

OK
Approved
4/28/86

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO 111-28-86-2	DATE RECEIVED 4-28-86
1 FROM <i>(Agency or establishment)</i> United States Postal Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 2202, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Darrell Moriarty	5 TELEPHONE EXT 268-5161	DATE 11/26/86	ARCHIVIST OF THE UNITED STATES Signature of the Archivist not required for disposition of non-Federal records
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 31 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B. DATE 4/2/86	C. SIGNATURE OF AGENCY REPRESENTATIVE  Philip J. G. Skelly	D. TITLE USPS Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>The attached Records Schedules represent a combination of new schedules and revised previously approved schedules. The previously approved schedules are identified by their current Job Number immediately following their retention/disposal instructions.</p> <p>(See attached pages)</p>		

93 ITEMS

Revised

1. National Consolidated Trial Balance Reports.

Arrangement: Chronologically, by accounting period.

Reports: BV9200CO-BV9500CO (printouts) that summarize the Postal Service's financial status each accounting period. They show the current status of revenues, expenses and commitments by accounts and categories. They are used to adjust accounts and prepare periodic financial statements and reports.

Cut off the file each fiscal year.
Dispose of 2 years after cutoff.
(DO NOT SEND TO FRC)

2. Third Party Claims - Property Damage (PDC).

Arrangement: Maintain in receivable control number order.

PDC copy of property damage claim (PS 1902).

Used to establish receivable accounts and for billing and collection.

Move to an inactive file upon collection or when declared uncollectible. Cut off each fiscal year. Dispose of 3 years after cutoff. (DO NOT SEND TO FRC)

3. Accounts Receivable Invoices.

Arrangement: Numerically, by receivable control number.

Consists of PDC copies of documents establishing receivables for services to Government agencies; vehicle warranty repairs; former postmaster and employee indebtedness; union officials; all other receivables; and supporting records.

Move to an inactive file upon collection or when declared uncollectible. Cut off each fiscal year. Dispose of 4 years after cutoff. (DO NOT SEND TO FRC)

4 Vehicle Assignment Records (PDC).

Consist of PDC copies of vehicle assignment records.

Used to update facility vehicle inventories.

Sample Form: PS 7340-A.

Retain for 1 year, then destroy.
(DO NOT SEND TO FRC)

5 Vehicle Inventory Records (PDC).

Arrangement: Chronologically, by accounting period.

Consist of PDC copies of vehicle transfer records.

Used to update VMF vehicle inventories.

Sample Form: PS 4534.

Cut off the file each fiscal year.
Dispose of 3 years after cutoff.
(DO NOT SEND TO FRC)

Replaces NCl-28-83-2/45a

6 Vehicle Procurement Records (PDC).

Arrangement: Chronologically, by purchase date within accounting period and by type of purchase (i.e., national, local), and vehicle number.

Consist of PDC copies of vehicle procurement and shipping documents.

Sample Form: PS 4503.

Cut off the file each fiscal year;
transfer to FRC when 2-years old; dispose
of 10 years from date of cutoff.

7 Vehicle Sales Records (PDC).

Arrangement: Numerically, by CD (Collection Deposit) control number, within accounting period, within region.

Consist of PDC copies of evidence of sale of vehicle and removal from Postal Service inventory.

Sample Form: SF 97A.

Cut off the file each fiscal year.
Dispose of 3 years from date of cutoff.
(DO NOT SEND TO FRC)

8 Postage and Accountable Paper Requisitions, and Daily Financial Reports.

Arrangement: Chronologically, by individual or unit.

Consist of stamp requisitions and reports of financial activity from window clerks, stations, and branches.

Sample Forms: PS 17, 1412, 3958.

a. Window clerk forms.

(1) Window clerk copies.

Dispose of upon completion of the stamp credit examination or resolution of differences, whichever is longer. (Article 28, Section 1E, 1984, National Agreement.) (DO NOT SEND TO FRC)

Replaces NCl-28-79-4/8a

(2) Station and Accountbook Unit copies.

Dispose of 1 year after origination or resolution of stamp credit examination differences, whichever is longer. (DO NOT SEND TO FRC)

Replaces NCl-28-79-4/8b

b. Station or branch forms.

(1) Station or branch copies.

Dispose of upon completion of station accountability audit or resolution of differences, whichever is longer. (DO NOT SEND TO FRC)

(2) Accountbook Unit copies.

Dispose of 2 years after the close of the fiscal year of origination. (DO NOT SEND TO FRC)

9 Accountbook and Daily Financial Statements.

The Accountbook is a looseleaf book that provides a means of recording, proving, and reporting accounting activity. It shows beginning accountability, the effect of receipts and disbursements, and ending accountability. A new book is started each postal fiscal year. Daily financial statements are looseleaf versions of the accountbook derived from computers, programmable calculators or PS Form 1558, and they are filed by year.

