

Request for Records Disposition Authority

Records Schedule Number **DAA-0458-2018-0001**
 Schedule Status **Approved**

Agency or Establishment **Postal Regulatory Commission**
 Record Group / Scheduling Group **Records of the Postal Rate Commission**
 Records Schedule applies to **Major Subdivision**
 Major Subdivision **Postal Regulatory Commission**
 Schedule Subject **Postal Regulatory Commission-Specific Records**
 Internal agency concurrences will be provided **No**

Background Information **Postal Regulatory Commission-Specific Records Includes records of the predecessor Postal Rate Commission (prior to 2006). Commission specific records located in this schedule include unique materials created by Commission employees in the course of Commission business. This part outlines the types of unique records created in each docket or case that may come before the Commission. It also enumerates the unique records created in each office of the Commission.**

It should be noted that Postal Regulatory Commission may maintain both Public and Non-public versions of the following items; DAA-0458-2018-0001-0001 through DAA-0458-2018-0001-0011, DAA-0458-2018-0001-0013, DAA-0458-2018-0001-0015, & DAA-0458-2018-0001-0038. This schedule provides disposition authority for the permanent retention of these items (public records). Disposition is not authorized for the non-public records not included in the records schedule. As stated in 36 CFR 1225.14, unscheduled records must be treated as permanent until a new schedule is approved.

During the schedule revision process, the numbering system in ERA was affected by the amount of changes and due to ERA controls, the numbering of each item could not be shifted. Missing item numbers and out of order item numbers are an indication of this system control only.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items

35	25	10	0
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GAO Approval

Outline of Records Schedule Items for DAA-0458-2018-0001

Sequence Number	
1	Dockets and Related Records
1.1	Rate Case Dockets, Transcripts and Formal Documents (Public Use Version) Disposition Authority Number: DAA-0458-2018-0001-0001
1.2	Annual Compliance Determination Dockets, Formal Documents (Public Use Version) Disposition Authority Number: DAA-0458-2018-0001-0002
1.3	Rulemaking Dockets, Formal Documents (Public Use Version). Disposition Authority Number: DAA-0458-2018-0001-0003
1.4	Complaint Dockets, Formal Documents (Public Use Version) Disposition Authority Number: DAA-0458-2018-0001-0004
1.5	Nature of Service Dockets: Advisory Opinions, Formal Documents (Public Use Version) Disposition Authority Number: DAA-0458-2018-0001-0005
1.6	Post Office Closing Docket, Formal Documents (Public Use Version) Disposition Authority Number: DAA-0458-2018-0001-0006
1.7	Public Inquiry Dockets, Formal Documents (Public Use Version) Disposition Authority Number: DAA-0458-2018-0001-0007
1.8	Special Study Dockets, Formal Documents (Public Use Version) Disposition Authority Number: DAA-0458-2018-0001-0008
1.9	Market Test Dockets, Formal Documents (Public Use Version) Disposition Authority Number: DAA-0458-2018-0001-0009
1.10	Competitive Product Dockets, Formal Documents (Public Use Version) Disposition Authority Number: DAA-0458-2018-0001-0010
1.11	Mail Classification Dockets
1.11.1	2007 and earlier Dockets (Public Use Version) Disposition Authority Number: DAA-0458-2018-0001-0011
1.11.2	Post 2007 Dockets Disposition Authority Number: DAA-0458-2018-0001-0012
1.12	International Mail Dockets (Public Use Version) Disposition Authority Number: DAA-0458-2018-0001-0038
1.13	Library References
1.13.1	Library References containing Reports (Public Use Version) Disposition Authority Number: DAA-0458-2018-0001-0013
1.13.2	Library References Disposition Authority Number: DAA-0458-2018-0001-0014

