

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-28-84-2
DATE RECEIVED	11-21-83
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-29-84 <i>Date</i>	<i>Robert H. War</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 11/14/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Rosemary P. M. Ellery</i>	E. TITLE Acting 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>Revenue Pieces and Weights (RPW) Data Collection Forms</p> <p>Arrangement: Chronologically, within Accounting Period, within region.</p> <p>Consists of data collection forms</p> <p>Used to determine revenue, peices and weights of mail by class, subclass, and special service. The information is used in development of domestic and international rates.</p> <p>Sample Forms: PS 1120-1127, 1133-1162, 103, 1430A,B,D,E & F, 3602, 3605, 835, AV-7.</p> <p>Cut off the files each fiscal year; dispose of 5 years from date of cutoff. Replaces NC1-28-80-4/2</p> <p>Withdrawn per telephone call of Sheila Allen, USPS, to Linda Henry, 2/21/84.</p>		<p>WITHDRAWN</p> <p>3 items</p>

MASS DATA CHANGE SHEET NOT REQUIRED

Agency & NNF sent 3-9-84 by DMW.

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p>In-Office Cost System (IOCS)</p> <p>Arrangement: Numerically, by document control number on microfilm, within pay period</p> <p>Consist of microfilmed data. Information is FROM PS Form 2600.</p> <p>Used to develop the costs of handling each class of mail and service by means of a work sampling technique. The information is used in conjunction with postal rate making.</p> <p>Sample Forms: PS 2600</p> <p>a. Hard copy (at Jeffersonville, IN)</p> <p style="padding-left: 40px;">Dispose of after 90 days.</p> <p>b. Microfilm</p> <p style="padding-left: 40px;">Cut off the files each fiscal year; dispose of 5 years from the date of cutoff.</p> <p style="padding-left: 40px;">Replaces NC1-28-77-1/21</p>		3 items

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NC1-28-84-2

SECTION I - ACTION TAKEN

1. **APPROVED FOR DISPOSAL:** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government

GENERAL ACCOUNTING OFFICE CONCURRENCE IS NOT NECESSARY IS NECESSARY AND HAS BEEN OBTAINED.

2. **APPROVED FOR PERMANENT RETENTION:** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule.

3. **DISPOSITION NOT APPROVED:** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation.

4. **WITHDRAWN:** The records described under the following item or items have been withdrawn at the request of the agency.

Item 1

SECTION II - RECOMMENDATION/CONCURRENCES

APPRaisal
APPRaisal

	TITLE	SIGNATURE	DATE
APPRaisal	APPRaiser	<i>Linda Henry</i>	Feb. 24, 1984
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Morley</i>	2/28/84
CONCURRENCES			

SECTION III - APPRAISER'S COMMENTS

The records covered by NC1-28-84-2 are useful only for administrative purposes. Since they were approved for disposal under NC1-28-77-1, concurrence by NN is not required.