Sample Forms: PS 1551, 1552, 1558.

Cut off this file each fiscal year;
dispose of 5 years from date of cutoff.
(DO NOT SEND TO FRC)

Replaces NCl-28-79-4/10

10 Disbursements Certified for Payment by Postal Data Centers (PDC Copy).

Arrangement: Chronologically, by date of payment.

Consists of certified bills, invoices, and disbursement forms for supplies, services, and equipment not authorized for payment by local offices.

Sample Form: PS 7334.

Cut off the file each fiscal year;
transfer to FRC 3 years after cutoff;
dispose of 6 years, 3 months from date of
cutoff.

11 Disbursements Certified for Payment by Postal Data Centers (Local Office Copy).

Consists of local office copies of certified bills, invoices, and disbursement forms for supplies, services, and equipment not authorized for payment by local offices.

(Note: There is no requirement for local offices to retain copies of bills, invoices, or disbursement forms for payments made by PDCs. However, if copies are retained for management use, the following retention instruction applies.)

Retain until no longer needed, but not
longer than 2 years from the date of
submission to the PDC.
(DO NOT SEND TO FRC)

12 Travel Advances and Travel Vouchers (Office Copy).

Consists of local office copies of travel advances, vouchers, and copies of supporting records such as bills for lodging, car rentals and other receipts.

(Note: There is no requirement for local offices to retain copies of travel advances or travel vouchers. However, if copies are retained for management use, the following retention instruction applies.)

Retain until no longer needed, but not longer than 2 years from the date of submission to the PDC.

(DO NOT SEND TO FRC)

13 Government Transportation Requests.

a. PDC Copy (blue).

Arrangement: Numerically, by batch number.

Consists of SF 1169s submitted to PDCs by common carriers for payment of employee transportation, including related records.

Used to support payment to common carriers.

Sample Form: SF 1169.

After payment is made, forward GTR to GSA for audit. (DO NOT SEND TO FRC)

b. PDC Copy (buff).

Arrangement: Numerically, by GTR number.

Consists of SF 1169A submitted with travel vouchers by employees traveling by common carriers.

Used to verify the accuracy and validity of the SF 1169 received from common carriers.

Sample Form: SF 1169A.

Cut off each fiscal year. Dispose of 1 year from date of cutoff.
(DO NOT SEND TO FRC)

14 Relocation Travel Orders (PDC).

Arrangement: Alphabetically, by employee name.

Consists of copies of agreements detailing the specific types of reimbursements and amounts that employees may claim in conjunction with a relocation.

Sample Form: PS 178.

Maintain in an active file until final relocation voucher is submitted, then remove to an inactive file. Cut off this file each calendar year. Dispose of 4 years from date of cutoff.

(DO NOT SEND TO FRC)

Replaces NCl-28-83-5/2c

15 Relocation Travel Orders (Issuing Office).

Arrangement: Alphabetically, by employee name.

Consists of copies of agreements detailing the specific types of reimbursements and amounts that employees may claim in conjunction with a relocation.

Sample Form: PS 178.

Maintain in an active file until final relocation voucher is submitted. Dispose of when no longer needed for reference.

(DO NOT SEND TO FRC)

16 Employee Claims for Personal Property Loss (PDC).

Arrangement: Numerically, by batch number.

Consists of PS 1864 and a copy of the settlement letter. Used to pay employee claims for loss or damage to their personal property suffered in connection with or incident to their employment duties.

Cut off the file each fiscal year. Transfer to FRC 1 year after cutoff. Dispose of 6 years, 3 months from date of cutoff.

17 Employee Compensation Claims.

Arrangement: Numerically, by batch number.

Consists of PDC copies of payment records for claims by employees for unpaid or erroneous compensation such as reinstated, former or deceased employee claims; incentive awards and requests for waiver of erroneous pay claims.

Used to document payments of claims.

Cut off the file each fiscal year.
Transfer to FRC 1 year from date of
cutoff. Dispose of 6 years, 3 months
from date of cutoff.

18 Telephone Bills for Local and Long Distance Service.

Arrangement: Chronologically, by service ending date.

Maintained at postal installations that submit their telephone bills to their servicing PDC for payment. (Note: For other postal installations that pay telephone bills directly, these records are supporting documents for the Postmaster Statement of Account.

Consists of copies of telephone bills showing the total amount due for local and long distance service for a specific period of time. (The originals of the telephone bills are forwarded to the PDC for payment.) Also included are the itemized listings that show the details of long distance calls, such as originating number, date, time, place called, number called, and charge.

