

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**U. S. Postal Service**

2. MAJOR SUBDIVISION  
**Finance Group**

3. MINOR SUBDIVISION  
**Records Office**

4. NAME OF PERSON WITH WHOM TO CONFER  
**William Robinson, Jr.**

5. TEL EXT  
**245-4797**

<b>LEAVE BLANK</b>	
JOB NO	<b>NCL-28-83-1</b>
DATE RECEIVED	<b>10-8-82</b>
<b>NOTIFICATION TO AGENCY</b>	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>3-18-83</b> <i>Date</i>	<i>Robert L. May</i> <i>Archivist of the United States</i>

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 **2** page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>9/30/82</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <b>USPS Records Officer</b>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>"General correspondence files of the Postmaster General that establish, define, or discuss postal policy, or otherwise document the functioning of the Office of the Postmaster General.</p> <p><del>Permanent: Transfer to a Federal Records Center when 4 years old, offer to the National Archives when 20 years old.</del></p> <p>Postmaster General's Subject Files except those under the heading of "Consumer Affairs/Complaints."</p> <p>Permanent. Transfer to Federal Records Center when 4 years old. Offer to NARS in 5 year blocks when the latest records are 20 years old.</p> <p><b>NO MASS DATA CHANGE</b></p>		<b>3 items</b>

*NCW  
NWB  
NWF* Copy to agency, 3-22-83; 88.

**Request for Records Disposition Authority - Continuation**

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NC1-28-83-1

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p>Files under the heading of "Consumer Affairs/ Complaints" in the Postmaster General's Subject Files.</p> <p>Separate from the Subject Files before shipment to FRC. Destroy when 4 years old.</p> <p>3. Postmaster General's Reading Files.</p> <p>Destroy when 4 years old or sooner if no longer needed for reference.</p> <p><i>Changes per L Henton of DSPS &amp; M Goldman of NARS 3/19/83 M.G.</i></p>		