

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCl-28-85-1	DATE RECEIVED 5-10-85
1 FROM (Agency or establishment) U. S. Postal Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Finance Group		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Records Office			
4 NAME OF PERSON WITH WHOM TO CONFER Sheila Allen	5 TELEPHONE EXT 245-5568	DATE 8/20/85	ARCHIVIST OF THE UNITED STATES <i>Arthur</i> James E. O'Neil
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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 4/24/85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Hand</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (INARS USE ONLY)
1.	Paid Money Orders (Domestic and International) Arrangement: Numerically, by locator number. Consists of negotiable (payment) copy of paid money orders that have been processed by Federal Reserve Banks and forwarded to the National Personnel Records Center in St. Louis, MO. Used by the Postal Inspection Service to investigate improper payments, fraud, etc. Dispose of 9 months from date of receipt at NPRC.	(Replaces NCI-28-83-2/16)	
2.	Money Order Vouchers (Domestic and International) Arrangement: Numerically, by serial number. Consists of Post Office copy of money orders sold. Cut off the file each Accounting Period, forward to the St. Louis PDC for processing. Dispose of 1 Accounting Period after processing.	(Replaces NCI-28-83-2/17)	
3.	Paid Money Order Microfilm (Domestic and International) Arrangement: Numerically, by locator number. Consists of microfilm copy of paid money orders that have been processed and microfilmed by the Federal Reserve Banks. Used to service Postal customer inquiries. Forwarded to the St. Louis PDC daily. Dispose of 7 years from date of receipt at the PDC.		