REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO. N1-028-91-9

DATE RECEIVED 9/28/93

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

1. FROM *(Agency or establishment)*
United States Postal Service

2. MAJOR SUBDIVISION
Finance and Planning

3. MINOR SUBDIVISION
Records Office

4. NAME OF PERSON WITH WHOM TO CONFER
John Gunnels
USPS Records Office

5. TELEPHONE EXT.
202-268-4873

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

DATE 2-22-94

ARCHIVIST OF THE UNITED STATES
Acting
Trudy Huskamp Peterson

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 41 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
9-28-93	Betty E. Sheriff Betty E. Sheriff	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 GRS OR SUPERSEDED JOB CITATION	10.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)*
	Miscellaneous Records of the United States Post Office Department and Postal Service, 1851-1984. (Pleased see attached) Copies sent to NN-W, NNWS, NNT, NCF, NIA 3/7/93		

115-108

NSN 7540-00-634-4064

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

U. S. POSTAL SERVICE
(Record Group 28)

Described below are most remaining unscheduled records assigned to RG 28 at the Washington National Records Center. (Certain cartographic and audiovisual records will be appraised separately.) Often intermingled with the permanent records are disposable materials which cannot easily be removed until the records are transferred to the National Archives where they can be screened during archival processing. In addition to those records identified in this schedule, the National Archives will remove records authorized for destruction under the following:

1. Records authorized for destruction by SF 115s approved for Postal Service or Post Office Department records;

2. Records authorized for destruction by the General Records Schedules, and;

3. Nonrecord including duplicate materials.

Departmental Planning Committee

1. Subject File, 1966-68. 2 cubic feet. Arranged by subject.

Correspondence, memoranda, reports, studies, agendas and minutes of meetings, and other records relating to the activities of the Departmental Planning Committee and the Executive Planning Board. Among the subjects addressed by these records are postage, lobby services, rural delivery cost reduction, burglary protection, priority mail, training, paperwork reduction, and various technical and automation matters.

WNRC Accession 028-70C5235 Boxes 39-40

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SY Eitner 12/13/93

Special Assistant to the Postmaster General (Public Information)

2. Nationwide Improved Mail Services Publicity File, 1961. 1 cubic foot. Arranged by subject.

Correspondence, memoranda, press kits, speeches, Post Office Department publications, and other records relating to the publicity surrounding the implementation of the Nationwide Improved Mail Services (NIMS) program. This program was inaugurated in more than 275 of the country's biggest cities on July 19, 1961. The NIMS program was aimed at providing for the processing of mail through post offices in an orderly all-day flow and slow down the late evening torrent of mail by mass mailers. These records

were accumulated in the Post Office Department's effort to persuade mass mailers to mail their material during the course of the day rather than waiting until the end of the day, thereby allowing the Post Office Department to make greater use of frequent transportation schedules during the day.

WNRC Accession 028-67A3590 Box 15

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

3. Press Release Books, 1953-62. 8 cubic feet. Arranged chronologically by year. For some years they are also divided into three categories: General, Philatelic, and Construction.

Originals and copies of Post Office Department press releases. Included for many years year is a listing that provides the press release number, the release date, and a description of the subject matter.

WNRC Accessions 028-67A3590 Boxes 17-19
028-68H2568 119-120, 122-124

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

4. Press Releases, 1962. 4 cubic feet. Arranged by subject.

Press releases about postal pay, safety programs, personnel awards, stamp plates, commemorative stamps, miscellaneous stamps, regular stamps, special cancels, air flights, airmail service, postal rates, facilities construction, highway post offices, improved mail services, and related topics, EXCLUDING duplicate copies which will be destroyed as nonrecord during archival processing.

WNRC Accession 028-68H2568 Boxes 130-133

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

5. Construction Press Releases, 1962. 1 cubic foot. Arranged chronologically.

Press releases announcing bids for construction projects.

WNRC Accession 028-68A2568 Box 136

Destroy immediately.

6. Newspaper Clippings, 1961-62. 1 cubic foot. Arranged by subject.

Copies of newspaper clippings. Most of them relate to postal rate increases. These were accumulated at Post Office Department headquarters.

WNRC Accession 028-67B3590 Box 22

Destroy immediately.

7. Newspaper Story Summaries, 5/62-11/62. 1 cubic foot. Arranged chronologically.

Copies of newspaper stories relating to the postal service and summaries prepared for top management.

WNRC Accession 028-67B3590 Box 23

Destroy immediately.

8. Regional Newspaper Clippings, 1962-64. 4 cubic feet. Arranged by subject.

Press clippings relating to the new post office dedications, Zip Code, new post offices, bids, fraud, theft, obscenity, and other related subjects. These records were accumulated in the regions and sent to headquarters.

WNRC Accession 028-68G2568 Boxes 115-118

Destroy immediately.

General Counsel

9. Law Department Orders Case Files, 1964-3/71. 107 cubic feet. Arranged chronologically by closing date of case (between January 1966-March 1971).

Case files containing correspondence, memoranda, forms, exhibits, and other records that resulted in an order for the discontinuance of mailing of certain materials by private concerns. Many of the case relate to frauds. Some of the case relate to the mailing of obscene material. Many of those originated in Europe, particularly Denmark. Included in the latter case files are color and black and white pornographic material.

WNRC Accession 028-75-0006 Boxes 1-107

Destroy immediately.

Real Property and Procurement Division

10. Real Estate Case Files, 1966-67. 1 cubic foot. Arranged numerically by case number.

Correspondence, memorandums, and other records accumulated in litigation, many in state courts, regarding the acquisition of land and buildings for Post Office Department use. Many of the cases involve claims by heirs to property that the Post Office Department had acquired (by sale or lease) from individuals who subsequently died or relate to terms of the contracts and leases.

WNRC Accession 028-70F5235 Box 596

Destroy immediately.

Fraud and Mailability Division

11. Foreign Political Propaganda Case Files, 1958-59. 2 cubic feet. Arranged numerically by case number FPP Cases 1-86.

Correspondence and memorandums pertaining to foreign political propaganda. Each case file includes names of recipients of foreign political propaganda, letters to and from those recipients as to whether they want the foreign political propaganda addressed to them. Most of the responses are handwritten letters saying that the recipient wanted the material because they had ordered it or subscribed to it.

WNRC Accession 028-65J2271 Boxes 298-299

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyElter 12/13/93

12. Foreign Political Propaganda In-Transit Lists, 9/58-3/59. 1 cubic foot. Arranged chronologically by reporting period.

Lists of in transit mail containing Foreign political propaganda received from abroad, examined by the San Francisco port of entry postmaster. These lists provide the country of origin, subject matter, and addressee. Much of the material seemed to be mailed from the Far East for Latin American addresses.

WNRC Accession 028-65J2271 Box 300

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyElter 12/13/93

13. Interception of U.S. Mail to Jamaica File, 1960. Less than one cubic foot. Arranged chronologically.

Correspondence, memoranda, and other records pertaining to the interception of U.S. Mail intended for Jamaican addresses. These records were accumulated in the process of an investigation of lotteries being conducted from Jamaica.

WNRC Accession 028-65A2271 Box 274 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

14. Policy and Precedent Docket Case Files, 1913-53. 30 cubic feet. Arranged numerically by case file numbers 1-180, with a few gaps.

Correspondence, memoranda, legal briefs, printed court documents, transcripts, and other records relating to legal matters handled by the Solicitor and later the General Counsel. Most of the records date from the late 1940s and early 1950s and most involve matters litigated before U.S. District Courts. Much of the information pertains to frauds and lotteries. Included is one case relating to an Old Gold contest held in 1936. Several boxes contain minutes of meetings and other records relating to the activities of the Air Coordinating Committee, an interdepartmental committee established in 1945, and its legal subcommittee. One case relates to the government operation of the telephone and telegraph (1913-1920s), another relates to Western Union telegraph rate hearings (1943), and other cases relate to a Interstate Commerce Commission case, legislation, and mail subsidies. These records were apparently brought together by the General Counsel around 1953.

WNRC Accession 028-65A2271 Boxes 245-273, 274 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

15. Correspondence with the Transportation Division, 1947-57. Less than one cubic foot. Arranged chronologically.

Correspondence, memoranda, and other records pertaining to the legal issues raised by the Transportation Division and responded to by the Fraud and Mailability Division.

