

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 28 77 6
DATE RECEIVED	20 JUL 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-18-77 Date	James B. Alford Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
U. S. Postal Service

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
John E. Finlay

5. TEL. EXT
245 4142

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 13 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
19 JUL 77		USPS Records Officer		<p>The attached records schedule deals exclusively with records generated by the Chief Postal Inspector, U. S. Postal Service. <i>Postal Inspection Service.</i></p> <p>Many of the retention periods shown in this schedule are reduced from those currently authorized. Since Inspection Service records constitute a substantial portion of USPS records holdings at Federal Records Centers, it would be mutually beneficial to expeditiously process this request.</p> <p><i>Changes made per agency concurrence, 8/8/77. jkf</i></p>		

05-107
Sent to agency, all FRC's and NCR, NFF/22/77 44 items

USPS RECORDS SCHEDULE NUMBER 8

INSPECTION SERVICE RECORDS

GENERAL INVESTIGATIVE RECORDS
(Privacy System 080.010)

1. Investigative Correspondence. Record copies of letters, memoranda, forms and similar documents relating to complaints and other matters for which no investigative case file is created.

Cut off at end of fiscal year; maintain in office for 2 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 2 years)

2. Reference Copies of Investigative Correspondence (section files, history files, reading files, and similar records)

Destroy by an approved method (burning, pulping, or shredding) when of no further administrative or reference value.

3. "Permanent" Report Files (for investigations closed through June 30, 1973). Consist of serially numbered copies of investigative reports filed in groups of 100 in book format.

15 years old Maintain in office for 5 years; ^{then} transfer to FRC. *Destroy when*
~~for 10 years; then destroy~~ by an approved method (burning, pulping, or shredding). (Record Life: 15 years)

4. Criminal Histories Filed Separately (for investigations closed through June 30, 1973). Consist of forms and correspondence which document the arrest, indictment, conviction or acquittal, and sentencing of an individual. Filed in Criminal History envelopes, separately from other documents relating to the case.

When 15 years ~~for 10 years; then destroy~~ ^{then} Maintain in office for 5 years; transfer to FRC. Destroy
(burning, pulping, or shredding). (Record Life:
15 years)

5. Criminal Index Cards Purged from Division Files as of January 1, 1974 and Sent to Federal Records Centers.

Destroy by an approved method (burning, pulping, or shredding) January 1, 1979. (Record Life: 5 years)

6. Criminal Index Cards, except Those Described in Item 5 Above. Provide index to Criminal Histories filed separately (Item 4 above) and, after June 30, 1973, to case files on subjects of criminal investigations.

Cut off every 5 years at end of fiscal year; maintain in office for 15 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 15 years)

CRIMINAL INVESTIGATIONS

(B, E, EMT, F, GD, HLB, K, MD, MDA, MDR, MDO)
(Privacy System 080.010)

7. Case files relating to investigations of burglary, prohibited mail, fraud, external mail theft, general deprecations, money orders, negotiable paper, assaults, robberies, and other offenses. Consist of investigative reports, field notes, forms, correspondence, and other documents.

- a. Record case files maintained at Division Headquarters or higher level.

Move to inactive file when case is closed; cut off closed case files at end of fiscal year; retain in office for 5 years; ^{then} transfer to FRC. ~~for 10 years; then~~ Destroy by an approved method (burning, pulping, or shredding) (Record Life: 15 years)

15 years after case is closed.

- b. Reference case files maintained at Regional and National Headquarters.

Screen case file at time of closing; remove essential items (such as Regional or National HQ correspondence) not known to be in record file and send to Division or Region concerned for inclusion in record file; destroy balance of reference file by an approved method (burning, pulping, or shredding).

- c. Domicile case files, consisting of copies of Inspectors' reports, field notes, and related items.

Move to inactive file when case is closed; cut off closed case files at end of fiscal year; maintain in office for 5 years; then destroy by an approved method (burning, pulping or shredding). (Record Life: 5 years)

8. Case slips, consisting of Record Slips, filed by sequence number within case series, and Index Slips, filed by location, for criminal investigation case files (Item 7).

