

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

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

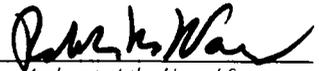
1. FROM (AGENCY OR ESTABLISHMENT)  
 U. S. Postal Service

2. MAJOR SUBDIVISION  
 Finance Group

3. MINOR SUBDIVISION  
 Records Office

4. NAME OF PERSON WITH WHOM TO CONFER  
 Leroy Hinton

5. TEL EXT  
 245-5568

LEAVE BLANK	
JOB NO  N01-28-83-3	
DATE RECEIVED 3-9-83	
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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-3-83 Date	 Archivist of the United States

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 12/30/82	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE USPS Records Officer
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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
	See Attachments  <b>NO MASS DATA CHANGE</b>		item

All FRC + Agency sent 6-27-83 by DMW.

Subcategory: Health and Employee Services

Control Number	Documents are/pertain to	Arranged consists of	Used	Then
1,	Office of Workers' Compensation Program (OWCP)	Case Files. Alphabetically by last name of employee. Copies of Department of Labor forms, medical information, claims, and other supporting documentation to include correspondence payment and accounting records. (CA Forms 1, 2, 2a, 3, 4, 5, 5b, 6, 7, 8, and 16.)	To provide injury compensation to qualifying employees and to maintain a record for audit and review. (USPS-120-098)	Move to an inactive file when employee leaves the Postal Service. Close this file each year. Dispose of when 30-years old. Replaces: NCI-28-79-4/59 ASM, Exhibit 351.31, 6-25.

*insert here:*  
*Transfer the inactive files to FRC when 5 years old.*  
*Change per L. H. of USPS & MG of NARS. MG. 6-1-83*