WNRC Accession 028-65A2271 Box 274 (partial)

Destroy during archival processing.

16. Transcripts of Hearings, 12/37-4/51. 14 cubic feet. Arranged numerically by case file number (348, 510, 530, 538-1101, with gaps).

Transcripts of hearings between December 28, 1937 and April 1951. These hearings were held before the Solicitor and later the General Counsel. Most of the hearings relate to frauds and lotteries.

WNRC Accession 028-65F2271 Boxes 275-288

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

17. Railway and Steamship Company Mail Pay Cases, 1912-35. 4 cubic feet. Arranged alphabetically by the name of a railroad company.

Correspondence, memoranda, printed court of claims documents, and other records related to Court of Claims cases. The records were accumulated in the division of Railway adjustments within the Office of the Second Assistant Postmaster. Most of the cases involve a railroad or steamship company wanting more money than the Post Office Department was willing to allow under an existing agreement. Also included are a few cases that were taken to the Supreme Court in the late 1920s and early 1930s. Also included is 4 inches of records accumulated in the course of litigation before the Court of Claims during the 1930-34 period regarding pay owed to or by Steamship Companies.

WNRC Accession 028-65G2271 Boxes 289-291, 292 (partial), 293

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

18. Ocean Mail and Air Mail Contract Program and Policy Files, 1928-34. Less than one cubic foot. Arranged alphabetically by subject.

Correspondence, memoranda, blank forms, printed laws, and other records relating to the policies and procedures adopted in response to laws passed in 1928 and 1929 setting up new means of letting contracts for ocean mail and airmail service. Also included are a few contract related files relating to those two services and a few general files on certain subject, such as airmail service to Colombia.

WNRC Accession 028-65G2271 Box 292 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

19. Airmail Cases, 1950-53. 4 cubic feet. Arranged by name of airlines.

Correspondence, memoranda, exhibits, printed documents, and other records relating to CAB cases involving domestic and transatlantic routes, contract rates, and competition in Latin America. These cases involve such companies as United Airlines; American Airlines; the Air Freight Association; Northwest Airlines; Slick Airways, Inc.; the Air Transportation Association of America; Pioneer Airlines; Pan American World Airways, Inc.; Trans World Airline, Inc.

WNRC Accession 028-65H2271 Boxes 294-297

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEller 12/13/93

Post Office Changes Branch

20. Establishment and Discontinuance of Post Offices Files, 1959-63. 7 cubic feet. Arranged alphabetically by region and thereunder by name of state and thereunder by name of post office or station.

Correspondence, memoranda, forms, reports, and other records pertaining to the establishment or discontinuance of a post office or station. Most of each file consists of correspondence from the public asking that a post office be established or not be discontinued, offers from individuals to be post office or station postmasters, inspection reports regarding the feasibility and effectiveness of establishing or discontinuing post offices or stations, and correspondence between the Post Office Department and members of Congress regarding the establishments and discontinuances.

WNRC Accession 028-68A2568 Boxes 161-167

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEller 12/13/93

21. Discontinued Post Office Files, 1/64-12/64. 17 cubic feet. Arranged chronologically by calendar year and thereunder alphabetically by State and thereunder by post office name.

Correspondence, memoranda, and other records relating primarily to closing post offices. Most of the post offices were Fourth Class post offices, which were being discontinued completely or being downgraded in status. Much of the correspondence relates to requests by postmasters to have their post office abolished or downgraded, reassignment of the postmaster to another post office, and in a few instances, inquiries by citizens or

members of Congress, regarding the action. Also included are copies of forms indicating the change of status which were submitted for inclusion in the Postal Bulletin.

WNRC Accession	028-68D2568	Boxes	152-160
	028-69F2336		55-62

Destroy immediately.

Directives Management Division

22. Directives and Publications Case Files, 1937-9/72. 55 cubic feet. Arranged by type of directive or publication and thereunder numerically by directive or publication number and thereunder chronologically.

Copies of the Postal Manual, Postal Bulletins, headquarters announcements, handbooks, headquarters circulars, regional letters, and other directives and publications, including posters, notices, signs, and labels, as well as changes to the directives and publications, along with all supporting material, including drafts, marked-up drafts, and approval documentation. The bulk of the records date from the 1960s.

WNRC Accession	028-67B3590	Boxes	136-168
	028-73-0011		1-2, 3 (partial), 4-22

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyElder 12/13/93

Forms and Records Management Branch

23. Paperwork Management Studies, 1961-69. 6 cubic feet. Arranged by study.

Correspondence, memoranda, studies, reports, publications, and other records relating to studies conducted by the Post Office Department and/or the National Archives and Records Service to improve the paperwork management of the Post Office Department. These records document attempts to improve the management of the Post Office Department's paperwork as well as to reduce the volume of paperwork, either through records disposition efforts or more efficient management of forms and reports. The studies relate to a wide variety of subject matter, from productivity reports and forms studies to implementing a paperwork management improvement plan in 1968. (The new work hour reporting system 1964 is one of the paperwork systems studies made by the St. Louis region study team in the development of a new approach to the paperwork

problem in the POD and in anticipation of moving towards automated tracking in the future).

WNRC Accession 028-73-0011 Boxes 26, 29-33

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEHer 12/13/93

24. Daily Work Hour Report Study Background Materials, 1964-65. 1 cubic foot. Arranged alphabetically by the name of regional offices.

Correspondence, memoranda, and reports pertaining to a study undertaken to improve the reporting of time spent on various postal activities and the resulting productivity. Many of the records relate to comments on the old system, using a form 113, and comments on the discrepancies between what manual versus automated reporting. These records were used by the staff in evaluating the old system and a proposed new system in each region.

WNRC Accession 28-73-0011 Box 23

Destroy immediately.

Management Systems Division

25. Reorganization Studies, 1950-68. 1 cubic foot. Arranged by study.

Memoranda, studies, organization charts, reorganization directives and other records pertaining to numerous reorganizations of units within the Post Office Department as well as regionalization activities.

WNRC Accession 028-73-0011 Box 34

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEHer 12/13/93

26. Subject File, 1957-69. 1 cubic foot. Arranged by study.

Memoranda, studies, minutes of meetings, and other records relating primarily to studies. Included are records relating to a facsimile mail (1959-61), Denver/Dallas consolidation (1962-63), the St. Louis Post Office paperwork management survey (1963), Cartographic unit transfer (1962-64), a postmarking of mail study (1961-64), centralization of head-quarters procurement (1965), improvement of postal space requirements (1965-67), a study of the postal examination (1965-66), studies of the work measurement system (1962) and work performance standards (1958), the cost ascertainment system (1966), and the National Service Index (i.e., days to deliver mail between locations, 1969). Also included are minutes of meetings of the Postmaster

General's Advisory Board (1961-64), summaries of the Postmaster General's staff meetings (February-December 1961), records relating to the work of the Review Committee on Research, Engineering, and Building Facilities (1957-60).

WNRC Accession 028-73-0011 Box 35

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEller 12/13/93

27. Joint Post Office Department-General Services Administration Supply Center Survey Records, 1961-63. 1 cubic foot. Arranged by subject.

Memoranda, statistical data, survey questionnaires, reports, and other records accumulated during a survey conducted during 1961 by the Post Office Department and the General Services Administration of supply centers used by the Post Office Department. Included is a copy of the 110-page report to the Deputy Postmaster General (April 1962).

WNRC Accession 028-73-0011 Box 36

Destroy immediately.

Cost Ascertainment Division

28. Cost Ascertainment Final Reports and Appendices, 1923-59. 8 cubic feet. Arranged chronologically by year.

Copies of printed (later years by the General Printing Office) cost ascertainment reports and, in some instances, appendices to cost ascertainment reports. These reports provide detailed information on postal costs for every service for every year 1923-1959.

WNRC Accession 028-66B1649 Boxes 176-183

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEller 12/13/93

29. Reports on the Cost Ascertainment System, 12/44-11/56. 2 cubic feet. Arranged chronologically by report.

Printed and mimeographed reports on the Cost Ascertain System. Among them are: Report on Cost Ascertainment System of the Post Office Department, dated 12/29/44, published by the General Printing Office; "Appraisal of the Cost Ascertainment System of the Post Office Department," 7/53, printed by the Post Office Department; and two mimeographed Post Office Department reports entitled, "Appraisal of the Cost

Ascertainment System of the Post Office Department (April 1954)," and "Operation of the Cost Ascertainment System in the Post Office Department (November 15, 1956)."