1.14	Periodic Reports from the USPS
1.14.1	Significant Periodic Reports from the USPS (Public Use Version) Disposition Authority Number: DAA-0458-2018-0001-0015
1.14.2	All other Periodic Reports from the USPS Disposition Authority Number: DAA-0458-2018-0001-0016
1.15	Protective Conditions
1.15.1	Signed Statements Disposition Authority Number: DAA-0458-2018-0001-0017
1.15.2	Staff Access Logs Disposition Authority Number: DAA-0458-2018-0001-0018
1.16	Original Notices, Comments, Orders, and Information Requests Disposition Authority Number: DAA-0458-2018-0001-0019
2	Chairman, Commissioners, and Office Heads Records
2.1	Official Correspondence Files
2.1.1	Office of the Chairman Disposition Authority Number: DAA-0458-2018-0001-0020
2.1.2	Commissioners Disposition Authority Number: DAA-0458-2018-0001-0021
2.1.3	Office Heads and Chief Administrative Officer Disposition Authority Number: DAA-0458-2018-0001-0022
2.2	Speeches by Commissioners Disposition Authority Number: DAA-0458-2018-0001-0023
2.3	Congressional Testimony by Commissioners and Directors Disposition Authority Number: DAA-0458-2018-0001-0024
3	General Staff Records
3.1	Staff Briefings Disposition Authority Number: DAA-0458-2018-0001-0025
3.2	Draft Reports Disposition Authority Number: DAA-0458-2018-0001-0026
3.3	Presentations (Internal or External Forums) Disposition Authority Number: DAA-0458-2018-0001-0027
3.4	International Cost and Revenue Reports Disposition Authority Number: DAA-0458-2018-0001-0028
3.5	International Documents Disposition Authority Number: DAA-0458-2018-0001-0029
3.6	Staff Assignment Memos Disposition Authority Number: DAA-0458-2018-0001-0030

3.7	Final Copy of Research Papers and Reports Disposition Authority Number: DAA-0458-2018-0001-0031
3.8	Legal Memorandum Disposition Authority Number: DAA-0458-2018-0001-0032
4	Office Of The Secretary Records
4.1	Publications Disposition Authority Number: DAA-0458-2018-0001-0033
4.2	Commission Meetings/ Hearings
4.2.1	Minutes Disposition Authority Number: DAA-0458-2018-0001-0034

Records Schedule Items

Sequence Number			
1	Dockets and Related Records		
1.1	Rate Case Dockets, Transcripts and Formal Documents (Public Use Version)		
	Disposition Authority Number	DAA-0458-2018-0001-0001	
	Documents filed by the U.S. Postal Service, intervenors, interested parties, and the Commission in the course of a rate case. Rate case occurs when the postal service proposes to change rates for market dominant products. Transcripts, evidence, and other formal documents certified into the record. This is the public use version of Rate Case Dockets. Financial and proprietary information has been redacted. This item is restricted to the public version of these records. Disposition is not authorized for the non-public version of this docket maintained by PRC.		
	Final Disposition	Permanent	
	Item Status	Active	
	Is this item media neutral?	Yes	
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	
	GRS or Superseded Authority Citation	N1-458-12-1 / 28.01/ A	
	Disposition Instruction		
	Cutoff Instruction	CUTOFF at the end of the fiscal year when case is closed.	
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off	
	Additional Information		
	First year of records accumulation	2010	
	What will be the date span of the initial transfer of records to the National Archives?	From 2010 To 2015	
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years	
		Estimated Current Volume	Annual Accumulation

Electronic/Digital	15993 MB	571 MB
Paper	6 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.2

Annual Compliance Determination Dockets, Formal Documents (Public Use Version)

Disposition Authority Number DAA-0458-2018-0001-0002

The Docket encompasses three PRC reports; The annual compliance determination, the financial report, and the program performance reporting required by 39 U.S.C. 2803 AND 2804. The annual, end-of-year reports, measure USPS performance and compliance in meeting is statutory requirements. Records date from 2008 and are ongoing. Records are arranged by docket case number. Formal documents include notices, comments, orders, and on rare occasions, transcripts, filed by the Commission, the U.S. Postal Service, and commenters. This is the public use version of Annual Compliance Determination Dockets. Financial and proprietary information has been redacted. This item is restricted to the public version of these records. Disposition is not authorized for the non-public version of this docket maintained by PRC.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-458- 12-1 / 28.02

Disposition Instruction

Cutoff Instruction CUTOFF at the end of the fiscal year when case is closed.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 2007

What will be the date span of the initial transfer of records to the National Archives? From 2007 To 2012

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	787 MB	72 MB
Paper	60 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.3

Rulemaking Dockets, Formal Documents (Public Use Version)

