

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)
United States Postal Service

2. MAJOR SUBDIVISION
Records Office

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Leroy Hinton

5. TEL EXT
245-5568

LEAVE BLANK	
JOB NO NC1-28-84-1	
DATE RECEIVED 10-20-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
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 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 10/13/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Rosemary M. McEllery</i>	E. TITLE Acting 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>Criminal Investigations (080.010)</p> <p>Arrangement: Case Files, by sequence number and location.</p> <p>Consists of reference files and domicile files relating to investigations of burglary, prohibited mailings, fraud, financial depredation, external mail theft, general depredation, money orders, negotiable paper, assaults, robberies, internal thefts, and other offenses.</p> <p>Used in criminal investigations</p> <p>Sample Forms: PS 2029</p> <p>Move to an inactive file when case is closed. Cutoff this file each fiscal year; transfer to FRC when 3 years old; dispose of 15 years from date of cutoff.</p>		<p align="center">WITHDRAWN</p> <p align="right">Replaces NC1-28-77-6/7</p>

NCI-28-77-6

CRIMINAL INVESTIGATIONS

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

a. ^{Domicile}~~Record~~ case files maintained at ^{Domicile level}~~Division headquarters or higher~~.

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 transfer to FRC. Destroy 15 years after case is closed.

b. Reference case files maintained at Regional and National headquarters.

Screen case files at time of closing; remove essential items (such as Regional or National headquarters correspondence) not known to be in ^{domicile}~~record~~ file and send to Division or Region concerned for inclusion in ^{domicile}~~record~~ file; destroy balance of reference file.

~~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.~~

CRIMINAL INVESTIGATIONS

7. Case files relating to investigations of burglary, prohibited mail, fraud, external mail theft, general depredations, 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.

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. Destroy 15 years after case is closed.

b. Reference case files maintained at Regional and National headquarters.

Screen case files at time of closing; remove essential items (such as Regional or National headquarters 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.

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.

NC1-28-84-1

Changes: USPS will keep 2 files instead of 3. A dup file, (c) below, will no longer be created. Shorter office retention period for (a).

a. Record case files

Name changed. Will no longer be maintained at Division level but at the Domicile level, so name will be changed to "Domicile case files." At time of retirement, files will be sent to Regional level before being sent to FRC.

Retention changed from 5 years in office to 3 years in office.

b. Reference case files

No change. Will continue to be screened as before, with any material added to (a) above. Files maintained at Regional level.

c. Domicile case files

These files will no longer be created. The name of the file is replacing name of (a) above.

OK *Hannan* 1/31