WNRC Accession 028-66B1649 Boxes 185-186

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEller 12/13/93

Accounts Control Branch

30. Contractor Studies Case Files, 1954-60. 2 cubic feet. Arranged by name of contractor and thereunder by subject.

Correspondence, copies of contracts, memoranda, reports, and other records relating to studies conducted by contractors, primarily with Peat, Marwick, Mitchell and Company and with Alexander Grant and Company. Most of the contracts relate to improving the various Post Office Department accounting systems. One contract relates to improving the vital records program, including establishing retention periods and producing SFs 115 for the disposition of the Bureau of Finance records.

WNRC Accession 028-68Z0019M Boxes 589-590

Destroy immediately.

31. Condition of Budgetary Accounts Records, 7/60-6/61. 4 cubic feet. Arranged numerically by accounting period.

Printout listings providing information on Post Office Department funds in over a thousand different accounts. Printouts give the account number and the amount of funds in the account. There is no key to account numbers.

WNRC Accession 028-64C1101 Boxes 369-372

Destroy immediately.

International Accounts Branch

32. Applications for Reimbursement for International Money Orders sent to Poland, 7/39-6/41. 1 cubic foot. Arranged by type of record and thereunder unarranged.

Application forms (3 x 5 inch), which were used in authorizing the repayment of international money orders. The form indicates the money order number, the date paid, and the amount paid. The forms are signed by the remitters, who apparently attempted to send or receive International Money Orders to or from Poland. Most of the individual

amounts paid were $5.00. A few were for as much as $20.00. Also included are adding machine tapes totaling the amount paid.

WNRC Accession 028-61A0965 Box 95

Destroy immediately.

Postal Funds Division

33. Bank Correspondence Files, 1908-5/60. 45 cubic feet. Arranged in chronological blocks and thereunder by type of correspondence and thereunder alphabetically by State and thereunder alphabetically by the name of a city.

Correspondence, memoranda, and other records mostly related to the failure of banks in which official funds of the Post Office Department were deposited. Most of the records pertain to how much money the Post Office Department had deposited in a closed or failed bank and how much, if any, they got back from the bank or a receiver. Other records relate to the closing and reopening of banks, money order credit renewals, direct deposit plans, and bonds of indemnity executed by payees of lost checks.

a. Records predating 1935.

WNRC Accessions	028-64A1101	Boxes 308-320
	028-68D0019	515-521
	028-68F0019	497A-497B
	028-68Z0019C	531
	028-68Z0019S	500
	028-68Z0019T	505
	028-68Z0019U	507
	028-68Z0019W	513

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b. Records postdating 1934.

WNRC Accessions	028-68A0019	Boxes 506
	028-68B0019	511-512
	028-68C0019	497C, 498-499, 509
	028-68E0019	522-523
	028-68Z0019B	532-533
	028-68Z0019D	524-530

Destroy when 30 years old.

Staff Assistance Division

34. Subject File, 1931-60. 3 cubic feet. Arranged by subject.

Correspondence, memoranda, reports, studies, histories, organization charts, project management cards, newspaper clippings, and other records relating to the activities and operations of the Bureau of Facilities. Included are histories of the Bureau covering the 1931-1959 period and project management cards providing detailed information on major projects. In addition there are records relating to the first and second Hoover Commissions (1949, 1955), congressional hearings, and on various policies and procedures, primarily relating to lease purchases. Also included are files on modernization, reorganization, statistics, achievements, accomplishments, and real estate operations.

WNRC Accession 028-65C1557 Boxes 190-192

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyElter 12/13/93

Space Unit

35. Subject File, 1944-61. 2 cubic feet. Arranged alphabetically by subject.

Correspondence, memoranda, reports, studies, and other records relating to the operations and activities of the space unit. Included are information on accidents, assignment of space, billboards, cafeterias, concessions in Post offices, civil defense, claims, coin receptacles, decentralization, district and regional offices, flags, space occupied, space planning, space utilization surveys, storage space in field operations, suggestions, wired-in music, and related subjects. Also included are folders on congressional interest in space concerns.

WNRC Accession 028-65B1557 Boxes 187-188

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyElter 12/13/93

Inventory and Distribution Branch

36. Postage Stamp Printing Contracts, 1851-1906. 1 cubic foot. Arranged chronologically.

Copies of postal forms to solicited bids, bids, proposals, correspondence, and contracts and other records relating to the printing of postage stamps. The contracts were between the Post Office Department and private companies, such as Toppan, Carpenter, Casilear

& Company, the National Bank Note Company, and the American Bank Note Company, to print postage stamps during the mid and late nineteenth century.

WNRC Accession 028-67C3590 Box 177

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

37. Migratory Bird Hunting Stamp File, 1939-61. 1 cubic foot. Arranged chronologically.

Correspondence, memoranda, and other records relating to the development, issuance, and distribution of migratory bird hunting stamps for the years 1940-1961.

WNRC Accession 028-67C3590 Box 175

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

38. Embossed Stamped Envelope File, 1/33-12/56. 1 cubic foot. Arranged by subject and thereunder chronologically.

Correspondence, memoranda, and other records relating to the development of specifications for embossed stamped envelopes, embossing dies used between 1933 and 1956, and pertaining to three contracts for the production and printing of embossed stamped envelopes for the periods 1945-1948, 1949-1952, and 1953-1956.

WNRC Accession 028-67C3590 Box 176

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

39. Regular, Airmail, and Commemorative Stamp File, 7/57-12/61. 2 cubic feet. Arranged chronologically by the issue date of regular, airmail, and commemorative stamps.

Correspondence, memoranda, and other records relating to the production, printing, distribution of regular, airmail, and commemorative stamps. Also included is information regarding the first day ceremonies.

WNRC Accession 028-67C3590 Boxes 178-179

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

40. Postmasters Requests for Transfer of Postage Stamp Stock, 1959-63. 1 cubic foot. Arranged chronologically.

Post Office Department Forms 31 and related memoranda relating to the distribution of stock to post offices and inquiries about shipments and lost shipments.

WNRC Accession 028-67C3590 Box 180

Destroy immediately.

Accountable Paper Section

41. Subject File, 1952-6/67. 3 cubic feet. Arranged by subject.

Correspondence, memoranda, forms, reports, studies and other records relating to production and distribution of postal cards, postage stamps, embossed stamped envelopes, and related matters, including detailed information on the commemorative postage stamp issues of 1965 and 1966, information about billing rates for postage stamps (1957-65), postage rate increase of 1958, use of silicone treated interleaving paper in books of stamps, irregularities, air mail postal cards (1958), placement of red and blue parallelograms on left margin of air-mail postal cards (1965), proposed postal card stock (1962), photo die of the 1962 air-mail stamp, overprint of U.S. postal cards for use in the Canal Zone (1962), quality of paper in postal cards (1963), and stamp estimates (1956-61). Also included is summary information on unit operations during 1966-67 and correspondence of the unit (1961-63). Also included are a few routine administrative records, such as shipping instructions for postal cards (1965-66).

WNRC Accession	028-72U6909	Boxes 39	
	028-72W6909		103
	028-72W6909		109

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SgEther 12/13/93

Realty Division

42. Real Estate Transaction Correspondence File, 1961. 3 cubic feet. Arranged alphabetically by region and thereunder by state and thereunder by city.

Correspondence, memoranda, copies of press releases, and other records relating mostly to bids for improving or constructing postal facilities.

WNRC Accession 028-65A1557 Boxes 155-157

Destroy immediately.

Assistant Postmaster General, Bureau of Transportation

43. Subject Files, 1953-60. 1 cubic foot. Arranged by subject.

Correspondence, memoranda, field trip and other reports, agendas, and other records accumulated by the Assistant Postmaster General. The records cover a wide variety of subjects of interest to or involvement by the Assistant Postmaster General and/or the Bureau of Transportation.