Cut off slips for closed cases every 5 years at end of fiscal year; maintain in office for 15 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 15 years)

FINANCIAL DEPREDATION AND INTERNAL
THEFT INVESTIGATIONS (FD, IT)
(Privacy System 080.010)

9. Case files relating to investigations of financial depredations and internal thefts. Consist of investigative reports, correspondence, forms, and other documents.

- a. Record case files maintained at Division Headquarters or higher level.

Move to inactive file when case is closed; cut off closed files at end of fiscal year; retain in office for 5 years; ^{then} transfer to FRC, ~~for 5 years; then~~ Destroy by an approved method (burning, pulping, or shredding) (Record Life: 10 years)

15 years after case is closed.

- b. Reference case files maintained at Regional and National Headquarters.

Move to inactive file when case is closed; cut off closed files at end of fiscal year; retain in office for 1 year; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 1 year)

- c. Domicile case files consisting of copies of Inspectors' reports, field notes, and related items.

Move to inactive file when case is closed; cut off closed files at end of fiscal year; maintain in office for 5 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 5 years)

- 10. Case slips, consisting of Record Slips, filed by sequence number within case series, and Index Slips, filed by location, for financial depredation and internal theft case files (Item 9).

Cut off slips for closed cases every 5 years at end of fiscal year, maintain in office for 10 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 10 years)

INTERNATIONAL MAIL INQUIRIES (BF)
(Privacy System 080.010)

- 11. Files containing bulletins of verification and other reports concerning losses and rifling of international mail.

- a. Record files maintained at Regional Headquarters.

Move to inactive file when inquiry is completed; cut off closed files at end of fiscal year; retain in office for 5 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 5 years)

- b. Reference files maintained at National Headquarters.

Move to inactive file when inquiry is completed; cut off closed files at end of fiscal year; retain in office for 1 year; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 1 year)

- 12. Index slips for international mail files (Item 11).

Cut off slips for closed files every 5 years at end of fiscal year; maintain in office for 5 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 5 years)

DOCUMENT AND PLANT SECURITY INVESTIGATIONS (P)
(Privacy System 080.010)

- 13. Document and Plant Security Investigations, Subject Codes 32-50, relate to inspections of the Security Force and security requirements for facilities owned or utilized by the Postal Service.

- a. Record case files contain investigative reports, correspondence, and related documents.

Move to inactive file when case is closed; cut off closed case files at end of fiscal year; retain in office for 3 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 3 years)

- b. Work papers include statistical tabulations, itemized worksheets, field notes, and other documents.

Move to inactive file when case is closed; cut off work papers for closed files at end of fiscal year; retain in office for 1 year or until facility (operation) has been resurveyed, whichever is longer; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 1 to 3 years)

14. Document and Plant Security Investigations, Subject Codes 1-30 and 51-99, are concerned with protection of information, security training and systems, and security requirements for selected types of facilities, categories of mail, and accountable property. Consist of investigative reports, correspondence and other documents.

Move to inactive file when case is closed; cut off closed files at end of fiscal year; retain in office for 2 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 2 years)

15. Index and record slips for Document and Plant Security case files (Items 13 and 14).

Cut off slips for closed files every 3 years at end of fiscal year; maintain in office for 3 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 3 years)

NON-POSTAL CRIMINAL OFFENSES AND NON-CRIMINAL
AND SPECIAL SERVICE MATTERS (C, CC)

16. Case files containing investigative reports, correspondence, briefs of facts, procedural papers, hearing transcripts, agency findings, and related documents for investigations of non-postal criminal offenses and non-criminal and special service matters. (Privacy System 080.010)

- a. Record case files maintained at Division Headquarters or higher level (except mail cover investigations-- see Item 17).

Move to inactive file when case is closed; cut off closed files at end of fiscal year; maintain in office for 5 years; ^{then} transfer to FRC, ~~for 10 years,~~ then destroy by an approved method (burning, pulping, or shredding). (Record Life: 15 years)
15 years after case is closed.

