years old. Replaces: NCl-28-79-4/72
	C. Appeal Case Files (Located in the <u>Law Department</u>)	Alphabetically by name. Pertain to cases appealed to Equal Employment Opportunity Commission or the courts. Includes Inspection Service cases appealed to the Commission.		Move to a closed case file upon final decision. Dispose of when 4-years old.

Subcategory:

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
36.	<u>Motor Vehicle Correspondence Files</u>	Chronological or subject files. Records found in the operating unit responsible for the maintenance and operation of motor vehicles and, not otherwise covered in USPS Records Disposition Schedules.	To document daily activity.	Cut off the file each fiscal year. Carry over to the next year those papers deemed necessary for operations. Dispose of when 2-years old.
37.	<u>Motor Vehicle Service Requirements (Transportation Services as opposed to Maintenance)</u>	Chronologically by date. Consists of papers, documents and other material such as cost comparisons. (PS 1542, 5505).	To develop the need for motor vehicle service.	Dispose of when 1-year old or when no longer needed for reference, whichever is sooner.
38.	<u>Vehicle Utilization Surveys</u>	Filed by location within fiscal year. Conducted each fiscal year. Information collected pertains to vehicle use, number of stops and boxes served, and other route information. Data is also collected on postal owned and hired vehicles to include tractors and special delivery vehicles. (PS 1542, 1597, 1838, 3999, 4569, 4572 and 4775-B).	As an analytical tool to develop information concerning the operation and management of vehicle service and to develop procurement information.	Cut off the file each fiscal year. Dispose of when 1-year old.
39.	<u>Vehicle Procurement Records</u>	Arranged chronologically and by location. Procurement and shipping documentation. (PS 4503, 4515, 4527, 4527-A).	To justify requests for and the assignment of new postal vehicles, and to document delivery.	Move to an inactive file upon disposal of the vehicle. Close this file each year. Dispose of when 1-year old.

Subcategory:

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
40.	<u>Vehicle Jackets</u>	Case files. Numerically by vehicle number. Consists of documents relating to vehicle receipt and assignment, defects/replacement, vehicle accounting. Also contains work orders, records pertaining to service and repairs, such as unscheduled maintenance, road service, invoices for outside repair, warranty information and U. S. Government certificate of release. Includes folders created by offices completing "A" services. (PS 4528, 4541, 4543-A, 4544, 4587, 4593, SF 97, 359-53)	As complete service history of vehicle. Information is also used in scheduling routine and preventative maintenance.	Move to an inactive file when vehicle is removed from service, transferred or sold (Collect copies of all jackets pertaining to the vehicle in one place). Replaces: NCI-28-77-1/18
	A. Vehicle Transfer			Forward jacket along with vehicles.
	B. Sale of Vehicle			Place in a "vehicle sold" file. Cut off this file each fiscal year. Dispose of when 1-year old.
41.	<u>Vehicle Hire Records</u>	Case files. Filed alphabetically by contractor name. Information on leased and emergency hire vehicles, to include solicitations, condition reports (similar information on replacement vehicles) and evidence of final payment. (PS 1804-B, 4516, 4523, 4577 and 4570).	To provide a history of the vehicle used by USPS.	Upon expiration of the contract, move to an inactive file. Cut off this file each fiscal year. Dispose of when 6-years old.
	A. Litigation Cases			Forward for use in Tort Claims procedures.
	B. Reference Copies			Dispose of when no longer of value as a reference document.

Subcategory:

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
42.	<u>Vehicle Control</u>	Arranged chronologically by date. Records that record vehicle use time, planning documents, vehicle assignment records, accounting period and annual certifications, and scheduling documents to include routes, rail van movement, and mail van inspections. (PS 4539, 4570, 5201, 7340-A, 4575-A, 4675-B and 4533).	To control and monitor the fleet.	Cut off this file each calendar year. Dispose of with when no longer needed for operational purposes, whichever is sooner.
A.	PDC copies	Vehicle assignment records (PS 7340-A)	For control, reporting and updating the vehicle accounting system.	Dispose of 2 accounting periods after systems update
43.	<u>Vehicle Maintenance Control Records</u>	A schedule of vehicle maintenance activities, employees and hours worked, tool accountability, tire reuse and daily logs for the VMF. (PS 4513, 4597)	For operational and administrative purposes such as developing staffing and work schedules.	Cut off this file each year. Dispose of when 3-years old.
A.	Employee Tool Inventory Records	PS 4513, 4597 - 4597-A	As a receipt and is audited annually.	Dispose of when employee leaves USPS or gets new job - termination.
44.	<u>Vehicle Maintenance Record</u>	A report showing accounting peirod, fiscal year and list to date summary of costs for the life of a vehicle. (Output report from the vheicle accounting system; contains separate line items for each vehicle).	Summarize the cost of owning and operating a vehicle.	Dispose of when new A/P report is received.

