

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-28-83-4	
DATE RECEIVED 5-23-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-7-83 <i>Date</i>	<i>Robert W. May</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)
UNITED STATES POSTAL SERVICE

2. MAJOR SUBDIVISION
Records Office

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Leroy Hinton

5. TEL EXT

245-5568

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

12 May 83

D. SIGNATURE OF AGENCY REPRESENTATIVE

ASH Amul

E. TITLE

USPS Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	See Attached Page NO MASS DATA CHANGE		1 item

Agency + NNF Sent out by Dmw, 6-14-83

category:

Documents are/pertain to	Arranged consists of	Used	Then
<p>1. Correspondence on mail Forwarding Decisions (Bankruptcies/ Disputes). (This does not include normal Customer Change of Address Orders - Form 3575)</p>	<p>Chronologically. Customer letters, requests by receivers in bankruptcy for rerouting mail with copies of applicable court documents, and correspondence from parties in intracompany disputes over forwarding of mail.</p>	<p>to support mail forwarding decisions and in investigations of fraud and check fencing.</p>	<p>move to a closed file when case is settled. Cutoff this file each year and maintain on site. Dispose of when 4 years old.</p>