WNRC Accession 028-65M1557 Box 287

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

Information Officer

44. Highway Post Office Inauguration Publicity Files, 1954-57. 1 cubic foot. Arranged chronology.

Correspondence, memoranda, newspaper clippings, press releases, photographs, and other records accumulated in the process of publicizing the inauguration of highway post office routes.

WNRC Accession 028-65L1557 Box 285

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

Administrative Division

45. Reorganization Files, 1946-62. 2 cubic feet. Arranged by subject.

Correspondence, Post Office Department publications and directives, memoranda, directives, organization charts, and other records relating to the organization and reorganization both headquarters and regional operations of the Bureau as well as in some instances, other Bureaus. Also included are records pertaining to regionalization-decentralization activities. Most of these records were created between 1952 and 1956.

WNRC Accession 028-73-0011 Boxes 82-83

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

46. Publications, 1934-54. 1 cubic foot. Arranged by publication.

Binders containing copies of the administrative manual, Bureau instructions to field offices, and other manuals.

WNRC Accession 028-73-0011 Box 64

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyElter 12/13/93

47. Subject File, 1918-66. 1 cubic foot. Arranged generally alphabetically by subject and thereunder chronologically.

Correspondence, memoranda, studies, and other records related to the organization and operations of the Bureau at both headquarters and in the field. Much of the information contained in these records relate to the Bureau's organization and to precedents, particularly those relating to travel commissions for railroad postal clerks. Most of the records date from the early 1960s.

WNRC Accession 028-73-0011 Box 65

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyElter 12/13/93

Transportation Research Branch

48. General Research Project 10 Regional Final Reports, 1956. 1 cubic foot. Arranged alphabetically by name of regional headquarters city name.

Final reports, included attachments (maps, photographs, overlays) and a small amount of related correspondence pertaining to General Research Project 10, which was a comprehensive study by each region of its activities, operations, costs, and related matters. This information was incorporated in May 1956, into a report entitled "Report of the Departmental Committee on Expedited First-Class Mail."

WNRC Accession 028-65E1557 Box 234

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyElter 12/13/93

49. Report of the Departmental Committee on Expedited First-Class Mail, 5/56. Less than one cubic foot. Arranged numerically by page number.

A printed report entitled "Report of the Departmental Committee on Expedited First-Class Mail," which was prepared in 1956 as part of a project to determine whether it was cost-effective to merge airmail with first-class mail. This report was based, in part, on data provided in fifteen final reports pertaining to General Research Project 10, which

was a comprehensive study by each region of its activities, operations, costs, and related matters. Each copy of the report was numbered and the few textual documents that accompany the report indicate the report was very sensitive and should be treated accordingly.

WNRC Accession 028-65E1557 Box 238 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

50. Transportation Study, 1958-59. 12 cubic feet. Arranged alpha-numerically by a system created by the accumulators of the records (A-1 through Q-11).

Correspondence, memoranda, reports, statistical data, and other records accumulated during a transportation study conducted during the winter of 1958-1959. The purpose of the study was to lay a foundation for practical plans for the use of various means of transportation to assure that the mail delivery continued to meet satisfactorily the changing postal needs of the nation. The study covered the costs, availability and reliability of various forms of transportation, and needs for alternative services, in relation to local needs, area needs, inter-area needs, national needs, and domestic handling of international mails. The study took into account distribution practices and needs; facilities requirements which were related to transportation, dispatching, loading, and unloading; transportation containers; existing and possible future evolution of private industry or business channels of communication, and distribution; and private or government ownership and/or operation of mail transportation facilities. Data in the files relate to volume of mail, costs and postal rates, means of transportation, and mechanization.

WNRC Accession 028-73-0011 Boxes 52-63

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

International Service Division

51. Records Relating to the VIIIth Congress of the Postal Union of the Americas and Spain, 1960. 1 cubic foot. Arranged by subject.

Agreements, summaries of meetings, and other records created during the VIIIth Congress of the Postal Union of the Americas and Spain held in Buenos Aires 1960. During the Congress a half dozen agreements relating to such matters as money orders and parcel post shipments were reached. Some of the records are in Spanish. Some of the records are duplicated.

WNRC Accession 028-73-0011 Box 37

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

52. Weight of Mail Dispatched Forms, 1/57-9/60. 3 cubic feet. Arranged chronologically.

Post Office Department Form 2963 providing information on the weight of mail dispatched to foreign countries by steamship companies.

WNRC Accession 028-65H1557 Boxes 275-277

Destroy immediately.

Air Service Division

53. Rate Orders, 11/37-5/52. Less than one cubic foot. Arranged chronologically.

A binder containing the official copy of rate orders establishing postal rates (in gold francs) for sending mail to and from the United States from and to Foreign Countries. The orders are signed by the Assistant Postmaster General and the Director of the International Postal Service.

WNRC Accession 028-65K1557 Box 280 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

54. Program Records, 1944-58. 1 cubic foot. Arranged by subject and thereunder chronologically.

Correspondence, memoranda, reports, studies, and other records relating to policies, procedures, and other matters pertaining to airmail service to and from foreign countries. Also included are some records relating to Post Office Department dealings with the Universal Postal Union. Included are official copy of rate orders establishing postal rates (in gold francs) for sending mail to and from the United States from and to Foreign Countries (1949, 1950, 1952-53, 1955-58) and statistics of air mail to and from foreign countries (1949-50).

WNRC Accession 028-65K1557 Box 281

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

55. Foreign Airmail Rate Case Files, 1955-59. Less than one cubic foot. Arranged numerically by Foreign Airmail (FAM) route number and thereunder chronologically.

Correspondence, memoranda, and other records relating to domestic airlines who were claiming they were not getting paid enough for delivering airmail for the Post Office

Department in FAM routes under the established rates and contracts. The records provide information on the dispute and its resolution.

WNRC Accession 028-65K1557 Boxes 280 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SYEltes 12/13/93

56. Shortline Master Milage and Rate Tables, 1959-62. 3 cubic feet. Arranged generally chronologically by year and thereunder either alphabetically by name of airline or numerically by airline route.

Master milage and rate tables including carriers listings, correspondence, certificates, supporting papers, justifying authorizations of shortline milage for one year.

WNRC Accession 028-73-0011 Boxes 40-42

Destroy ~~immediately.~~ when no longer needed.

Railway Transportation Division

57. Railroad Post Office Cars Remodeling and Maintenance Correspondence, 1955-61. 1 cubic foot. Arranged by subject and thereunder chronologically.

Correspondence, contracts, agreements, contract and agreement modifications, exemptions to regulations, and other records relating to remodeling and shopping of Railroad Post Office cars. Most of the correspondence pertains to how well the railroads were keeping railroad post office cars clean, safe, and repaired.

WNRC Accession 028-73-0011 Box 38

Destroy immediately.

58. Mail Messenger Agreements. 1953-61. 1 cubic foot. Arranged alphabetically by railroad company name.

Correspondence, memoranda, agreements, and other records relating to agreements made with railroad companies to provide messenger services. These agreements had been discontinued because they were no longer necessary to the Post Office Department.

WNRC Accession 028-65Q1557 Box 272

Destroy immediately.

59. Discontinuance of Train Service Files, 1960-62. 1 cubic foot. Arranged by region and thereunder by name of railroad company.

Correspondence, memoranda, copies of agreements, and Interstate Commerce Commission Docketed case file material pertaining primarily to railroad companies wanting to get out of agreements to carry the mail on certain routes or certain times and/or to paid extra for such continued service.

WNRC Accession 028-73-0011 Box 39

Destroy immediately.

60. Discontinued and/or Superseded Special Contracts and Agreements with Railroad Companies, 1953-65. 27 cubic feet. Arranged generally in chronological blocks and thereunder alphabetically by name of railroad company.

Correspondence, memoranda, contracts, agreements, and other records relating to special contracts and agreements made with railroad companies which had been discontinued or superseded. The contracts and agreements usually involved higher rates than allowed by the Interstate Commerce Commission under authorization from Congress by an Act approved July 28, 1916. The contracts and agreements were usually in effect for 2-years.

WNRC Accession 028-65Q1557 Boxes 263-271
028-73-0011 43-49, 66-73, 84-86

Destroy immediately.

61. Rail and Air Operating Agreements and Railroad Special Contracts and Agreements, 1948-65. 2 cubic feet. Arranged by type of agreement and contract and thereunder chronologically or alphabetically by name of carrier.