- b. Reference case files maintained at Regional and National Headquarters.

Move to inactive file when case is closed; cut off closed files at end of fiscal year; retain in office for 2 years; then destroy by an approved method (burning, pulping or shredding). (Record Life: 2 years)

- c. Domicile case files, consisting of copies of Inspectors' reports, field notes, and related items.

Move to inactive file when case is closed; cut off closed files at end of fiscal year; maintain in office for 5 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 5 years)

17. Mail Cover Investigations (C) Case Files (Privacy System 080.020)

Move to inactive file when case is closed; cut off closed files at end of fiscal year; maintain in office for 2 years; ^{then} transfer to FRC. ~~for 6 years; then~~ Destroy by an approved method (burning, pulping, or shredding) ✓ (Record Life: 8 years),
8 years after case is closed.

18. Index and record slips for CC and C cases (Items 16 and 17) (Privacy Systems 080.010 and 080.020)

Cut off slips for closed cases every 5 years at end of fiscal year; maintain in office for 15 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 15 years)

19. Mail Cover Program Files, consisting of names and addresses of individuals, interoffice memoranda, and correspondence with other agencies. (Privacy System 080.020)

Cut off closed files at end of fiscal year; maintain in office for 8 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 8 years)

EMERGENCY PREPAREDNESS (SC)

Program and project files relating to emergency preparedness requirements and activities.

20. Program test and exercise reports and related correspondence and documents.

Cut off at end of fiscal year; maintain in office for 2 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 2 years)

Correspondence and other records relating to emergency preparedness, excluding those records described under item 20.

21. ~~All other emergency preparedness files.~~

Cut off at end of fiscal year; maintain in office for 1 year; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 1 year)

ADMINISTRATIVE, RECRUITMENT, AND PERSONNEL
SECURITY INVESTIGATIONS (H, RT, PS)
(Privacy System 080.010)

Case files relating to investigations of confidential administrative matters, recruitment, and personnel security. Files consist of investigative reports, briefs of facts, procedural papers, hearing transcripts, agency findings, and related documents.

22. Case files (H, RT, and PS) except Special Complaints (PS-92, see Item 23).

Cut off closed files at end of fiscal year; retain in office for 2 years; ^{then} transfer to FRC. ~~for 13 years, then~~ Destroy by an approved method (burning, pulping, or shredding) (Record Life: 15 years) *15 years after case is closed.*

23. Special Complaints (PS-92)

Close files at end of fiscal year. Maintain in office for 5 years; then destroy by an approved method (burning, pulping or shredding). (Record Life: 5 years). If new file on the same subject is opened during the 5-year retention period, bring material from old file forward.

24. Index and record slips for administrative, recruitment, and personnel security case files (Items 22 and 23).

Cut off slips for closed files every 5 years at end of fiscal year; maintain in office for 15 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 15 years)

INTERNAL AUDITS AND SERVICE INVESTIGATIONS

This category of records includes case files and related indices pertaining to internal audit of Postal Service activities, authorized by 39 USC 2008, and Inspection Service investigations of accidents involving the Postal Service. The following disposition instructions pertain only to copies of reports and other records retained by the Inspection Service. They do not apply to copies forwarded to other elements of the Postal Service or to agencies and activities outside the Postal Service.

25. Indices, consisting of Record Slips filed by location and Number Control Slips filed by sequence number.

Cut off slips for closed files every 5 years at end of fiscal year; maintain in office for 20 years; then destroy by an approved method (burning, pulping, or shredding).

26. Contract Audit (AC) Reports and Work Papers reflect the results of audit of accounting and financial data to assist in the negotiation, award, administration, repricing and settlement of contracts. Consist of audit reports, work papers and related documents.

