

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-028-81-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

One-time schedule. Records are presumed to be destroyed.

Date Reported: 9/23/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Red NCP 1752P80NA

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

Leroy Hinton

5. TEL EXT

245-5568

LEAVE BLANK	
JOB NO	
NCI-28-81-1	
DATE RECEIVED	
October 2, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-9-80	<i>[Signature]</i>
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.

☒ **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	
9/15/80	<i>[Signature]</i>	A. Scott Hamel	
		USPS Records Officer	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Records created by the Post Office Department relating to personnel, accounting, fiscal transactions, money orders, the postal savings program, and routine administrative matters, and other miscellaneous records and reference materials, as listed on attachment 1.</p> <p>DESTROY IMMEDIATELY.</p> <p>All records are currently stored in Federal records centers (FRC). FRC designation and accession numbers are listed on attachment 2.</p>		

Closed Out: 12-16-80: K.T. 1. 120 items
Copy sent to 1NC, 2NC, 3NCP, 4NC, 5NCP, 6NC
Answer: 7NCP, 8NC, 9NC-L, 9NC-S, 10NC, NNBR & NNF

ATTACHMENT 1

Post Office Department Records

1. Personnel Records

- a. Correspondence 1904-26
- b. Records relating to rural carriers, 1945-48
- + c. Statement of citizenship and birth, 1938-45
- d. Letter carrier time books, 1890-1911
- e. Letter carrier overtime reports, 1900-10
- f. Civil Service appointments, 1907-12
- g. Rosters, appointments, removals, seniority lists, and other records, 1900-10
- h. Register of persons employed at the San Francisco Post Office
- i. Postmaster's personnel file, 1929-56
- j. Form 3992, employee's personal record card, 1887-1922
- k. Civil Service Act and Rules Promulgated by the President, 1899
- l. Regulations concerning duties of employees, 1916
- m. Civil Service reports of the U.S., 1894-1909
- n. Civil Service exam papers and declaration sheets, 1896-1903
- o. Oath of office for mail messengers, 1899
- p. P.O. form designating mail messenger, 1890
- q. Attendance records of employees, 1893-95
- r. Personnel forms and departmental authorizations, 1868-1909
- s. Employee surety bonds, 1880-1905
- t. Civil Service correspondence and directives, 1893-1906
- u. Daily time book, custodian's office 1910-18
- v. Other miscellaneous personnel records

2. General Accounting and Fiscal Records

- a. Cash books, 1874-1953
- b. Cash and accounts records and correspondence, 1897-1955
- c. Accounts and record book, 1887-1912
- d. Postmaster's account and record book 1882-1940
- e. Postmaster's account and cash book, 1892-1910
- f. Daily cash and stock summary, 1911-45
- g. Record and postal account book, 1887-1909
- h. Postmaster's daily summary, 1907-44
- i. Postal account book, 1884-1923
- j. Postmaster's copies of postal accounts with supporting vouchers, 1949-54
- k. Receipts for postal remittances, 1922-24
- l. Special interest vouchers
- m. Postal receipts record, 1907-10
- n. Invoices, financial records, 1900-10
- o. Cash received and paid, 1931-33
- p. Vouchers, 1894-1910
- q. Volumes: expenditures for utilities, 1900-31
- r. Quarterly postal account, 1887-1909
- s. Spiral envelope cash and receipt book, 1894-1926
- t. Record of stamps, postal cards received and used, and second class postage collected, 1900-10

3. Routine Administrative Records

a. Correspondence (of or relating to):

- Q. Superintendent?*
- (1) Postmaster, 1890-1940
 - (2) Asst Postmaster, 1920-23
 - (3) Superintendent
 - (4) Construction Superintendent to Architect, Washington, DC 1894 & 1907
 - (5) Furniture requisition, 1949-52
 - (6) Rural routes, 1921-42
 - (7) Rural description, 1938-40
 - (8) Custodian, 1890-1929
 - (9) General or not specified, 1890-1931
- b. Box and key registers, 1894-1931
 - c. Weekly transcripts, 1897-1925
 - d. Records of special delivery articles, 1887-1936
 - e. Membership roster - alpha. index of addressee mail forwarded
 - f. Eight "return register letter bills", 1878-79
 - g. Registration book - matter registered and dispatched, 1881-1923
 - h. Custodian's papers, 1900-33
 - i. Record of last letters and packages, 1925-27
 - j. Records of notices to publishers, 1903-11
 - k. Newspaper and periodical postage, 1900-14
 - l. Window letter or parcel registration books, 1906-18
 - m. Schedules of mail routes, 1884-1950
 - n. Due stamps received and used, 1900-07
 - o. Special delivery pay records, 1944-45
 - p. Cancelling stamp register, 1889-1905
 - q. Record of mail sacks furnished to publishers and new agents, 1929-39
 - r. Plumbing maintenance file, 1937
 - s. Copies of contracts, 1893-1928
 - t. Complaints, 1909-19
 - u. Quarterly reports, 1870-1911
 - v. Lists of dead letters sent to Washington, DC, 1887