Copies of rail and air operating agreements and copies of railroad special contracts and agreements, and computations, accumulated by Robert Shaw. When the Bureau of Finance moved to New York City in 1964-65, Mr. Shaw was transferred to the Railroad Transportation Division, and brought along his files for use in conjunction with work relative to contracts, agreements, and computations of mileage equalization deductions for railroad mail transportation. Working papers and routine administrative records will be destroy by NARA as nonrecord during archival processing.

WNRC Accession 028-73-0011 Boxes 50-51

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Ettler 12/13/93

62. Postal Inspector Reports, 1958-63. 1 cubic foot. Arranged chronologically.

Postal Inspector Reports and related correspondence regarding reported problems identified by postal inspectors pertaining to railroad post office operations. Most of the records relate to the mishandling of mail that resulted in it being stolen, lost, or damaged and instances where the inspectors identified the records not being properly protected.

WNRC Accession 028-73-0011 Box 87

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyElter 12/13/93

63. Highway Post Office Vehicle Historical Files, 1941-55. Less than one cubic foot. Arranged numerically by highway post office vehicle number (1-114).

Correspondence, memoranda, photographs, and other records pertaining to the historical record of each highway postoffice vehicle. For each vehicle there is a "life history form" which is a historical record providing information on the description, acquisition, disposition, statistical accomplishments, and route assignments of each highway postoffice vehicle. Also included for most vehicle is a form providing detailed specification about the vehicle itself. Vehicle number 1 was donated to the Smithsonian Institution.

WNRC Accession 028-65L1557 Box 284 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyElter 12/13/93

Highway and Contract Transportation Division

64. Highway Post Office Vehicle Sales Documentation, 1954-56. Less than one cubic foot. Arranged by location where vehicle sold.

Correspondence, memoranda, forms, bids, sales documentation, and other records relating to highway postoffice vehicles sold by bids.

WNRC Accession 028-65L1557 Box 284 (partial)

Destroy during archival processing.

Transportation Requirements Branch

65. Reading Files, 1/64-6/67. 2 cubic feet. Arranged chronologically.

Green tissue copies of outgoing communications from the branch for the periods February 1964-December 1965 and January-June 1967. About half of the correspondence relates to congressional inquiries on behalf of their constituents.

WNRC Accession 028-73-0011 Boxes 78 (partial), 91 (partial)

Destroy records in box 78 of 28-73-11, along with the other series in the box, immediately and destroy records in box 91 of 28-73-11 during archival processing.

66. Subject File, 1962-67. Less than one cubic foot. Arranged by subject.

Correspondence, memoranda, reports, and other records relating to the activities of the branch. Included is correspondence with The Wall Street Journal (1965-67) regarding delivery problems, correspondence regarding the transportation of parcel post (1962-66), a general file on the railroad post offices (1962-67), a general file on the highway post offices (1964-67), a file on the curtailment of the railroad post offices (1964-65), and various reports regarding the President's Quality Service Improvement Program, including reports to the Postmaster General and to the President. Also included is a report requested by the branch that was prepared by the Postal Inspectors regarding whether the railroads in several locations were delivering the mail on time, and related correspondence related to that report. Also included is a printed report entitled "Nationwide Integrated Postal Service Plan (Postal Transportation Study), which is undated, but probably published in late 1959, as a result of the Transportation Study conducted during the winter of 1958-59.

WNRC Accession 028-73-0011 Boxes 92 (partial), 93 (partial), 95 (partial), 96 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEller 12/13/93

67. Special Projects Files, 1966-67. 3 cubic feet. Arranged by type of project, generally rail or air, and thereunder by specific project.

Correspondence, memoranda, reports, and other records relating to special projects to improve air and rail mail service. Some of these special projects involve legal problems the Post Office Department was trying to resolve and some resulted from a congressional inquiry regarding the mail service.

WNRC Accession 028-73-0011 Boxes 92 (partial), 93 (partial), 94, 95 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEller 12/13/93

68. Sectional Centers Facility Case Files, 1963-6/66. 5 cubic feet. Arranged generally alphabetically by name of State and thereunder by name of the city where the Sectional

Center Facility was located and thereunder divided into two parts, external and internal communications.

Correspondence, memoranda, newspaper clippings, maps, lists, statistical data, reports, and other records relating to the establishment of Sectional Center Facilities. On July 1, 1965, 552 sectional centers became operational to receive and distribute mail for surrounding post offices. On the left hand side of each folder is primarily correspondence with members of Congress regarding inquiries and complaints about these centers vis a vis prior service. On the right hand side of the folders is information about setting up the center, its impact on existing highway post office routes, railroad post office routes, star routes, and other routes and services, and reports about problems and progress in getting the centers functioning.

WNRC Accession 028-73-0011 Boxes 74-77, 79 (partial), 92 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SY Elder 12/13/93

69. Sectional Centers Facility Statistical Data, 10/65-12/65. 4 cubic feet. Arranged chronologically by month and thereunder numerically by facility number.

Bound volumes containing computer printouts showing the volume of mail arriving and leaving a sectional center facility and indicating the State to where it was coming from or going to.

WNRC Accession 028-73-0011 Boxes 96 (partial), 97-99

~~Destroy boxes 97-99 of 28-73-11 immediately and records in box 96 during archival processing.~~ Destroy when no longer needed.

70. Highway Post Office Discontinuance Case Files, 1961-67. 1 cubic foot. Arranged generally chronologically by date of discontinuance and thereunder chronologically.

Correspondence, memoranda, maps, lists, statistical data, and other records relating to the discontinuance of 26 Highway Post Office routes during the July 1965-January 1967 period. Included are congressional inquiries and responses.

WNRC Accession 028-73-0011 Boxes 79 (partial), 81 (partial), 91 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SY Elder 12/13/93

71. Railroad Post Office Discontinuance Case Files, 1963-67. 4 cubic feet. Arranged generally chronologically by date of discontinuance.

Correspondence, memoranda, maps, lists, statistical data, and other records relating to the discontinuance of Railroad Post Office routes during between June 1965 and early 1967. Included are congressional inquiries and responses.

WNRC Accession 028-73-0011 Boxes 80, 81 (partial), 88-90

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEHer 12/13/94

72. Pennsylvania Railroad Time Schedules, 1964-65. Less than one cubic foot. Arranged chronologically.

A folder containing memoranda, train schedules, and related records pertaining to the train schedules of the Pennsylvania Railroad. These records were apparently used as reference in establishing connecting train schedules. There is a note attached to the file indicating that the person using it was finished and wanted to know if it should be filed. It was placed in an FRC carton containing the Branch reading file.

WNRC Accession 028-73-0011 Box 78 (partial)

Destroy ~~immediately.~~ when no longer needed.

Management Information Division

73. Program, Policy, and Project Forming Records, 1958-67. 13 cubic feet. Arranged alphabetically by subject.

Correspondence, memoranda, studies, reports, and other records relating to programs, policies, and projects undertaken by the Bureau of Research and Engineering. Most of the records relate to specific postal equipment, such as optical scanners, carrier's shoes, and various automation equipment.

WNRC Accession 028-70B5235 Boxes 17-29

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEHer 12/13/94

74. Automated Management Control Computer Printout Reports, 1968-69. 7 cubic feet. Arranged by type of report and thereunder chronologically by reporting period, which was generally monthly.

Computer printouts providing information relating to three reports. The first contains provides basic personnel data about employees of the Bureau of Engineering and

Research, such as name, location, pay, GS-rating, social security number, education, language and job title. Based on this information, several reports were produced arranged differently, such as by location or by name. The second report also has several variations, all relating to the status of contracts. And the third, relating to labor and project control, contains information about the status of projects, and like the other reports is printed out in various formats.

WNRC Accession 028-70E5235 Boxes 135-141

Destroy immediately.

Engineering and Facilities Division

75. Construction and Engineering Contractors Correspondence File, 1966-68. 10 cubic feet. Arranged alphabetically by the name of the site were contracted work was being conducted.

Correspondence, memoranda, specifications, bidding forms, drawings, and other records related to the carrying out of contracts.

WNRC Accession 028-70E5235 Boxes 142-151

Destroy when the buildings to which they relate are no longer in Federal custody or control.

