

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-28-83-5
DATE RECEIVED	8-18-83
NOTIFICATION TO AGENCY	
<small>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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
9-27-83 <small>Date</small>	 <small>Archivist of the United States</small>

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

1. FROM (AGENCY OR ESTABLISHMENT)
United States Postal Service

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Leroy Hinton

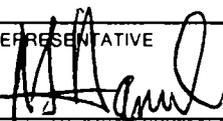
5. TEL EXT
245-5568

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 7 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 15 AUG 83	D. SIGNATURE OF AGENCY REPRESENTATIVE 	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 Pages		
	<i>Non Data Change sheet not required.</i>		<i>17 items</i>

Subcategory:

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
	<p>1. Third Party Claims Claims</p> <p>A. Property damage files</p> <p>B. Personal Injury Files</p>	<p>Case files. Alphabetically by last name of the third party. Records compiled through pursuing a third party claim: correspondence, medical information, testimony, evidential matter and such forms as PS 1902, 2577, 2562, 2556, 2560. Records may be found at post offices or with regional counsel.</p>	<p>to establish receivables accounts and for billing and collection.</p>	<p>Move to an inactive file upon payment or when written off as uncollectible. Cut off this file each FY. Maintain on site. Destroy when 3-years old.</p> <p>Maintain and dispose of along with OWCP Case Files. (See Job # _____).</p> <p><i>N/C 1-28-83-3/1</i></p> <p><i>Close file each year</i> <i>Transfer inactive files to FRB when 5 yrs old</i> <i>Destroy when 30 yrs old.</i></p> <p><i>Copy</i></p>

Changes per L. Hinton & B. Robinson, USPS *Copy*

ATEGORY:

RECORDS CONTROL SCHEDULE

(2)

ubcategory:

ontrol umber	Documents are/pertain to	Arranged	consists of	Used	Then
2.	Travel	Travel records in A and B below are normally found at Postal Data Centers. Travel records remaining at USPS Headquarters are arranged alphabetically and will be disposed of in accordance with these instructions.			
A.	Official copy (Original Voucher)	Filed in batch number within fiscal year. Original travel vouchers (PS Form 1012) with supporting papers such as bills for lodging, car rentals, etc.		To account for travel funds	Cut off this file each FY. Maintain on-site for 1 FY, transfer to FRC for remaining 5 - years, 3 months. Dispose, when 6 - years, 3 months old.
B.	Travel Advances	Filed in batch number within fiscal year. A card file of PS Forms 1011.		To account for Travel Advance Payments.	Cut off the file each FY. Maintain on-site for 1 FY, transfer to FRC for remaining 5 - years, 3 months. Dispose of when 6 - years, 3 months old.
C.	Specific Travel Order-Relocation	Alphabetically within Calendar Year (PS Forms 1787, 1012)		To verify Relocation Allowances	Maintain on-site for 3 - years then destroy.

CATEGORY:

Subcategory:

Documents are/pertain to	Arranged	consists of	Used	Then
D. Local Travel	Original Travel Vouchers. (PS 1017)		For reimburse- ment of local travel.	
(1) Where cost is over \$100				Follow procedures in Section 2-A.
(2) Where cost is less than \$100				Include with Imprest Fund records.

Category

Subcategory

Documents are/pertain to	Arranged consists of	Used	Then
<p>D. Local Travel</p> <p>(1) Where cost is over \$100</p> <p>(2) Where cost is less than \$100</p>	<p>Original Travel Vouchers.</p>	<p>For reimbursement of local travel.</p>	<p>Li. Huston</p> <p>Place in individual's travel case file.</p>
<p>3. Records of the Office of Zip Code Expansion</p>	<p>Case file, arranged by subject heading such as: Definitions, Field implementation, computer systems, etc. These are project files, that show the development and implementation of ZIP+4. Consists of audits, congressional correspondence, studies, seminars and administration of the task force. (12 cubic feet)</p> <p>11</p>	<p>A. to document the activities of the Project Office in the development and implementation of the Expanded ZIP Code.</p> <p>B. to document budget, accounting and procurement functions of the Project Office</p>	<p>Include with Imprest Fund records</p> <p>This file was cutoff with implementation.</p> <p>PERMANENT: Transfer to FRC when 51 years old, offer to NARS when 20 years old. 4 cu ft</p> <p>B. Transfer to FRC when 1 year old, Destroy 6 yrs. 3 mo. after period covered by account. (GRS 6/1; 3/4)</p>

