

Reid NCD 19 Jan 79 H

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

LEAVE BLANK	
JOB NO <b>NCI-28-79-2</b>	
DATE RECEIVED <b>19 JAN 1979</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>8-13-79</i> <b>James E. O'Neil</b> Date <i>acting</i> Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**US POSTAL SERVICE**

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

**Leroy Hinton**

5. TEL EXT

**245-5568**

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 5 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

**17 Jan 79**

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

*for Sherry Sherry*  
**USPS RECORDS OFFICER**

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><b>EMPLOYEE BIDDING RECORDS (Bid for Preferred Assignment). Arrangement may be by seniority within job number. Information include such data as employee name, SSN, seniority, job title, and information on qualifications such as schemes and driving. Records are used to match vacant positions and qualified candidates. (PS Form 1717). (Article XXXVII, National Agreement). (Postal Service System of Records: USPS 120.040).</b></p> <p>Destroy 6 months after vacancy is filled. Where records are involved in a grievance, they become part of the grievance case file and are disposed of accordingly.</p> <p><i>Amendments per telephone conversation with L. Hinton</i> <i>7-24-79</i></p>		

*9-7-79 mfg*  
*Agency*

*12 items*

## Request for Records Disposition Authority - Continuation

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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><u>DELIVERY OF MAIL THROUGH AGENTS.</u> Arranged alphabetically. These are records authorizing the delivery of a customer's mail to a mail receiving agency. Information consists of the addresses and signatures of both parties, names and addresses of members affected, and officers, of firms and corporations, respectively. (PS Form 1583) (Postal Service System of Records: USPS 010.050).</p> <p>Upon termination of the contract, destroy by shredding.</p>		
3.	<p><u>LOCAL PAYROLL RECORDS.</u> Arranged within pay period. Records used to record time and attendance, adjustments, and reports of time certification for higher level. Records include time cards, PSDS office clock ring history, requests for leave, change of schedule and assignment orders. They include such information as name, social security number, pay location and other personnel data. They consist of such PS Forms as: 1230 A, B, C, 1221, 1224, 1234, 2240, 3189, 3971, 3973 and 3976. (Postal Service System of Records: USPS 050.020)</p> <p>Close the file each pay period. Maintain in office for 3 years from date of closing; then destroy by shredding. (Record Life: 3 Years).</p>		
4.	<p><u>POSTAL METER RECORDS.</u> Arranged alphabetically. Records consist of applications and permits. They contain such information as customer name and address, meter update activity, license holder. They are used for the administration of postal meter activities. (PS Form 3601A). (Postal Service System of Records: USPS 140.020).</p> <p>Move to inactive file upon termination or cancellation. Close the inactive file each year. Maintain the file for 1 year from the date of closing; then destroy.</p>		

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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
5.	<p><u>PRE EMPLOYMENT INVESTIGATIVE RECORDS.</u> Arranged alphabetically by name of applicant. Consists of character references, local police records, drug history records, and other investigative reports such as National Agency Check and Inquiry (NACI) used to determine suitability for employment by the USPS, exclusive of records filed in the Official Personnel File (OPF). (Postal Service System of Records: USPS 120.110).</p> <p>Move to a closed file upon determination of suitability or termination of employment as unsuitable. Close this file each year; maintain for 2 years from date of closing; then destroy. (Record Life: 2 years).</p>		<p><del>WITHDRAWN</del></p> <p><i>Withdraw until 6/9/80 (2/24/80) record</i></p> <p><i>Rec FPMR</i></p> <p><i>Bulletin-80 Supplement 1</i></p>
6.	<p><u>PERSONNEL RESEARCH AND TEST VALIDATION RECORDS.</u> Arranged in chronological batches by type of examination. Contains such information as name, SSN, address, veteran preference, type of examination and test number. Consists of machine readable answer sheets used for scoring entrance examinations and examinations for in-service promotions. (Postal Service System of Records: USPS 120.120.)</p> <p>Move the batch to a closed file after processing. Close this file each month. Maintain for 6 months from date of closing; then destroy by shredding. (Record Life: 6 months)</p>		
7.	<p><u>GARNISHMENT FILES.</u> Arranged by Social Security Number. Files result from court ordered commercial wage garnishments or alimony and child support garnishments, served on postal employees. They consist of the court order, copy of withholding or disbursement notice and other related papers used in the attachment of salary for payment of back debts of postal employees. Records include such information as name, home address, SSN, work address, deduction, stop date, court case number and cancelling information.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
8.	<p>Move to a completed file when the requirements of the court order are met. Close this file each year. Maintain for 3 years from the date of closing; then destroy. (Record Life: 3 Years).</p> <p><del>GRIEVANCE FILES OF NON-BARGAINING PERSONNEL.</del>  <del>Records <del>of</del> originating in the review of grievances and appeals raised by employees, except EEO Complaints and grievances of Bargaining Personnel. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits and records relating to reconsideration requests.</del></p> <p>a. Where the grievance is upheld.</p> <p>Upon final decision, move to a closed file. Close this file each year, retain for 3 years, then destroy.</p> <p>b. Where the decision results in the generation of a PS Form 50.</p> <p>File with the PS Form 50 on the permanent side of the Official Personnel Folder (OPF).</p>		<p>DISPOSAL NOT APPROVED</p> <p><i>Reject</i></p> <p><del>withheld</del></p>

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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
9.	<p><u>ADVERSE ACTION OR DISCIPLINARY RECORDS.</u> Records created in processing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The files include copies of proposed adverse action with supporting papers; statements of witnesses, replies, hearing notices, reports and decisions, reversal of action and appeal records.</p> <p>a. Records of counselling where there has been no disciplinary action or in support of an adverse action which has been overturned.</p> <p>Destroy when 1 year old, or 30 days after separation of the employee, whichever is sooner.</p> <p>b. Letters of warning, caution or reprimand, where there has been no disciplinary action initiated or, letters in support of adverse action which has been overturned.</p> <p>Destroy when 2 years old or 30 days after separation of the employee, whichever is sooner.</p> <p>c. Disciplinary records supporting adverse actions that result in the generation of a PS Form 50.</p> <p>File with the PS Form 50 on the permanent side of the OPF.</p>		<p>DISPOSAL NOT APPROVED</p> <p><i>Reject -</i></p>