

Rec'd NCP, 1 Dec 78/79

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

LEAVE BLANK	
JOB NO	NC1 28 79 1
DATE RECEIVED	4 DEC 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-3-79 Date	<i>James B. Roaden</i> 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 10 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
	<i>[Signature]</i>	USPS RECORDS OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	The following Records Disposition Instructions cover General ADP Records and the Project Authorization Control System (PACS). They cover machine readable records. <i>ikf 12/21/78 per conversation with Leroy Hinton, U.S.P.S.</i>		

115-107 *Copies to NCP, NDR, NNF 1/9/79
Copies to agency 1/9/79 [initials]*

24 items

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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
<p><i>imp</i> <i>12/21/78</i></p> <p>1.</p>	<p>PROJECT AUTHORIZATION CONTROL SYSTEM (PACS) GENERAL AUTOMATIC DATA PROCESSING (ADP) RECORDS</p> <p><u>Systems Documentation.</u> Record copies of documentation usually maintained on Automatic Data Processing Installations. All other copies are considered reference material and will be disposed of in accordance with disposition instructions for Reference Material found elsewhere in these schedules.</p> <p><u>a. Data Systems Specifications.</u> Documents containing definitions of systems, including functional requirements, data requirements, system/subsystem specifications, requests for the system, authorizing directives; also, file layouts and specifications, output specifications and reports layouts.</p> <p>(1) Disapproved proposed systems (documentation retained by customer). Dispose of 1 year after final action.</p> <p>(2) Approved System. Move to an inactive file upon discontinuance of system and conclusion of audit by an outside source. Maintain in office for 1 year; then destroy.</p> <p><u>b. System Test Documentation.</u> Descriptive material including test plans and test analysis reports.</p> <p>(1) Disapproved proposed systems. Dispose of when no longer needed or along with other systems documentation, whichever is sooner.</p> <p>(2) Approved system. Dispose of 1 year after completion of testing.</p>		

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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
2.	<p>c. <u>User Manual</u>. Information which describes the functions of the system in non-ADP terminology so that users can determine applicability, when and how to use the system.</p> <p>Maintain 1 copy with Systems Specifications (a above). Dispose of all other copies in accordance with disposition instructions for reference files, shown elsewhere in these schedules.</p> <p>d. <u>Run Books (ADP-2)</u>. This is included in Data Operations Documentation. It is used to indicate job setup, sequence for calling files, disposition of files.</p> <p>Maintain 1 copy with Systems Specifications (a above). Destroy when updated or system is discontinued.</p> <p>e. <u>Test Data</u>. Consists of cards, tapes or other media containing data used to simulate a live environment to test the functioning of the system software and processing.</p> <p>Dispose of when the system is accepted by all, including the customer, or when no longer needed, whichever is sooner.</p> <p><u>Work Files</u>. Temporary machine readable media used to facilitate general processing such as in merges or sorts. They do not result from input data, neither are they used to produce reports nor are they used to update the master file.</p> <p>Except as specifically covered elsewhere in these schedules, dispose of when the purpose for which they were created has been served.</p>		

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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
3	<p>PROJECT AUTHORIZATION CONTROL SYSTEM (PACS)</p> <p>This is a computerized financial data base and accounting system that controls authorizations, commitments and payments for facility and fixed mechanization capital and expense projects exceeding \$2,000. The system supports entries to general ledger accounts associated with the Facilities and Fixed Mechanization Programs. Funds are authorized by requirement organizations and paid after certification by regional and/or headquarters contracting officers.</p> <p><u>Project Authorization Control System (PACS) Financial Case Files.</u> Arranged by Project Authorization Number within region. Contains papers and documents originated at the inception of the project and includes a history of all subsequent financial changes. Data includes Project Authorization Number, Contract Numbers, installation name, region and district codes, address of payee, contracting officer, account numbers and Budget Index Codes (BIC), and amounts of commitments. These files are used to administer the project, control funds authorized, committed, and paid, for facility and fixed mechanization projects of \$2,000 and over, such as purchase of land, buildings, and making improvements. This information is used as input to the Project Authorization Control System (PACS). (PS Forms 7334, 4209, 4211, 4211-B, 125, 125-A, 1233, 7330 and 7490).</p> <p>Upon completion of administrative and fiscal closeout, audit by an outside source, and, completion of all litigation, move to an inactive file. Close the inactive file each year; maintain for 2 years in office space; transfer to Federal Records Center (FRC) for 8 years; then destroy. (Record Life: 10 years).</p>		

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4	<p><u>Error Files.</u> Consists of both machine readable material and printed material containing evidence of data rejected by the system as invalid.</p> <p>Dispose of when the system is fully converted to direct data entry and the reports are audited by an outside source; or, 1 year from date of report, whichever is sooner.</p>		
5	<p><u>PACS Master File.</u> Records are arranged in random fashion on resident disc pack. This is the financial data base and accounting system that controls authorizations, commitments and payments for facility and fixed mechanization capital and expense projects exceeding \$2,000. This data base is created from documents and information contained in the PACS case file. It contains such data elements as Project Authorization Number, Account and BIC, Amounts authorized and committed, Uncommitted amounts, payments history, indications as to whether Corps of Engineers or USPS concern, location and contract numbers. The file contains 3 records: Authorization Detail, Contract, and Payment. This data base is used to record activity, to produce standard periodic reports, support entries to general ledger accounts, and to respond to inquiries.</p> <p>Upon discontinuance or conversion of the system, produce a final status report (See Item 6). Dispose of the data base after final audit or the report.</p>		