Disposition Authority Number DAA-0458-2018-0001-0003

The Commission initiates rulemaking proceedings on its own initiative or at the requests of parties or the Postal Service. The Commission provides parties with advanced notice in the Federal Register of the rules being proposed and an opportunity to comment. Records are managed by Docket Case Number. Formal documents including notices, comments, orders, and on rare occasions, transcripts, filed by the Commission, the U.S. Postal Service, and commenters. This is the public use version of Rulemaking Dockets. Financial and proprietary information has been redacted. This item is restricted to the public version of these records. Disposition is not authorized for the non-public version of this docket maintained by PRC.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-458-12-1 / 28.03

Disposition Instruction

Cutoff Instruction Cut off at the end of the Fiscal year when case is closed.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 2008

What will be the date span of the initial transfer of records to the National Archives? From 2008 To 2013

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1665 MB	36 MB
Paper	5 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.4

Complaint Dockets, Formal Documents (Public Use Version)

Disposition Authority Number DAA-0458-2018-0001-0004

Cases are established when complainants raise issues concerning whether the Postal Service is operating in conformance with specific requirements of sections 101(d), 401(2), 403(c), 404(a), or 601 of Title 39. Formal documents such as motions, notices, rulings, and discovery requests filed by complaints, the Commission, and the U.S. Postal Service. This is the public use version of Complaint Dockets. Financial and proprietary information has been redacted. This item is restricted to the public version of these records. Disposition is not authorized for the non-public version of this docket maintained by PRC.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation N1-458-12-1 / 28.04

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year when case is closed.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 1983

What will be the date span of the initial transfer of records to the National Archives? From 1983 To 2003

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1614 MB	45 MB
Paper	25 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.5

Nature of Service Dockets: Advisory Opinions, Formal Documents (Public Use Version)

Disposition Authority Number DAA-0458-2018-0001-0005

Advisory opinions are the result of "Nature of Service" cases that are established when the Postal Service submits a proposal to change the nature of Postal services on a nationwide or substantially nationwide basis, and requests an advisory opinion from the Commission. Records include hearing transcripts, evidence, and other records certified into the record, filed by the Commission, the U.S. Postal Service, and interveners. This is the public use version of Nature of Service Dockets. Financial and proprietary information has been redacted.

This item is restricted to the public version of these records. Disposition is not authorized for the non-public version of this docket maintained by PRC.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-458-12-1 / 28.05 / A

Disposition Instruction

Cutoff Instruction CUTOFF at the end of the fiscal year when case is closed.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 1989

What will be the date span of the initial transfer of records to the National Archives? From 1989 To 2003

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1260 MB	140 MB
Paper	16 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.6

Post Office Closing Docket, Formal Documents (Public Use Version)

Disposition Authority Number DAA-0458-2018-0001-0006

Documents are filed in response to notice of intent to close or consolidate a post office. Records include transcripts, evidence, and other formal documents, certified into the record, filed by the Commission, the U.S. Postal Service, and interveners. This is the public use version of Post Office Closing Dockets. Financial and proprietary information has been redacted. This item is restricted to the public version of these records. Disposition is not authorized for the non-public version of this docket maintained by PRC.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-458-12-1 / 28.06 / A

Disposition Instruction

Cutoff Instruction CUTOFF at the end of the fiscal year when case is closed.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 1999

What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2003

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1234 MB	35 MB
Paper	24 Cubic feet	
Microform		

Hardcopy or Analog Special Media		
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1.7

Public Inquiry Dockets, Formal Documents (Public Use Version)

Disposition Authority Number **DAA-0458-2018-0001-0007**

Public inquiry cases in which the commission gathers the general public's opinion as matter of interest. Records include transcripts, evidence, and other formal documents, certified into the record. This is the public use version of Public Inquiry Dockets. Financial and proprietary information has been redacted. This item is restricted to the public version of these records. Disposition is not authorized for the non-public version of this docket maintained by PRC.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-458- 12-1 / 28.07 / A**

Disposition Instruction

Cutoff Instruction **CUTOFF at the end of the fiscal year when case is closed.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off**

Additional Information

First year of records accumulation **2009**

What will be the date span of the initial transfer of records to the National Archives? **From 2009 To 2014**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	391 MB	39 MB

Paper	2 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.8

Special Study Dockets, Formal Documents (Public Use Version)