Used to research billing discrepancies and to audit the use of long distance service.

Cut off the file each fiscal year.
Dispose of 4 years from date of cutoff.
(DO NOT SEND TO FRC)

19 Signature/Designation Card for Certifying Officers.

Arrangement: Alphabetically, by officer's name.

Consist of the PDC copies of SF 210 that designate an individual to act as a certifying officer to authorize payments. Includes letters of authorization and revocation.

Used to verify the signatures of the certifying officers on payment authorizations.

Sample Form: SF 210.

Maintain the SF 210 and the authorization letter in separate files. Upon revocation, attach the SF 210 and the authorization letter to the revocation letter and file in an inactive file by date of revocation. Cut off the inactive file each fiscal year. Dispose of 3 years from date of cutoff.
(DO NOT SEND TO FRC)

20 Alimony, Child Support or Commercial Garnishment Records (PDC).

Arrangement: Numerically, by garnishment control number.

Consists of PDC copies of court orders and salary withholding notices submitted by postal installations that are used to start, change or cancel the garnishment of an employee's salary in payment of alimony, child support or commercial debts.

Sample Forms: PS 1242, 1242A.

Move to an inactive file upon cancellation. Cut off the file each calendar year. Dispose of 2 years from date of cutoff. (DO NOT SEND TO FRC)

21 Employee Indebtedness to Postal Service or Federal Agencies - Garnishment Records (PDC).

Arrangement: Maintained in employee's Payroll Audit Folder.

Consists of PDC copies of requests from the Postal Service or other Federal agencies for collection of debts owed by postal employees and payroll deduction authorizations submitted by postal installations that are used to start, change or cancel the garnishment of an employee's salary in payment of debt to the Postal Service or Federal agency.

Sample Forms: PS 1915, 3239, 3239A.

Retain in Payroll Audit Folder for 2 years after cancellation, then destroy.
(DO NOT SEND TO FRC)

22 Applications for Second and Third Class Mailing Privileges.

Consist of name of publication, name and address of news agent and, if applicable, name, address and type of organization applying for privileges. The information is used to verify eligibility for second and third class mailing privileges.

Sample Forms: PS 3501, 3501A, 3502, 3511, and 3624.

Place in an inactive file when permit is cancelled or terminated. Cut off the file each calendar year; dispose of 3 years from date of cutoff.
(DO NOT SEND TO FRC)

23 Miscellaneous Applications for Mailing Privileges.

Consist of name and address of applicant, permit number, date of issuance, and class of matter. The information is used to verify eligibility to use the mailing privileges for which the applicant has applied.

Sample Forms: PS 3601, 3614, and 3620.

Place in inactive file when permit is cancelled or terminated. Cut off the file each calendar year; dispose of 3 years from date of cutoff.
(DO NOT SEND TO FRC)

24 Carrier Drive-out Agreements.

Consist of agreements between the local postmaster and carriers who use their privately owned vehicles to transport the mails.

(Article XLI, Section 4, National Agreement).

Sample Forms: PS 1311, 1312, 1839.

a. Agreements, Forms 1311.

Move to an inactive file upon termination of agreement. Cut off this file each calendar year; dispose of 2 years from date of cutoff.

Replaces NC1-28-80-3/3

b. Postmaster's copies of the PS 1312 and 1839 is used in support of the postmasters' statement of account.

Cut off the file each calendar year; dispose of 4 years from date of cutoff.
(DO NOT SEND TO FRC)

c. Machine-readable records at the PDC (PS 1839 information).

Arrangement: Numerically, by social security numbers.

Cut off the file each calendar year; dispose of 7 years from date of cutoff. (This information supports an entry on a W-2 form.) (DO NOT SEND TO FRC)

25 Origin/Destination Information System (ODIS) Summary Reports and Monitoring Forms.

Arrangement: Chronologically, by accounting period and within accounting period by region and class of mail.

Consist of reports that give mail volume statistics by region, class of mail and ZIP Code characteristics.

Used to determine and monitor service standard achievement for delivery time between origin and destination.

Cut off the file each fiscal year; transfer to FRC 1 year after cutoff; dispose of 5 years from date of cutoff.

26 Employment Statistics Files.

Consist of statistics relating to race, sex, and handicap status.

Headquarters Copies.

Cut off this file each fiscal year; transfer to FRC when 3-years old; dispose of 15 years from date of cutoff.

27 Equal Employment Opportunity (EEO) - General Files.

Consist of general correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, the Rehabilitation Act of 1973, and any pertinent future legislation; and USPS EEO Committee meetings and records including minutes and reports.

a. Field Copies.