Move to inactive file when audit is completed; cut off closed files at end of fiscal year; maintain in office for 3 years; ^{then} transfer to FRC, ~~for 17 years; then~~ Destroy by an approved method (burning, pulping, or shredding) (Record Life: 20 years) *20 years after case is closed.*

27. Functional Audits--Financial (AD) and Operations/Service (AO). Reports include audits of systems, systems development, service, service standards, mail processing, transportation, facilities, maintenance, administration, procurement, and similar matters. AD audits concentrate on financial accounting, while AO audits stress performance and compliance with regulations related to the system, operation, or service.

a. Audit reports

Move to inactive file when audit is completed; cut off closed files at end of fiscal year; maintain in office for 3 years; ^{then} transfer to FRC, ~~for 10 years; then~~ Destroy by an approved method (burning, pulping, or shredding) (Record Life: 13 years). *13 years after case is closed.*

b. Work papers

Move to inactive file when audit is completed; cut off work papers for closed files at end of fiscal year; maintain in office for 5 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 5 years)

28. Installation Audits--Financial (AF), Maintenance (AM), Service (AS), and Vehicle (AV), reflect the results of the evaluation and review of systems, procedures, service performance, management effectiveness, and validation of the integrity of accounting records and reports at postal installations. Consist of audit reports, work papers, and related documents.

a. Audit reports

Move to inactive file when audit is completed; cut off closed files at end of fiscal year; maintain in office for 3 years or until after next audit, whichever is sooner; ^{then} transfer to FRC, ~~until 13 years old; then~~ Destroy by an approved method (burning, pulping, or shredding) *13 years after file is closed.*
(Record Life: 13 years)

b. Work papers

Move to inactive file when audit is completed; cut off work papers for closed files at end of fiscal year; maintain in office for 3 years or until after next audit, whichever is sooner; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 3 years or less)

29. Accident Investigations (AA). Inspection Service reports concerning investigation of accidents involving the Postal Service when they include personal injury and/or claims in excess of \$500 for damage to private property. Consist of investigative reports, forms, correspondence, and related documents. (Privacy System 080.010)

Move to inactive file when case is closed; cut off closed files at end of fiscal year; maintain in office for 5 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 5 years)

30. Service Investigations (AI) and Financial Investigations (AR). The AI category includes investigations of a single incident or complaint related to systems, services, facilities, maintenance, administration, procurement, and similar matters. The AR series pertains to audits of revenue protection procedures. Consist of investigative reports, audit reports, correspondence and related documents.

Move to inactive file when investigation or audit is completed; cut off closed files at end of fiscal year; maintain in office for 3 years; *then* transfer to FRC, ~~for 10 years; then~~ Destroy by an approved method (burning, pulping, or shredding) *13 years after file is closed.*
(Record Life: 13 years)

CRIME LABORATORY FILES
(Privacy System 080.010)

31. Case files, consisting of reports of laboratory examinations, evidence or copies of evidence, photographs, correspondence, forms, and other documents, relating to investigations. After closing, move cases to appropriate inactive file:

- a. Selected case files which reflect new or unusual criminal methods or investigative techniques, or which are useful for training, demonstration and similar purposes.

Cut off closed files at end of fiscal year. Maintain in office for 5 years or until they have no further value for reference, training, demonstration or similar purposes, whichever is longer; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 5 years or more)

- b. All Other case files

Cut off closed files at end of fiscal year; maintain in office for 2 years; transfer to FRC for 3 years; then destroy by an approved method (burning, pulping, or shredding). (Record Life: 5 years)

32. Indices to crime laboratory case files (Item 31)

Cut off every 5 years at end of fiscal year; maintain in office for 5 years; then destroy by an approved method (burning, pulping, or shredding).

VEHICULAR VIOLATIONS
(Privacy System 080.030)

33. Vehicular Violations Records. Each record contains individual violator's name, state operator permit number, violation cited, date of citation, citation number issued, state automobile license tag number, and dates of court appearances, compiled under 40 USC 318.

Cut off records at end of each calendar year; maintain in office for 2 years; then destroy by an approved method (burning, pulping or shredding). Some records may be retained longer when required for law enforcement investigations or court proceedings.