

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)
General Services Administration

2 MAJOR SUBDIVISION
National Archives and Records Service

3 MINOR SUBDIVISION
Office of Federal Records Centers

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Ronald L. Heise

724-1698

LEAVE BLANK

JOB NO

NC 1-64-77 - 9

DATE RECEIVED

7 MAR 1977

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3-14-77
Date

James B. Rhoads
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 4 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
3/4/77	<i>Thomas W. Hall</i>	Director, Records Disposition Division

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>GENERAL RECORDS SCHEDULE 12 (Revised) <u>Communications Records</u></p> <p>The attached schedule supersedes GRS 12, Communications Records, approved in 1953.</p>		

25 items

GENERAL RECORDS SCHEDULE 12

Communications Records

The principal records documenting communication functions include messenger service data, telecommunications service control and operational records; summary of long distance telephone reports; postal records, consisting of post office forms and supporting papers; mail control records and supporting and related papers; agency copies of penalty mail reports; and records relating to private delivery services (such as United Parcel Service).

This schedule covers the records described below, wherever located in an agency, but it does not cover records which reflect Government-wide programs, such as records held by the U. S. Postal Service and the Automated Data Telecommunications Service of the General Services Administration, rather than administrative management functions. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying these disposition instructions.

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1..	<u>Messenger Service Files.</u>	
	Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	Destroy when 2 years old.
2.	<u>Communication Correspondence, Reports, and Reference Files.</u>	
	a. Correspondence and related records pertaining to internal administration and operation.	Destroy when 2 years old.
	b. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	Destroy when 3 years old.
	c. Telecommunications statistical reports including cost and volume data.	Destroy when 1 year old.

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d. Telecommunications reference voucher files.

(1) Reference copies of vouchers, bills, invoices, and related records. Destroy when 1 fiscal year old.

(2) Records relating to installation, change, removal, and servicing of equipment. Destroy 1 year after audit or when 3 years old, whichever is sooner.

e. Copies of agreements with background data and other records relating to agreements for telecommunications services. Destroy 2 years after expiration or cancellation of agreement.

3. Telecommunications Operational Files.

a. Message registers, logs, performance reports, daily load reports, and related and similar records. Destroy when 6 months old.

b. Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message. Destroy when 2 months old.

c. Machine copies (hard copies), discs, and tapes of outgoing messages. Destroy after transmission.

4. Telephone Summaries.

Summaries of long distance telephone report used to indicate authorized use of telephone service as well as to audit expense vouchers. Destroy after the close of the fiscal year in which audited.

5. Postal Records.

Post Office forms and supporting papers, exclusive of records held by the United States Postal Service.

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- a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts. Destroy when 1 year old.
- b. Application for postal registration and certificates of declared value of matter subject to postal surcharge. Destroy when 1 year old.
- c. Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail matter. Destroy when 1 year old.

6. Mail and Delivery Service Control Files.

- a. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, excluding both those covered by item 5 and those used as indexes to correspondence files. Destroy when 1 year old.
- b. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds). Destroy when 6 months old.
- c. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers). Destroy when 6 months old.
- d. Statistical reports and data relating to handling of mail and volume of work performed. Destroy when 1 year old.
- e. Records relating to checks, cash, stamps, money orders or any other valuables remitted to the agency by mail. Destroy when 1 year old.

GENERAL RECORDS SCHEDULE 12

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	f. Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	Destroy when 6 months old.
	g. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.	Destroy when 1 year old or when superseded or obsolete, whichever is applicable.
	h. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.
7.	<u>Penalty Mail Report Files.</u>	
	Official penalty mail reports and all related papers.	Destroy when 6 years old.
8.	<u>Postal Irregularities File.</u>	
	Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	Destroy 3 years after completion of investigation.