Cut off this file each calendar year; dispose of 3 years from date of cutoff.
(DO NOT SEND TO FRC)

Replaces NCl-28-79-4/78

b. Headquarters Copies.

PERMANENT. Cut off this file each calendar year; Retain copies of such documents permanently in order to maintain a historical record for the Postal Service. (DO NOT SEND TO FRC)

28 Applications for Master Instructor Positions.

(Positions are with Management Action Series Training (MAS)--a formal job related program for USPS supervisors in selected occupation codes.)

Arrangement: Case files, geographically, by region within occupation codes.

Consist of application forms, estimates of potential, notes and recommendations.

Sample Forms: PS 2577, 2591.

Cut off files with each selection; dispose of 3 years from date of cutoff.
(DO NOT SEND TO FRC)

Replaces NCl-28-79-4/47

29 Merit Performance Evaluation File.

Arrangement: Case files, alphabetically, within fiscal year, by organizational unit.

Consist of audit sheets, performance ratings, self-appraisals, statements of goals and objectives, and related correspondence.

Sample Forms: PS 2451, 2451A, 2451B, 2456.

Cut off the file each fiscal year;
transfer to FRC when 3-years old; dispose
of when 5 years old.

Replaces NC1-28-79-4/94a

30 Equal Employment Opportunity (EEO) Discrimination
Complaint Cases.

Arrangement: Case files, alphabetically, by name, within location.

Consist of complaints, with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222.

Used to process EEO complaints.

a. Precomplaint Counseling.

Consist of EEO counselor files of informal employee discrimination complaints.

Used in resolution of EEO complaints before formal complaints are filed.

Move to a closed file upon final
adjustment at the counselor level or when
a formal complaint is filed. Cut off
this file each calendar year; dispose of
1 year from date of cutoff.

(DO NOT SEND TO FRC)

Replaces NC1-28-83-2/35a

b. Copies of Official Complaint Files.

Dispose of 1 year after resolution of case. (DO NOT SEND TO FRC)

c. Selected Appeals Case Files.

Arrangement: Alphabetically, by name.

Consist of selected case files which reflect new or unusual precedents related to EEO which are useful for training or reference purposes.

Move to an inactive file upon final decision. Cut off this file each calendar year; maintain in-office; dispose of 4 years from date of cutoff, or when they have no further use for reference, training, or similar purpose, whichever is longer.

(DO NOT SEND TO FRC)

31 Adverse Actions, Discipline, Grievances and Appeals of Non-Bargaining Unit Employees.

Arrangement: Case files, alphabetically, by employee name.

Consist of notice of proposed action, reply, summary of oral reply, employee notice of appeal, hearing proceedings, appeal decisions, notice of actions, investigative reports, and related records, decisions and papers resulting from appeals to the Merit Systems Protection Board.

Used to document grievance and appeal procedures for employees not covered by a collective bargaining agreement.

Move to a closed case file upon receipt of final decision. Cut off this file each calendar year; transfer to FRC when 3-years old; dispose of 7 years from date of cutoff.

Replaces NCl-28-83-2/32

32 Adverse Actions Appeals (located in the Law Department).

Arrangement: Case files, alphabetically, by name of litigant.

Consist of copies of original adverse actions, discipline, grievance and appeals case files of nonbargaining unit employees. They concern employees involved in Veteran's appeals and other adverse action appeals. Files also contain formal pleadings and memoranda of law, other relevant documents such as notes, case analyses, and telephone records.

Move to a closed file upon final decision. Cut off this file each calendar year; transfer to FRC when 3-years old; dispose of 7 years from date of cutoff.

Replaces NCl-28-83-2/33

33 Accident Report Records (Headquarters).

Arrangement: Geographically by region, within accounting period, at Headquarters.

Consist of Accident Reports, copies, microfilm, computer printouts, and the Annual Summary to OSHA. The reports pertain to all types of accidents and incidents: vehicles, industrial accidents, fires, and other incidents. Records include any logs maintained.

Used to report accidents, to analyze as to cost, frequency, lost time, and to furnish information to OSHA.

Sample Forms: PS 1764, 1769, 1772, OSHA Form 200.

Cut off this file each fiscal year; transfer to FRC when 3-years old; dispose of 5 years from date of cutoff.

Replaces NCl-28-83-2/11

34 Motor Vehicle Accident Report Records (VMF).

Arrangement: Chronologically.

Vehicle Maintenance Facility (VMF) copies of records pertaining to local vehicle accidents.

Used to analyze cost, frequency, and lost time.

Sample Forms: PS 1769, 1772.

Cut off this file each fiscal year;
dispose of 5 years from date of cutoff.
(DO NOT SEND TO FRC)

35 Safety Investigative Boards and Reports.

Arrangement: Chronologically, within region.

Consist of investigations of fatalities and serious accidents, to include findings, reviews of actions taken and recommendations.

Used in accident investigation and prevention.

Cut off this file each fiscal year;
transfer to FRC when 3-years old; dispose
of 5 years from date of cutoff.

Replaces NCl-28-83-2/12

36 Individual Employee Official Medical Folder (OMF).

Arrangement: Alphabetically, by last name of employee.

Consist of information relating to an employee's medical history to include physical examinations, treatment received at the health unit, and occupational injuries or illnesses. The file also includes correspondence, doctors' statements and recommendations, OWCP referrals, medical forms and records of immunizations. This file does not include records that may be a part of or associated with the Official Personnel Folder (OPF) or that are maintained separately such as disability retirement examinations.

Official medical folders are usually maintained in the medical facility that is geographically closest to the installation where the employee works (or in the case of a nonselected eligible, in the personnel office where the suitability determination was made).

When medical personnel receive notification from the employing office that an employee is to be transferred or separated, they must remove the OMF from the active file.

- a. If the employee is being promoted or reassigned to another installation, the OMF is forwarded to the head of the medical facility responsible for the installation where the employee will be assigned.
- b. If the employee is transferring to another Federal agency, the OMF is forwarded to the personnel office of the agency to which the employee is transferring.
- c. When an employee is separating from Federal service, the OMF must be placed in an inactive file until there are enough folders to fill a box and forward to the National Personnel Records Center (NPRC), St. Louis, MO, and dispose of according to procedures to be developed for the disposition of Federal Employees Medical Folders.

Replaces NCl-28-79-4/64

- d. When a tentatively selected eligible has been determined unsuitable for employment, the OMF must be removed from the active file and returned to the personnel office where the determination was made. It will be matched with the individual's employment application and destroyed after 2 years.
(DO NOT SEND TO FRC)

37 Headquarters Car Pool Coordination and Parking Records.

Consist of paper and machine-readable files. Paper files include applications, correspondence, violations and photographs. Machine-readable files consist of information from the application file, such as name, space number, principal and other drivers, drivers' license numbers, home addresses.

- a. Application case files.

Arrangement: Numerically, by parking space number.

Used to develop history of individual parking space and to house paperwork.

Screen this file annually, remove all papers 6-years old and dispose of them.
(DO NOT SEND TO FRC)

Replaces NCl-28-79-4/45

- b. Machine-readable files in parking office.
Accessed by name, tag number, office location and space number.

Used in daily car pool and parking administration.

Immediately remove all information when employee surrenders space.
(DO NOT SEND TO FRC)

- c. Machine-readable files in Office of Headquarters Services.
Remittance-received-in-mail report other than PDC copies.

Used in accounting for parking fees.

Immediately remove all information when employee surrenders space.
(DO NOT SEND TO FRC)

- d. Accounting reports generated in Office of Headquarters Services.

Used to reconcile and monitor accounts.

Dispose of after audit or when 3-years old, whichever is sooner.
(DO NOT SEND TO FRC)

- e. Other miscellaneous reports in Office of Headquarters Services.

Used in administration of parking program.

Dispose of when no longer needed for reference or when 1-year old, whichever is sooner. (DO NOT SEND TO FRC)

- f. Violations maintained in applications case file.

Screen this file annually, dispose of all violation notices when 1-year old.
(DO NOT SEND TO FRC)

- g. Medical files maintained by the medical officer.

Used to support the assignment of a handicapped parking space.

Dispose of 1 year from date of termination of assignment.
(DO NOT SEND TO FRC)

38 Minutes of Meetings: Joint Labor/Management.
(Committees such as EAP, Safety and Health, and scheme committees are established pursuant to Articles of the National Agreement.)

Arrangement: Chronologically.

Consist of minutes of joint meetings of labor/management committees at both the national and field levels.

Field Level.

Cut off this file at the end of each calendar year. Dispose of 5 years from date of cutoff. (DO NOT SEND TO FRC)

39 Arbitration Case Files.

Arrangement: Case files, numerically, by case number.

Consist of copies of original disciplinary and contract grievances and appeals of bargaining unit employees. Includes formal pleadings, memoranda of law, and other relevant documents such as case analyses, notes, and telephone records.

Used to provide legal advice and representation to the Postal Service.

a. Disciplinary Cases (to include removal) and contract application cases.

Move to a closed case file upon receipt of final decision. Cut off this file each calendar year.

(1) National Level.

Transfer to FRC when 3-years old; dispose of 15 years from date of cutoff.

Replaces NCl-28-83-2/31a

(2) Field Level.

Dispose of 5 years from date of cutoff.
(DO NOT SEND TO FRC)

b. Court Actions.

Move to a closed file upon receipt of final decision. Cut off this file upon expiration of the National Agreement; transfer to FRC when 5-years old; dispose of 15 years from date of cutoff.

40 Disciplinary and Contract Grievances, and Appeals of Bargaining Unit Employees.

Arrangement: Case files, numerically, by case number.

Consist of Notice of Disciplinary Action, Standard Grievance Form from the union, statements of fact, statements of witnesses and supervisors, copies of supporting records from other USPS files, summaries, decisions, union corrections, or additions, appeal requests, papers that result from an appeal to the Merit Systems Protection Board, and other pertinent papers.

Used to document grievances and appeals for employees covered by the collective bargaining agreements.

(Articles 15 and 16.)

Sample Forms: PS 2608, 2609, 2610.

Move to a closed case file upon receipt of final decision. Cut off this file upon expiration of the National Agreement; transfer to FRC when 3-years old; dispose of when 7-years old.

Replaces NC1-28-83-2/30

NOTE: Maintain these files in blocks according to the agreement, e.g., all cases brought under the 1981 agreement will be maintained and disposed of as an entity.

41 Uniform Allowance Payment Records.

Arrangement: Alphabetically, by name or numerically by social security number.

Consist of copies of invoices, bills, correspondence, and related papers maintained for control purposes.

Sample Form: PS 1498.

a. Post Office Case File.

Arrangement: Alphabetically by employee name.

Move to an inactive file when an employee leaves the Postal Service or is no longer in a bargaining unit. Cut off this file each calendar year; dispose of 3 years from date of cutoff.

(DO NOT SEND TO FRC)

Replaces NCl-28-79-4/44

b. PDC Card File.

Cut off the file each accounting period; dispose of 6 months from date of cutoff.
(DO NOT SEND TO FRC)

c. PDC Pay Listing.

Cut off this file each accounting period; transfer to FRC when 1-year old; dispose of 6 years and 3 months from date of listing.

d. Machine-Readable Records.

Cut off this file each accounting period; transfer to FRC when 1-year old; dispose of when 6 years and 3 months old.

42 Vehicle Jackets.

Arrangement: Case files, numerically, by vehicle number.

Case files containing VMF copies of records of complete service history of a vehicle used for scheduling routine and preventive maintenance.

Sample Forms: PS 4528, 4541, 4543, 4544, 4587, 4593; and SF 97.

Upon transfer, forward jacket along with vehicle. When vehicle is disposed of, move jacket to an inactive file. Cut off this file each fiscal year; dispose of 3 years from date of cutoff.
(DO NOT SEND TO FRC)

Replaces NC1-28-83-2/40b

43 Open Work Orders.

Arrangement: Chronologically, by accounting period.

An authorized work order held open for the purpose of recording numerous similar jobs that are not charged to individual vehicles.

Sample Form: PS 4543.

Cut off this file each fiscal year; dispose of 2 years from date of cutoff. (DO NOT SEND TO FRC)

44 Vehicle Washing Records.

Arrangement: Chronologically, by accounting period.

Consist of VMF copies of accounting forms that document use of coin-operated drive-through car washes for station-based and perimeter office vehicles.

Sample Form: PS 4551.

Cut off this file each fiscal year; dispose of 1 year from date of cutoff.
(DO NOT SEND TO FRC)

45 Vehicle Maintenance Schedule.

Arrangement: Chronologically.

Consist of VMF copies of a schedule of routine and periodic maintenance to be performed for the vehicles assigned to each perimeter office.

Sample Form: PS 4621.

Cut off this file each fiscal year upon update/revision; dispose of 1 year from date of cutoff. (DO NOT SEND TO FRC)

46 Vehicle Maintenance Agreements/Contracts.

Arrangement: Numerically, by contract number.

Case files containing VMF reference copies of solicitations and agreements/contracts related to the maintenance of postal vehicles.

Sample Forms: PS 4984, 7333, 7334, 7376, 7381, 7394, and 7395.

Cut off this file each fiscal year after final payment, conclusion or cancellation of agreement; dispose of 1 year from date of cutoff. (DO NOT SEND TO FRC)

47 Vehicle Sales Records.

Arrangement: Numerically, by sales contract control number.

Consists of VMF copies of records pertaining to the sale and removal of vehicles from Postal Service inventory.

Sample Forms: PS 3544, 4594, 4595, SF 97A.

Cut off this file each fiscal year after sale of all vehicles listed on PS 4594. Dispose of 3 years after cutoff. (DO NOT SEND TO FRC)

48 Vehicle Utilization Control Records.

Arrangement: Chronologically.

