

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

<b>LEAVE BLANK</b>	
JOB NO <b>NC1-28-84-2</b>	
DATE RECEIVED <b>11-21-83</b>	
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>2-29-84</i> Date	<i>Robert H. War</i> Archivist of the United States

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 <i>11/14/83</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Rosemary P. M. Illery</i>	E. TITLE <b>Acting Records Officer</b>
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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 &amp; F, 3602, 3605, 835, AV-7.</p> <p align="center">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Withdrawn per telephone call of Sheila Allen, USPS, to Linda Henry, 2/21/84.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>		WITHDRAWN

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

*3 items*

## 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 <b>FROM</b> 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