76. Standardization of Mechanization Project Files, 1966-68. 2 cubic feet. Arranged alphabetically by company name.

Correspondence, memoranda, cost studies, technical proposals, and other records related to projects to standardized the mechanization of postal operations.

WNRC Accession 028-70E5235 Boxes 152-153

Destroy immediately.

77. Fire Protection Project Files, 1966-68. 1 cubic foot. Arranged alphabetically by the name of a company.

Correspondence, memoranda, cost studies, technical proposals, and other records relating to projects to provide better fire protection for postal facilities.

WNRC Accession 028-70E5235 Box 154

Destroy immediately.

78. Construction and Engineering Project Files (Federal Buildings), 1966-68. 6 cubic feet. Arranged alphabetically by city in which the facility was located. These records are primarily for those cities beginning with an A, B, or C.

Correspondence, memoranda, blueprints, specifications and other technical data, drawings, contract-related records (such as bids), and other records relating to construction engineering projects on federal buildings. Most of the projects related to the construction of post offices.

WNRC Accession 028-70E5235 Boxes 129-134

a. Presentation drawings and perspective views of buildings.

PERMANENT. Transfer to the National Archives when the buildings to which they relate are no longer under Federal custody or control.

b. Textual records.

Destroy when the buildings to which they relate are no longer under Federal custody or control.

c. Nontextual records identified as disposable under the General Records Schedules and records for buildings not defined as significant by the National Archives.

Destroy during archival processing.

79. Construction and Engineering Project Files (Leased Facilities), 1958-67. 6 cubic feet. Arranged by name of city where facilities located.

Correspondence, memoranda, blueprints, specifications and other technical data, drawings, contract-related records (such as bids), and other records relating to construction engineering projects on leased facilities. Most of the projects related to changes or alterations to the facilities.

WNRC Accession 028-70A5235 Boxes 11-16

Destroy when the buildings to which they relate are no longer under Federal control.

The Chief Postal Inspector

80. Correspondence with the Postal Inspectors In Charge, 7/68-7/70. Less than one cubic foot. Arranged alphabetically by city in which the Postal Inspectors in Charge worked.

Correspondence and memoranda between the Chief Postal Inspector and the Postal Inspectors in Charge. Most of the correspondence relates to program activities, such as new programs, policies, and procedures, or special things a particular Postal Inspector in Charge needed to be aware of or to do.

WNRC Accession 028-72A6410 Box 1 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEllen 12/13/93

81. Amendments to the Manual of Postal Inspections, 2/35-10/39. Less than one cubic foot. Arranged chronologically.

Originals and some copies of changes to the Postal Inspection Manual and related memoranda in a few instances. This appears to be the record set.

WNRC Accession 028-71A0920 Box 4 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEllen 12/13/93

Administrative Division

82. Inspectors In Charge Conference Records, 1963-68. Less than one cubic foot. Arranged chronologically by year.

Memoranda, agendas, reports, and other records accumulated during the course of planning and conducting an annual Inspectors in Charge conference. Records document each conference between 1963 and 1968.

WNRC Accession 028-72A6410 Box 1 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEllen 12/13/93

Management Reports and Controls Unit

83. Case Production Reports, 7/63-6/70. 1 cubic foot. Arranged chronologically by year and thereunder by various arrangements, including by month and by region.

Computer printout reports consolidating the information contained in Post Office Department Forms 507a and 512a consisting of program and administrative time. These

reports provide information on how much time was spent in various activities, primarily case work. For each case (which is numbered) and type of case, information is provided on how many hours were spent, as well as quantitative information, such as how much time was spent on average for each of 39 case reporting categories. No code is available to determine the 39 types of cases reported.

WNRC Accession 028-76-0004 Box 1

Destroy immediately.

Security Division

84. Covert and Overt Monitoring of Employees File, 1945-69. Less than one cubic foot. Arranged chronologically.

Correspondence, memoranda, reports, blueprints, and other records relating to the covert and overt monitoring of postal employees. These observations were primarily to detect internal thefts. Most of the records date from the 1950-1952 period when "lookout observation units" were installed in post office facilities.

WNRC Accession 028-76-0028 Box 7 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Eller 12/13/93

85. Alien Enemy Registration Program Files, 1964-71. Less than one cubic foot. Arranged chronologically.

Correspondence, memoranda, reports, and other records relating to the alien enemy registration program. These records provide information about the program, the Post Office Department's role in the process, and Post Office Department policies, procedures, and methods of registering alien enemies.

WNRC Accession 028-76-0028 Box 2 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Eller 12/13/93

86. Alien Enemy Registration Program Administrative Records, 1964-71. Less than one cubic foot. Arranged alphabetically by region and thereunder chronologically.

Quantitative reports, lists, and correspondence relating to the Alien Enemy Registration Program. Most of the records pertain to assuring that the post offices were get the forms necessary for alien enemies to use in registering and that the forms were being used properly.

WNRC Accession 028-76-0028 Box 2 (partial)

Destroy during archival processing.

87. Defense Planning and Emergency Preparedness Records. 1964-70. 1 cubic foot. Arranged by subject.

Correspondence, memoranda, directives, publications, and other records relating to defense planning and emergency preparedness, including copies printed material (headquarters emergency preparedness plan, instructions for personnel designated to relocate in the event of a nuclear attack, and emergency readiness orders), information about relocation plans and relocation designees, headquarters emergency lines of succession, emergency relocation facilities, emergency postal services (described in detail in the Defense Planning Manual, copy included). These records were accumulated by the Security Division because the Postmaster General designated the Chief Postal Inspector as the Defense Coordinator for the entire Postal Establishment.

WNRC Accession 028-76-0028 Boxes 3 (partial), 5 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SY Elder 12/13/93

88. Plant Security Survey Program Records, 1970-71. 1 cubic foot. Arranged generally by the name of a city.

Correspondence, memoranda, reports, directives, and other records relating to the development and implementation of policies, procedures, and techniques for the pro-tection of postal facilities from urban riots and related disturbances, including general program records and records relating to Oakland, San Francisco, Philadelphia, and Boston.

WNRC Accession 028-76-0028 Box 6

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SY Elder 12/13/93

89. Work Stoppages and Strike Files, 1970. 1 cubic foot. Arranged by subject.

Correspondence, memoranda, reports, and other records relating to work stoppages and strikes. Included is information on monitoring the strikers, sabotage, liaison with the military, and related topics documenting the Postal Inspection Service's investigation of the wildcat pay-raise strike, which began in New York City on March 17, 1970, and in

three days spread to fourteen states and included nearly 210,000 postal workers. In this national emergency, President Nixon ordered the Armed Forces to handle the mail.

WNRC Accession 028-76-0028 Boxes 1 (partial), 5 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEllen 12/13/93

90. Presidential Mail Courier Service Program File, 1969-74. Less than one cubic foot. Arranged chronologically.

Correspondence, memoranda, and other records relating to the responsibility of the Chief Postal Inspector for delivering mail to President Richard Nixon, when he was not in Washington, D.C. Included are numerous White House originated documents.

WNRC Accession 028-76-0028 Box 3 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEllen 12/13/93

91. Assassination of President John F. Kennedy File, 1963-65. Less than one cubic foot. Arranged chronologically.

Correspondence, memoranda, and other records relating to the Post Office Department's role in the Federal Bureau of Investigation's and the Warren Commission's investigation of President John F. Kennedy. Some of the records pertain to Lee Harvey Oswald's purchase of a rifle through the mails and related matters.

WNRC Accession 028-76-0028 Box 5 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEllen 12/13/93

92. Postal Service Reorganization File, 1968-71. Less than one cubic foot. Arranged by subject and thereunder chronologically.

Correspondence, memoranda, and other records relating to the President's Commission on Postal Organization, known as the Kappel Commission, and to reorganization plans during the transition from the Post Office Department to the United States Postal Service. These records pertain primarily to the concern of the Postal Inspection Service about its status, responsibilities, and duties, and authorities under new organizational arrangement.

WNRC Accession 028-76-0028 Box 5 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEllen 12/13/93

93. Miscellaneous Program Subject File, 1961-74. Less than one cubic foot. Arranged by subject and thereunder chronologically.