Disposition Authority Number DAA-0458-2018-0001-0008

Review by the Commission of a specific topic concerning Postal law or policy. Records include transcripts, evidence, and other formal documents, certified into the record. This is the public use version of Special Study Dockets. Financial and proprietary information has been redacted. This item is restricted to the public version of these records. Disposition is not authorized for the non-public version of this docket maintained by PRC.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-458- 12-1 / 28.07 / B

Disposition Instruction

Cutoff Instruction CUTOFF at the end of the fiscal year when case is closed.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 1990

What will be the date span of the initial transfer of records to the National Archives? From 1990 To 2003

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	53 MB	6 MB
Paper	2 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.9

Market Test Dockets; Formal Documents (Public Use Version)

Disposition Authority Number DAA-0458-2018-0001-0009

Review by the Commission of testing of an experimental product by the Postal Service for a limited period of time pursuant to 39 U.S.C. 3641. Records include transcripts, evidence, and other formal documents, certified into the record. This is the public use version of Market Test Dockets. Financial and proprietary information has been redacted. This item is restricted to the public version of these records. Disposition is not authorized for the non-public version of this docket maintained by PRC.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-458- 12-1 / 28.07 / C

Disposition Instruction

Cutoff Instruction CUTOFF at the end of the fiscal year when case is closed.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 2009

What will be the date span of the initial transfer of records to the National Archives? **From 2009 To 2014**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	200 MB	29 MB
Paper	2 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.10

Competitive Product Dockets, Formal Documents (Public Use Version)

Disposition Authority Number **DAA-0458-2018-0001-0010**

Review by the Commission of the Postal Service's setting of rates, fees, or discounts for its Competitive area, such as Priority or Express Mail. Records include transcripts, evidence, and other formal documents, certified into the record. This is the public use version of Competitive Product Dockets. Financial and proprietary information has been redacted. This item is restricted to the public version of these records. Disposition is not authorized for the non-public version of this docket maintained by PRC.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-458- 12-1 / 28.07 / D**

Disposition Instruction

Cutoff Instruction **CUTOFF at the end of the fiscal year when case is closed.**

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 2008

What will be the date span of the initial transfer of records to the National Archives? From 2008 To 2013

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	16589 MB	15 MB
Paper	9 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.11

Mail Classification Dockets

Review by the Commission of new Postal Service products to be classified as Market Dominant or Competitive and assigned to the Mail Classification Schedule (MCS).

1.11.1

2007 and earlier Dockets (Public Use Version)

Disposition Authority Number DAA-0458-2018-0001-0011

Containing transcripts, evidence, and other formal documents certified into the record. This is the public use version of Mail Classification, 2007 and earlier, Dockets. Financial and proprietary information has been redacted. This item is restricted to the public version of these records. Disposition is not authorized for the non-public version of this docket maintained by PRC.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation N1-458-12-1 / 28.07 /E/1
N1-458-12-1 / 28.07 /E/2

Disposition Instruction

Cutoff Instruction CUTOFF at the end of the fiscal year when case is closed.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 1978

What will be the date span of the initial transfer of records to the National Archives? From 1978 To 2007

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	9856 MB	235 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.11.2

Post 2007 Dockets

Disposition Authority Number DAA-0458-2018-0001-0012

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

1.12

GRS or Superseded Authority
Citation

N1-458-12-1 / 28.07/ E/2

Disposition Instruction

Cutoff Instruction

CUTOFF at the end of the fiscal year when case is closed.

Retention Period

Destroy 50 year(s) after cutoff

Additional Information

GAO Approval

Not Required

International Mail Dockets (Public Use Version)

Disposition Authority Number

DAA-0458-2018-0001-0038

Dockets established between 1998 and 2006, which contain data on the Postal Service's international mail products, that the Postal Rate Commission used to draft its reports on international mail. Dockets established after 2006 are based on the Commission's views on whether any treaty, convention, or amendment that establishes or amends a market dominant rate or classification is consistent with the standards and criteria established by the Commission. This is the public use version of International Mail Dockets. Financial and proprietary information has been redacted. This item is restricted to the public version of these records. Disposition is not authorized for the non-public version of this docket maintained by PRC.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

GRS or Superseded Authority
Citation

N1-458-12-1 / 28.07 / G

Disposition Instruction

Cutoff Instruction

CUTOFF at the end of the fiscal year when case is closed

Transfer to the National Archives
for Accessioning

Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 1998

What will be the date span of the initial transfer of records to the National Archives? **From 1998 To 2003**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	18 MB	1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.13

Library References

Supporting evidence or materials, in a variety of formats and media, submitted as evidence in a Commission proceeding.

