

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-28-91-1

DATE RECEIVED

10/16/90

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

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disposal Request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM (Agency or establishment):

U. S. Postal Service

2. MAJOR SUBDIVISION

Records Office

3. MINOR SUBDIVISION

Finance

4. NAME OF PERSON WITH WHOM TO CONFER

Sheila Allen

5. TELEPHONE EXT.

268-4869

DATE

Signature of the Archivist of the United States not required for

ARCHIVIST OF THE UNITED STATES

disposition of non-Federal records

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE <i>10/3/90</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>P Skury</i>	D. TITLE USPS Records Officer
---------------------------	---	----------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	SEE ATTACHED 115 REPORTS FOR THE FOLLOWING RECORDS SERIES:		
1	Selected Revenue Account Data and Revenue History Reports (BBAA.12.01)		
2	Local Area Mail Volume Projection Studies (BBAA.13.01)		
3	National Budget System Report (BBBA.24.01)		
4	National Payroll Hours Summary Reports (BBBB.22.01)		
5	Cost Study Forms (BBBC.03.01)		
6	Cost Study Forms - AFAT - Phase I (BBBC.03.04)		
7	Cost Study Forms - Distributed Data Entry/Distributed Data Study (BBBC.03.06)		
8	Cost Study Forms - Automated Storage/Retrieval System (AS/RS) (BBBC.03.09)		
9	Cost Study Forms - Study Projects - 1 F/R&D (BBBC.03.10)		
10	Cost Study Forms - Local Area Mail Volume Study (LAMPS) (BBBC.03.11)		
11	Budget Index Code Reports - MSC Summaries (BBCB.24.01)		

Copies sent to agency, NN-W, NNE, NCF 4/2/91

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

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

DATE RECEIVED

1. FROM *(Agency or establishment)*

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

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 _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
---------	---------------------------------------	----------

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(INARS USE ONLY)</i>
	(CONTINUED FROM PAGE 1)		
12	Weekly Flash Report and Analysis (BBXX.22.01)		
13	Sectional Center Revenue and Expense Summary (BBXX.22.03)		
14	Supplies and Services/Projects Expense Support Detail (BBXX.22.04)		
15	USPS Financial Reporting System Reports (BBXX.23.01)		
16	National Budget System Report - Revenue & Non-Personnel Expense - Finance Number Detail (BBXX.24.01)		
17	Budget Operating Plan Reports (BBXX.24.02)		

DIR425CO
REPORT NO. 15

DIRECTORY OF INFORMATION RESOURCES
RECORDS AND INFORMATION MANAGEMENT SYSTEM
SF 115 REPORT

PAGE 001 RUN DATE 09/12/90

CONTROL NUMBER: BBAA.12.01

1 RECORDS SERIES NAME: SELECTED REVENUE ACCOUNT DATA AND
REVENUE HISTORY REPORTS.

DESCRIPTION: REVENUE ACCOUNT DATA BY POST OFFICE (STAMPS, METERS, PATRON METER,
PERMIT MAIL, ETC.).

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: 3-DIGIT ZIP.

CUT OFF: CUT OFF THE FILE AT THE END OF EACH
FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF TWO (2) YEARS FROM THE DATE
OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBAA.13.01

2 RECORDS SERIES NAME: LOCAL AREA MAIL VOLUME PROJECTION
STUDIES.

DESCRIPTION: PROJECTION STUDIES TO JUSTIFY SPACE AND MECHANIZATION IN NEW AND
EXPANDED FACILITIES. STUDIES CONSIST OF MAIL VOLUME PROJECTIONS
BASLINES AND NARRATIVE ON MSCS SCHEDULES FOR EXPANSION OR REPLACEMENT
BASED ON STATUS OF FACILITY.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS ALPHABETICALLY, BY
NAME OF CITY.

CUT OFF: CUT OFF THE FILE AT THE END OF EACH
FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF TWO (2) YEARS FROM THE DATE
OF MOVE-IN TO NEW AND EXPANDED
FACILITIES.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBBA.24.01

3 RECORDS SERIES NAME: NATIONAL BUDGET SYSTEM REPORT -
WORKHOURS, FINANCE NUMBER DETAIL
(AMR25OP1).

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED ANNUAL REPORT THAT PROVIDES BUDGETED HOURS
BY LDC, FUNCTIONAL GROUP AND TOTAL FINANCE NUMBER FOR EACH PAY PERIOD OF
THE FISCAL YEAR. THE REPORT IS USED TO MONITOR WORKHOUR PERFORMANCE AND
THE TARGETING OF PERFORMANCE GOALS FOR UPCOMING PERIODS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILE THIS REPORT CHRONOLOGICALLY, BY
FISCAL YEAR.

CUT OFF: N/A.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THIS REPORT THREE (3) YEARS
FROM THE DATE OF RECEIPT.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBBB.22.01

4

RECORDS SERIES NAME: NATIONAL PAYROLL HOURS SUMMARY REPORTS.