Correspondence, memoranda, and other records relating to various miscellaneous program areas. Among the records are those pertaining to the killing of a local postmaster in the mid 1960s, high value shipments of currency to the Canal Zone (1966-74), registry pouch losses at John F. Kennedy Airport or destinations from there (July 1969-March 1971), the dissemination of information by the division (1963-70), and similar miscellaneous subjects.

WNRC Accession 028-76-0028 Boxes 1 (partial), 3 (partial), 4 (partial)

Destroy during archival processing.

94. Space Survey Records, 1967-70. Less than one cubic foot. Arranged by subject and thereunder chronologically.

Correspondence, memoranda, and other records relating to responsibilities for undertaking space surveys as well as records relating to actual surveys of Post Office Department space utilization.

WNRC Accession 028-76-0028 Box 3 (partial)

Destroy during archival processing.

Service Investigations and Inspections Division

95. Mail Cover External Coordination Files, 7/65-6/68. Less than one cubic foot. Arranged chronologically by year and thereunder alphabetically by name of government agency (Federal and State and Local) and law enforcement agency (state and local).

Requests for mail covers, correspondence regarding mail covers, and other records relating to mail covers conducted by the Post Office Department for Army Intelligence, Office of Naval Intelligence, the United States Coast Guard, the Securities and Exchange Commission, the Food and Drug Agency, the Immigration and Naturalization Service, United States Customs Service, the United States Marshals, the Bureau of Narcotics, state and local government agencies, and state and local law enforcement agencies. The records cover fiscal years 1966 and 1968. Most relate to either criminal or national security matters.

WNRC Accession 028-71A0920 Boxes 4 (partial), 16 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEllen 12/13/93

96. Mail Cover Internal Coordination Files, 7/65-6/68. Less than one cubic foot. Arranged chronologically by year and thereunder alphabetically by name of city where the Postal Inspectors in Charge worked.

Memoranda, requests for mail covers, correspondence regarding mail covers, and other records relating to mail covers conducted by the Post Office Department for other agencies. These records pertain to internal policies and procedures regarding specific mail covers, including extensions and special actions.

WNRC Accession 028-71A0920 Boxes 4 (partial), 16 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEtter 12/13/93

97. Mail Cover Case Files, 7/67-6/69. 3 cubic feet. Arranged chronologically by year and thereunder alphabetically by name of individual on whom a mail cover had been placed.

Requests for mail covers, correspondence regarding mail covers, and other records relating to mail covers conducted by the Post Office Department for the Central Intelligence Agency, the Secret Service, Air Force Intelligence and Army Intelligence units, the Office of Naval Intelligence, the United States Coast Guard, the Securities and Exchange Commission, the Food and Drug Agency, the Immigration and Naturalization Service, United States Customs Service, the United States Marshals, the Bureau of Narcotics, state and local government agencies, and state and local law enforcement agencies. In one instance a member of Congress asked that a mail cover be initiated against a particular company. The records cover fiscal years 1968 and 1969. Each file indicates who had a mail cover placed on them, who requested, for how long, and related information. Included are copies of a post office form showing the actual mail covers, i.e., what mail they were receiving.

WNRC Accession 028-71A0920 Boxes 11-13

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEtter 12/13/93

98. Mail Cover General Correspondence, 8/65-9/65. Less than one cubic foot. Arranged alphabetically by name of city where the Postal Inspectors in Charge worked.

Memoranda between the Chief Postal Inspector (prepared by the division) and the Inspectors in Charge regarding mail cover policies and procedures. Included is correspondence about special circumstances and problems.

WNRC Accession 028-71A0920 Box 16 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyEtter 12/13/93

Washington Regional District Operations Manager

99. Post Office Personnel Files, 7/53-6/56. 2 cubic feet. Arranged by type of post office (active or discontinued) and thereunder alphabetically by State (Maryland, Virginia), and thereunder alphabetically by name of the post office.

Correspondence, Notification of Personnel Actions (POD Form 50), requests for appointments of clerks, letters of appointment and resignation, and other personnel-related records. These records are like a personnel folder, except they are for a post office and its personnel. The records cover all actions, from appointment to resignation, and everything in between such as grade step increases.
WNRC Accession 028-59A1623 Boxes 127-128

Destroy immediately.

Economic and Cost Benefits Division

100. Postal Rate Increase Records, 1974-78. 10 cubic feet. Arranged by Postal Rate Commission docket case number (R74-1 and R78-1).

Correspondence, memoranda, statistical data, copies of postal rate increase proposals, testimony of witnesses, interrogatories, interrogatory responses, briefs and reply briefs, challenges, press releases, rebuttals, opinions of the Postal Rate Commission and related records used to request and implement Postal Rate changes in 1974 and 1978.

WNRC Accession 028-80-0401 Boxes 1-9, 11, 12 (partial)

PERMANENT. Transfer to the National Archives in 1998.

101. Miscellaneous Postal Rate Subject File, 1973-75. 1 cubic foot. Arranged by subject.

Correspondence, memoranda, statistical reports and listings, and other records relating primarily to postal rate increases. Most of the records consist of background material and working papers used in developing information to be used in the postal rate increase process. Also included are records relating to volumes and projections of volumes of mail being handled, and to be handled, in the Washington, D.C., New York City, and San Antonio metropolitan areas.

WNRC Accession 028-80-0401 Box 10

Destroy immediately.

Review and Evaluation Division

102. Miscellaneous Program Subject File, 1972-78. Less than one cubic foot. Arranged by subject and thereunder chronologically.

Correspondence, memoranda, reports, publications, and other records relating to several subjects, including the work of a 1978 mechanization task force, a 1972-73 mail classification study, and public inquiries during 1972-73 regarding postal rates and classifications.

WNRC Accession 028-80-0401 Box 12 (partial)

PERMANENT. Transfer to the National Archives in 1998.

103. Mail Characteristics and Zip Code Usage Reports, 7/70-9/77. 15 cubic feet. Arranged by fiscal year and thereunder by type of report and thereunder by quarter (actually "postal quarters").

Computer printouts containing quantitative information about the characteristics of mail (i.e., origin-destination, type of mail) and Zip Code usage (i.e., what percentage of mail contained Zip Codes). These records contain information gained from mail that was sampled at every postal facility to determine patterns of mail and whether or not people were using the Zip Code.

WNRC Accession 028-80-0401 Boxes 12 (partial), 17-31

Destroy boxes 17-31 immediately and records in box 12 during archival processing.

Employment Relations Department

104. Site Selection Equal Employment Opportunity Case Files, 1973-79. 4 cubic feet. Arranged by name of the city where a postal facility was to be or was already located.

Correspondence, memoranda, reports, and other records accumulated in the process of determining the equal employment opportunity aspects of selecting sites for new postal facilities or changes in current facilities. Most of the case files contain recommendations by a committee appointed to study the equal employment opportunity impact of planned changes. Some case files contain correspondence with outside constituencies, such as the National Association for the Advancement of Colored People, regarding the site selection. In some instances such correspondence indicated the NAACP and/or other groups opposed new locations and the records indicate the official Postal Service response.

WNRC Accession 028-80-0401 Boxes 13-16

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SG Elder 12/13/93

105. Job Applications, 11/77-12/77. 3 cubic feet. Arranged alphabetically by name of applicant.

Job applications (a postal service form similar to the SF 171) from individuals wanting to be hired for the Management Associate Program in 1978. If an individual was already in the postal service a supervisor's evaluation of potential is also included. Some of the job applicants contain a cover letter from the applicant. The records do not indicate any action taken.

WNRC Accession 028-80-0401 Boxes 32-34

Destroy immediately.

106. Job Evaluation (Conversion Status) Reports, 2/73-7/77. 3 cubic feet. Arranged chronologically and thereunder organizationally.

Job Evaluation Report #1, which is a printout showing the base position-employees by district and finance number, their position prior to conversion to the Postal Service Personnel System and their position after conversion. It includes before and after occupation codes, grade levels and salaries. These reports apply to non-bargaining personnel, that is, employees not covered by a formal bargaining agreement. The reports are for the months of February and April 1973 and July 1975.

WNRC Accession 028-81-0401 Boxes 27-29

Destroy immediately.