1.13.1

Library References containing Reports (Public Use Version)

Disposition Authority Number **DAA-0458-2018-0001-0013**

Library references containing Cost and Revenue Analysis Reports (CRA) and the Cost Segments and Components Reports. This is the public use version of Library References containing Reports. Financial and proprietary information has been redacted. This item is restricted to the public version of these records. Disposition is not authorized for the non-public version of these reports maintained by PRC.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-458-12-1 / 28.07 / F/1**

Disposition Instruction

Cutoff Instruction **CUTOFF at the end of the fiscal year when case is closed.**

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 2007

What will be the date span of the initial transfer of records to the National Archives? From 2007 To 2012

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	14 MB	1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.13.2

Library References

Disposition Authority Number DAA-0458-2018-0001-0014

All other library references and Workpapers

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-458-12-1 / 28.07 /F/2

Disposition Instruction

Cutoff Instruction CUTOFF at the end of the fiscal year when case is closed.

1.14	Retention Period	Destroy 50 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	<p>Periodic Reports from the USPS Reports generated by the Postal Service and filed at the Commission with information on finances, work hours, costing, or other information prepared at the direction of the Commission. Periodic reports are not associated with a specific docketed proceeding. Examples include the Postal Service equivalent of the 10-Q report and the National Trial Balance reports.</p>	
1.14.1	Significant Periodic Reports from the USPS (Public Use Version)	
	Disposition Authority Number	DAA-0458-2018-0001-0015
	<p>SEC-type reports, annual reports, and quarterly RPW (Revenue, Pieces & Weight) reports and miscellaneous reports. This is the public use version of Significant Periodic Reports from the USPS. Financial and proprietary information has been redacted. This item is restricted to the public version of these records. Disposition is not authorized for the non-public version of reports maintained by PRC.</p>	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-458-12-1 / 28.17 / A
	Disposition Instruction	
	Cutoff Instruction	CUTOFF annually at the end of the fiscal year in which report is released.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off
	Additional Information	
	First year of records accumulation	1989
	What will be the date span of the initial transfer of records to the National Archives?	From 1989 To 2003

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5089 MB	212 MB
Paper	82 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.14.2

All other Periodic Reports from the USPS

Disposition Authority Number **DAA-0458-2018-0001-0016**

All other quarterly and monthly reports

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-458-12-1 / 28.17 / B**

Disposition Instruction

Cutoff Instruction **CUTOFF at the end of the fiscal year.**

Retention Period **Destroy 5 year(s) after cutoff or when superseded or obsolete, whichever is later**

Additional Information

GAO Approval **Not Required**

1.15

Protective Conditions

Records documenting the safeguard of materials filed under seal by the Postal Service.

1.15.1

Signed Statements

Disposition Authority Number **DAA-0458-2018-0001-0017**

Statements by which a party agrees by certain confidentiality requirements for viewing filed materials.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-458-12-1 / 28.23 / A

Disposition Instruction

Cutoff Instruction CUTOFF at the end of the fiscal year when case is closed.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.15.2

Staff Access Logs

Disposition Authority Number DAA-0458-2018-0001-0018

Internal Commission logs of staff granted access to filed materials.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-458-12-1/ 28.23 / B

Disposition Instruction

Cutoff Instruction CUTOFF at the end of the fiscal year. .

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.16

Original Notices, Comments, Orders, and Information Requests

Disposition Authority Number **DAA-0458-2018-0001-0019**

Original copies of Commission generated notices, comments, orders, and information requests issued during all commission docketed proceedings that are not already scheduled for permanent retention in items DAA-0458-2018-0001-0001 through DAA-0458-2018-0001-0012.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-458-12-1 / 28.21**

Disposition Instruction

Cutoff Instruction **CUTOFF at the end of the fiscal year when case is closed.**

Retention Period **Destroy 50 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Chairman, Commissioners, and Office Heads Records

Official Correspondence Files
Letters, memoranda, and other correspondence in all formats, including email.