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED AAW SERIES REPORTS FROM THE MINNEAPOLIS PDC THAT ARE RECEIVED EACH ACCOUNTING PERIOD AND PROVIDE SUMMARIES OF WORK-HOURS, PREMIUM HOURS, LEAVE HOURS AND DOLLARS, SALARY COSTS AND BENEFITS BY EMPLOYEE CATEGORY AND FUNCTIONAL AREA.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILEDING: FILE THESE RECORDS CHRONOLOGICALLY, BY ACCOUNTING PERIOD.

CUT OFF: CUT OFF THE FILE AT THE END OF THE FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THESE REPORTS THREE (3) YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBBC.03.01

5 RECORDS SERIES NAME: COST STUDY FORMS.

DESCRIPTION: DATA COLLECTION FORMS USED IN CONDUCTING COST STUDIES IN THE
FIELD (EX. TIME AND ATTENDANCE, EXPRESS MAIL, ETC).

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS CHRONOLOGICALLY BY
ACCOUNTING PERIOD.

CUT OFF: CUT OFF THIS FILE EACH FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF 2 YEARS FROM CUTOFF.

REPLACES NARA JOB NUMBER:

DIR425CO
REPORT NO. 15

DIRECTORY OF INFORMATION RESOURCES
RECORDS AND INFORMATION MANAGEMENT SYSTEM
SF 115 REPORT

PAGE 001 RUN DATE 09/12/90

CONTROL NUMBER: BBBC.03.04

6 RECORDS SERIES NAME: COST STUDY FORMS - AFAT - PHASE 1.

DESCRIPTION: CONSIST OF DATA COLLECTION FORMS USED IN CONDUCTING COST STUDIES IN THE
FIELD.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: ACCOUNTING PERIOD ORDER.

CUT OFF: CUT OFF THIS FILE EACH FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF 2 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBBC.03.06

RECORDS SERIES NAME: COST STUDY FORMS - DISTRIBUTED DATA
ENTRY/DISTRIBUTED DATA STUDY.

7 DESCRIPTION: CONSIST OF DATA COLLECTION FORMS USED IN CONDUCTING COST STUDIES IN THE
FIELD.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILE FILING: FILE THESE RECORDS CHRONOLOGICALLY, BY
ACCOUNTING PERIOD.

CUT OFF: CUT OFF THIS FILE EACH FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF 2 YEARS FROM THE DATE OF
CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBBC.03.09

RECORDS SERIES NAME: COST STUDY FORMS - AUTOMATED STORAGE/
RETRIEVAL SYSTEM (AS/RS).

8

DESCRIPTION: CONSIST OF DATA COLLECTION FORMS USED IN CONDUCTING COST STUDIES IN THE
FIELD.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS CHRONOLOGICALLY, BY
ACCOUNTING PERIOD.

CUT OFF: CUT OFF THIS FILE EACH FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF 2 YEARS FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBEC.03.10

9 RECORDS SERIES NAME: COST STUDY FORMS - STUDY PROJECTS-1
F/R&D.

DESCRIPTION: CONSIST OF DATA COLLECTION FORMS USED IN CONDUCTING COST STUDIES IN THE
FIELD.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS CHRONOLOGICALLY, BY
ACCOUNTING PERIOD.

CUT OFF: CUT OFF THIS FILE EACH FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF 2 YEARS FROM DATE CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBBC.03.11

10 RECORDS SERIES NAME: COST STUDY FORMS - LOCAL AREA MAIL
VOLUME STUDY (LAMPS).

DESCRIPTION: CONSIST OF DATA COLLECTION FORMS USED IN CONDUCTING COST STUDIES IN THE
FIELD.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS CHRONOLOGICALLY, BY
ACCOUNTING PERIOD.

CUT OFF: CUT OFF THIS FILE EACH FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF 2 YEARS FROM DATE OF MOVE-IN.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBCB.24.01

11

RECORDS SERIES NAME: BUDGET INDEX CODE REPORTS - MSC SUMMARIES (AMR74OP1 - CAPITAL EQUIPMENT AND AMR735P1 - CAPITAL & EXPENSE EQUIPMENT).

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED ANNUAL REPORTS THAT LIST ALL BUDGETED CAPITAL AND/OR EXPENSE ITEMS FOR THE FISCAL YEAR BY BIC, PCN, DESCRIPTION, QUANTITY AND COST. THE REPORTS ARE USED TO PLAN AND MONITOR CAPITAL AND EXPENSE EQUIPMENT COSTS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE REPORTS CHRONOLOGICALLY, BY FISCAL YEAR.

CUT OFF: CUT OFF THE FILE AT THE END OF EACH FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THESE REPORTS THREE (3) YEARS FROM THE DATE RECEIVED.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBXX.22.01

12 RECORDS SERIES NAME: WEEKLY FLASH REPORT AND ANALYSIS.

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED WEEKLY REPORT PRODUCED BY THE REGION FOR THE MSC'S AND LARGE ASSOCIATE OFFICES REPORTING TO THE DIVISION. THE REPORT & ITS ANALYSIS PROVIDE ALL LEVELS OF LOCAL MANAGEMENT WITH TIMELY PERFORMANCE INFORMATION FOR EACH POST OFFICE FUNCTION. ACTUAL DATA IS COMPARED TO PLAN & PERCENTAGE COMPARISONS OF CURRENT WEEK & SAME PERIOD LAST YEAR, ACCOUNTING PERIOD TO DATE AND YEAR TO DATE ARE PROVIDED.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE REPORTS CHRONOLOGICALLY,
WITHIN ACCOUNTING PERIOD.