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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
6	<p><u>PACS Status Report.</u> Reports are produced on an accounting period (A/P) basis and contain the same information found in the PACS Master File. Information is cumulative. Reports printed in project sequence are maintained at the PDC. Reports printed in Budget Account Code sequence that summarize Account Code and Budget Index Code (BIC) detail are distributed to Headquarters and field agencies. The reports are used for balancing and tracking progress.</p> <p>a. <u>Accounting Period Reports</u></p> <p>Dispose of A/P reports as successive reports are received; except, the report summarizing the entire Fiscal Year will be disposed of 1 year from the date of the report. (Record Life: 1 year).</p> <p>b. <u>Final Status Reports.</u> (See Item 5). This report is printed upon discontinuance or conversion of the system.</p> <p>Upon completion of an audit by an outside source, maintain in office for 6 years; then destroy. (Record Life: 6 years.)</p>		

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7	<p><u>Security Backup File.</u> This file is created weekly following the weekly update. It consists of machine readable media identical in format and content to the PACS Master File. It is retained as security in case the master file is damaged or inadvertently erased.</p> <p>Dispose of when 60 days old.</p>		
8	<p><u>PACS History File.</u> Records are arranged in random sequence on this magnetic tape file. It contains records of projects that have been completed, cancelled, or discontinued. Information contained in this file is cumulative - a new file is created each accounting period. It is used to produce accounting period, quarterly and annual reports.</p> <p>Dispose of when successive year-to-date tapes are created; except, the annual tape will be disposed of 1 year and 3 months from the date created.</p>		
9	<p><u>PACS History File Reports.</u> These are reports printed from the PACS History tape. Data is balanced by accounting period, quarter, and year.</p> <p>Dispose of when successive year-to-date reports are produced; except, the annual report will be disposed of 1 year and 3 months from the date of the report.</p>		

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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
10	<p><u>Budget Index Code (BIC) Report.</u> A magnetic tape containing a weekly summary of project changes by BIC. Report shows total dollars in each account and BIC as shown in the status report. This report is transferred by digitronics to regional support data centers where the information is incorporated into regional budgetary reports. (BIC reports.)</p> <p>Dispose of information upon confirmation of receipt by regional support data centers, or one full accounting period, whichever is sooner.</p>		
11	<p><u>Journal Voucher Listing.</u> This is a magnetic tape with information in Account Number sequence. It is a statement of account of budget expenditures and is used as input to the Accounts Payable system. It is also entered into the Trial Balance and General Ledger for the host PDC according to region. The listing contains such information as weekly summation of transactions, commitments and payments by account number. It is also used for referencing and balancing against source documents.</p> <p>Dispose of 45 days from date of creation.</p>		
12	<p><u>Weekly Payment Report (Pay Journal).</u> A magnetic tape report produced weekly containing a record of payments to vendors during the past week. Contains such information as region/district identification, project authorization number, amount of payment, vendor or contractor name and address, and other project identification codes. Information is furnished accounts payable system to generate checks, check listings, and a schedule of payments.</p> <p>Dispose of when checks are verified and certified or 30 days, whichever is sooner.</p>		

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13 3	<p><u>Schedule of Payments.</u> Arranged by week within Fiscal Year. This is a textural listing of information contained in the weekly payment report. It is used in the PACS Section for inquiries, audits, and reconciliations.</p> <p>Close the file each Fiscal Year. Maintain in office for 2 years; transfer to FRC for 10 years; then destroy. (Record Life: 12 years.)</p>		
14 . .	<p><u>Treasury Check Detail List.</u> Arranged by week within Fiscal Year. A textural record of payments to vendors or contractors. This list duplicates information printed on Treasury Checks intended for disbursement. The list includes payee name, Claim/contract/SSN/tax-ID numbers, julian date, check number, amounts and totals.</p> <p>Close the file each Fiscal Year. Maintain in office for 2 years; transfer to FRC for 10 years; then destroy. (Record Life: 12 years).</p>		
15 5	<p><u>Analysis by Account Number.</u> A textural product from the PACS Master File. It is produced each accounting period. Shows such information as dollar amounts for authorizations, commitments, obligations, and payments by FY and account number.</p> <p>Dispose of 90 days from the date of the report.</p>		
16 . -	<p><u>Reports on Parsons Contract.</u> Arranged chronologically. A weekly report of amounts committed, uncommitted, paid, and unliquidated. It is used for manual account reconciliation.</p> <p>Dispose of 90 days from date of report.</p>		

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17 1	<p><u>Miscellaneous PACS Reports.</u> These are reports produced on an "as required" basis. They usually result from a program change and are used as verification or audit trail documents. They include such reports as: PACS/Commitments/Payments Accounts/BIC Changes; PACS Authorization/Account/BIC Changes; and, PACS Conversion Account/BIC Totals.</p> <p>Dispose of after reports have served their purpose or 90 days, whichever is sooner.</p>		