

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

LEAVE BLANK

JOB NO  
**NI-GRS-87-2**

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

DATE RECEIVED  
**12-10-86**

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

**National Archives and Records Administration**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

**Office of Records Administration**

**Records Appraisal and Disposition Division**

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

6 CERTIFICATE OF AGENCY REPRESENTATIVE

724-1457

3-11-87 *Francis S. Burke*

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 <b>12/11/86</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rosman</i>	D TITLE <i>Director Records Appraisal &amp; Disposition Div.</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>Revision of General Records Schedule 12 item 5 from Postal Records to Postal Records and Private Mail Company Records</p> <p>Post Office and private mail companies forms and supporting papers.</p> <p>a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express and special delivery mail including receipts and return receipts.</p> <p style="padding-left: 40px;">Destroy when one year old.</p> <p>b. Application for registration and certification of declared value mail.</p> <p style="padding-left: 40px;">Destroy when one year old.</p> <p>c. Report of loss, rifling, delayed or late delivery, wrong delivery or other improper treatment of mail.</p> <p style="padding-left: 40px;">Destroy when one year old.</p>		