CUT OFF: CUT OFF THE FILE AT THE END OF THE
FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THESE REPORTS THREE (3) YEARS
FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBXX.22.03

13 RECORDS SERIES NAME: SECTIONAL CENTER REVENUE AND EXPENSE
SUMMARY (BV420OP3).

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED ACCOUNTING PERIOD REPORT THAT PROVIDES BY
ACCOUNT NUMBER POSTAGE REVENUES, OPERATING REVENUES, SALARIES AND BENEFITS,
AND NON-PERSONNEL EXPENSES. USED TO MONITOR EXPENSES.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THIS REPORT CHRONOLOGICALLY, BY
ACCOUNTING PERIOD.

CUT OFF: CUT OFF THE FILE AT THE END OF THE
FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THIS REPORT THREE (3) YEARS
FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBXX.22.04

14

RECORDS SERIES NAME: SUPPLIES AND SERVICES/PROJECTS EXPENSED
SUPPORT DETAIL (BV2950P1).

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED ACCOUNTING PERIOD REPORT THAT PROVIDES BY
LINE & ACCOUNT NUMBER OF THE PSFR FOR EACH FINANCE NUMBER A SUMMARY OF ALL
ACTIVITY AGAINST EACH SUPPLIES/SERVICES/PROJECTS ACCOUNT. THE REPORT IDENT-
TIFIES EACH JV, DEBIT, CREDIT & ADJUSTMENT, AND PROVIDES THE NET ACTIVITY
AGAINST EACH ACCOUNT. THIS DETAIL IS PROVIDED TO ENANBLE LOCAL MANAGERS TO
TAKE CORRECTIVE ACTION IF AN ACCOUNT IS SIGNIFICANTLY DIFFERENT THAN PLAN.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THIS REPORT CHRONOLOGICALLY, BY
ACCOUNTING PERIOD.

CUT OFF: CUT OFF THE FILE AT THE END OF EACH
FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THIS REPORT THREE (3) YEARS
FROM THE DATE RECEIVED.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBXX.23.01

15

RECORDS SERIES NAME: USPS FINANCIAL REPORTING SYSTEM REPORTS
(BC2500PO - CONSOLIDATED AND BC2150PO -
INDIVIDUAL OFFICE) AND ANALYSIS.

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED ACCOUNTING PERIOD REPORTS AND THEIR ANALYSIS
USED BY LOCAL MANAGEMENT TO MONITOR REVENUE, SALARIES AND BENEFITS. THE
REPORTS PROVIDE FOR EACH ACCOUNTING PERIOD ACTUAL, PLAN, SAME PERIOD LAST
YEAR, PERCENTAGE COMPARISONS TO PLAN AND SPLY, PRIOR PERIOD ADJUSTMENTS,
ACTUAL AND YEAR-TO-DATE TOTALS AND COMPARISONS FOR EACH LINE ITEM OF THE
PSFR.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE REPORTS CHRONOLOGICALLY, BY
ACCOUNTING PERIOD.

CUT OFF: CUT OFF THE FILE AT THE END OF THE
FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THESE REPORTS THREE (3) YEARS
FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBXX.24.01

16 RECORDS SERIES NAME: NATIONAL BUDGET SYSTEM REPORT - REVENUE
& NON-PERSONNEL EXPENSES - FINANCE
NUMBER DETAIL.

DESCRIPTION: CONSISTS OF A COMPUTER-GENERATED ANNUAL REPORT THAT PROVIDES PLANNED REVE-
NUE AND BUDGETED NON-PERSONNEL EXPENSES BY LINE REFERENCE NUMBER AND TOTAL
FINANCE NUMBER FOR EACH A/P OF THE FISCAL YEAR. THE REPORT IS USED TO MON-
ITOR REVENUE/NON-PERSONNEL EXPENSE PERFORMANCE AND THE TARGETING OF PER-
FORMANCE GOALS FOR UPCOMING PERIODS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THIS REPORT CHRONOLOGICALLY, BY
FISCAL YEAR.

CUT OFF: N/A.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THIS REPORT THREE (3) YEARS
FROM THE DATE RECEIVED.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBXX.24.02

17 RECORDS SERIES NAME: BUDGET OPERATING PLAN REPORTS (AMAO3OP1
AND AMAO3OP2).

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED ANNUAL REPORT THAT SUMMARIZES ALL BUDGET
OPERATING PLANS FOR EACH OFFICE. THE REPORT IS IN RECAP FORMAT BY PAY
PERIOD AND ACCOUNTING PERIOD.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THIS REPORT CHRONOLOGICALLY, BY
FISCAL YEAR.

CUT OFF: N/A.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THIS REPORT THREE (3) YEARS
FROM THE DATE RECEIVED.

REPLACES NARA JOB NUMBER: