

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. ~~XXXXXXXXXX~~ NT-28-893

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED
5/11/89

1 FROM (Agency or establishment)
U.S. Postal Service

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Finance Group

In accordance with the provisions of 44 USC 3303a 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
Records Office

4 NAME OF PERSON WITH WHOM TO CONFER
Leroy Hinton

5. TELEPHONE EXT
268-5155

DATE
7/7/87

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 4 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
3/2/89

C SIGNATURE OF AGENCY REPRESENTATIVE
Philip J.G. Skelly

D TITLE
USPS Records Officer

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARS USE ONLY)

This schedule consists of new items for unemployment compensation and space management

Copies sent to NCF
NNT 7/13/89

DIR425CO
REPORT NO. 15

DIRECTORY OF INFORMATION RESOURCES
RECORDS AND INFORMATION MANAGEMENT SYSTEM
SF 115 REPORT

PAGE 001 RUN DATE 02/27/89

① CONTROL NUMBER EFCF 03.01

RECORDS SERIES NAME UNEMPLOYMENT COMPENSATION - CLAIMS
FILES.

DESCRIPTION CONSISTS OF WAGE AND SEPARATION INFORMATION FROM USPS AND CORRESPONDENCE
FROM STATE UNEMPLOYMENT AGENICIES USED TO VERIFY EMPLOYMENT AND
UNEMPLOYMENT IN ORDER TO DETERMINE COMPENSATION. IF APPEALED, THIS BECOMES
THE APPEALS FILE SAMPLE FORM PS 6803

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING CASE FILES. CHRONOLOGICALLY, BY DATE OF
ACTION MOVE TO A CLOSED FILE UPON
AWARD OR DENIAL OF COMPENSATION OR
EXPIRATION OF APPEAL DATE

CUT OFF CUT OFF THIS FILE EACH ACCOUNTING
PERIOD

STORAGE

DISPOSAL DISPOSE OF 3 YEARS FROM DATE OF CUTOFF

REPLACES NARA JOB NUMBER.

② CONTROL NUMBER EFCF 12.01

RECORDS SERIES NAME UNEMPLOYMENT COMPENSATION - APPEALS
FILES

DESCRIPTION CONSISTS OF FORMS AND CORRESPONDENCE FROM STATE AGENCIES, TO INCLUDE
NOTICES OF APPEALS HEARING, COPIES OF TRANSCRIPTS, DECISION LETTERS,
EVIDENCE, COURT ORDERS, THROUGH ALL LEVELS OF APPEALS USED TO DEFEND THE
POSTAL SERVICE POSITION IN UNEMPLOYMENT COMPENSATION APPEALS SAMPLE FORM.
PS 6803

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING CASE FILES - ALPHABETICALLY BY NAME OF
CLAIMANT MOVE TO A CLOSED FILE UPON
FINAL DETERMINATION OR EXPIRATION OF
APPEAL DATE

CUT OFF CUT OFF THIS FILE EACH FISCAL YEAR.

STORAGE

DISPOSAL DISPOSE OF 6 YEARS, 3 MONTH FROM DATE OF
CUT OFF

REPLACES NARA JOB NUMBER

③ CONTROL NUMBER. FAAO.11.01

RECORDS SERIES NAME. BUILDING SPACE MANAGEMENT FILES.

DESCRIPTION RECORDS RELATING TO THE ALLOCATION, UTILIZATION, AND RELEASE OF BUILDING SPACE UNDER USPS CONTROL INCLUDES CORRESPONDENCE, REPORTS, BUILDING PLAN FILES, AND RELATED RECORDS USED IN SPACE PLANNING, ASSIGNMENT, AND ADJUSTMENT

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS

FILING MOVE TO A CLOSED FILE UPON TERMINATION OF ASSIGNMENT, CANCELLATION OF LEASE, OR WHEN PLANS ARE SUPERSEDED OR OBSOLETE

CUT OFF CUT OFF THIS FILE EACH CALENDAR YEAR

STORAGE RETAIN IN OFFICE, DO NOT SEND TO FRC

DISPOSAL DISPOSE OF 2 YEARS AFTER CUT OFF

REPLACES NARA JOB NUMBER