

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N11-488-991
1. FROM (Agency or establishment) U. S. Postal Service		DATE RECEIVED	6-15-99
2. MAJOR SUBDIVISION Headquarters		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Sheila Allen	202-268-4869		Signature of the archivist is not required for non-federal records.

**6. AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
6/10/99	Gladys E. Zamora	Manager, Post Office Accounting

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Employee Travel Expense Claims (BL034)	N1-488-96-4	WITHDRAWN cmp 10/6/99

Date : 8/09/1999  
Page : 1

# RECORDS AND INFORMATION MANAGEMENT SYSTEM

CONTROL NUMBER: BLO34

RECORD SERIES NAME: EMPLOYEE TRAVEL EXPENSE CLAIMS - PAYMENT COPIES.

DESCRIPTION: CONSISTS OF BATCHES OF CASE FILES CONTAINING FORM PS 1012, TRAVEL VOUCHER, WITH ITS SUPPORTING DOCUMENTATION, SUBMITTED BY EMPLOYEES FOR REIMBURSEMENT OF OFFICIAL BUSINESS TRAVEL EXPENSES. ALSO INCLUDES MISCELLANEOUS FORMS, CORRESPONDENCE, BILLS, & RECEIPTS. 1. RECORDS CREATED THRU FY '96; 2. RECORDS CREATED FROM FY '97 FORWARD; A. RECORDS PROCESSED AT SAN MATEO ASC; B. RECORDS PROCESSED AT ALL SITES EXCEPT SAN MATEO ASC.

RESPONSIBLE ORGANIZATION: CNT CONTROLLER APPROVAL DATES: RESPONSIBLE ORGANIZATION: 06/04/1999

INSPECTION SERVICE:

LAW DEPARTMENT:

NARA JOB NUMBER: NI-488-99-XX CORPORATE RECORD INDICATOR: Y

### MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS SEQUENTIALLY, AS PROCESSED, WITHIN THE BATCH. FILE THE BATCHES NUMERICALLY, BY BATCH NUMBER.

CUT OFF: CUT OFF THE FILE AT THE END OF EACH FISCAL YEAR.

STORAGE: AT CUTOFF, TRANSFER TO IN-ACTIVE STORAGE.

DISPOSAL: DESTROY 1., 2., AND 3. THREE (3) YEARS FROM THE DATE OF CUTOFF.

SPECIAL INSTRUCTIONS PRIORITY NARA JOB # NI-488-96-4. THIS REPLACES BDEA.12.13.

WHERE FILED : Area Offices  
Customer Service and Sales Districts  
Headquarters  
San Mateo Accounting Service Center