Office of the Chairman

Disposition Authority Number **DAA-0458-2018-0001-0020**

Office of the Chairman Correspondence that documents policies, procedures, decisions, and any other activities in the functional areas for which the Chairman is responsible.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-458-12-1 / 28.13 / A**

2

2.1

2.1.1

Disposition Instruction

Cutoff Instruction **CUTOFF at the end of fiscal year in which tenure ends.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off**

Additional Information

First year of records accumulation **2006**

What will be the date span of the initial transfer of records to the National Archives? **From 2006 To 2011**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	120 MB	16 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2.1.2

Commissioners

Disposition Authority Number **DAA-0458-2018-0001-0021**

Correspondence that documents policies, procedures, decisions, and any other activities in the functional areas for which the Chairman is responsible.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-458-12-1 / 28.13 / B**

Disposition Instruction

Cutoff Instruction **CUTOFF at the end of fiscal year in which tenure ends.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off**

Additional Information

First year of records accumulation **2006**

What will be the date span of the initial transfer of records to the National Archives? **From 2006 To 2011**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	130 MB	17 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2.1.3

Office Heads and Chief Administrative Officer

Disposition Authority Number **DAA-0458-2018-0001-0022**

Correspondence that documents policies, procedures, decisions, and any other activities in the functional areas for which the Directors of Chief Administrative Officer are responsible

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-458-12-1 / 28.13 / C**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of fiscal year in which tenure ends.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off**

Additional Information

First year of records accumulation **2006**

What will be the date span of the initial transfer of records to the National Archives? **From 2006 To 2011**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	90 MB	13 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2.2

Speeches by Commissioners

Disposition Authority Number **DAA-0458-2018-0001-0023**

Public, memorialized remarks made by the Chairman and Commissioners during their tenure at the Commission.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation N1-458-12-1 / 28.14

Disposition Instruction

Cutoff Instruction CUTOFF at the end of fiscal year in which tenure ends.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 1974

What will be the date span of the initial transfer of records to the National Archives? From 1974 To 2003

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	217 MB	72 MB
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2.3

Congressional Testimony by Commissioners and Directors

Disposition Authority Number DAA-0458-2018-0001-0024

Testimony given by the Chairman, Commissioners, and Directors before Congressional oversight and appropriations committees concerning the operation of the Commission and the U.S. Postal Service.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation N1-458-12-1 / 28.15

Disposition Instruction

Cutoff Instruction CUTOFF at the end of fiscal year in which tenure ends.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 1994

What will be the date span of the initial transfer of records to the National Archives? From 1994 To 1999

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	40 MB	8 MB
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

3

General Staff Records

3.1

Staff Briefings

Disposition Authority Number DAA-0458-2018-0001-0025

Staff briefings to Commissioners on issues before the Commission

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

3.2	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-458-12-1/ 28.26 / A
	Disposition Instruction	
	Cutoff Instruction	CUTOFF at the end of the fiscal year when applicable docket closes.
	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Draft Reports	
	Disposition Authority Number	DAA-0458-2018-0001-0026
	Draft reports, orders, memoranda circulated among staff or Commissioners for comments.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
3.3	GRS or Superseded Authority Citation	N1-458-12-1/ 28.26 / B
	Disposition Instruction	
	Cutoff Instruction	CUTOFF at the end of the fiscal year
	Retention Period	Destroy 5 year(s) after CUTOFF or when superseded or obsolete occurs, whichever is later
	Additional Information	
	GAO Approval	Not Required
	Presentations (Internal or External Forums)	
	Disposition Authority Number	DAA-0458-2018-0001-0027
	Papers and presentations presented internally or at external forums.	
	Final Disposition	Permanent

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-458-12-1/ 28.26 / C**

Disposition Instruction

Cutoff Instruction **CUTOFF at the end of the fiscal year**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off**

Additional Information

First year of records accumulation **2006**

What will be the date span of the initial transfer of records to the National Archives? **From 2006 To 2011**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	30 MB	5 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

3.4

International Cost and Revenue Reports

Disposition Authority Number **DAA-0458-2018-0001-0028**

International Reports on the Postal Service's costs and revenues for international mail and Formal Views of the Commission provided to the Secretary of State of the United States on amendments to international

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-458-12-1/ 28.26 / D**

Disposition Instruction

Cutoff Instruction **CUTOFF at the end of the fiscal year**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off**

Additional Information

First year of records accumulation **2006**

What will be the date span of the initial transfer of records to the National Archives? **From 2006 To 2011**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	38 MB	6 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

3.5

International Documents

Disposition Authority Number **DAA-0458-2018-0001-0029**

International documents such as memoranda, letters or statements, relating to the Commission's actions at the Universal Postal Union (UPU) or other international regulation.

