

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1 22 78 4	
DATE RECEIVED 14 MAR 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	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 1 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 8 Mar 78	D. SIGNATURE OF AGENCY REPRESENTATIVE  JOHN E. FINLAY	E. TITLE USPS RECORDS OFFICER
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>Multiple Names Personnel Action Files, 1869-1955, 162 cu.ft.</u></p> <p>Arranged alphabetically by name of city.</p> <p>Various Post Office 1500-series forms documenting such personnel actions as appointments, separations, and promotions for all positions and for regular, substitute, and temporary (including Christmas temporary) employees. An individual form may contain as few as one or as many as 20 or 30 names of employees, and the information provided is fragmentary in nature, e.g., name, title, action taken, effective date, and salary. In addition, these records are not complete for most post offices, but usually cover only a few years. Although the date span indicates that this series contains records thru 1955, the bulk of the records predate 1945. For these reasons the series is rarely utilized by the CPR staff to answer reference inquiries, even though there are not any Official Personnel Folders for many of the employees listed in this series. This series does contain some scattered individual personnel files, such as oaths of office, job applications, personal history statements, and certificates of medical examination. (CPR boxes 8-24039 - 206.)</p> <p>Destroy immediately upon approval of this schedule.</p>		WITHDRAWN

*152107
Sent to agency - NCPC - 4/24/78*

1 item