107. Miscellaneous Subject File, 1977-80. 3 cubic feet. Arranged by subject.

Correspondence, memoranda, computer printouts of employee names, copies of legal documents, drafts of collective bargaining documents, and other records relating to three or four miscellaneous subjects. Included are records relating to a lawsuit by the National Association of Postal Supervisors against the Postal Service in 1977-80 before the U.S. District Court for the District of Columbia in which they were trying to clarify the managerial status of Postal Technical, Administrative, and Clerical (PTAC) employees; background working papers relating to the 1978 collective bargaining agreement with the American Postal Workers Union relating to postal employees in Postal Data and Automated Data Centers; and efforts in 1978 and 1979 to clarify the duties, responsibilities, and training of clerks handling automated mail sorting equipment.

WNRC Accession 028-81-0401 Boxes 24-26

Destroy immediately.

108. Merit Pay Computer Listings, 1975-77. 11 cubic feet. Arranged by fiscal year and thereunder generally alphabetically by the name of a postal facility.

Computer listings of names of individuals that were subject to receiving merit pay and the amount they received.

WNRC Accession 028-81-0401 Boxes 30-40

Destroy immediately.

Law Department

~~109. Administrative Procedures Act Case Files, 10/81-12/84. 44 cubic feet. Arranged chronologically by fiscal year and thereunder numerically by case number.~~

~~Complaints, pleadings, motions, orders, minutes of hearings, adjudications, and other records for such cases as domestic false representation, mailability, second-class mail, post office box or caller service, foreign false representation, and lottery cases.~~

~~WNRC Accession 028-89-0012 Boxes 1-44~~

~~Destroy when 20 years old.~~

Already scheduled. see N1-28-87-5/10A

N1-28-87-5/10A

Inspection Service Department

110. Case Production Reports, 7/72-6/73. 1 cubic foot. Arranged chronologically by year and thereunder by various arrangements, including by month and by region.

Computer printout reports consolidating the information contained in Post Office Department Forms 507a and 512a consisting of program and administrative time. These reports provide information on how much time was spent in various activities, primarily case work. For each case (which is numbered) and type of case, information is provided on how many hours were spent, as well as quantitative information, such as how much time was spent on average for each of 39 case reporting categories. No code is available to determine the 39 types of cases reported.

WNRC Accession 028-76-0004 Box 2

Destroy immediately.

111. Examination Report Record, 12/77-12/81. 2 cubic feet. Arranged numerically by case file number.

Postal Service Forms 221 "Examination Report Record," which are 5 x 8 inch forms giving basic information on lab work assignments. Each card gives the dates lab work was assigned and completed and the name of technician who did the work and the name of the person requesting the work. Also provided is the number of objects worked on. There is no summary information about what was involved.

WNRC Accession 028-86-0001 Boxes 13-14

Destroy immediately.

Office of Security

112. Records Relating to the Postal Street Academy Program, 4/70-5/72. 4 cubic feet. Arranged by subject.

Correspondence, memoranda, reading files, investigative reports, captioned still photographs, and other records relating to the Post Street Academies. These academies were established in April 1970 by Postmaster Winton Blount as part of a joint program with the Office of Economic Opportunity and the Department of Labor to give remedial education and job opportunities to economically disadvantaged school dropouts and postal employees aged 16 through 21. Academies were established initially by the Post Office Department at inner-city storefront locations in Newark, Atlanta, Chicago, Detroit, San Francisco, and Washington, D.C., and later expanded to other cities. The program was curtailed in May 1972, because the Postal Service experienced too many problems. Many of the records relate to the Postal Inspection Service monitoring, covertly and overtly, the activities of the academies. Included are many memoranda between high level postal officials.

WNRC Accession 028-75-0011 Boxes 1-4

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyElter 12/13/93

113. Budget Records, 1972-76. 1 cubic foot. Arranged by fiscal year and thereunder by name of organization.

Correspondence, memoranda, budget workpapers, budget submissions, and other records relating to the development of the budget for Inspection Service Department security activities both in headquarters and in the field for fiscal years 1973 through 1979.

WNRC Accession 028-76-0028 Box 10

Destroy immediately.

114. Security Program Subject File, 1970-76. 2 cubic feet. Arranged by subject and thereunder chronologically.

Correspondence, memoranda, reports, directives, and other records relating to the security program. Included are records relating to building, container, document, postage, and employee security. Information is contained in these records about protection afforded Moon artifacts, security of high value items, counterfeit postage meters, x-ray equipment for the examination of parcels, security of philatelic exhibits, the centralization of the destruction of old postage stamps, and security of postal containers and documents. Also included are reports and other records relating to the covert monitoring of employee program, including policies and procedures relating to the monitoring of employees in locker rooms and bathrooms.

WNRC Accession 028-76-0028 Boxes 7 (partial), 8-9

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

115. Concentrate and Convoy Policy and Program Files, 1970-7/73. Less than one cubic foot. Arranged by subject and thereunder chronologically.

Correspondence, memoranda, reports, directives, and other records relating to a program, formally called "Concentrate and Convoy" and informally termed "Con Con," to provide security for large shipments through the mails, primarily taking large quantities of mail from primary postal facilities to postal facilities at airports. This program was initiated in July 1970.

WNRC Accession 028-76-0028 Box 4 (partial)

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

116. Concentrate and Convoy Regional Reports, 7/1972-6/1974. Less than one cubic foot. Arranged by alphabetically by region and thereunder chronologically.

Reports from regional postal security personnel regarding the "Concentrate and Convoy" program. Much of the information is quantitative in nature, indicating the quantities of mail delivered and stored at airports, under the program, awaiting delivery.

WNRC Accession 028-76-0028 Box 4 (partial)

Destroy during archival processing.

Security Requirements Branch

117. Security Requirements Program Subject File, 1973-76. 4 cubic feet. Arranged by subject and thereunder chronologically.

Correspondence, memoranda, reports, directives, and other records relating to the security requirements program. Included are records relating to both building and employee security. Information is contained in these records about security conferences, locks, mail boxes, letter bomb detectors, bulletproof glass, food stamp security, and related subjects.

WNRC Accession 028-76-0028 Boxes 11-14

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 Sy Elter 12/13/93

Information Technology Division

118. Program Files and Publications, 1973-79. 30 cubic feet. Unarranged as retired, but during life of the records were divided into four distinct series: a subject file, a reading file, contractor brochures, and publications.

Subject files relating to the development and implementation of the automation of postal operations; a reading file providing evidence of the unit's operations and activities; and three publications produced by the division, and all dated May 21, 1979: "Management Information Planning Manual Fiscal Year 1979," "Systems Documentation Management Guidelines," and "MIS gement Information Systems] Information Requirements," volume 1, EXCLUDING duplicate non-record copies of the publications and any contractor brochures which will be destroyed during archival processing.

WNRC Accession 028-83-0444 Boxes 21-50

PERMANENT. Transfer ~~immediately~~ Nov. 1994 to the National Archives the program subject files, the reading file, and one copy of the publications. Sy Elter 12/13/93

Office of Administrative Law Judges

119. Fraud Order Docket Case Files, 1961-79. 67 cubic feet. Arranged numerically by case number.

Investigative reports, correspondence, memoranda, transcripts of hearings, legal records, and other records accumulated in the course of hearings by the administrative Law Judge relative to determining whether orders should be issued to prohibit certain advertisements or products from being sent through the mails. Many of the cases relate to medical fraud. Most of the records date from 1975 through 1979.

WNRC Accession	028-84-0408	Boxes 1-47
	028-83-0444	1-20

Destroy immediately.

International Postal Affairs Department

120. Program Subject File, 1968-09/79. 11 cubic feet. Arranged generally by subject. An interspersed segment is arranged alphabetically by the name of a country and thereunder chronologically.

Correspondence, memoranda, transcripts of meetings, formal agreements and conventions with foreign countries, and international and regional organizations and related material. A substantial part of the series consists of records relating to dealings with the Universal Postal Union and the Postal Union of the Americas and Spain. Another large segment of the records contains information about Postal Service relations and dealings with postal officials in foreign countries. Some of the records are in French and Spanish.

WNRC Accession 028-80-0425 Boxes 1-11

PERMANENT. Transfer ~~immediately~~ to the National Archives, Nov. 1994 SyElton 12/13/93