4. Miscellaneous records and reference material

- a. Instructions to fourth class postmasters, 1889-92
- b. General orders, 1950-53
- c. Postal bulletins, 1953-54
- d. City directories, 1905-47
- ~~e.~~ Standard diary of the Superintendent of Construction, 1901
- f. Postmaster's report on wagon service
- g. Postal directories, pre-1910
- h. Orders, Superintendent of Delivery, 1905-09
- i. Street directory of principal U.S. cities, 1908
- j. Post Office establishment, 1864
- k. War savings certificates, 1922-23
- l. Monthly treasury savings, 1918
- m. Rural carrier orders, 1901-12
- n. Rural route directory, 1906
- ~~o.~~ Report of supervising architect, Treasury Dept., 1892
- ~~p.~~ Instructions to custodians of public buildings, 1905
- q. Local general orders, internal procedures and management, 1952-58
- ~~r.~~ Report of robbery at Royalton Post Office, 1904
- ~~s.~~ Postal Laws and Regulations of the U.S., 1893
- ~~t.~~ Photos of model for carryings for decoration of Court House and Post Office, 1894

*for what
BAG*

insp sec

*James
KENDRICK*

*KAN City - 11/16/16
58 A 479
1 - 1/25/5 - 12/5*

5. Records relating to money orders

a. Domestic:

- (1) Registers of money orders issued, 1870-1950
- (2) Registers of money orders advices received, 1865-1951
- (3) Applications for duplicate money orders, 1899-1911
- (4) Registers of deposits received on money order accounts 1893-96
- (5) Cash books, 1874-1940
- (6) Accounts, 1907-22
- (7) Registers of money orders cashed, 1892-1922
- (8) Record of money orders paid, 1875-1947
- (9) Statements, 1893-1922
- (10) Money order remittances received, 1906-14
- (11) Issued money order sheets, 1925-28

b. International

- (1) Cash books, 1874-1925
- (2) Accounts, 1915-22
- (3) List of international money order offices, 1908
- (4) Register of British international money orders issued, 1871-75 -

6. Records relating to postal savings

- See
1214
WAG-4P*
- a. Book covers of certificates issued, 1949-64
 - b. Book covers of unissued certificates destroyed, 1960 and prior
 - c. Daily summaries, 1937-51
 - d. Depository revocations, FY68 and prior
 - e. Certificates, 1939 and prior
 - f. Register of postal savings certificates paid and issued, 1911-18
 - g. Closed postal savings, 1916-56
 - h. Applications, 1911-52
 - i. Account books, 1933
 - 7 j. Stubs, 1918-54
 - 1 k. Accounts of deceased depositors, 1950-55
 - l. Postal savings and booklet covers, 1918-54

ATTACHMENT 2

Records CenterAccession numbers

Region 1 FRC (1NC)
Waltham, Mass.

59A5 ✓

Region 2 FRC (2NC)
Bayonne, New Jersey

68A491

Region 3 FRC (3NC-P)
Philadelphia, Pa.

59A7 60A188
59A12 58A135
59A16
59A22 58A203
59A24 58A205
59A29 58A207
59A30 58A45
59A88
59A263

Region 4 FRC (4NC)
East Point, Ga.

55-377 58-376 60-644
55-536 59-1435

Region 5 FRC (5NC-C)
Chicago, Il

68A863 59A85 59A41
62A65 59A82 59A37
59A188 59A62 59A34
59A141 59A54 59A32
59A137 59A52 59A29
59A131 59A50 59A20
59A114 59A44 59A18
59A18 59A53 59A17
59A15 59A47 59A35
58A326 59A49 59A202
59A59 59A13 59A91
59A55 63A121 59A89
59A27 59A106 59A46
59A23 59A67 59A40
59A14 59A58 59A21
58A328 59A56
59A83 59A31
59A61 59A26
59A57 59A24

Region 6 (6NC)
Kansas City, Mo

55A152 58A468 59A19
59A389 58A475 59A22
62A121 58A476 59A32
58A487 58A479 59A42
58A474 58A480 59A58
58A467 58A485 59A59
55A159 58A534 59A74
58A452 58A535 59A89
58A458 58A556 59A114
58A459 58A563 59A131
58A460 58A566 59A139
58A461 59A9 59A159
58A462 59A13 59A284
59A388 59A445 59A475
59A622 61A869 63A343
63A82

Region 7 (7NC)
Fort Worth, Texas

70A865
65A870

Region 8 (8NC)
Denver, Co

60A362 58A325
60A375 58A336
59A83 59A77
59A48 59A150
59A59 59A58
58A375 59A67
58A321 59A43
59A126 59A37
59A33

Mo. Reg.

Region 9 (9NC-L)
Laguna Nigure, Ca

60A199

(9NC-S)
San Bruno, Ca.

62A503 59A563
66A406 58A335
64A355 55A810
63A81 62A114
60A134 62A191
60A111

Region 10 (10NC)
Seattle, Washington

Pos. Sec.

64A781 (box 5)