Consist of VMF copies of records of use, assignments, routes and inspections to control and monitor the fleet.

Sample Forms: PS 4533, 4539 and 4572.

Cut off this file each fiscal year;
dispose of 1 year from date of cutoff.
(DO NOT SEND TO FRC)

49 Vehicle Time Records.

Arrangement: Chronologically, by accounting period.

Consist of VMF copies of records pertaining to the use of Postal-owned and hired vehicles by accounting period.

Sample Form: PS 4570.

Cut off this file each accounting period.
Dispose of 3 accounting periods from date
of cutoff. (DO NOT SEND TO FRC)

50 Vehicle Hire Records.

Arrangement: Numerically, by contract number.

Consist of Case Files containing VMF copies of information on leased and emergency hire vehicles, including solicitations, condition reports and evidence of final payments to provide history of vehicle use by the USPS.

Sample Forms: PS 1804B, 1804C, 4516, 4523, 4570, 4577 and 5201.

Move to an inactive file upon final payment, cancellation or conclusion of contract. Cut off this file each fiscal year; dispose of 2 years from date of cutoff. (DO NOT SEND TO FRC)

Replaces NCl-28-83-2/41

51 Supply Requisition Forms and Receiving Documents.

Arrangement: Chronologically.

Consist of local facility copies of various types of supply requisitioning forms and corresponding receiving documents.

Used to document requisition for and receipt of supplies.

Sample Forms: PS 1567, 7380, 7381, SF 344, 4686A, 3448-1.

Cut off this file each calendar year;
dispose of not less than one year or more
than two years from date of cutoff.
(DO NOT SEND TO FRC)

52 Supply Record Cards (PS 1586).

Arrangement: Numerically, by item number.

Consist of forms to document the receipt, issuance, and demand history of supply items maintained in the facility supply area. Information recorded includes item name and number, location, source, price, minimum and maximum stock levels, balance on hand, etc.

Cut off this card when it is completely filled. Move the completed card to an inactive file. Maintain inactive file for not less than one year or more than two years. (DO NOT SEND TO FRC)

53 Verified Capital Property File (and A/P Change List).

Arrangement: Attach the corresponding supporting documents from the Pending Verification File to the A/P Listing in ID number sequence. File the listings (and attachments) in A/P sequence.

Consists of local facility copies of documents which have been removed from the Pending Verification File and verified. The A/P Change Listing is a computer-generated listing containing all additions, deletions, and adjustments to the inventory of capital equipment at the facility processed during the A/P.

Used to support the receipt, transfer or disposal of capital property items.

Cut off the file each calendar year.
Dispose of 4 years from date of cutoff.
(DO NOT SEND TO FRC)

54 Verified Expendable File (Completed).

Arrangement: Chronologically, by accounting period.

Consist of local facility copies of procurement and receiving documents for expense items (which have been removed from the Pending Verification File), received and verified.

Cut off this file each fiscal year;
maintain the completed file for not
less than one year or more than two
years. (DO NOT SEND TO FRC)

55 Non-Capital Property Transferred File (Completed).

Arrangement: Chronologically, by accounting period.

Consist of local facility copies of PS Form 7340 and related documents.

Used to support disposal of noncapital property.

Sample Forms: PS 7364, 7364A, 7381, 4707.

Cut off this file each fiscal year.
Maintain the file for not less than one
year or more than two years.
(DO NOT SEND TO FRC)

56 Non-Capital Property Disposal File.

Arrangement: Chronologically, by accounting period.

Consist of local facility copies of PS Form 969 and related documents, e.g., OF 15, 16; SF 120, 122, 123; PS 7334, 7340; vendor receipts.

Used to support disposal of noncapital property.

Cut off this file each fiscal year.
Maintain the file for not less than one
year or more than two years.
(DO NOT SEND TO FRC)

57 Expendable Sensitive Equipment File.

Arrangement: Chronologically, based on date of receipt at the facility.

Consist of memos and other forms of informal records prepared for tracking valuable portable equipment charged to the installation, including date of receipt, description, individual/location and cost.

Move the records to an inactive file when an item is returned, disposed of or transferred to another facility. Cut off the file each fiscal year; dispose of one year from date of cutoff.
(DO NOT SEND TO FRC)

58 Loans Files.

Arrangement: Chronologically, based on date of loan. Maintain separate files for equipment loaned to private mailers.

Consist of memos or forms pertaining to loans of equipment to other facilities or to private concerns; these records are cross-referenced to the corresponding 961-As.

Move the records to an inactive file when item is returned, disposed of, or transferred to another facility. Cut off this file each fiscal year; dispose of 1 year from date of cutoff.
(DO NOT SEND TO FRC)

59 Annual Capital Property Listing.

Arrangement: Chronologically, after annual reconciliation.