Coyne

Subcategory:

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
4.	<p data-bbox="218 290 533 340">Industrial Engineering Project Case Files</p> <p data-bbox="218 687 533 736">A. Technical Working Papers</p> <p data-bbox="218 935 533 984">B. Control Logs and indexes</p>	<p data-bbox="560 290 1073 604">Arranged by Project Number (Alphanumeric Designator) and Project Title. Consists of a chronology of significant events, pertinent correspondence, surveys, reference material (including drawings, film, and photographs), plans, reports, presentation material, and other supporting documents, to include directives (Management Instructions, handbooks, training material, and Headquarters Circulars).</p> <p data-bbox="560 687 1073 753">Consists of notes, reference material, drafts and other material compiled by the Project Engineer.</p>	<p data-bbox="1098 290 1583 365">to reflect a complete history of each project from initiation through development to completion.</p> <p data-bbox="1098 687 1604 778">as reference by the project engineer and for producing other documents, maintained separately from the official case file.</p> <p data-bbox="1098 935 1503 951">for control and finding aids.</p>	<p data-bbox="1631 290 2003 579">move to a closed project file upon completion or cancellation. Assemble papers, documents, drawings, etc., maintained apart from the file; including models, films, or other items too bulky for previous inclusion. Close this file each calendar year; dispose dispose of when 5-years old.</p> <p data-bbox="1631 579 2045 637"><i>① TRANSFER TO FRC WHEN 2-YEARS OLD,</i></p> <p data-bbox="1631 687 2018 852">upon completion or cancellation of the project, move those papers of sufficient technical value to the closed case file; destroy all others when 1-year old.</p> <p data-bbox="1631 935 1961 1001">maintain, transfer, and dispose of with related project case files.</p>

Subcategory:

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
5.	Industrial Engineering Technical Reference Files	copies of technical and scientific publications and other data such as specifications files, all exclusive of the project file.	solely as a reference source	dispose of when superseded or obsolete.
6.	Industrial Engineering Technical Committee Files	Chronologically by meeting date and committee name. Consist of papers, decisions, record copy of agendas, minutes, directives, and all other documents related to the general operation of the committee, except for those that become part of the Project case file. Also includes documents relating to the establishment, revision, or termination of individual projects.	To document committee activities and decisions	Cutoff this file each calendar year; dispose of when 3 years old.

copy:

Documents are/pertain to	Arranged consists of	Used	Then
7. Leave application Files (ABSENCE CONTROL)	Alphabetically by employee name within pay location or tour. Applications or equivalent and supporting papers, if any, relating to requests for and approval of leave taking. (PS 3971, 3972)	^{ABSENCE} to document scheduled and unscheduled leave . May also be used to document "personal" leave, and tardiness. PS 3971 constitutes a supplementary basic time record. (29 CFR 516.6 (a) (1)). Information collected on PS 3972 will be used in absence analysis.	Cutoff the file each calendar year. Dispose of when 2 years old. Documents that become a part of a disciplinary file or administrative proceeding, will be disposed of with that file. Replaces NC1-28-79-4/35.
8. Time and Attendance Records (Other than Payroll) A. Time Disallowance Records B. Unauthorized Overtime	by SSN within pay location or work section. Maintained in a three-ring notebook. (PS 1017-A) by SSN within pay locations or work section. Maintained in three-ring notebook along with PS 1017-A. (PS 1017-B).	as a cumulative record of disallowed time, for counseling and disciplinary action. as a cumulative record of unauthorized overtime.	cutoff this file each calendar Dispose of when 3 years old. Dispose of along with all records maintained in the absence analysis notebook in A above.