

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
REC 6	<u>MAIL</u>	<u>MAIL RECORDS</u>		
REC 6-6	MAIL – 1	Messenger Service Correspondence, Reports and Daily Logs	<u>TEMPORARY:</u> Destroy when 2 months old.	GRS 12, Item 1
	MAIL – 2	Post Office and Private Mail Company Correspondence, Reports, Mail Pouches and Receipts	<u>TEMPORARY:</u> Destroy when 1 year old.	GRS 12, Item 5(a), 5(b), 5(c)
	MAIL – 3	Mail and Delivery Service Control Correspondence, Reports, Receipt, Postage, Workload reports, Logs and delivery indexes. Mailing addresses.	<u>TEMPORARY:</u> Destroy when 1 year old.	GRS 12, Item 6(a), 6(b), 6(c), 6(d), 6(e), 6(f), 6(h)
	MAIL – 4	Mail Room Operations Correspondence, Reports and Procedures	<u>TEMPORARY:</u> Destroy when 1 year old or when superseded or obsolete, whichever is applicable.	GRS 1, Item 6(g)
	MAIL – 5	Metered Mail Correspondence and Reports	<u>TEMPORARY:</u> Destroy when 6 years old.	GRS 12, Item 7
	MAIL – 6	Postal Irregularities Correspondence and Reports	<u>TEMPORARY:</u> Destroy 3 years after completion of investigation.	GRS 12, Item 8