Consist of computer-generated listing of all capital property charged to an installation.

Used to verify the total inventory of capital equipment at the facility.

Retain for 1 year (until the listing is superseded), then destroy.
(DO NOT SEND TO FRC)

60 Physical Inventory Worksheet Listing.

Arrangement: Chronologically, after completion of biannual physical inventory.

Consist of computer-generated listing of all capital property charged to the facility in ID number sequence.

Used to perform the physical inventory and can be annotated as necessary with equipment locations, initials, etc.

Retain for 2 years (until the listing is superseded), then destroy.
(DO NOT SEND TO FRC)

61 Postal Contracts Case Files.

Arrangement: Case files, numerically, by contract number.

Consist of contracts and cancelled solicitations for services, supplies, equipment, design and construction, vehicle hire, mail transportation, maintenance. Real Estate (real property) is excluded. Formal and informal instruments and documents generated by national contracts are pertinent. Also includes purchase orders, bond and surety records, correspondence and related records, and evidence of cancellation.

Unsuccessful Bids and Proposals.

Arrangement: Case file, numerically by contract number.

File with corresponding awarded contract. Dispose of 1 year after contract is awarded. (DO NOT SEND TO FRC)

62 Garnishment Correspondence Files (Regional Counsel).

Arrangement: Chronologically.

Consists of copies of correspondence between the Regional Counsel's Office and installation heads who have requested advice or a determination on the proper processing of a particular garnishment action. Includes copies of the court order(s) and any other pertinent records.

Cut off the file each calendar year.
Dispose of 1 year from date of cutoff.
(DO NOT SEND TO FRC)

63 Internal Audits and Service Investigations.

Arrangement: Case Files.

Consist of files and related indices resulting from internal audit of Postal Service activities, authorized by 39 USC 2008, and Inspection Service investigations of accidents involving the Postal Service. (This instruction pertains to the record copy maintained by the Inspection Service; it does not apply to copies forwarded to other elements of the Postal Service or to agencies and activities outside the Postal Service.)

a. Fiscal Investigations.

Consist of requests for expenditures from the confidential fund file.

Cut off this file each fiscal year;
transfer to FRC when 3-years old; dispose
of 5 years from date of cutoff.

b. Budget.

Consist of signature cards for certifying officers (SF 210).

Move to an inactive file when signature authority is revoked. Cut off the file each fiscal year; transfer to FRC when 3-years old; dispose of 10 years after cutoff.

64 Privacy Act Accounting of Disclosure Files.

Consist of the files maintained for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, and proof of subject individual's consent, when applicable.

Dispose of in accordance with approved disposition instructions for the related records, or after 5 years, whichever is longer. (DO NOT SEND TO FRC)

Replaces NCl-28-79-4/7

65 Technical Training Center Class Records - Class Folders.

Arrangement: Chronologically, by course number.

Consists of student records: Course number, test results and cross reference to tests administered, individual and course grade averages, counseling and leave records.

Cut off this file at end of each fiscal year; dispose of 3 years from date of cutoff. (DO NOT SEND TO FRC.)

66 Technical Training Center Class Records - Registrar's Office Folders.

Arrangement: Numerically, by course offering number (course title, date, and number).

Consists of training requests, authorizations and class rosters. Contains student's name, SSN, duty station and final grade. Contains a record of training (PS Form 1734) for students who complete course and Withdrawal/Failure Form for individuals not completing course.

Cut off this file at the end of each fiscal year; dispose of 1 year from date of cutoff. (DO NOT SEND TO FRC)

67 Test Records.

Arrangement: Chronologically, by date and course number.

Consists of Senior Instructor created tests and test validation information (pre- and post- test analysis data).

Cut off this file at the end of each fiscal year; dispose of 5 years from date of cutoff. (DO NOT SEND TO FRC).

68 Paid Money Orders (Domestic and International).

Arrangement: Numerically, by locator number.

Consist of paid money orders from Postal Money Order Division and from Federal Reserve Banks.

Used to reconcile bank charges, prove payment, use in litigation and to research wrong or improper payments, counterfeits, etc.

Cut off the file each month; transfer to NPRC, St. Louis, MO; dispose of 9 months from date of cutoff.

Replaces NC1-28-85-1

69 Consumer Service Cards.

Consist of Postmaster's copy of Forms PS 4314-A and 4314-C (copy #4).

Used to bring consumer information such as complaints, requests for information or suggestions to the attention of the appropriate Postmaster and the Consumer Advocate.

Cut off the file monthly after problem resolution. Destroy 1 year after cutoff. (DO NOT SEND TO FRC)

Replaces NC1-28-77-1/25