

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-458-96-3
1. FROM (Agency or establishment) Postal Rate Commission		DATE RECEIVED	3-11-96
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Leona Anasiewicz	5. TELEPHONE (202) 789-6877	DATE	ARCHIVIST OF THE UNITED STATES
		6-18-97	John W. Carl

6. 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 on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/18/96	Margaret P. Conrad	Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p align="center">Postal Rate Commission</p> <p>The Postal Rate Commission submits recommended decisions to the United States Postal Service Board of Governors on postage rates, fees and mail classification changes.</p> <p>Mail Classification Dockets</p> <p>Transcripts, formal documents (certified into the record), informal documents (not certified into the record) that are filed by the U. S. Postal Service, intervenors and the Commission in the course of a 10 month change in mail classification proceeding. Records date from 1971 and are ongoing. Arranged by docket case number. Volume on hand: 60 cubic feet.</p>		

JUN 20 1997 MNR Copy to: Agency, NR
NWDO

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>a. Transcripts. Arranged by date. Volume on hand: 20 cubic feet.</p> <p>PERMANENT. Cut off when case is closed and all appeals are exhausted. Transfer to the National Archives one year after cut off.</p> <p>b. Formal Documents. Arranged by date. Volume on hand: 40 cubic feet.</p> <p>PERMANENT. Cut off when case is closed and all appeals are exhausted. Transfer to the National Archives one year after cut off.</p> <p>c. Informal Documents.</p> <p>TEMPORARY. Informal documents can be destroyed after scanned and accuracy verified.</p> <p>d. Optical Disk Records.</p> <p>Imaged copies of items 1a , b, and c.</p> <p>TEMPORARY. Cut off upon issuance of mail classification decision. Destroy 20 years after cut off.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2.	<p>Rulemaking Dockets</p> <p>Formal documents, on rare occasions transcripts, filed by the Commission, the U. S. Postal Service and commenters. The Commission initiates rulemaking proceedings on its own initiative or at the request of parties or the Postal Service. The Commission provides parties with advance notice in the Federal Register of the rules being proposed and an opportunity to comment. Records date from 1971 and are ongoing. Arranged by docket case number. Volume on hand: 15 cubic feet</p> <p>PERMANENT. Cut off when case is closed Transfer to the National Archives five years after cut off.</p>		
3.	<p>Complaint Dockets.</p> <p>Formal documents filed by the Commission, the U. S. Postal Service and complainant. Cases are established when complainants raise issues concerning whether postal rates or services contravene the policies set out in the Postal Reorganization Act of 1971. Records date from 1971 and are ongoing. Arranged by docket case number. Volume on hand: 6 cubic feet.</p> <p>PERMANENT. Cut off when case is closed. Transfer to the National Archives 30 years after cut off.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
4.	<p>Advisory Opinions.</p> <p>Transcripts and formal documents filed by the Commission, the U. S. Postal Service, and intervenors. "N" cases or "nature of services" cases are established when the Postal Service submits a proposal and request for advisory opinion for changes to nationwide postal services. Records date from 1975 and are ongoing. Arranged by docket case number. Volume on hand: 4 cubic feet.</p> <p>PERMANENT. Cut off when case is closed. Transfer to National Archives 30 years after cut off.</p>		
5.	<p>Post Office Closing Dockets</p> <p>Formal documents filed by the Commission, the U. S. Postal Service, and petitioners. Documents are filed in response to notice of intent to close or consolidate rural post offices. Dockets date from 1971 and are ongoing. Arranged by docket case number. Volume on hand: 25 cubic feet.</p> <p>PERMANENT. Cut off when case is closed. Transfer to National Archives 10 years after cut off.</p>		
6.	<p>Research Papers</p> <p>Papers and reports published by the Commission upon congressional request related to specific postal topics. Arranged by subject.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
7.	<p>a. Master Set.</p> <p>One each of all papers and reports.</p> <p>PERMANENT. Cut off annually and transfer to National Archives in 5 year blocks.</p> <p>b. Library Set.</p> <p>TEMPORARY. Destroy when no longer needed for reference.</p> <p>Publications</p> <p>Informational brochures on the functions and organization of the Commission. Arranged by subject.</p> <p>a. Master Set.</p> <p>PERMANENT. Cut off annually and transfer to National Archives in 5 year blocks.</p> <p>b. All Other Copies.</p> <p>TEMPORARY. Destroy when updated by new materials.</p>		

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8.	<p>Correspondence Files</p> <p>a. Office of the Chairman Letters, memoranda, and other correspondence maintained by the Chairman's office that document policies, procedures, decisions and any other activities in the functional areas for which the Chairman is responsible. Arranged by subject</p> <p>PERMANENT. Close at end of tenure. Transfer to National Archives 3 years after closure.</p> <p>b. Commissioners Letters, memoranda and any other correspondence maintained by the Commissioner's offices that document policies, procedures, decisions and any other activities in the functional areas for which the Commissioners are responsible. Arranged by subject.</p> <p>PERMANENT. Close at end of tenure. Transfer to National Archives 3 years after closure</p> <p>c. Directors and Chief Administrative Officer</p> <p>Letters, memoranda, reports, and other correspondence maintained by the Directors' and the Chief Administrative Officer's office</p>		

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9.	<p>that document policies, procedures, decisions and any other activities in the functional areas for which the Directors and the Chief Administrative Officer are responsible. Arranged by subject.</p> <p>PERMANENT. Close at end of tenure. Transfer to National Archives 3 years after closure.</p> <p>d. Commenter Files</p> <p>Letters sent to the Commission from private citizens expressing their views on cases that are currently before the Commission. Arranged by docket case number. Volume on hand: 10 cubic feet.</p> <p>TEMPORARY. Cut off when case is closed. Transfer to Federal Records Center 1 year after cut off. Destroy 10 years after cut off.</p> <p>Subject Files</p> <p>Consists of letters, memoranda, reports and other paper records that reflect the policies, procedures, functions, and major activities of the Commission. Arranged by subject.</p> <p>TEMPORARY. Cut off the files each calendar year. Screen and bring forward current material. Destroy 10 years after cutoff.</p>		