

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCD 12 Jun 80 14

LEAVE BLANK	
JOB NO	NC1-269-80-8
DATE RECEIVED	June 20, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-2-80 <i>Date</i>	<i>James E. O'Neil</i> <i>acting Archivist of the United States</i>

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

1 FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2 MAJOR SUBDIVISION
Office of Administrative Services

3 MINOR SUBDIVISION
Office Services Branch

4 NAME OF PERSON WITH WHOM TO CONFER
Ray Hershberger

5 TEL EXT
566-0673

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 4 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>6/10/80</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael G. Barbour</i> MICHAEL G. BARBOUR	E TITLE Chief, Records Management Branch (HRAR)
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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
	OFFICE SERVICES PROGRAM FILES (APPENDIX 19-G) Files descriptions and requested disposition authorizations are contained in the attached proposed App. 19-G, Mailroom Operations Files, to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).	NN-172-223 NN-168-103 NCI-269-78 NC1-269-80-7	

8 items

115-107 *Copy to Agency, 7-7-80.*
7-2-80

Change 43 to all FAC's 14 Aug 80

This appendix provides documentation, maintenance, and disposition instructions for records created in receiving, recording, controlling, and dispatching mail. These records are created by offices responsible for mail operations in carrying out the processes specified in the HB, Mail Management and Operations (OAD P 1840.1). This appendix is not applicable to files accumulated by the Central Office and regional offices relating to the management aspects of handling mail or to files accumulated by mail distribution points in the services and staff offices.

19G1. Mail control records. Documents showing receipt, routing, and dispatch of mail. Included are delivery receipt books, lists of remittances (checks, cash, money orders, and stamps) or other valuables received or delivered, and similar documents used by mailrooms. Excluded are postal records described in par. 19G5 and classified document receipts described in par. 19G20.

GRS 14/6

Regional office: Cut off annually, destroy when 1 year old.

19G2 - 19G4. Reserved.

19G5. Postal records. Documents (prescribed in postal regulations and small parcel common carrier regulations) showing receipt, handling, and dispatch of registered, certified, or insured mail and mail pouches. Included are return receipts; reports of loss, delay, or other improper treatment of mail; and all related or similar records.

GRS 14/5

Regional office: Cut off annually, destroy when 1 year old.

19G6. Mail volume and mailroom reports files. Documents created in recording and reporting data on the volume of incoming and outgoing mail services used, special mail services used, anticipated changes in mail volume, and similar data; in negotiating reimbursement to the U. S. Postal Service; and in analyzing mail practices.

GRS 14/7
(in part)

a. Central Office: Cut off annually, destroy when 7 years old.

New

b. Regional office: Cut off annually, destroy when 2 years old.

19G7. Reimbursement agreement with the U.S. Postal Service. Documents reflecting GSA's agreement with the U.S. Postal Service to pay equivalent postage for mail services received. Included are copies of the agreement and related records.

Cut off annually, destroy when 7 years old.

19G8 - 19G9. Reserved.

19G10. Mailroom service files. Guides and other documents or instructions used in mailrooms and other offices responsible for services performed by GSA mailrooms. Included are mailroom routing guides, messenger routes, pickup and delivery schedules, mail sorting and dispatch guides and directives, and all related documents or correspondence used in performing mailroom services.

GRS 14/6g

Destroy when superseded or obsolete.

OAD P 1820.2 CHGE

19G11 - 19G14. Reserved.

19G15. Supervisory control records. Documents accumulated by unit mailroom supervisors showing compilations of names of mailrooms employees, assignments and duties, and schedule of workhours; and records relating to the assignment, use, and maintenance of vehicles used in mailroom operations.

GRS 14/69

Cut off annually, destroy when 1 year old.

19G16 - 19G19. Reserved.

19G20. Classified document receipts. Documents (used by GSA mailrooms) showing GSA internal or external receipt and delivery of classified documents or materials. Included are messenger delivery books or forms used in the delivery of registered mail which is treated as classified mail in accordance with the HB, Document Security, ch. 1-27 thru 30 (ADM P 1025.2).

GRS 18/3

Cut off annually, destroy when 2 years old.

19G21 - 19G24. Reserved.

19G25. Withdrawn by CHGE