Final Disposition **Temporary**

	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-458-12-1/ 28.26 / E
	Disposition Instruction	
	Cutoff Instruction	CUTOFF at the end of the fiscal year
	Retention Period	Destroy 5 year(s) after CUTOFF
	Additional Information	
	GAO Approval	Not Required
3.6	Staff Assignment Memos	
	Disposition Authority Number	DAA-0458-2018-0001-0030
	Staff assignment memos, or other correspondence creating deliverables for a staff member on a particular assignment not associated with a Commission docket.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-458-12-1/ 28.26 / F
	Disposition Instruction	
	Cutoff Instruction	CUTOFF at the end of the fiscal year when assignment is completed.
	Retention Period	Destroy 5 year(s) after CUTOFF
	Additional Information	
	GAO Approval	Not Required
3.7	Final Copy of Research Papers and Reports	
	Disposition Authority Number	DAA-0458-2018-0001-0031

Final copies of papers and reports published by the Commission upon Congressional or Presidential request related to specific postal topics.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-458-12-1/ 28.11 / A

Disposition Instruction

Cutoff Instruction CUTOFF at the end of the fiscal year in which report is published

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 2006

What will be the date span of the initial transfer of records to the National Archives? From 2006 To 2011

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	57 MB	1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

3.8

Legal Memorandum

Disposition Authority Number DAA-0458-2018-0001-0032

Memoranda written by the General Counsel advising and recommending courses of action on various legal issues

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-458-12-1/ 28.22

Disposition Instruction

Cutoff Instruction CUTOFF at the end of the fiscal year when publication is released.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 2006

What will be the date span of the initial transfer of records to the National Archives? From 2006 To 2011

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	14 MB
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

4

4.1

Office Of The Secretary Records
Publications

Disposition Authority Number DAA-0458-2018-0001-0033

International brochures on the functions and organizations of the Commission, arranged by Subject.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-458-12-1 / 28.12

Disposition Instruction

Cutoff Instruction CUTOFF annually at the end of the fiscal year when publication is released.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 2006

What will be the date span of the initial transfer of records to the National Archives? From 2006 To 2011

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	80 MB	10 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

4.2

Commission Meetings/ Hearings

4.2.1

Records of the open and closed meetings of the Commission

Minutes

Disposition Authority Number DAA-0458-2018-0001-0034

Written recorded documentation of Commission issues including action taken.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-458-12-1 / 28.16 / A
N1-458-12-1 / 28.16 / C

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Paper only

Cutoff Instruction CUTOFF annually at the end of the fiscal year when meeting was adjourned.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 1980

End year of records accumulation 2012

What will be the date span of the initial transfer of records to the National Archives? From 1980 To 2003

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	4 Cubic feet	
Microform		

Hardcopy or Analog Special Media		
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Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Electronic Records

Cutoff Instruction

CUTOFF annually at the end of the fiscal year when meeting was adjourned.

Transfer to the National Archives for Accessioning

Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation **2012**

What will be the date span of the initial transfer of records to the National Archives?

From 2012 To 2017

How frequently will your agency transfer these records to the National Archives?

Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	200 MB	10 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/07/2018	Certify	Stacy Ruble	Secretary and Ch Ad min Officer	Postal Regulatory Commision - OSA
03/20/2018	Return for Revisio n	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
05/29/2018	Submit For Certific ation	Joyce Taylor	Dockets System Coo rdinator	Office of the Secretary - Office of the Secretary
05/31/2018	Certify	Stacy Ruble	Secretary and Ch Ad min Officer	Postal Regulatory Commision - OSA
09/19/2018	Submit for Concur rence	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
09/19/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
09/27/2018	Return to Submitte r	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
09/27/2018	Return to Submitte r	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
09/27/2018	Submit for Concur rence	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
09/27/2018	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services

09/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/03/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist