

ED Records Schedule

SCHEDULE LOCATOR NO.: 147

REVISION DATE: 7/15/2010

TITLE: Post Office and Private Mail Company Records

PRINCIPAL OFFICE: Office of Management (OM)

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Post Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service.

DISPOSITION INSTRUCTIONS:

a. Records Relating to Incoming or Outgoing Mail (GRS 12 Item 5a)

Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.

TEMPORARY

Destroy/delete when 1 year old.

b. Applications (GRS 12 Item 5b)

Application for registration and certification of declared value mail.

TEMPORARY

Destroy/delete when 1 year old.

c. Improper Treatment of Mail Reporting (GRS 12 Item 5c)

Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.

TEMPORARY

Destroy/delete when 1 year old.

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- d. Duplicate Copies Regardless of Medium Maintained for Reference Purposes and That Do Not Serve as the Record Copy

TEMPORARY

Destroy/delete when no longer needed for reference.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Departmental/Administration