Subcategory:

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
45.	<p><u>Vehicle Inventory</u> <u>Records for Parts</u> <u>and Fuel</u></p>	<p>Chronologically by date of inventory. Records relate to the requisition, purchase, consumption and accounting for fuel and parts, to include commercial purchases. Also includes adjustments, reports, and perpetual inventory records. (PS 4510, 4534, 4567-A, 4626, 4984, 7381, 7395, 7394, 4526, 4574, 4625, SF 344.)</p>	<p>For accounting purposes, projections and stockage.</p>	<p>Cut off the file each fiscal year. Dispose of when 3-years old.</p>
A.	<p>PDC copy of documents</p>		<p>For payment to vendors.</p>	<p>Cut off the file each year. Dispose of when 3-years old.</p>

Subcategory:

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
46.	<u>Motor Vehicle Operators and Safe Driver Awards</u>	Case files, alphabetically by driver's name. Records relating to individual employee operation of postal service or leased vehicles; including driver tests, licenses, safe driving, accidents and necessary medical information and any related correspondence. (PS 1543, 4582, 4582-A, 5908, 5909, 1768, SF 46, NFSC-1 and 2, V-11P, 4584)	As a summary of driver's service. (USPS 120.170, 120,210)	Upon separation, expiration of license, rescission of authorization, or transfer of driver into a non-driving status, or transfer (unless requested by new installation or agency) move to an inactive file. Cut off this file each fiscal year. Dispose of when 4-years old. Replaces: NCI-28-78-6/36
47.	<u>Vehicle Accident Investigation and Tort Claims Records</u> (Maintained at VMF)	Case files by accident case number. Records result from a claim being filed that alleges personal injury or damage that exceeds \$10.00. Consists of driver's accident report, investigation worksheet, statements of witnesses, analyst report, correspondence, summary of claims, examiner's showing disapproval or award of damages. (SF 94, 91, 95, PS 1902, 4564, 4586, 1700, 1769, 2106, 2198).	For investigation, adjudication, by PDC or Inspection Service, and necessary litigation.	Move to a closed accident investigation case file upon award or disapproval. Cut off this file each fiscal year. Dispose of when 3-years old.
A.	Other Vehicle Accident Case Files	Where damages are under \$10, or where no claim is filed, or where there is no damage or injury		Cut off this file each fiscal year. Dispose of when 2-years old.
B.	Vehicle Accident Register		To record all vehicle accidents and as a suspense for the prompt processing of claims.	Cut off this form each fiscal year. Dispose of when 3-years old.

Subcategory:

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
	48. <u>Vehicle Sales</u> A. PDC Copy	Numerically by control number. Certificates of release and voided copies. (PS 4595, 4594, SF 97).	As evidence of sale of vehicle and removal from postal inventory	Cut off this file each fiscal year. Dispose of when 1-year old. Cut off this file each fiscal year. Dispose of when 1-year old.

Subcategory: ADP Records

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
	49. <u>ADP Installation</u> <u>Shift Reports</u>	Utilization and maintenance records consisting of forms or cards that equipment operators complete relative to machine use, non use or maintenance; includes console printouts.	For daily management or operations.	Cut off the file each calendar year. Dispose of when 3-years old. Replaces NCI-28-77-1/23.

Subcategory: Electronic Computer Originated Mail (E-COM) Reports

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
50.	<u>Electronic Computer Originated Mail (E-COM) Project History File</u>	Arranged chronologically Development file maintained by the Director, E-COM Operations Office. Contains preliminary studies and decision papers, records, legislative proposals, systems design documents, procurement records, reports, modifications to contracts, budget analyses and original marketing strategies	To document the history of the Electronic Communications (E-COM) Project from inception through implementation.	Out-off upon implementation. Assemble all related papers and documents too bulky to be part of the file or that was maintained separately.
51.	<u>Electronic Computer Originated Mail (E-COM) Customer Case Files</u>	Alphabetically by customer name. Applications, correspondence, memoranda, accounting information, test messages, receipts, identification data and telephone numbers, call reports, account planning record and other information pertaining to the initiation, maintenance, and closeout of service to the customer. (SP 5334, 5320, 3544, 5336, 5335).	To house transactions pertaining to accounting, training and certification, and for reference.	Move to a closed file upon discontinuance of service. Cut off this file each calendar year. Dispose of when 6-years old.
52.	<u>Original Electronic Computer Originated Mail (E-COM) Messages as filed</u>	Chronologically by date on machine readable media. Original filed message transmitted for delivery in compliance with terms of the contract.	To produce the hardcopy for delivery.	Cut off each 24 hour period. Dispose of when 7-days old.
53.	<u>Miscellaneous reports and other Informational Printouts</u>	Chronologically by date. Reports prepared for Headquarters use containing statistical information, showing the status of the program and lists such as that of customers certified to use the system.	As reference and management information.	Dispose of when no longer needed for reference.

with program

Subcategory:

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
	54. Imprest Funds (Petty Cash)	Arranged chronologically. Authorizations, vouchers, invoices, informal lists, cancelled checks, bank statements and deposit slips.	for accounting and auditing of Imprest Fund accounts.	Close the file each fiscal year; dispose of when 3-years old.