

Read NCD 29 77-8044

REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-28-80-3

DATE RECEIVED

4-25-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-6-80 *Walter N. Stender*  
Date *acting* 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

Leroy Hinton

5 TEL EXT

245-5568

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 34 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

4/24/80

D SIGNATURE OF AGENCY REPRESENTATIVE

A. SCOTT HAMEL *A. Hamel*

E TITLE

USPS RECORDS OFFICER

7 ITEM NO

8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9 SAMPLE OR  
JOB NO

10 ACTION TAKEN

1.

Insured and Registered Domestic Mail Inquiry Records and Applications for Indemnity. These are records used to file and process claims resulting from losses of mail or items insured or registered. They include such information as name of claimant, address, reason for the claim, declaration of addressee and information submitted by the postmasters of the mailing and receiving offices. Forms 3812, 565. (USPS 160.010)

ASM  
2-20

A. Post Office copy.

Move to a paid claims file upon settlement; cutoff this file each fiscal year; destroy when 2 years old.

B. PDC Copy.

Move to a paid claims file upon settlement; cutoff this file each fiscal year; destroy

*11 items*

*Copies to Agency  
NMF all RRCs*

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	When 4 years old.		
2.	<p><u>Boxholder Records.</u> Consists of applications and payment control cards used to manage postal lockbox rentals. Forms 1091-A, 1091-B and 1093) (USPS 010.020).</p> <p>Move to an inactive file upon termination of rental or box closing; cutoff the inactive file annually; destroy when 2 years old.</p>	ASM 2-21	
3.	<p><u>Carrier Drive-out Agreements.</u> Consists of agreements between the local postmaster and carriers who use their privately owned vehicles to transport the mails. (Forms 1311, 1312). (ARTICLE XLI, Section 4, National Agreement). (USPS 010.030)</p> <p>Move to an inactive file upon termination of change of agreement; cutoff annually; destroy when 2 years old.</p>	ASM 2-22	
4.	<p><u>Accountable property Records.</u> Records used for controlling issuance of accountable property such as equipment, credentials, and documents to individuals. Form 296. (USPS 110.010).</p> <p>Return to individual when accountability is terminated.</p>	ASM 4-3	
5.	<p><u>Contract Employee Assignment Records.</u> Records used to ascertain contract employees having an assignment requiring access to mail or postal facilities. Files consist of the assignment notification, personnel questionnaire and contain such information as individual's name, route number, name of contractor, residence and kinds of service. Forms 2025 and 2081. (USPS <del>220.020</del> 210.020)</p> <p>Move to an inactive file upon expiration of contract; cutoff this file annually; destroy when 1 year old.</p>	ASM 4-4	

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 3 4
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
6.	<p><u>Individual Performance Evaluation/Measurement Records.</u> Records other than Merit Performance records (See Item 6-35), that provide decision making information for managers and supervisors for determining training needs, promotions, assignment considerations, and other employee/job related actions. <del>XXXXXXXXXXXX</del> (USPS 120.153).</p> <p>Destroy when 10 years old or when no longer useful, whichever is shorter. <i>FOUO</i></p>		
7.	<p><u>Supervisors Personnel Records.</u> Duplicate copies of employees' employment records, and other records maintained at the supervisor's discretion. May include copies of correspondence, personnel action forms, disciplinary records, and other related material.</p> <p>A. Counseling Records.</p> <p>Destroy when 1 year old, if there has been no disciplinary action initiated against the employee during the period.</p> <p>B. Letters of Warning.</p> <p>Destroy when 2 years old, if there has been no disciplinary action initiated against the employee during the period.</p> <p>C. All other records.</p> <p>Destroy upon termination of the particular supervisor-employee relationship.</p>	ASM 6-40	<i>SEE FILES 11</i>

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 4 4
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
8.	<p><u>Personnel Work Sheets.</u> Batched by day at Employee and Labor Relations Information Centers. Consists of work sheets, used to enter information for new hires and change information for current employees into the automated Form 50 System; and associated reports. The forms contain personnel data identical to that found in the Official Personnel Folder. PS Forms 50A and B.</p> <p>Destroy 30 days after a new PS Form 50 is issued, by burning or shredding.</p>		