

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

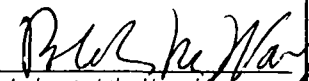
1. FROM (AGENCY OR ESTABLISHMENT)
United States Postal Service

2. MAJOR SUBDIVISION
Records Office

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Leroy Hinton

5. TEL EXT
245-5568

LEAVE BLANK	
JOB NO	NC1-028-84-3
DATE RECEIVED	12-12-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-12-84 <i>Date</i>	 <i>Archivist of the United States</i>

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 12 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 12/8/83	D. SIGNATURE OF AGENCY REPRESENTATIVE 	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>Post Office Closings and Consolidations</p> <p>Arrangement: Case files, geographically by state within region; alphabetically by city within state.</p> <p>Consist of the initial proposal (to include statements as to the responsiveness to community postal needs, effect on community, effect on employees, economic savings, other factors deemed to be necessary by USPS, Summary and notices), public comments, local recommendations, Final Notice of Determination, appeal documents and opinions of the Postal Rate Commission. Also includes MSC copies used for public viewing.</p> <p>Used to determine whether to discontinue or consolidate existing post offices. 39 USC 404(b).</p> <p>Sample Forms: PS 4920</p>		one item

UNF + Agency sent 3-16-84 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

Close the case upon final determination or when all appeal procedures have been exhausted. Cut off the file each calendar year; dispose of 1 year from date of cutoff.
(Copies of Final Determinations may be found in the USPS Library)